

Identification – Individuals

Instructions

- Home Trust Company requires 2 separate pieces of identification (one **MUST** be Primary Identification) from the current HTC *List of Acceptable Identification* (provided on the next page).
- 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.

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) (MM/DD/YY)		

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) (MM/DD/YY)		

Agent 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

MINORS (12 & UNDER)

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

EMPLOYEE AND STUDENT IDENTIFICATION CARDS

Identification cards issued by employers to employees are not acceptable; nor are student identification cards issued by educational institutions.

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. For non-Canadians and non-residents, acceptable identification is limited to:

- Primary Identification – driver's licence or passport
- Secondary Identification – Foreign National Identity Card or credit card¹

Identification Document Quality Requirements

Photo identification documents must be:

- Issued by a federal, provincial or territorial government or foreign equivalent
- Original (not a photo or scanned/faxed document)
- Valid (unexpired and signed, if appropriate)
- Legible

When copying documents, ensure both front and back are copied. Submit copies to Home Trust and retain your own copies, if applicable.

Primary Identification

Secondary Identification

1. Canadian or Foreign Passport	1. Birth certificate issued in Canada or abroad <i>Excluding baptismal certificates</i>
2. Permanent Resident Card	2. Current Canadian Citizenship and Immigration Forms: <ul style="list-style-type: none"> • IMM1000 – Record of Landing; • IMM1442 – Temporary Resident Permit; or • IMM 5292/5688 – Confirmation of Permanent Residence <i>Must be used in conjunction with valid foreign passport</i>
3. Canadian Citizenship Card <i>Issued before 2012</i>	
4. Secure Certificate of Indian Status	3. Canadian Certificate of Registration of Birth Abroad <i>Issued between January 1, 1947 and February 14, 1977</i>
5. Canadian or Foreign Driver's Licence ²	4. Canadian Provincial or Territorial Temporary Driver's Permit <i>Without expired driver's license</i>
6. British Columbia Services Card	5. Certificate of Retention of Canadian Citizenship <i>Issued between January 1, 1947 and February 14, 1977</i>
7. Provincial or Territorial Identity Card	6. Credit Card ¹ <i>Issued by Canadian Payments Association member or Home Trust Company – with signature</i>
8. Canadian Armed Forces Identification Card	7. ABM/ATM Card <i>Issued by Canadian Payments Association member – with full name and signature</i>
9. Canadian Firearms Licence	8. FAST Card
10. NEXUS Card	9. Foreign National Identity Card <i>Government-issued</i>

¹ Credit cards are limited to major brands – Visa, MasterCard or American Express (pre-paid cards are excluded).

² Quebec driver's licence may only be used if it is offered by the individual for identification.