

APPENDIX A – AGENT’S INSTRUCTIONS TO COMPLETING THE AGENT’S EXAMINATION OF IDENTIFICATION FORM

CMLS requires the solicitor/notary/agent to confirm having met with and verified the identity of all borrower(s), and if applicable, consenting spouse(s), guarantor(s), and/or third parties. One Agent Examination of Identification Form must be completed for each individual involved in the transaction.

The verification of identity must occur in person, with one piece of identification that has been issued by a Canadian federal, territorial or provincial government, and contains a clear photograph. The identification must also include the name of the individual being identified, and a unique identifier number.

NOTE: No other form of identification other than what is listed below is acceptable. All identification must be original, valid, completely legible and in good condition. Dark or illegible copies will not be accepted. The identification must be reviewed by the agent to ensure there are no signs that it has been forged or falsified in any way.

Acceptable Forms of Identification.

Type of card or document	Issuing jurisdiction/country
Canadian passport	Canada
Permanent resident card	Canada
Citizenship card	Canada
Secure Certificate of Indian Status	Canada
Nexus	Canada
Driver’s licenses	
British Columbia Driver’s License	British Columbia, Canada
Alberta Operators License	Alberta, Canada
Saskatchewan Driver’s License	Saskatchewan, Canada
Manitoba Driver’s License	Manitoba, Canada
Ontario Driver’s License	Ontario, Canada
Quebec Driver’s License	Quebec, Canada
New Brunswick Driver’s License	New Brunswick, Canada
Nova Scotia Driver’s License	Nova Scotia, Canada
Prince Edward Island Driver’s License	Prince Edward Island, Canada
Newfoundland and Labrador Driver’s License	Newfoundland and Labrador, Canada
Yukon Driver’s License	Yukon, Canada
Northwest Territories Driver’s License	Northwest Territories, Canada
Nunavut Driver’s License	Nunavut, Canada
The DND 404 Driver’s License	The Department of National Defense, Canada
Provincial or territorial identity cards	
British Columbia Enhanced ID	British Columbia, Canada
Alberta Photo Identification Card	Alberta, Canada
Saskatchewan Non-driver photo ID	Saskatchewan, Canada
Manitoba Enhanced Identification Card	Manitoba, Canada
Ontario Photo Card	Ontario, Canada
New Brunswick Photo ID Card	New Brunswick, Canada
Nova Scotia Identification Card	Nova Scotia, Canada
Prince Edward Island Voluntary ID	Prince Edward Island, Canada
Newfoundland and Labrador Photo Identification Card	Newfoundland and Labrador, Canada
Yukon General Identification Card	Yukon, Canada
Northwest Territories General Identification	Northwest Territories, Canada
Nunavut General Identification Card	Nunavut, Canada
Provincial Services Cards	
British Columbia Services Card	British Columbia, Canada

NOTES:

- ¹ In Quebec, driver’s license may not be requested but can be used if offered.
- ² In Manitoba, Ontario and Prince Edward Island, provincial health card may not be used for identification purposes; in Quebec, provincial health card may not be requested but can be used if offered.
- ³ Government of Canada or Provincial or Municipal Government ID cards are not acceptable as forms of identification for this purpose. These pieces of identification are considered employer ID’s, and not government issued ID’s.