

The Dual Process Method is an identification method to be used for seniors (67 & over) and minors (12-17) who do not have sufficient photo and secondary identification

Identification Document Quality Requirements

Dual Process Documents must be from two independent and reliable sources:

- Valid (unexpired and signed, if appropriate)
- Original (not a photocopy, scanned or faxed document)
- Current (for dated documents such as statements or utility bills, the document should be the most recent available)
- Legible

When using the Dual Process Method, you can use any two of the following:

1. Name and address + name and date of birth [Column A + Column B]
2. Name and address + name and confirmation of financial account [Column A + Column C]
3. Name and date of birth + name and confirmation of financial account [Column B + Column C]

Column A	Column B	Column C
<p>Documents or information to verify Name and Address:</p> <ul style="list-style-type: none"> • Any card or statement issued by a Canadian government body (federal, provincial, territorial or municipal): <ul style="list-style-type: none"> • Canada Pension Plan (CPP) statement • Property tax assessment issued by a municipality • Provincially-issued vehicle registration <p>Issued by other Canadian sources:</p> <ul style="list-style-type: none"> • Utility bill (e.g., electricity, water, telecommunications) • Record of Employment • Investment account statements (e.g., RRSP, GIC) <p>Issues by a foreign government:</p> <ul style="list-style-type: none"> • Travel visa 	<p>Documents or information to verify Name and Date of Birth:</p> <ul style="list-style-type: none"> • Original birth certificate • Marriage certificate or government-issued proof of marriage document (long-form which includes date of birth) • Divorce documentation • A permanent resident card • Temporary driver's license (non-photo) 	<p>Documents or information to verify Name and confirm a Financial Account:</p> <p>Confirm that your client has a deposit account, credit card or loan account by means of:</p> <ul style="list-style-type: none"> • Credit card statement • Bank statement • Loan account statement (e.g., mortgage) • Cheque that has been processed (cleared, non-sufficient funds) by a financial institution

Please note: a Non-registered Application Form must also be completed and submitted with this form.

Client Identification

Owner 1 (Primary)

FIRST NAME	LAST NAME	
SOURCE 1	TYPE OF INFORMATION/DOCUMENT	ACCOUNT OR REFERENCE NUMBER
SOURCE 2	TYPE OF INFORMATION/DOCUMENT	ACCOUNT OR REFERENCE NUMBER

Owner 2

FIRST NAME	LAST NAME	
SOURCE 1	TYPE OF INFORMATION/DOCUMENT	ACCOUNT OR REFERENCE NUMBER
SOURCE 2	TYPE OF INFORMATION/DOCUMENT	ACCOUNT OR REFERENCE NUMBER

Broker declaration

I, as authorized representative of the Broker, certify that I have viewed two original, valid and current documents or information from independent and reliable sources.

REPRESENTATIVE NAME	REPRESENTATIVE SIGNATURE	REPRESENTATIVE CODE	TELEPHONE	VERIFICATION DATE (MM/DD/YY)
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