

SAMPLE FORM

ATTESTATION FOR VERIFICATION OF IDENTITY WHEN THE CLIENT* IS PRESENT IN CANADA AND IS NOT INSTRUCTING THE LAWYER FACE TO FACE

The following sample form document has been prepared to assist lawyers to comply with their professional obligations when obtaining attestations from a commissioner of oaths or other guarantor where the individual whose identity is being verified is present in Canada, but is not meeting with the lawyer face to face. **This sample form should be modified to suit the circumstances of the particular matter or transaction.**

Instructions

The Attestor should photocopy the identity document being used to verify identity and ensure that it is legible, unexpired and shows the name of the person who is being verified, the number of the document, the name of the issuing authority, the date of issue and a photograph of that person (if available).

The Attestor may print the following on the photocopy and date and sign it.

To: *[insert name of lawyer]*

I hereby certify that:

1. I met with *[insert name of individual]* on *[insert date]* at *[insert location]* and verified this person's identity by examining the original of this person's *[insert name of identity document]*, of which a photocopy is contained on this page;
2. To the best of my knowledge and belief, the *[insert name of identity document]* I have examined is valid and unexpired and was issued on *[insert date]* as number *[insert number]* by *[insert authority]* and the information contained in the *[insert name of identity document]* is current, correct and complete;
3. *[insert if applicable]* The photograph contained in the *[insert name of identity document]* examined by me is a true likeness of *[insert name of individual]*; and
4. This document is a true copy of the *[insert name of identity document]*, the original of which I examined.

Signed by me at _____, this _____ day of _____, 200____.

(Signature of Commissioner of Oaths or Guarantor)

Insert the following information regarding the commissioner of oaths or guarantor signing the attestation

Name:

Title/Profession:

Address:

Phone Number:

* Client includes another party that a lawyer's client represents or acts for in relation to obtaining legal services from a lawyer.