***Firm Name (Firm Short Name)***

**Client ID Method Confirmation Form for Dual Method and Credit File**

**Please indicate with a checkmark below what method was used to identify the individual and complete the applicable sections including noting the supporting document(s) used.**

1. **Dual Process Method**

|  |  |  |
| --- | --- | --- |
|  | **Dual Process** | * **Two authentic, valid and current documents from independent reliable sources**
 |
| To use the dual process method, you can refer to any **two** of the following categories\*:(1) the client’s name and date of birth; (2) the client’s name and address; or (3) the client’s name and confirm they have a deposit account, credit card or other loan account with a financial entity.*\*document cannot be from the same source: e.g. RBC bank statement to confirm individual’s name and address and RBC bank statement to confirm individual’s name and confirm they have a deposit account.* |
| **Individual’s Name:** |  |
| **Categories used: (must be two)**must be independent sources | **Record the information below next to category used:** |
|  | The client’s name and date of birth | Name of source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of information consulted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Account number or reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | The client’s name and address | Name of source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of information consulted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Account number or reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | The client’s name and confirms that they have a deposit account, credit card or other loan account with a Canadian financial entity. | Name of source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of information consulted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Account number or reference number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Attach a copy of the above-noted documents to this form.
 |

*[Firm] Representative who verified information:*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Information Verified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Credit File Method**

|  |  |  |
| --- | --- | --- |
|  | **Credit File Method** | **Requirements:*** **Be from a Canadian credit bureau (Equifax or TransUnion)**
* **In existence for at least three years; and**
* **Match the name, address and date of birth of individual**
 |
| **Record the following information:** |
| Individual’s Name: |  |
| Date you consulted or searched credit file: |  |
| Name of Canadian credit bureau holding the credit file: |  |
| Individual’s Credit file number: |  |
| * Attach a copy of the credit file identification document to this form.
 |

*[Firm] Representative who verified information:*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_