

To: Scotiabank
Central Mortgage Unit
1922 Ste-Catherine St. West
Suite 400
Montreal, QC H3H 1M4
Fax: 1-844-696-7442

Date: _____

Mortgage No.: _____

Property: _____

For every mortgagor and/or guarantor on this mortgage, and/or their attorney, you must meet with and record that individual's:

- Full Name
- Date of Birth
- Identification

Mortgagor/Guarantor/Attorney Full Name		Date of Birth	
Type of Identification Document Examined	Number	Issuing Jurisdiction / Country	Expiry Date

Mortgagor/Guarantor/Attorney Full Name		Date of Birth	
Type of Identification Document Examined	Number	Issuing Jurisdiction / Country	Expiry Date

Mortgagor/Guarantor/Attorney Full Name		Date of Birth	
Type of Identification Document Examined	Number	Issuing Jurisdiction / Country	Expiry Date

Note: We require you to view an original piece of Government issued photo identification and record the details.

Name of Notary_____
Name of Firm_____
Signature of Notary

Notary Instructions: Identification Verification

In order to satisfy Canadian anti-money laundering regulations governing the opening of mortgage accounts, for remotely arranged mortgages Scotiabank requires the notary to confirm having met with and verified the identity of the borrowers(s) and, if applicable, the guarantor(s) and/or their attorney(s). The **Identification Verification**, available on the Bank's Solicitor Forms web page, is to be completed by the notary and returned with the Report on Title. Once received, Scotiabank will retain the form in the borrower's mortgage file.

This verification is to be made with one piece of Government Issued photo identification from the list below.

Acceptable Identification

Single Process Method - Government-issued photo identification

Current and original photo identification issued by a federal, provincial or territorial government can be used to ascertain identity. You must view the original document while in the presence of the individual to compare the individual with their photo.

The photo identification document must:

- indicate the individual's name
- have a photo of the individual
- have a unique identifier number
- be unexpired
- include a signature

Acceptable photo identification

Type of card or document	Issuing jurisdiction
Passport	Canada
Citizenship card (issued prior to 2012)	Canada
Permanent resident card	Canada
Secure Certificate of Indian Status	Canada
Canadian Forces Card	Canada
Foreign Passport	Federal Government/Department of State
NEXUS Card	United States of America
Driver's licenses	
Canadian Driver's Licenses	Canada - Province/Territory
American Driver's License	United States of America – State
DND 404 Driver's License	Canada - The Department of National Defense
Provincial services cards	
British Columbia Services Card	British Columbia
Provincial Health Card (BC & Quebec only)	
Provincial or territorial identity cards	
British Columbia Enhanced ID	British Columbia
Alberta Photo Identification Card	Alberta
Saskatchewan Non-driver photo ID	Saskatchewan
Manitoba Enhanced Identification Card	Manitoba
Ontario Photo Card	Ontario
New Brunswick Photo ID Card	New Brunswick
Nova Scotia Identification Card	Nova Scotia
Prince Edward Island Voluntary ID	Prince Edward Island
Newfoundland and Labrador Photo Identification Card	Newfoundland and Labrador
Yukon General Identification Card	Yukon
Northwest Territories General Identification Card	Northwest Territories
Nunavut General Identification Card	Nunavut

Note: You cannot use a provincial health card for identification purposes where it is prohibited by provincial legislation (i.e. Ont, Man, PEI, NS).

Identification must be original (no copies), current, and valid in order to be accepted.

This form has been designed to facilitate the collection and recoding of appropriate identification from signatories. This form is designed to be completed by a solicitor or licensed notary. There are designated spaces for recording of the I.D., Birth Date and signatures.

We at The bank of Nova Scotia seek your assistance in our efforts to comply with the record keeping requirements designed to combat laundering. Please complete the form (page 1) and return to the Bank of Nova Scotia with all other documents. Implementation of services is dependent upon completion of this form.