

Use this form only if you have a Notary Public verify your identification.

You may also have your ID verified at the Office of the Public Guardian when you submit Consent Form A

The application process requires that a criminal record verification be completed on each applicant.

Service Menu – please ☒ services requested

☒ Name Based Canadian Criminal Record Verification

Instructions for Applicant:

- A legible Notarized copy of two pieces of identification must be provided before a Name Based Canadian Criminal Record Verification can be completed.
- The first piece of identification must be government-issued and include your full name, date of birth, signature and photo. (e.g. *Driver's License, Passport, Citizenship Card, Permanent Resident Card, Certificate of Indian Status*).
- The second piece of identification should be government-issued and at minimum it must include your full name.
- Fill out Consent Form A. **Note:** *The notary public must witness you signing the consent form.*
- Proceed to the nearest licensed Notary Public with this form, Consent Form A and your two pieces of identification.
- Have the Notary Public verify your identification and fill out **Section 1** and **Section 2** on this form below. Once they have completed this, they must affix their stamp or seal to this form.

Instructions for Notary Public:

- Please provide your contact information in **Section 1** on this form.
- Complete the Identification Verification in **Section 2** on this form. Once completed, affix your seal there.
- Please sign the bottom of Consent Form A, witnessing the candidate's signature.
- Photocopy or scan the applicant's two pieces of identification:
 - The first of which must be government-issued and include the applicant's name, date of birth, signature and photo. (e.g. *Driver's License, Passport, Citizenship Card, Permanent Resident Card, Certificate of Indian Status*).
 - The second should be government-issued, however at minimum it must include the full name of the Applicant.

Section 1 - Notary Public Contact Information:

Notary Public Name: ▼	Phone: ▼	Address of Business: ▼
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Section 2 - Notary Public please complete the following:

ID Verification is MANDATORY for a Name Based Criminal Record Verification

Applicant Name: ▼		Position Applied For: ▼
ID Verification One (1):	Type: ▼	Identification Number: ▼
ID Verification Two (2):	Type: ▼	Identification Number: ▼

I _____ have examined the identification of _____
Print Name of Notary Public Print Name of Applicant
 and I am satisfied that the applicant and person depicted in the photo identification appear to be one and the same. Based on my examination, I verify that the names, addresses, dates of birth and gender as written by the applicant on the document entitled "Consent Form A" are accurate in comparison to the identification.

Notary Public's Signature:

Confirming ID Verification: **X**

Date: (yyyy/mm/dd) ▼

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Please affix your seal to this page as confirmation of ID check:

Applicant: If you have used this form, please attach it to Consent Form A and return it to the Review Officer at The Office of The Public Guardian. Please ensure printing is 100% legible.