NOTARY ID VERIFICATION FORM

CANADIAN CRIMINAL RECORD CHECK

OPGIS #_____

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 and Trustee when you submit the Privacy Notice & Consent Form and the Data Collection Form.

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

Instructions for Candidate

- Thank you for applying to **Office of the Public Guardian and Trustee**. To comply with RCMP policy, we require a Notarized copy of this form by having the Notary Public physically verify two pieces of the candidate's identification before a Name Based Canadian Criminal Record Check can be completed.
- The first of which must be government-issued and include the candidate'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 does not need to be government-issued; however at minimum it must include the full name of the candidate.
- Fill out the Privacy Notice & Consent Form and the Data Collection Form. **Note:** *The notary public must witness you signing the forms.*
- Proceed to the nearest licensed Notary Public with this Notary ID Verification Form, Privacy Notice & Consent Form, the Data Collection Form and your two pieces of identification.
- Have the Notary Public verify your identification and fill out this Notary ID Verification Form. Once they have completed this, they must affix their stamp or seal to the form.

Instructions for Notary Public

- Please provide your contact information in the Contact Information section on this Notary ID Verification Form.
- Complete the Identity Verification on this form. Once completed, affix your seal there.
- Verify the candidate's two pieces of identification:
  - The first of which must be government-issued and include the candidate'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 does not need to be government-issued; however at minimum it must include the **full name** of the candidate.

Notary Public Contact Information

Notary Public Name ▼	Phone ▼	Address of Business ▼

Identity Verification and Witness

Applicant Full Name (as it appears on the ID) ▼

First Name | Middle Name | Last Name

Alternate Applicant Full Name (as it appears on the ID) ▼

First Name | Middle Name | Last Name

Applicant Date of Birth (as it appears on the ID) ▼	Position Applied For ▼

Email Address ▼

By signing below, I certify that the applicant's identity has been verified through inspection of original identification documents. Furthermore, I certify that the consent form was signed by the applicant.

Notary Public's Signature

X

Please affix your seal below as confirmation of ID check ▼

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

This document is confidential. Any unauthorized use or reproduction is prohibited. If it is received in error, please call 1-866-455-5671 immediately.