

### **Important instructions for completing form:**

- The document **MUST** be opened in Adobe Reader If the applicant does not use adobe reader then the format of this application will be changed and therefore will not be accepted
- The applicant must type the information in section A and then print, sign and date Section C.
- **ALL** applicants names must be provided which means that their full legal name must be provided. **SURNAME** is their Last name. Given name(s) is their first name and all middle names that follow the first name. Surname at birth is a maiden name or last name that was changed through a legal name change. If an applicant uses a name that is an alias or they use their middle name instead of their first name, the applicant must reflect that in the “former names” field.
- After completing the first page, the applicant must move to the 2nd page and complete the declaration of criminal record. If they have a current criminal record, they are to complete this form and sign it so that the information can be reviewed and confirmed
- All information in section (A) **MUST BE TYPED** – hand written submissions will be rejected.
- Section (C) **MUST BE SIGNED AND DATED** by the individual completing the submission.
- Applicants do not enter any information in sections (B) and (D).
- If an applicant has multiple previous residences over the last 5 years and they will not fit in the provided space, please add addresses as an appendix to the form on a separate single sheet.
- Page 2, Declaration of Criminal Record must be completed by each applicant. If the applicant has no criminal history, sign and date the form and type “**NO CRIMINAL RECORD**”. If the applicant has a criminal record, please detail each offence accordingly.

### **Instructions for submitting ID:**

- All consent forms must be accompanied by a clear photocopy of two (2) pieces of identification issued by a government authority (such as a driver's license or passport).
- All ID must be english – all non-English ID that is not accompanied by translation will be rejected
- Ensure that both pieces of ID are submitted as one document on one page.
- Ensure that the copy is clear and legible.
- Ensure that the ID is valid and signed (Passports must be signed on the signature of bearer section).
- One piece of identification must contain a recognizable photograph of you taken within the last 5 years.
- The pieces of identification must confirm your full given name, surname, date of birth, gender and current mailing address.
- Expired & unsigned documents are not acceptable.

## **Acceptable Forms of Photo Identification**

- Driver's Licence
- BYID (issued by the LCBO)
- Military Employment Card
- Canadian Citizenship Card
- Indian Status Card
- International Student Card
- Passport (signature of bearer section **MUST** be signed)
- Permanent Resident Card
- PAL-Possession & Acquisition Licence
- CNIB Card
- Nexus Pass (**MUST PROVIDE FRONT AND BACK COPY** )

## **Acceptable Forms of Non-Photo Identification**

- Birth Certificate
- Baptismal Certificate
- Hunting Licence
- Outdoors Card
- Canadian Blood Donor Card
- Immigration Papers

## **Common ID Submitted that is not acceptable**

- Health Cards - cannot be accepted for identification purposes under the Personal Health Information Protection Act, 2004 (Section 34).
- Social Insurance Cards (SIN) - It is a punishable offence to photocopy a SIN card pursuant to the Employment Insurance Act, Part VI, (Section 141(c)) .

## **Important note for foreign ID:**

- If the ID is not in English, it must have a translation attached to it and the ID's must always be valid.

## **General Instructions for submission**

- The ID and consent form do not need to be notarized.
- We require the original copy of the CRV form.
- Please include the CRV and ID with the signed and notarized PIF.