



SHORT GUIDE · DOCUMENT TYPE · ID DOCUMENTS

Typing ID details off a photocopy? From ID photo straight to a data record.

ID cards, passports and driver's licenses arrive as photos, scans or PDFs. PaperOffice recognizes the document type, reads name, number and validity as fields and redacts details that go beyond the process. For front desks, onboarding, rentals and HR.

WHAT YOU TAKE AWAY

Edge detection when taking the photo, templates for ID card, passport and driver's license, every field with its source location, a review task for missing required fields and a redacted copy for the file.

01 · THE PROBLEM

One copy, far more data than needed.

A lease, an onboarding or a check-in usually needs name, date of birth, number and validity. The copy also holds the photo, address, card access number and the machine-readable zone. Details are typed by hand, and the whole copy is filed, often in a folder everyone can open.

WHY IT HAPPENS

Every ID looks different

Countries, issue years and document types put the fields in different places. Whoever types them searches each copy again for number, authority and expiry date.

Photos instead of scans

Copies arrive photographed at an angle, with glare or a cropped edge. That makes them harder to read and invites typing errors in numbers and dates.

The whole copy goes into the file

Only a few details are needed, yet everything is filed: photo, address, card access number. The copy then sits next to other documents, visible to many people.

HOW YOU NOTICE IT

- ID numbers are transferred into the target system by hand and corrected later.
- Copies arrive by email, messenger and mail and end up in three storage locations.
- Expired IDs are noticed only when someone happens to look at the date.
- Complete ID copies sit in folders that many people can access.
- When a data protection question comes up, nobody knows how many ID copies are stored.

02 · THE WAY WITH PAPEROFFICE

Capture, read, keep what is needed.

The process is the same for every type of ID. An IDP Agent reads the fields you define, a person reviews open required fields, and the copy is redacted before it is filed.

1

Photograph the ID

The Mobile App detects the edges of the ID and corrects the perspective. You can also upload photos, scans or PDFs or hand them over via the REST API.

[MODULE: MOBILE APP](#)

2

Recognize the document type

AI-DMS classification assigns the document to a type such as identity document, passport, driver's license or visa.

[MODULE: CLASSIFICATION](#)

3

Read the fields

Templates for ID card, passport and driver's license read, depending on the ID, name, date of birth, number, authority, validity and the MRZ as text, each with its source.

[MODULE: IDP AGENT](#)

4

Have gaps reviewed

If a required field such as the expiry date is missing, a review task is created in your queue. The **IDP Review** view shows every document with open fields.

[MODULE: IDP AGENT](#)

5

Redact and store separately

Before filing, you redact surplus details such as the card access number or photo. The copy sits in its own workspace with group permissions and access protection.

[MODULE: WORKSPACES](#)

03 · IN THE APP

One agent for all your ID processes.

Define once which fields your process needs. After that, the same agent runs for a single ID at the front desk and for a whole folder of copies.

1

Pair the smartphone

In the **Security Center**, click **Add mobile device** and scan the QR code with the phone. When taking the photo, set the corners yourself with **Adjust corners** if needed.

2

Create the agent

Select an ID, then **Actions** › **Agents & workflows** › **IDP** and **Create new agent**. Choose an ID template and keep exactly the fields your process needs.

3

Test

Start full test run shows result, confidence, page and source location for each field. Test IDs from different countries and issue years.

4

Apply and review

Read the result in the **Data Fields** tab and export it as JSON, CSV or Excel. **IDP Review** collects documents with open required fields.

5

Redact the copy

Via **Actions** › **Agents & workflows** › **Redact**, choose the **ID Numbers** category and add the photo or MRZ with a rectangle in the preview. Save the copy in the target workspace.

TIP FROM PRACTICE

Front and back in one file On the German ID card, address, authority and issue date are on the back. Upload both sides as one PDF, and the agent reads the fields of both sides in a single run.

04 · AN EXAMPLE

ID details at the hotel front desk.



A city hotel with 60 rooms receives guest IDs at the front desk, and tour operators send copies by email. The details are typed into the hotel system by hand, and the copies sit in a shared folder.

BEFORE

- At the front desk the ID is photocopied and the copy is filed.
- Name, number and validity are typed into the hotel system by hand.
- Copies from tour operators stay in the front desk mailbox.
- The complete copies sit in a folder for the whole team.

WITH PAPEROFFICE

- The ID is photographed with the Mobile App, which detects the edges.
- An IDP Agent reads the required fields, and the REST API passes them to the hotel system.
- If the expiry date is missing, the ID lands as a review task with the shift lead.
- A redacted copy is stored in a workspace with access protection.

A fictional example for illustration. Which ID details you collect and how long you may keep copies is for you or your data protection advisor to assess.

05 · CHECKLIST

Ten points for your ID capture.

Go through the points for your own organization. Each one can be answered with yes or no and shows where to improve.

- | | |
|---|--|
| ☐ For each process we have defined which ID fields we really need. | ☐ IDs are photographed with edge detection instead of at an angle. |
| ☐ Front and back arrive as one file. | ☐ Our agent reads exactly the defined fields, each with its source location. |
| ☐ Expiry date and ID number are marked as required fields. | ☐ A person reviews documents with open required fields before they move on. |
| ☐ The expiry date is compared with today's date before the data is used. | ☐ Surplus details such as the card access number or photo are redacted before filing. |
| ☐ ID copies sit in a dedicated workspace with a password or SMS code. | ☐ We know how long we may keep ID copies, and we have documented it. |

06 · FREQUENTLY ASKED QUESTIONS

What you should know before you start.

Which IDs does PaperOffice read?

There are templates for the German ID card, passports and driver's licenses, plus a general template for identity documents. You describe further fields in your own words, such as license classes.

Is a smartphone photo enough?

Yes. The Mobile App detects the edges, corrects the perspective and enhances the image. With **Adjust corners** you set the corners yourself if needed. The agent then reads the image like a scan.

How does the data get into our system?

In the **Data Fields** tab you export the fields as JSON, CSV or Excel. Via REST API, POST /documents/idp-agent-run starts an agent; via MCP, use the tool po_documents_idp_agent_run.

Does PaperOffice check whether an ID is genuine?

PaperOffice reads what is printed on the ID and stores each value with its source location. You check authenticity with your own procedure, for example against the original on site.

Is the MRZ read?

Yes. The templates for the German ID card and the UK passport read the machine-readable zone as text. You see the values next to the plain-text fields and can compare them.

How do you protect the copy?

You redact surplus details before the copy is filed. The workspace has its own group permissions and, from the Business type on, access protection by password or SMS code when it is opened.

07 · HOW TO START

Read your first ID with an agent

Create an account at app.paperoffice.ai, upload an ID and build an agent from an ID template via [Actions › Agents & workflows › IDP](#) with [Create new agent](#). Billing is based on usage; details are on the [pricing page](#).

Pair the Mobile App

Pair the front desk smartphone with your account via the QR code in the [Security Center](#) and add the app to the home screen.

Set up a workspace

Create a workspace for IDs with the Business or Compliance type and its own group permissions.

Connect your system

Hand over images via REST API and get the fields back as JSON, with the same agent you use in the app.

DATASHEETS ON THIS TOPIC

Mobile App

paperoffice.ai/downloads/paperoffice-ai-datasheet-mobile-app.pdf

Classification

paperoffice.ai/downloads/paperoffice-ai-datasheet-classification.pdf

IDP Agent

paperoffice.ai/downloads/paperoffice-ai-datasheet-idp-intelligent-document-processing.pdf

AI-OCR

paperoffice.ai/downloads/paperoffice-ai-datasheet-ocr.pdf

Workspaces

paperoffice.ai/downloads/paperoffice-ai-datasheet-workspaces.pdf

MORE ON THIS TOPIC

ID documents

paperoffice.ai/en/solutions/document/ai-id-verification-ocr-recognition



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