

ATTESTATION FOR VERIFICATION OF IDENTITY SAMPLE FORM

This sample form has been prepared to assist members to comply with their professional obligations when obtaining attestations from an agent when the client being verified is present in Canada but is not meeting with the lawyer face to face. **This form should be modified to suit the circumstances of the particular matter or transaction in each case.**

Instructions: The agent should photocopy the original document that is being used to verify the identity and ensure that it is legible, unexpired and shows the name of the person who is being verified, the number of the document, the name of the issuing authority, the date of issue and a photograph of that person (if available). The following wording may be endorsed on the photocopy.

To: [insert name of lawyer]

I hereby certify that:

1. I met with [insert name of individual] on [insert date] at [insert location] and verified the individual's identity by examining the original of this individual's [insert name of identity document];
2. To the best of my knowledge and belief, the [insert name of identity document] I have examined is valid and unexpired and was issued on [insert date] as number [insert number] by [insert authority] and the information contained in the [insert name of identity document] is current, correct and complete;
3. The photograph contained in the [insert name of identity document] examined by me is a true likeness of [insert name of individual]; and
4. This document is a true copy of the [insert name of identity document], the original of which I examined.

Signed by me at _____, this ____ day of _____, 20__

(Signature of Agent)

Insert the following information regarding the agent signing the attestation:

Name of Agent: _____

Profession or Occupation: _____

Address: _____

Phone #: _____

Client Identification Method: _____