



Ministry of Children,

Community and Social Services

Serious Occurrence Reporting and Residential Licensing

Application for SOR-RL Local Registration Authority Designation

The information collected on this form is used by the Ministry of Children, Community and Social Services (the ministry) to review a request to become a Serious Occurrence Reporting and Residential Licensing (SOR-RL) Local Registration Authority (LRA) for a ministry funded and/or licensed service provider. A SOR-RL LRA is granted the authority to authenticate an individual's identity as part of the application process to apply for access to the SOR-RL system. The SOR-RL LRA will create a SOR-RL user account for the applicant once the SOR-RL LRA has successfully authenticated the applicant's identity.

This application must be reviewed by the ministry to determine if the designation of SOR-RL LRA will be granted.

Section 1: SOR-RL Local Registration Authority (LRA) Details (to be completed by the SOR-RL LRA applicant)

Reason for Request: New Request Update to Existing SOR-RL LRA's Details*

(*If update is for the purposes of a name change, proof of legal name change must be provided with this request).

First name: _____

Last name: _____

Organization: _____

Transfer Payment Recipient (TPR)# (if funded by the ministry): _____

License ID # (if licensed by the ministry) *: _____

(*if more than one license ID #, list all).

Position/title (must be management-level): _____

10-digit work telephone number: _____ ext. _____

Work E-mail address *: _____

(*mail received at the e-mail address provided must only be accessible by the applicant)

Are you the Owner/Organizational Head (or equivalent)?:

yes no *if no, the Owner/Organizational Head (or equivalent) must complete Section 2 of this form.

Declaration of SOR-RL LRA Applicant:

I confirm that:

- The information on this application is correct.
- As part of this application, my identity must be authenticated by a ministry SOR-RL Registration Authority Assessor, as stated in Section 4: Outline of SOR-RL Local Registration Authority Authentication Process
- If granted the designation of SOR-RL LRA, I will be assigned a SOR-RL “Service Provider Administrator” account with functionality to create and remove SOR-RL user accounts for other members of my organization. I will take all reasonable measures to safeguard my account and will only provide SOR-RL accounts to individuals who work in my organization whose identity I have personally authenticated and for whom I have completed a SOR-RL User Access Request Form.
- I will notify SOR-RL user support immediately if I suspect or become aware that a user account has been compromised.
- I will immediately notify SOR-RL user support in writing if I cease to work for the organization indicated above, or my position changes and I no longer require access to SOR-RL to carry out my job functions, or if I no longer wish to be designated as a SOR-RL LRA.

Signature: _____ Date: _____

Section 2: Authorization for the Consideration of the Applicant’s SOR-RL LRA Designation Request

(See instructions, below, to determine if section requires completion).

Instructions:

Section 2 is to be completed by the manager of the SOR-RL LRA applicant only if the SOR-RL LRA applicant is **not** the Owner/Organizational Head (or equivalent) or a higher reporting role.

SOR-RL LRA Applicant’s Name (Please Print Clearly)

First name: _____

Last name: _____

Title (must be management-level): _____

Owner/Organizational Head (or equivalent) (Please Print Clearly)

First name: _____

Last name: _____

Employer: _____

Position/title (must be management-level): _____

10-digit work telephone number: _____ ext. _____

Work E-mail address *: _____

I confirm that:

- I am the Owner/Organizational Head (or equivalent) of the ministry funded and/or licensed service provider.
- The applicant reports to me directly or indirectly.
- I have read the Declaration of the SOR-RL LRA Applicant in Section 1 of this application and understand the requirements for the SOR-RL LRA designation.
- I recommend that the ministry approve this applicant's request for designation as an SOR-RL LRA.

Signature: _____ Date: _____

Section 3: Authentication of SOR-RL LRA Applicant's Identity

(to be completed by a designated SOR-RL Registration Authority Assessor only)

SOR-RL LRA Applicant's Name (Please Print Clearly)

First name: _____

Last name: _____

Details of SOR-RL LRA Applicant's Documents Viewed for Authentication Purposes

* Please refer to Section 4 for details on allowable authentication documents

* Ontario Health Card and/or Social Insurance Number (SIN) cards cannot be used for authentication purposes

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Document	Document Type	Photo on Document? (yes/no)	Full name of applicant on document (if different that information listed in Section 1 of this request)	SOR-RL Registration Authority Assessor's initials
Primary document (Required)				
Secondary document #1 (Required)				
Secondary document #2 (required if primary document does not contain photo id)				

SOR-RL Registration Authority Assessor Details (Please Print Clearly)

First name: _____

Last name: _____

Position/title: _____

10-digit work telephone number: _____ ext. _____

Declaration of SOR-RL Registration Authority Assessor (for ministry use only) I confirm the following:

- I am currently designated as an SOR-RL Registration Authority Assessor (“SOR-RL RAA”).
- I have met with the SOR-RL LRA applicant listed above and have verified his/her identity. • The documents listed in the table above that were used to verify the applicant’s identity are allowable for authentication purposes, as outlined in Section 4: Outline of SOR-RL Local Registration Authority (LRA) Authentication Process, including the List of Allowable Authentication Documents.
- All documents listed in the table above were original documents (not photocopies).
- All documents listed in the table above were valid (i.e., signed (if applicable) and not expired) and legible
- At least one of documents listed in the table above contained a legible photo of the applicant.

Signature: _____ Date: _____

Section 4: Outline of SOR-RL Local Registration Authority (SOR-RL LRA) Authentication Process, Including List of Allowable Authentication Documents

As part of the application process to be considered for the role of a **SOR-RL LRA**, the SOR-RL LRA applicant must have their identity authenticated. This involves meeting with a designated **SOR-RL RAA** who will review the documentation provided and record a description of the type of documentation viewed.

- No identifying details listed on the documents (e.g. account or reference numbers) will be recorded by the SOR-RL RAA.
- No photocopies of the documents will be taken.
- SIN and Ontario Health Cards will **NOT** be accepted for authentication purposes

Documentation Requirements:

The **SOR-RL LRA** applicant must present the following documents for authentication purposes, based on the list of allowable documents, below:

- one document from the list of allowable primary identification documents

AND

- one document from the list of allowable secondary identification documents if the primary document contains the applicant's photo, OR
- two documents from the list of allowable secondary identification documents if the primary document provided does not include a photo of the applicant. In this instance, one of the secondary documents must include the applicant's photo, OR
- two documents from the list of allowable primary documents, providing at least one of the pieces of identification includes the applicant's photo.

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

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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 (non-photo), 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 (Federal Government issued cards only)	Insurance policy or renewal document issued to the Applicant
NEXUS card (i.e. cross border express pass)	Outdoors Card
CANPASS (Remote Area Boarder Crossing permit)	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)