



NOVA SCOTIA
BARRISTERS' SOCIETY

Client Verification Form

(For use where the client or the third party is an individual):

Client:

- Name: _____

- Address: _____

- Phone No: _____
- Business Address: _____

- Business Phone No: _____
- Occupation(s) _____

1. Government Issued Photo Identification (include ID number and expiry date)

- Driver's Licence _____
- Birth Certificate _____
- Passport _____
- Other(specify) _____

2. Dual Process Method

Any two of the following:

- information from a reliable source that contains the individual's name and address;
- information from a reliable source that contains the individual's name and date of birth; and/or,
- information containing the individual's name that confirms they have a deposit account or credit card or other loan amount with a financial institution.

Examples of such documents include a CRA notice of assessment; GST refund letter, CPP statement, vehicle registration, T4 statement, utility bill, investment account statement, Record of Employment or Canadian credit file.

a) **Name and DOB:**

Source: _____

Account/Ref #: _____

b) **Name and Address:**

Source: _____

Account/Ref #: _____

c) **Name and confirmation of deposit acct/credit card/loan account:**

Source: _____

Account/Ref #: _____

3. Credit File Method

Client's name: _____

Date credit file consulted/searched: _____

Name of Canadian credit bureau holding the credit file: _____

Client's credit file number: _____

Date Identity Verified: _____

Identity Verified By: (name and title) _____

Date File Reviewed by Lawyer: _____

Name of Lawyer: _____

***attached copies of all documents used to verify identification**