

## IDENTIFICATION VERIFICATION FORM

For completion and return with the Solicitor's/Notary's Report on Title

To: Scotiabank  
Central Mortgage Unit  
1922 Ste-Catherine St. West  
Suite 400  
Montreal, QC H3H 1M4  
Fax: 1-866-305-8656

Date: \_\_\_\_\_

Mortgage No.: \_\_\_\_\_

Property: \_\_\_\_\_

For every mortgagor and/or guarantor on this mortgage, and/or their attorney, you must meet with and record that individual's:

- Full Name
- Date of Birth
- Identification

**Note:** We require you to view the original identification and record details of *two pieces*, at least one of which must be from Part A (the other can be from either Part A or Part B).

|                                        |       |   |                 |
|----------------------------------------|-------|---|-----------------|
| Mortgagor/Guarantor/Attorney Full Name |       |   |                 |
| Date of Birth                          |       |   |                 |
| Identification from Part A             | Type: | # | Place of Issue: |
| Identification from Part B             | Type: | # | Place of Issue: |

|                                        |       |   |                 |
|----------------------------------------|-------|---|-----------------|
| Mortgagor/Guarantor/Attorney Full Name |       |   |                 |
| Date of Birth                          |       |   |                 |
| Identification from Part A             | Type: | # | Place of Issue: |
| Identification from Part B             | Type: | # | Place of Issue: |

|                                        |       |   |                 |
|----------------------------------------|-------|---|-----------------|
| Mortgagor/Guarantor/Attorney Full Name |       |   |                 |
| Date of Birth                          |       |   |                 |
| Identification from Part A             | Type: | # | Place of Issue: |
| Identification from Part B             | Type: | # | Place of Issue: |

\_\_\_\_\_  
NAME OF FIRM

\_\_\_\_\_  
SIGNATURE OF NOTARY

## Notary Instructions: Identification Verification

In order to satisfy Canadian anti-money laundering regulations governing the opening of mortgage accounts, for remotely arranged mortgages Scotiabank requires the notary to confirm having met with and verified the identity of the borrowers(s) and, if applicable, the guarantor(s) and/or their attorney(s). The *Identification Verification Form*, available on the Bank's Solicitor Forms web page, is to be completed by the notary and returned with the Report on Title. Once received, Scotiabank will retain the form in the borrower's mortgage file.

This verification is to be made with *two pieces of personal identification*, at least one of which must be from Part A (the other can be from either Part A or Part B):

### Acceptable Identification

#### Part A

- A valid driver's licence issued in Canada, as permitted to be used for identification purposes under provincial law.<sup>1</sup>
- A valid Canadian passport.
- A Certificate of Canadian Citizenship or a Certification of Naturalization, in the form of a paper document or card, but not a commemorative issue.
- A Permanent Resident card or Citizenship and Immigration Canada Form IMM 1000, IMM 1442.
- A provincial health insurance card, as permitted to be used for identification purposes under provincial law.<sup>2</sup>
- A certificate of Indian Status issued by the Government of Canada.
- A document or card, bearing the individual's photograph and signature, issued by any of the following authorities:
  - Insurance Corporation of British Columbia;
  - Alberta Registries;
  - Saskatchewan Government Insurance;
  - Department of Service Nova Scotia and Municipal Relations;
  - Department of Transportation and Public Works of the Province of Prince Edward Island;
  - Service New Brunswick;
  - Department of Government Services and Lands of the Province of Newfoundland and Labrador;
  - Department of Transportation of the Northwest Territories;
  - Department of Community Government and Transportation of the Territory of Nunavut.
- A Social Insurance Number card issued by the Government of Canada.
- An Old Age Security card issued by the Government of Canada.
- A birth certificate issued in Canada.

#### Part B

- A credit card, issued by a member of the Canadian Payments Association in the name of, or bearing the name of, the individual and bearing the individual's signature.
- A Canadian National Institute for the Blind (CNIB) client card bearing the individual's photograph and signature.
- An employee identity card, issued by an employer that is well known in the community, bearing the individual's photograph.
- A bank or automated banking machine or client card, issued by a member of the Canadian Payments Association in the name of, or bearing the name of, the individual and bearing the individual's signature.
- A valid foreign passport.

<sup>1</sup> The driver's licence issued in Quebec cannot be used for identification purposes unless the individual volunteers when asked for identification.

<sup>2</sup> Legislative restrictions prohibit the Bank from collecting or recording Government Health Insurance Card numbers in the provinces of Ontario, Manitoba and Prince Edward Island. In the province of Quebec, the Provincial Health Insurance card cannot be used for identification purposes unless the individual volunteers when asked for identification.