

**CLIENT VERIFICATION RECORD KEEPING
AND RETENTION CHECKLIST**

| | |
|-------------------------|-------|
| Client No./Matter No.: | _____ |
| Matter Description: | _____ |
| Client Name: | _____ |
| Responsible Lawyer: | _____ |
| Conducted By: | _____ |
| This Form Completed By: | _____ |
| Date Completed: | _____ |

1. I have obtained and retained a copy or maintained in electronic, universal readable format, every document used to verify the identity of my client. Rule 5-126 Yes No

2. I have retained a record of the information, with the documents to be kept for the duration of the lawyer/client relationship and for as long as is necessary for the purpose of providing service to the client and for at least six years following the completion of the work for which I was retained. Rule 5-126 Yes No