

Instructions:

This section can only be completed by a designated SOR-RL Local Registration Authority (LRA). The authentication is solely to support the request for access to SOR-RL.

Only record the type of documentation viewed. Do not record any other information (e.g., account number). Do not take photocopies of any documentation viewed.

Once completed, file in a safe location. SOR-RL User Access Request Forms may need to be provided to the Ministry of Children, Community and Social Services upon request (e.g. during an audit).

Section 1: Details about applicant whose identity is being authenticated

Applicant's first name: _____

Applicant's last name: _____

Section 2: Documentation viewed during meeting with applicant

Follow the steps below when reviewing the applicant's identification to ensure it fulfills the requirements for allowable documentation. See **section 5** for a list of allowable documents for SOR-RL authentication. For full details on the Applicant Authentication process please see Section D of the *Ministry Requirements for SOR-RL Local Registration Authorities (LRAs)*.

Primary Documentation | required

1. What was the primary document viewed during the authentication process?

- Provincial driver's licence Ontario Photo Card Passport Canadian birth certificate
 Other - Specify: _____

2. Did the primary document include a photo of the applicant?

- Yes – one secondary document must be viewed for authentication (two documents in total)
 No – two secondary documents must be viewed for authentication (three documents in total) and one of the secondary documents must contain a photo of the applicant

3. Did the first and last name displayed on the primary document match the applicants first and last name as listed above?

- Yes
 No - Answer the question in 3b.

3b. Was the first name a commonly-used variation of the applicant's legal name (e.g., Robert/Rob/Bob, Katherine/Kathy/Kate)?

- Yes
 No – The documentation cannot be accepted for authentication purposes.

Secondary Documentation | required

4. What was the secondary document viewed during the authentication process?

- Provincial driver's licence Ontario Photo Card Passport Canadian birth certificate
 Employee ID Registration of legal name change
 Other - Specify: _____

5. Did the first and last name displayed on the secondary document match the applicant's first and last name as listed above?

- Yes
 No - Answer the question in 5b.

5b. Was the first name a commonly-used variation of the applicant's legal name (e.g., Robert/Rob/Bob, Katherine/Kathy/Kate)?

- Yes
 No – The documentation cannot be accepted for authentication purposes, unless one of the secondary documents provided shows the registration of a legal name change accompanied by evidence from within the previous 12 months of either use or evidence of the prior name.

Additional Secondary Documentation | required if answered "No" to question #2

6. What was the third document viewed during the authentication process?

- Provincial driver's licence Ontario Photo Card Passport Canadian birth certificate
 Employee ID Registration of legal name change
 Other - Specify: _____

7. Did the first and last name displayed on the document match the Applicant's first and last name as listed above?

- Yes
 No - Answer the question in 7b.

7b. Was the first name a commonly-used variation of the Applicant's legal name (e.g., Robert/Rob/Bob, Katherine/Kathy/Kate)?

- Yes - Go to Section 3.
 No – The documentation cannot be accepted for authentication purposes unless one of the secondary documents provided shows the registration of a legal

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name change accompanied by evidence from within the previous 12 months of either use or evidence of the prior name.

8. Did one of the secondary documents include a photo of the applicant?

Yes

No – The documentation cannot be accepted for authentication purposes.

Section 3: SOR-RL User Account Login ID

If you have authenticated an applicant's identity under Section 2, you can now create a SOR-RL User Account Login ID for the applicant.

What information did you enter to create a SOR-RL user account for the applicant listed in Section 1?

Login name: _____

First name: _____

Last name: _____

Section 4: Declaration of SOR-RL LRA

I confirm the following:

- I am currently designated as a SOR-RL Local Registration Authority.
- I have met with the applicant listed above and have verified their identity based on the documents listed.
- All documents viewed were original documents (not photocopies), signed (if applicable), not expired, and legible.
- At least one of the documents viewed included a photo of the applicant.
- I have not recorded any information about the documents viewed other than what is requested on this form.

SOR-RL LRA's first name: _____

SOR-RL LRA's last name: _____

SOR-RL LRA's business e-mail address: _____

SOR-RL LRA's 10-digit business telephone number: _____ ext. _____

Signature: _____ **Date:** _____

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Section 5: Allowable documents for SOR-RL authentication purposes

For authentication purposes, the documents provided for viewing must meet the following requirements:

- must be original documentation (i.e., not a photocopy)
- must be valid (i.e., signed (if applicable) and not expired).
- must include the applicant's first name **AND** last name
 - note: the only acceptable variation is an instance of the first name included is commonly-used variation of the LRA applicant's legal name (e.g., Robert/Rob/Bob, Katherine/Kathy/Kate)
- the information provided on the document must be legible

Allowable Primary Documents	Allowable Secondary Documents
Provincial driver's license (including graduated licences)	A second document from the list of allowable primary documents
Ontario Photo Card	Employee ID card (must include name of employer that issued card)
Canadian passport or a passport issued from another country	Canadian immigration documents (<i>non-photo</i>), including the following: <ul style="list-style-type: none"> • Immigration visa and Record of Landing • Confirmation of Permanent Residence • Permanent Resident Visa • Work Permit • Temporary Resident Permit
Certificate of Canadian citizenship or Certificate of Naturalization (Paper document or plastic card. Does NOT include commemorative issue documents)	Certificate issued by a government ministry or agency (e.g. marriage, divorce or adoption certificate)
Permanent Resident Card (i.e. maple leaf card)	Documents showing the registration of a legal name change accompanied by evidence from within the previous 12 months of either use or evidence of the prior name.
Certificate of Indian or Métis Status Band Card (<i>Federal Government issued cards only</i>)	Insurance policy or renewal document issued to the Applicant
NEXUS card (<i>i.e. cross border express pass</i>)	Outdoors Card
CANPASS (<i>Remote Area Boarder Crossing permit</i>)	Utility bill
Canadian birth certificate	Mortgage, rental or lease agreement
Firearms license	Student ID card
	LCBO Bring Your ID (BYID) card (formerly "Age of Majority" card)