



**Saudi Organization for Certified Public
Accountants (SOCPA)**
Kingdom of Saudi Arabia
FAQs





1. What is the DataFlow Group?

The DataFlow Group is a leading global provider of specialized Primary Source Verification (PSV) solutions, and background screening and immigration compliance services. Clients across the public and private sectors rely on the DataFlow Group to mitigate potential risk by exposing fraudulent academic degrees, employment certificates, practice licenses, work permits and passports, among other documents.

To ensure that hired professionals have the qualifications they claim, the DataFlow Group utilizes cutting-edge technologies and leverages an expansive network of over 60,000 issuing authorities throughout more than 200 countries and territories to liaise with primary sources and verify the authenticity of documents submitted by candidates, in accordance with global industry best practices and Joint Commission International (JCI) guidelines.

The DataFlow Group undertakes hundreds of thousands of immigration compliance screening and verification service transactions for professionals each year on behalf of various government, quasigovernment, regulatory and large multinational organizations worldwide.

2. How do I apply for PSV with the DataFlow Group?

To apply for PSV, visit <http://www.dfsocpa.com> and complete the application form. Read the instructions carefully and upload clear documents to avoid any delays.

3. What is the fee for the PSV application?

Fees vary depending on the number of documents that need to be verified.

Note: The only payment fee required by the DataFlow Group is settled during the application stage. If any party claims the need for additional fees, please notify us immediately via the Contact Us page on the DataFlow Group website.

4. I do not own a credit card. How can I make the payment?

PSV payments are conducted on a prepaid basis. As such, payment may only be settled via credit card.





5. **When do I get a receipt for my payment?**

Your submitted application will be reviewed to ensure that all details and documents are correct, as per SOCPA requirements. Once the application has been accepted, an email confirmation will be sent to your registered email address comprising the receipt and your SOCPA Reference Number.

6. **What is the Letter of Authorization (LoA) intended for?**

The LoA is a mandatory requirement that provides permission to the DataFlow Group and SOCPA to conduct the verification process. Kindly note that the LoA must be signed by the applicant only. In the last section of the online application form, click on the 'Download Letter of Authorization' link, then print, sign, scan and upload the form in the same section.

7. **What is the timeframe required by the DataFlow Group to complete the verification?**

The standard timeframe for completing the verification is 35 working days upon receiving the payment. However, occasionally, it will not be possible to conclude the process within this estimated timeframe due to holidays, staff absences or records being archived or misplaced by institutions.

8. **What documents do I need to verify for SOCPA?**

For Membership - Submit your Bachelor's, Masters or PHD degrees, or any other professional Accounting certificate. If you are not an Accounting degree holder, submit your Transcript of Records or Marks Sheet, proving that you have passed at least five subjects in Accounting or completed 15 hours.

For Examination - Submit your Bachelor's Degree in Accounting. If you are not an Accounting degree holder, submit your Transcript of Records or Marks Sheet, proving that you have passed at least seven subjects in Accounting or completed 21 hours.

For further inquiries, contact concerned SOCPA officials at members@socpa.org.sa

9. **How would I know if additional documents are needed for verification?**

The DataFlow Group will send you an email in case submitted documentation is incomplete or if further documentation is required by the education body.

10. **Can I submit more than one document for PSV?**

Yes. However, each qualification must be submitted separately by creating a new online application.





11. Please advise on my PSV application Identification Number.

Your SOCPA Reference Number will be facilitated in the confirmation email provided upon successful receipt of payment.

12. How can I follow up on the status of my PSV application?

[Click here](#) to check the current status of your application. This can be done by entering your Barcode Number and Passport Number or by using a combination of your Client Reference Number and DataFlow Number.

Alternatively, you may login to your DataFlow Group-SOCPA account and click on the 'Check Status' link to view the status of your application.

13. My qualification documents are not in English. Is a translation required?

The DataFlow Group conducts PSV based on a copy of the original document issued to the applicant. The translation of documents is not mandatory, however, it may be facilitated if applicable.

14. What is the process adopted by the DataFlow Group for document verification?

The DataFlow Group conducts PSV by directly approaching the education, corporate or licensing body that issued the document to confirm its authenticity.

15. What am I required to do if I want to cancel my request?

[Click here](#) to submit your request - quoting your Transaction Number or Reference Number - in addition to the reason behind your cancellation. A refund request will only be processed if it is received within 48 hours of the payment.

16. How will I be informed of the result of the verification?

You may track your application status through the link provided above. Once the result is issued, you will receive a notification email from the DataFlow Group. You may also contact members@socpa.org.sa to obtain a copy of your report.





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17. An error message is appearing while attempting to upload my documents. What should I do?

When uploading your documents, keep in mind the below tips:

- File size of each attachment must be less than 2 MB
- Use Internet Explorer 9.0, Mozilla Firefox or Google Chrome and above to open the submission link
- Delete all temporary internet files and cookies, then attempt to resubmit the application

[Click here](#) to submit your request - quoting your Barcode Number or Reference Number - and share the screenshot of the error message with the details of the issue you are facing. The DataFlow Group team will revert shortly.

18. I disagree with the result issued by the DataFlow Group. How may I request a re-verification?

[Click here](#) to submit your request quoting your unique ID Number and provide any additional details and documents you might have to help us conduct the re-verification. The DataFlow Group team will review and respond to your query within 48 hours.

19. Please advise regarding the examination and membership eligibility process under SOCPA.

The DataFlow Group is responsible for conducting PSV only. For queries regarding examination and membership eligibility, please contact SOCPA at members@socpa.org.sa

20. I am already a SOCPA-certified professional. Do I need to submit my documents for PSV?

If your membership is about to expire, you will need to submit your documents for PSV with the DataFlow Group for renewal.

21. I am a SOCPA-certified professional and my membership expiration date is approaching. Am I allowed to submit my documents for PSV?

If your membership is about to expire, you will need to submit your documents for PSV with the DataFlow Group for renewal.

22. I am unable to login with the username and password provided in the DataFlow Group email. What should I do?

Please click on the 'Forgot Password' tab to reset your password and login once again.





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23. I was unable to find an answer to my query, and I still have a question.

[Click here](#) to submit your request, quoting your Barcode Number or Reference Number. The DataFlow Group team will revert at the soonest.

