



# Verification cheat sheet

## Your quick-reference card for completing supplier verification on GetYourGuide

**An Individual Trader** is a sole trader, freelancer, or self-employed person who operates under their own name without a separate company registration.  
**Wrong type?**  
Contact Supplier Support to update before verifying.

## What you'll need

### YOUR INFORMATION

- ✓ Full **legal name** (as on your ID)
- ✓ **Business or personal address**
- ✓ Professional **registration number** (optional)
- ✓ Contact **phone + email**

### IDENTITY VERIFICATION

- ✓ Valid **photo ID** (passport recommended)
- ✓ Phone/computer with **camera**
- ✓ **Well-lit room**, alone in the frame

## How to start

**What happens during verification:** once you begin, you'll be guided through entering your personal details, address, contact info, ID upload, and a selfie check.



### TIPS TO PASS ON THE FIRST TRY

- ➔ Use your **full legal name** exactly as it appears on your ID – not a brand name or nickname.
- ➔ Make sure your **ID is not expired**, even by one day.
- ➔ Place it **flat on a dark surface with all 4 corners visible** – no screenshots or printed copies.
- ➔ For the selfie: face centered, alone in the frame, **follow the head-turn prompts**.
- ➔ The person entering details must be **the same person doing the ID + selfie check**.

### After you submit

Most verifications are approved within minutes. Some take up to 48 hours for manual review. You have 3 attempts total. Check your status under [Company Profile](#).



### Need help?

Visit [Verification on GetYourGuide: What It Is and Where to Get Help](#) or contact [Supplier Support](#)