

Verifying your Play Console developer account for organizations

October 2024

In July 2023, <u>we announced a policy update</u> which requires all developers on Google Play to complete a verification process.

Our experience verifying developers has shown us that organizations face unique challenges. That's why we've developed this comprehensive guide tailored to their needs.

Before you start the verification process, make sure you have the following information ready

- ✓ Your legal name and address.
- ✓ Your organization's <u>D-U-N-S number</u>.

- A private email address and phone number for Google to contact your organization. This will be verified using a one-time password.
- An email address and phone number that will be shown on Google Play as part of your public developer profile. This will be verified using a one-time password. This is different to the app support email you can provide for each of your apps.

If you need more time to prepare this information, you can <u>apply for an extension</u> in Play Console.

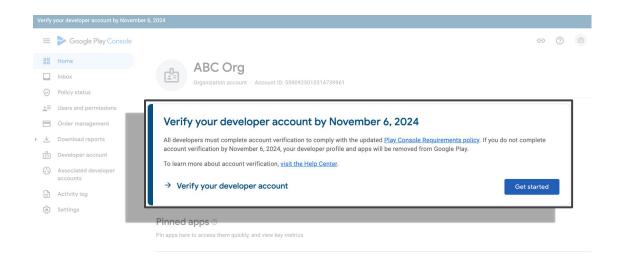
Step 1:

Start the verification process



You can begin verifying your developer account on the Play Console home page up to 60 days before your deadline. **Only the account owner can start the process**.

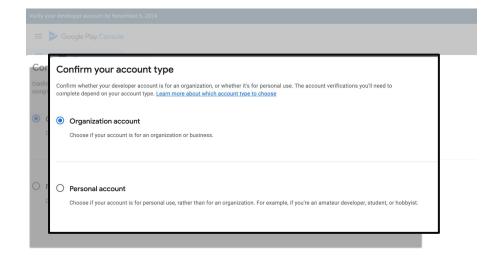
- Start as early as possible. As soon as you're able to verify, get started with the process to avoid any issues, and your apps being removed from Play.
- Only the account owner can verify. If your account owner no longer has Play Console access, or you can't contact your account owner, request an extension and contact support.
- Pay close attention to your deadline. Failing to complete the verification process in time will result in your account and apps being removed from Play.



Select your account type. **Choose 'Organization' for any formal business entity**. Otherwise, select 'Personal'.

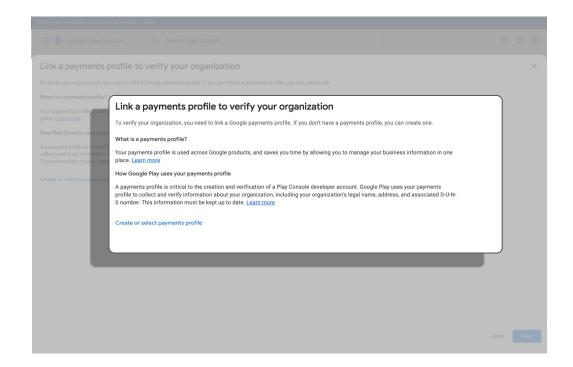
- Make sure to choose the correct account type. Choosing the correct account type affects the verifications you're required to complete.
- Your account type makes no difference to general features, app availability, or your ability to earn money on Play. However, only organizations can publish <u>certain</u> <u>categories of apps</u>, such as Financial products and services.
- Take care. Once you've completed verifications, your account type can't be changed.

Learn more about account types



Link a Google payments profile that is used to verify your identity.

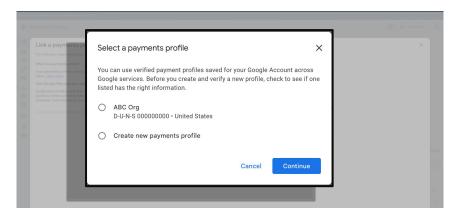
- A Google payments profile stores information that can be used across Google products to save you time. This includes information about your organization and payment methods.
- Google Play asks you to link a payments profile to your developer account to collect and verify information about your organization, including its legal name, address, and associated D-U-N-S number. This is critical to the verification of your developer account, and the information in your payments profile must accurately reflect your organization, and be kept up to date.
- If you already monetize on Play, you might be familiar with payments profiles for managing and tracking your app sales. Here, the payments profile you provide is being used to verify your organization information only, and isn't used for anything related to monetization. You don't need to use the same payments profile that you use to receive payments from Google Play.



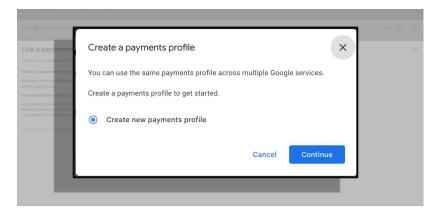


You can either select an existing payments profile, or create a new one.

Select an existing payments profile

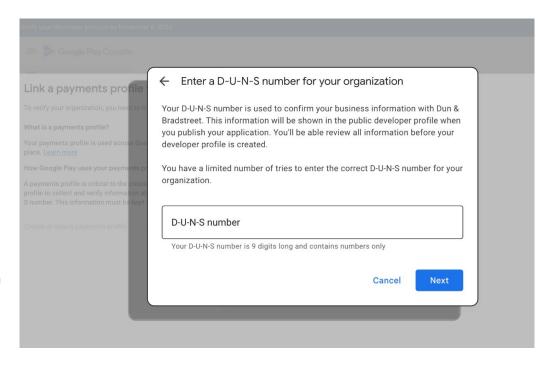


Create a new payments profile



After you select or create a payments profile, you'll be asked to **provide a D-U-N-S number**, which is a unique nine-digit identifier for your organization.

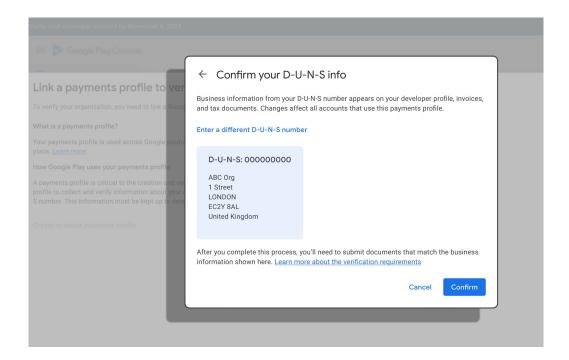
- Make sure you have this number before you start. You have a limited number of attempts to enter your D-U-N-S number correctly.
- Not sure if you have one? In most organizations, the D-U-N-S number can be provided by your finance or legal department. If you don't have one, apply at Dun and Bradstreet free of charge. Ensure you do this as early as possible, as it can take 30 days or more to obtain one.
- Governments and government agencies can verify their developer identity without a D-U-N-S number. Learn how.





After you enter your D-U-N-S number, **you'll see your associated business information**. If this is correct, select 'Confirm'.

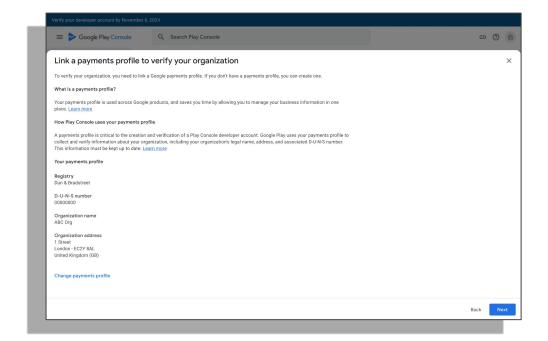
- The legal name and address associated with your D-U-N-S number must be the same as the legal name and address in your Google payments profile.
- If we detect any inconsistencies, you'll have 28 days to fix, or your account and apps will be removed from Play.





Carefully review your business information and D-U-N-S number.

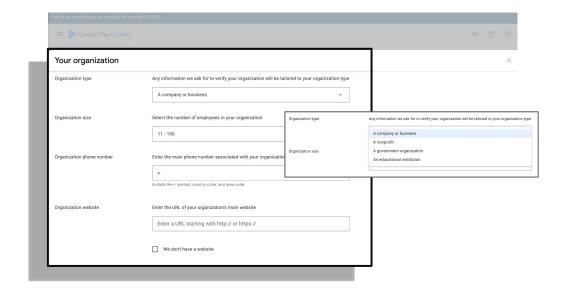
- Make sure that the business information shown accurately represents your organization.
- The legal name and address associated with your D-U-N-S number must be the same as the legal name and address in your Google payments profile. If we detect any inconsistencies, you'll have 28 days to resolve this, or your account and apps will be removed from Play.
- If you need to change your details later, go to the Account details page in Play Console, and select 'Update organization details' next to your organization details. You may need to create or select a new payments profile to link to your developer account.





Tell us a bit more about your organization. This information is used to verify your organization, and helps us better understand our developer community.

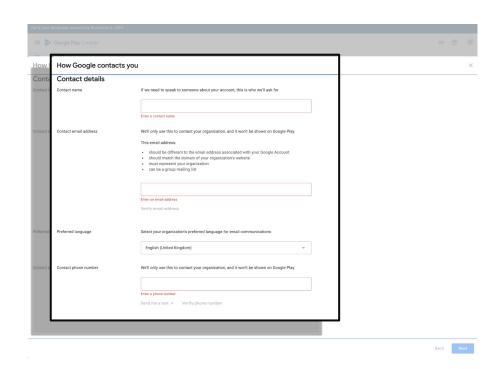
- This information about your organization is only used by Google to verify your organization, and isn't shown to users on Play.
- If you're unsure about your organization details, like the number of employees or your phone number, try asking your reception, HR department, or office administration.





Tell us how Google should contact you about your developer account if we need to. This information will only be used to contact you, and is not shown to users on Play.

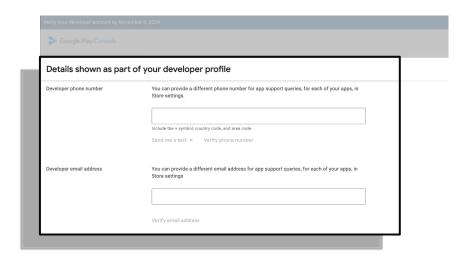
- Pay special attention to the email address and phone number you provide, as both will need to be verified using a one time password (OTP).
- To verify your contact phone number, you can choose to receive the OTP by SMS message, or by receiving a call. Should you have issues with either method, we recommend trying the other one.
- If you're receiving other errors when trying to verify your phone number, <u>contact support</u>.
- Make sure the relevant contact is available to verify the email address and phone number you enter.





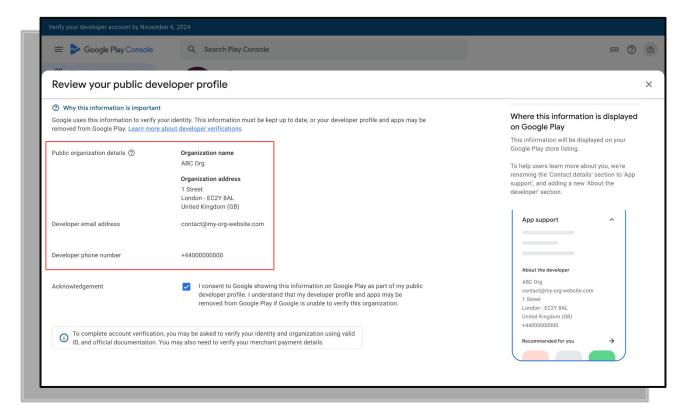
Provide a public developer phone number and email address that will be shown on Play as part of your organization's public developer profile.

- Both the developer phone number and developer email address you provide will be visible to users on Google Play. This only applies to organizations.
 For personal accounts, only the email address is shown on Google Play. <u>Learn more</u>.
- You must provide both a developer phone number and email address, and you'll need to verify both of these using an OTP.
- To verify the developer phone number, you can choose to receive the OTP by SMS message, or by receiving a call. Should you have issues with either method, we recommend trying the other one.
- If you have any issues when trying to verify your public information, contact support.



<u>Only organizations</u> must provide an email address and public phone number to be displayed on Google Play. Personal accounts must only provide an email address unless their app is monetized, or unless local regulations state otherwise.

Finally, review your public developer profile, and **ensure all of the information you've provided is accurate.**



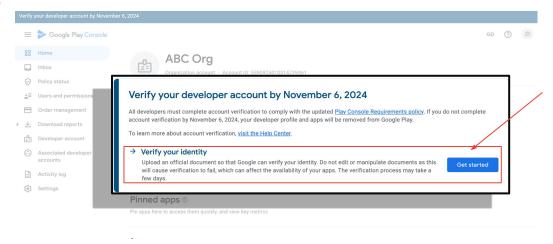
Step 2:

Verify your identity and organization by uploading documents



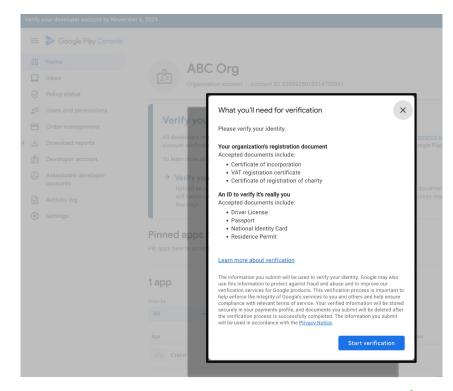
Once you've provided all of the required information about your organization, you'll need to **verify your identity and organization by uploading official documents**. Your Play Console home page will prompt you when you can do this.

- Providing unsupported documents is the main reason for verification issues, and providing modified or fake documents can lead to the immediate removal of your account and apps.
- As soon as the document upload flow is available, refer to the list of accepted documents in Play Console to understand which documents you can provide.



You'll see a list of accepted documents. **Required documents vary by country and region**. We'll show the ones relevant to you.

- Providing unsupported documents is the main reason for verification issues. Refer to the list of accepted documents in Play Console, and be sure to submit the correct ones.
- Your ID does not need to be issued by the same country as the one in your D-U-N-S profile. For example, if the organization is registered in the US, provide a US business registration document. The ID can be from any country.
- Do not edit or manipulate documents, as this will cause verifications to fail, which can affect the availability of your apps.

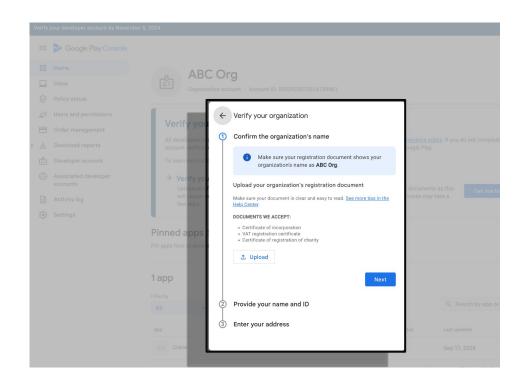




Verify your organization by uploading registration documents, such as your certificate of incorporation, or VAT registration certificate.

- All business documents must be issued by a trustworthy authority such as a federal, state, municipal government, business registry, or similar.
- In most organizations, the registration documents can be obtained from your finance or legal departments.
- If you are a Government organization, you
 may submit a document with your
 government's letterhead as a form of proof if
 you don't have any of the other recommended
 business documents.

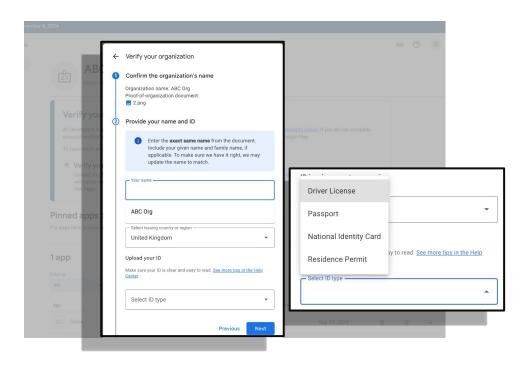
<u>Learn more about providing organization</u> documents





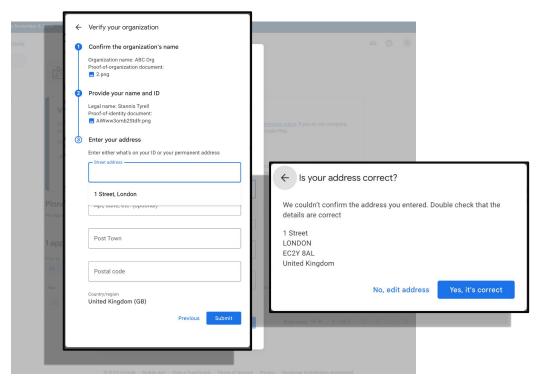
Next, an individual must verify their identity with a valid document as part of verifying your organization. This can be the owner of your Play Console account, or any authorized representative of your organization.

- Supported documents include a driving license, passport, or national identity card (US examples). <u>See country-specific</u> requirements here.
- This step is necessary to help us prevent fraud.
- Any authorized representative of the organization may provide their personal identity documents to complete the verification process.

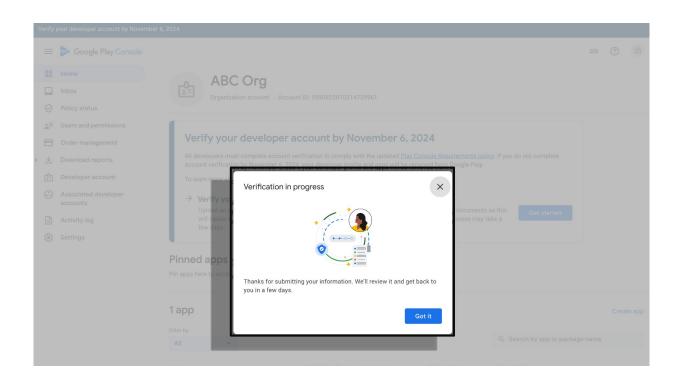




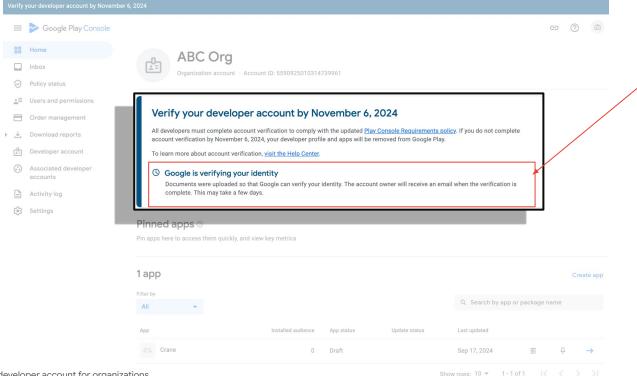
Enter your address. Make sure to enter the name and address shown on the document that you're providing.



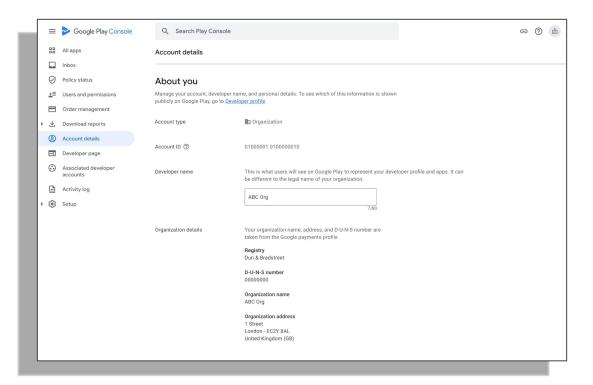
We'll review the information you've provided. The account owner will receive an email when verification is complete.



Your Play Console homepage will display a message explaining that Google is verifying your identity. This may take a few days.



When your organization has been successfully verified, **verification banners** and messages will disappear from Play Console. You can view your verified information on the Account details page.



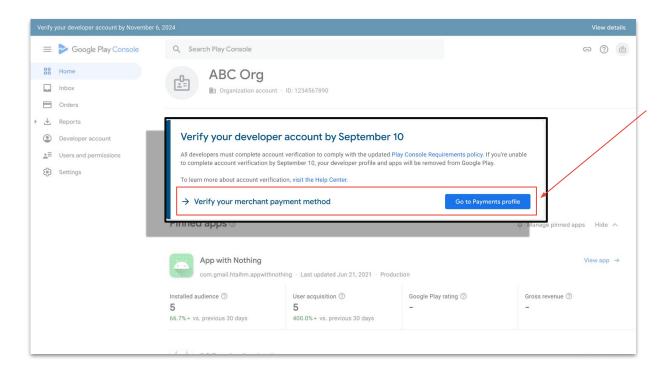
Step 3:

Verify your merchant payment method

(applicable to developers that monetize)

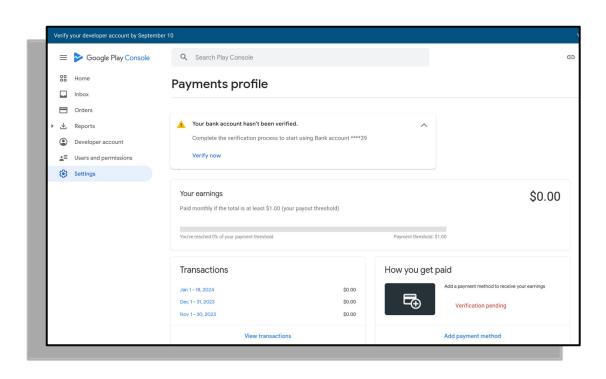


If you monetize using Google Play billing, you must **ensure your merchant payment method is verified** as part of the verification process.

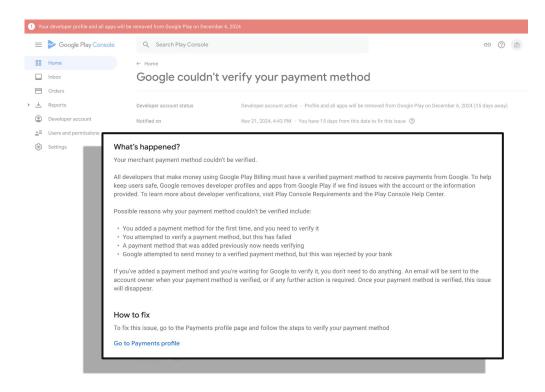


Go to the Payments profile page in Play Console and resolve the verification issues.

- Until you complete the verification process, you'll see a clear call to action on both your Play Console home page, and at the top of the Payments profile page.
- To complete verifications, verify your bank account using one of the following methods, depending on your location:
 - a. Deposit challenge Confirm a small, unique deposit made to your account
 - b. Upload an official bank statement
- Once you've done this, a verification pending notice will be displayed while Google verifies your bank account.
- Once your bank account is successfully verified, verification banners and messages will disappear from Play Console.



Should your payment method verification fail, you'll be notified by email, and information about what happened and how to fix the issue will be available in Play Console.



Common issues and FAQ



I can't locate the account owner to complete the verification process

- Only the account owner can complete the verification process. If the owner address is no longer accessible, please <u>contact support</u> as soon as possible.
- If you need more time to locate the account owner, you can apply for a deadline <u>extension</u> directly in the Play Console.

What type of account should I choose for a sole proprietorship?

- If you're able to verify as an organization (you have a DUNS number and can provide the required verification documents), we strongly encourage you to do so. This ensures your organization's name and address are displayed on Google Play.
- Sole proprietors who are unable to provide the required documents should select
 "Individual" as their account type. In this case, your legal name and country will be shown instead. Learn more about account types here.
- If you choose to register as an individual, it's crucial that your proof of address document is one of the accepted documents and the address on your document matches the address you provided for identity verification on your payment profile.

I am a government agency

- Government organizations or agencies without a D-U-N-S number can complete verifications without providing one. This option has already been enabled for known government organizations. For example, those that have completed a government app declaration.
- If this option isn't available when you create or select a payments profile, <u>contact our support</u> <u>team</u> to have this option enabled. You'll be asked to provide an official government email domain or website. **You should only do this if you cannot provide a D-U-N-S number**.
- Don't have a business registration document? You may submit a document with your government's letterhead as a form of proof if you don't have any of the other recommended business documents.

I'm having trouble verifying my phone number

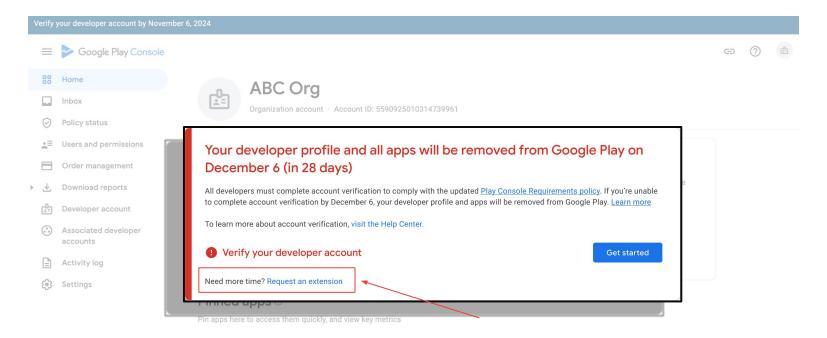
- To verify your contact phone number, you can choose to receive the OTP by SMS message, or by receiving a call. **Should you have issues with either method, we recommend trying the other one.**
- If you tried in the past, please try verifying again via SMS, as we launched several improvements in late October.
- If your phone system has an **interactive voice responder**, you will need to route the OTP calls to a channel where you can pick them up from. <u>Contact Play support</u> if you need to know which Google numbers you need to route.
- If you're still receiving errors when trying to verify your phone number, please <u>contact support.</u>
- You can also apply for a deadline extension directly in the Play Console.

What is a D-U-N-S number and how do I get one?

- A D-U-N-S number is a unique nine-digit identifier for businesses.
- In most organizations, the D-U-N-S number can be obtained through the Finance or Legal departments.
- If you don't have one, <u>apply at Dun and Bradstreet</u> free of charge. Ensure you do this as early as possible, as it can take 30 days or more to obtain one.
- You have a limited number of attempts to enter your D-U-N-S number correctly. To avoid issues, make sure to obtain this number before starting the verification process.
- Governments and government agencies can verify their developer identity without a D-U-N-S number.
 <u>Learn how.</u>

I need more time

If you didn't start the verification process on time and need more time to gather the required information, you can request a one time extension in Play Console.



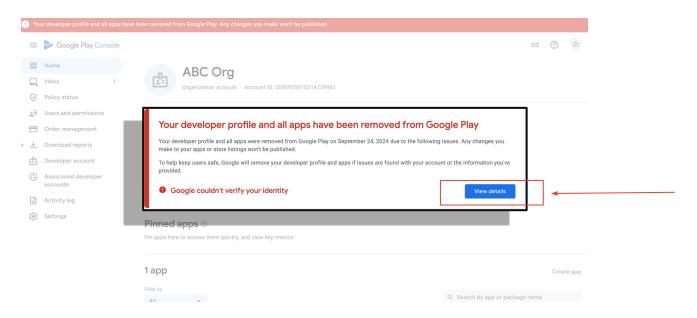
Why do I need to upload my personal ID?

- We understand concerns regarding our request to provide personal ID. However, this is necessary to help us prevent fraud and abuse on the platform. **Your ID document will be securely stored and and will not be shared with users.**
- Any authorized representative of the organization may provide their personal identity documents to complete the verification process.
- Do not edit or manipulate documents as this will cause verification to fail, which can affect the availability of your apps.

If your verification fails

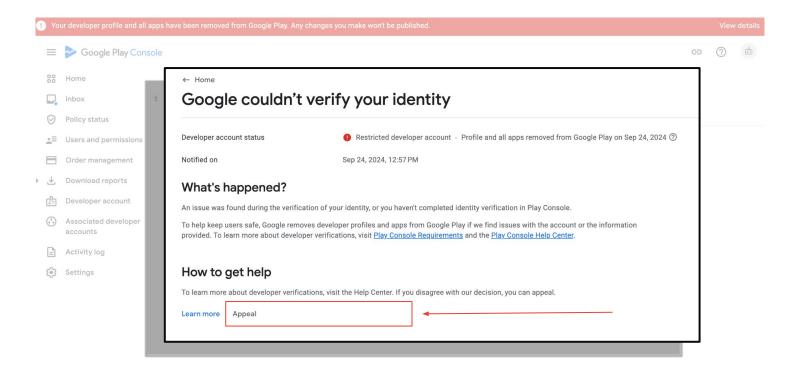


If your verification fails, your Play Console homepage will display a message explaining why we couldn't verify your account. The account owner will also receive emails with more details.

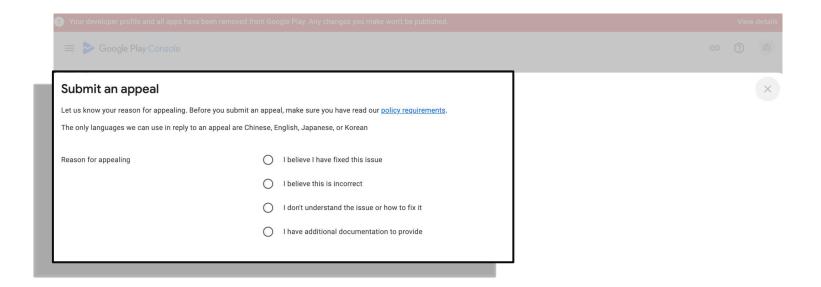


Select 'View details' for more information, and to learn how to fix the issue.

The details page shows why your verifications have failed, how to fix, and how to submit an appeal.



If you choose to appeal, **please provide a detailed explanation of the issue**. The more information you provide, the better we can assist you in resolving the problem.



Failed document verification? Here's what to do

- If your uploaded documents were not accepted, please carefully review the detailed email that
 was sent to the account owner. It contains specific information about the reason for the failure and
 the steps you can take to resolve the issue.
- You have a limited number of attempts to upload your identity documents. If you reach the limit
 without passing identity verifications, you will have to <u>contact our support team</u> to request an
 additional attempt.
- Please review this guide thoroughly to ensure you have all the necessary information to complete
 the verification process successfully.

Common reasons for verification failure



Submitting unsupported, expired, or unclear documents

- Make sure to upload documents from the list of accepted documents. Required documents vary by country and region, and Play Console will display the accepted documents based on your provided location.
- Make sure to upload up-to-date documents. If the organization document or the authorized representative's ID document has expired, the verification will be rejected.
- When taking a photo of your documents, make sure the image is clear, well lit, and key data is
 visible. Verifications may be rejected if the documents are covered, or if the images are blurry or
 too dark to read.
- Submitting altered or fake documents can result in the immediate removal of all your apps.

The organization name on the uploaded identity document does not match the information on your D-U-N-S profile

- Make sure to upload an organization document that lists the name of the organization as it is listed on your D-U-N-S profile.
- Documents with a different organization name, or only the name of a parent or child company, may result in a rejection.

Incorrectly entering the authorized representative's name on the verification form

- All organizations are required to submit an ID document of an individual within the organization.
 This is known as the authorized representative.
- Make sure you enter this person's name into the ID verification form, then upload an ID document belonging to that individual. The name you enter and the name of the ID document must match.

Thank you for taking the time to step through this guide. We hope it was helpful for understanding and completing the required verifications. For more information, <u>visit the Help Center</u>.

One more thing: **if you've made it this far, we'd love your feedback to improve this guide**. <u>Click here</u> to share your thoughts.