

**Firm Name (Firm Short Name)**  
**Client ID Method Confirmation Form for Dual Method and Credit File**

Please indicate with a checkmark below what method was used to identify the individual and complete the applicable sections including noting the supporting document(s) used.

**A. Dual Process Method**


<input checked="" type="checkbox"/>	<b>Dual Process</b>	✓ <b>Two authentic, valid and current documents from independent reliable sources</b>
<p>To use the dual process method, you can refer to any <b>two</b> of the following categories*:</p> <p>(1) the client's name and date of birth;                  (2) the client's name and address; or                  (3) the client's name and confirm they have a deposit account, credit card or other loan account with a financial entity.</p> <p><i>*document cannot be from the same source: e.g. RBC bank statement to confirm individual's name and address and RBC bank statement to confirm individual's name and confirm they have a deposit account.</i></p>		
<b>Individual's Name:</b>		
<b>Categories used: (must be two)</b> must be independent sources		<b>Record the information below next to category used:</b>
<input checked="" type="checkbox"/>	The client's name and date of birth	Name of source: _____ Type of information consulted: _____ Account number or reference number: _____
<input checked="" type="checkbox"/>	The client's name and address	Name of source: _____ Type of information consulted: _____ Account number or reference number: _____
<input checked="" type="checkbox"/>	The client's name and confirms that they have a deposit account, credit card or other loan account with a Canadian financial entity.	Name of source: _____ Type of information consulted: _____ Account number or reference number: _____
<ul style="list-style-type: none"> <li>• Attach a copy of the above-noted documents to this form.</li> </ul>		

[Firm] Representative who verified information:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date Information Verified: \_\_\_\_\_

## B. Credit File Method

	<b>Credit File Method</b>	<b>Requirements:</b> <ul style="list-style-type: none"><li>✓ Be from a Canadian credit bureau (Equifax or TransUnion)</li><li>✓ In existence for at least three years; and</li><li>✓ Match the name, address and date of birth of individual</li></ul>
<b>Record the following information:</b>		
Individual's Name:		
Date you consulted or searched credit file:		
Name of Canadian credit bureau holding the credit file:		
Individual's Credit file number:		
<ul style="list-style-type: none"><li>• Attach a copy of the credit file identification document to this form.</li></ul>		

*[Firm] Representative who verified information:*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_