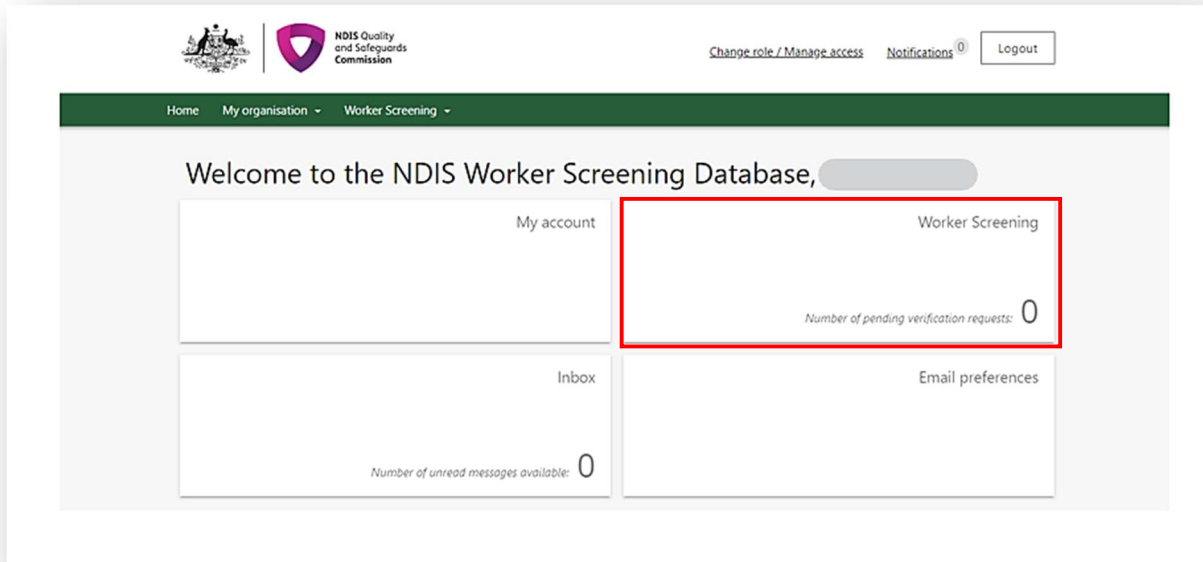


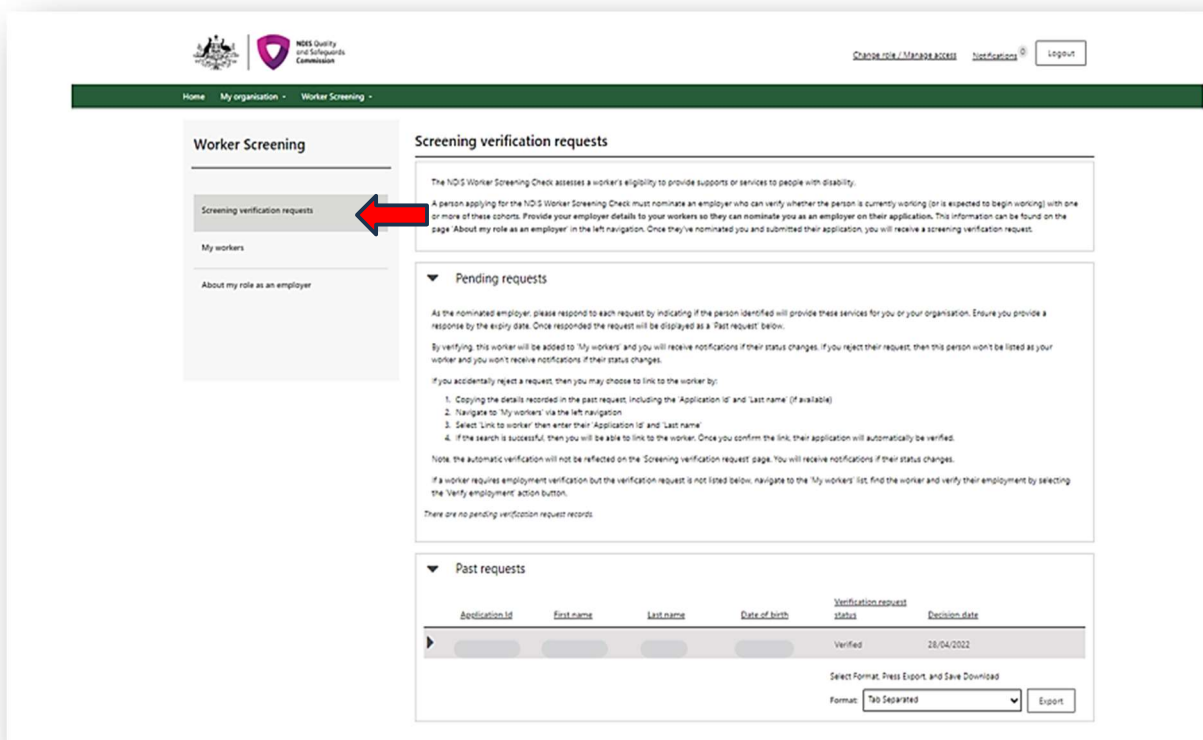
## Verify or reject a screening verification request

Role required: **Worker Screening for Organisations**

1. If you have a pending verification request it will be shown on the Worker Screening tile, Select **Worker Screening**. You will also get a notification to the NWSD inbox to the nominated email address.

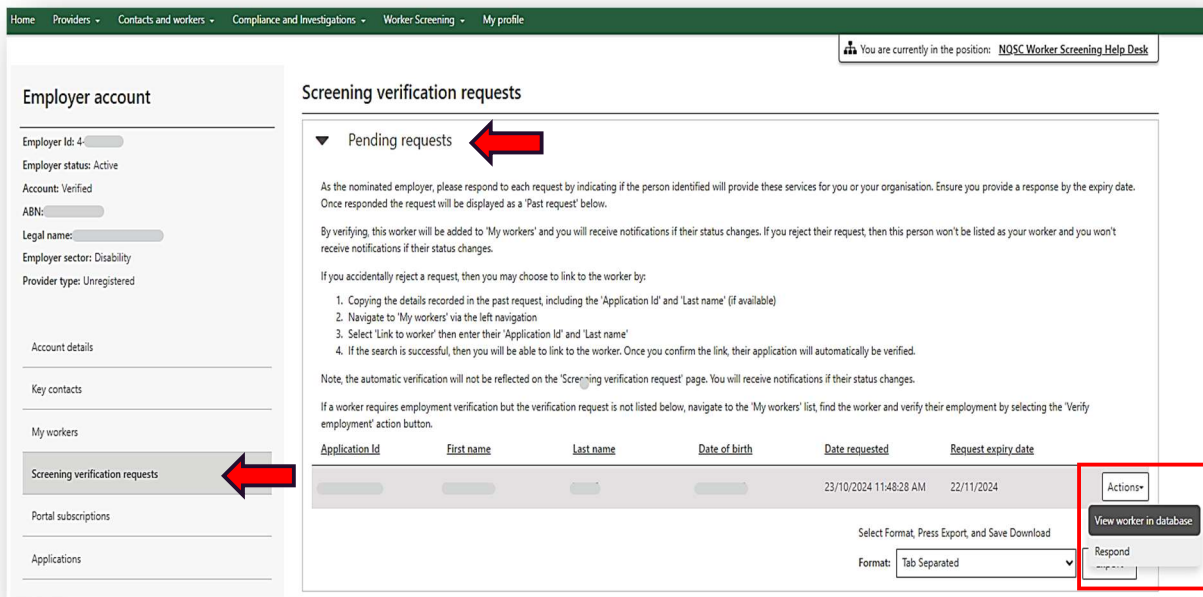


2. Click on **Screening verification requests**.



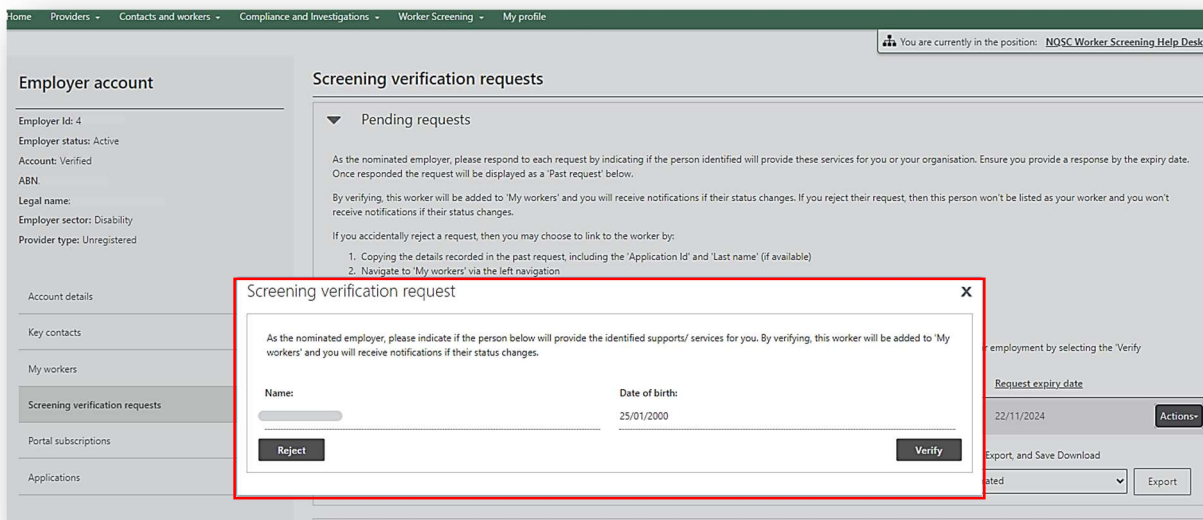
### 3. Check for **Pending Requests** > Click **Actions** > **Respond** > **Verify** or **Reject**

If this is **NOT** your employee, please reject verification.



The screenshot shows the 'Screening verification requests' page. On the left is the 'Employer account' sidebar. The main content area has a 'Pending requests' tab selected, indicated by a red arrow. Below the tab are instructions for employers on how to respond to requests. A table lists pending requests with columns: Application Id, First name, Last name, Date of birth, Date requested, and Request expiry date. A red arrow points to the 'Actions' dropdown menu for a specific request, which contains options like 'View worker in database', 'Respond', and 'Reject'.

**Tip** – If you have already verified the worker they will automatically be linked to your organisation.



This screenshot shows the 'Screening verification request' dialog box. It contains fields for 'Name' and 'Date of birth' (25/01/2000). There are 'Reject' and 'Verify' buttons. The background shows the same 'Screening verification requests' page as the previous screenshot, but the dialog box is in the foreground.