# Client ID Verification Quick Reference

Also available: online interactive CPD Bytes about **ID Verification and Source of Funds**!

Meeting with your client in person?
**Photo ID**

Meet with your client in person and look at one piece of their valid, government-issued photo ID. The photo ID must:

- display the individual's name and photograph, and
- be issued by the federal government, a provincial or territorial government, or foreign government, other than a municipal government.

Can't meet in person?
**Authentication Software**

Use a software service listed on the **DIACC Member Services Directory** to authenticate your client's identity. The software confirms the authenticity of government-issued photo ID and matches the result to an image or video of the client. Your client must have:

- Valid, government-issued photo ID
- A smartphone
- An email address

Client doesn't have photo ID?
**Dual Process**

Ask your client to provide two trusted pieces of information from a reliable source. Federal, provincial or municipal governments, crown corporations, utilities (telecommunications companies, hydro, gas), and financial institutions all qualify. Documents must be original* and include two of the following:

- Name + Address
- Name + Date of Birth
- Name + confirmation of deposit account or credit card or other loan with a financial institution

**If you aren't meeting in person, the client will need to deliver or mail the originals to you.*

Can't meet? Client out of the province or country?
**Agent**

Enter into a written **agreement** with an agent, explaining what the agent needs to do to verify the identity of any client who you cannot meet in person, including one who may be outside of the province or the country.

Need another option?
**Credit File**

- ✓ Obtain the individual's credit file directly from a Canadian credit bureau.
- ✓ Confirm the credit file has been in existence for at least three years.
- ✓ Ensure the identification information provided by the client matches their credit file.

**If your client is a corporation, trust, partnership or other non-registered entity**:

You must verify the identify of the instructing human and confirm that the entity actually exists. Depending on the type of entity, you must either search in the appropriate government registry or review the entity's constating documents. You must also obtain and record information about all the directors or trustees, and collect information about shareholders, settlors, or beneficiaries.

For more information: **When Your Client is Not Human**

Financial Transaction?
**What is the client's source of funds?**

**EACH AND EVERY TIME** someone gives you trust money you must know and record:

| | |
|---|---|
| **Form of Receipt**<br>*Rules 5-41 & 5-48(1)(a)* | The way you received the money (e.g., cash, cheque, bank draft).<br>Record it in your book of original entry. |
| **Receipt Payor**<br>*Rule 5-41* | The person or entity paying. (i.e., whose money is it?)<br>Record it in your book of original entry and client trust ledgers. |
| | **Plus, if it's a financial transaction:** |
| **Source of Funds**<br>*Rule 5-120(a)* | The economic activity or action generating funds (e.g., employment savings, bank loan, inheritance)<br>Record it in your client identification and verification system. |

**Whose money (receipt payor), raised in what method (source of funds), is going to be provided to you in what form (form of receipt)?**

Ask it. Document it. Request more information if there are inconsistencies. Satisfy yourself before you proceed.

For more information: **How are You Paying for That?**