

VERIFICATION OF IDENTITY AGREEMENT SAMPLE FORM

- This sample form may be used by members retaining agents to verify identification of individuals who are clients, beneficiaries or principals, or individuals who are instructing counsel on behalf of an organizational client, **where the lawyer is not meeting face to face with the individual.**
- In this sample agreement the identity of an individual is being verified using the Federal/Provincial/Territorial Government Issued Photo ID method by examination of the person's passport.
- Although the Rules do not require the agent to examine more than one piece of identification depending on the circumstances of the file, a lawyer may require an agent to examine more than one piece of identification.
- **This form should be modified to suit the circumstances of the particular matter or transaction in each case.**
- If the client is also signing other documents in the presence of the agent, such as an acknowledgment and direction authorizing the lawyer to electronically sign and submit title document for registration, in the presence of the agent, the lawyer may wish to modify this agreement to set out the additional obligations of the agent.

Verification of Identity Agreement

Between:

[Indicate the name and contact information of the lawyer]
(hereinafter referred to as the "Lawyer")

And:

[Indicate the name, contact information and occupation of the agent]
(hereinafter referred to as the "Agent")

RE:

[Indicate the nature of the matter or transaction and Lawyer's file no.]

WHEREAS the Lawyer has been retained by [insert the name of the individual or organizational client], hereinafter referred to as the "Client", to complete a [insert description of transaction] on behalf of the Client closing on [insert closing date].

AND WHEREAS the Lawyer is required to verify the identity of [insert name of the individual] prior to completing the [insert description of transaction].

AND WHEREAS the Agent is [insert profession] in [insert location] and has agreed to verify the identity of [insert name of the individual] on behalf of the Lawyer.

FOR GOOD AND VALUABLE CONSIDERATION (the receipt and sufficiency of which is hereby expressly acknowledged) the parties hereby undertake and agree as follows:

1. The Agent shall meet face to face with [insert the name of the individual] and take the following steps to verify the individual's identity:
 - i. examine the original, valid and unexpired passport of [insert the name of the individual] and confirm that the person meeting with the Agent is the person named in the original passport;
 - ii. make a legible photocopy of this passport and certify on the photocopy as follows:

To: [insert name of lawyer]

I hereby certify that:

I met with [insert name of individual] on [insert date] at [insert location] and verified the individual's identity by examining their passport;

To the best of my knowledge and belief, the passport is valid and unexpired and was issued on [insert date] as number [insert number] by [insert authority] and the information contained in this passport is current, correct and complete.

The photograph contained in the passport is a true likeness of [insert the name of the individual].

This document is a true copy of the passport, the original of which I examined.

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

(Signature of Agent)

Insert the following information regarding the Agent

Name of the Agent:

Profession or Occupation:

Address:

Phone #:

Client Identification Method: