

## 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

##### Documents or information to verify Name and Address:

- Any card or statement issued by a Canadian government body (federal, provincial, territorial or municipal):
  - Canada Pension Plan (CPP) statement
  - Property tax assessment issued by a municipality
  - Provincially-issued vehicle registration
- Benefits statement:
  - Federal, provincial, territorial, and municipal levels
- CRA documents:
  - Notice of assessment
  - Requirement to pay notice
  - Installment reminder/receipt
  - GST refund letter
  - Benefits statement

##### Issued by other Canadian sources:

- Utility bill (e.g., electricity, water, telecommunications)
- Canada 411
- T4 statement
- Record of Employment
- Investment account statements (e.g., RSP, GIC)

##### Documents or information to verify Name and Date of Birth:

- Any card or statement issued by a Canadian government body (federal, provincial, territorial or municipal)
- Canada Pension Plan (CPP) statement of contributions
- 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
- Citizenship certificate
- Temporary driver's license (non-photo)

##### Issued by other Canadian sources:

- Insurance documents (home, auto, life)

##### Documents or information to verify Name and confirm a Financial Account:

Confirm that your client has a deposit account, credit card or loan account by means of:

- 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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