

## BACKGROUND CHECK ID REQUIREMENTS

Applicants must provide two pieces of valid identification: One must be government-issued and include the Applicant's name, date of birth, signature and photo.

Copies of identification documents must be certified by at least one of the Agents, who will confirm that the Applicant signing the informed consent is the individual on the government-issued identification. The Agent verifying the identify of the Applicant must compare the signature on the government-issued identification to the signature on the Waiver/Consent form.

CLEAR and LEGIBLE copies of the identification utilized must be uploaded to our web portal and will be shared with the processing police department(s).

The Applicant should also provide ALL names, including: Given name(s), surname, maiden name (if applicable), and née name(s) that were changed in accordance with a legal name change (if applicable). This information is provided to facilitate the criminal record name check process.

### ACCEPTABLE FORMS OF PHOTO IDENTIFICATION

- Driver's license (issued by Canadian province or territory)
- Foreign driver's license
- Canadian or foreign passport
- Canadian citizenship card
- Permanent resident (PR) card
- Certificate of Indian status/Indian status card
- Student identity card from a foreign institute
- Firearms acquisition certificate (FAC)
- Canadian National Institute for the Blind (CNIB) Identification card
- Federal, provincial or municipal identification card (BYID – issued by the Liquor Control Board of Ontario (LCBO))
- Military family identification card/Employment card (MFID)
- Ontario photo ID card (issued by the Ministry of Transportation/MTO)
- NEXUS card
- FAST pass
- BC driver's license or learner's license/BC identification card (BCID)
- BC services card (must have photos)
- Photo health card (must not be requested from the Applicant verbally or in writing. The Applicant *must* offer the card as identification and the numbers are to be blacked out prior to submitting)

### ACCEPTABLE FORMS OF NON-PHOTO IDENTIFICATION

- Canadian birth certificate
- Canadian baptismal certificate
- Hunting license
- Outdoors card
- Canadian blood donor card
- Immigration papers
- School ID (student card)
- Bank/credit card (only if Applicant's name is on the card and their signature is included)
- Foreign birth certificate (foreign baptismal certificate is not acceptable)
- Canadian or US driver's license
- Canadian Forces identification
- Police identification
- Foreign Affairs Canada or Consular identification
- Picture employee ID card
- Possession and acquisition license (PAL)
- BC Care card
- BC Services card (with or without photo)
- Native status card
- Parole certificate ID
- Correctional Service conditional release card

NOTE: Social Insurance (SIN) cards are *not* accepted for identification purposes.

If a person does not have a piece of government-issued photo ID as outlined above, the only way in which to obtain a criminal record search is through submission of fingerprints directly to the RCMP.