

## Identification – Individuals

### Instructions

- Home Trust Company requires 2 separate pieces of identification (one **MUST** be Primary Identification) from the current HTC list of *List of Acceptable Identification – Individuals* which can be found at [hometrusted.ca](http://hometrusted.ca).
- If there are more than 2 individuals being identified for the account, please complete and sign a separate form for the additional individuals.
- All individual clients: Applicant, Co-Applicant, Depositor, Cardholder, Alternate payee, those holding Power of Attorney, Guarantor (as applicable), including the Directors/Principals/Signing Officers of an entity applicant.
- For seniors (67 years and over), any 2 pieces of identification from the “Primary” or “Secondary” lists, or 1 piece of primary are acceptable.

TO: Home Trust Company

CLIENT NAME(S): \_\_\_\_\_

ACCOUNT # (if available): \_\_\_\_\_

#### CONFIRMATION AND ACKNOWLEDGEMENT

I, \_\_\_\_\_, Solicitor/Notary, acting as agent for Home Trust, confirm that (i) I have reviewed and verified the identity of the individuals(s) stated in accordance with Home Trust’s requirements; (ii) the identification appears to be genuine; (iii) the identification belongs to the individual; (iv) the identification is current and not expired; and (v) the identification is a true likeness of the individual(s) and a copy of the front and back is attached hereto.

Client 1	Primary identification	Primary/secondary identification
Name (First name, last name)		
Identification type		
Reference number		
Place of issuance (City/Province, Issuer)		
Expiry date (if applicable)		

Client 2	Primary identification	Primary/secondary identification
Name (First name, last name)		
Identification type		
Reference number		
Place of issuance (City/Province, Issuer)		
Expiry date (if applicable)		

### Guarantor information

DATED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

SOLICITOR/NOTARY SIGNATURE  
X

### Individuals

Home Trust Company requires, at a minimum, either:

- One piece of primary identification and one piece of secondary as listed below; or
- Two separate pieces of primary identification as listed below.

### Exclusions

#### RETAIL CREDIT PRODUCTS

- One piece of primary identification; or
- Two pieces of secondary identification (no credit card and debit card combinations).

#### SENIORS (67 & OVER)/MINORS (UNDER 18 YEARS)

- One piece of primary identification; or
- Two pieces of secondary identification (no credit card and debit card combinations).

#### MINORS (12 & UNDER)

Parents/guardians must be identified and provide the identification as required for individual clients.

#### ACCOUNTS AFFECTED BY A WILL/POWER OF ATTORNEY/TRUST

Executors, trustees and power of attorneys must provide identification as required for individual clients.

#### NON-CANADIANS AND NON-RESIDENTS

These individuals have a limited list of acceptable identification.<sup>1</sup>

#### EMPLOYEE AND STUDENT IDENTIFICATION CARDS

Identification cards issued by employers to employees are not acceptable. Also, student identification cards are not acceptable.

### Identification Document Quality Requirements

Documents must be:

- Original
- Valid (unexpired and signed, if appropriate)
- Legible

When copying documents, ensure both front and back are copied and retained, if applicable.

### Primary Identification

### Secondary Identification

1. Canadian Provincial or Territorial Driver's License <sup>2</sup> or Enhanced Driver License <sup>3</sup>	1. Canadian Social Insurance Number Card or Letter or a foreign equivalent e.g., <i>US social security card</i>
2. Canadian Provincial or Territorial Temporary Driver's Permit <i>Only valid with expired driver's license</i>	2. Birth certificate issued in Canada or abroad <i>Excluding baptismal certificates</i>
3. Canadian Passport	3. Current Canadian Citizenship and Immigration Forms: <ul style="list-style-type: none"> <li>• IMM1000 – Record of Landing;</li> <li>• IMM1442 – Temporary Resident Permit; or</li> <li>• IMM 5292/5688 – Confirmation of Permanent Residence</li> </ul> <i>Must be used in conjunction with valid foreign passport</i>
4. Canadian Provincial or Territorial Identification Document or Card <i>With photo</i>	4. Canadian Certificate of Registration of Birth Abroad <i>Issued between January 1, 1947 and February 14, 1977</i>
5. Canadian Citizenship Card or Certificate	5. Canadian Provincial or Territorial Temporary Driver's Permit <i>Without expired driver's license</i>
6. Certificate of Naturalization <i>Issued before February 2012</i>	6. Certificate of Retention of Canadian Citizenship <i>Issued between January 1, 1947 and February 14, 1977</i>
7. Canadian Permanent Resident Card	7. Old Age Security Card <sup>3</sup> <i>Issued before January 2008 – with SIN and signature</i>
8. Canadian Secure Certificate of Indian Status/ Canadian Certificate of Indian Status	8. Canadian Provincial or Territorial Health Card <sup>4</sup> <i>Issued by Alberta, British Columbia, New Brunswick, Newfoundland &amp; Labrador, Nunavut, Northwest Territories, Saskatchewan and Yukon</i>
9. Canadian National Institute for the Blind Identification Card	9. Credit Card <sup>5</sup> <i>Issued by Canadian Payments Association member or Home Trust Company – with signature</i>
10. Foreign Passport <i>Government-issued – with photo, date of birth and signature</i>	10. ABM/ATM Card <i>Issued by Canadian Payments Association member – with full name and signature</i>
11. Foreign Driver's License <i>Government-issued – with photo, date of birth and signature</i>	11. Firearms License <i>Without photo</i>
12. Canadian Armed Forces Identification Card	12. Fast Card
13. Quebec Health Insurance Card <sup>3,4</sup>	13. Foreign National Identity Card <i>Government-issued – without photo</i>
14. Foreign National Identity Card <i>Government-issued – with photo</i>	14. British Columbia Services Card <sup>2</sup> <i>Without photo</i>
15. Nexus Card	15. Canadian Provincial or Territorial Identification Document or Card <i>Without photo</i>
16. Firearms License <i>With photo</i>	
17. British Columbia Services Card <sup>2</sup> <i>With photo</i>	

<sup>1</sup> For non-Canadians and non-residents, acceptable identification is limited to:

Primary ID – driver's license, passport or foreign national ID card (with photo)

Secondary ID – national ID card (without photo), the equivalent of SIN card or credit card<sup>5</sup>

<sup>2</sup> The BC Services Card can only be used as one piece of identification.

<sup>3</sup> Quebec driver's license, health insurance card and OAS card may only be used if it is offered by the individual for identification.

<sup>4</sup> Ontario, Nova Scotia, Prince Edward Island and Manitoba prohibit the use of health insurance cards as identification.

<sup>5</sup> Credit cards are limited to major brands – Visa, MasterCard or American Express (pre-paid cards are excluded).