

# List of acceptable identification

## Individuals

Oaken Financial requires, at a minimum, either:

- One piece of photo identification when meeting a client in person; or
- Two independent and reliable identification documents if not meeting the client in person or the client does not have acceptable Photo identification

### MINORS (UNDER 12)

Parent/guardian must be identified and provide the identification as required for individual clients.

### ACCOUNTS AFFECTED BY A WILL/POWER OF ATTORNEY/TRUST

Executors, trustees and power of attorneys must provide identification as required for individual clients.

### EMPLOYEE AND STUDENT IDENTIFICATION CARDS

Identification cards issued by employers to employees are not acceptable; nor are student identification cards issued by educational institutions.

## Photo Identification Document Quality Requirements

Photo identification documents must be:

- Issued by a federal, provincial, or territorial (not municipal) government or foreign equivalent.
- Original (not a photo, photocopy, or scanned/faxed document and cannot be provided over video calls)
- Valid (unexpired and signed, if appropriate), unaltered, and confirmed with reasonable certainty to be authentic
- Current (confirm the same name, address, and date of birth information as provided by the client on the application and includes a true likeness of the individual)
- Legible and undamaged

### NOTE

- Oaken Financial does not accept Health Cards from ANY province for the purpose of identification with the exception of the BC Services Card.
- Social Insurance Numbers are not collected for Identification purposes but may be required to obtain a product or service.

<sup>1</sup> Quebec driver's licence may only be used if it is offered by the individual for identification.

<sup>2</sup> A combined BC driver's license and services card may only be used as one identification document.

## Acceptable Photo Identification

- Canadian or Foreign Passport
- Permanent Resident Card
- Canadian Citizenship Card Issued prior to 2012
- Secure Certificate of Indian Status
- Canadian or Foreign Driver's Licence<sup>1</sup>
- British Columbia Services Card<sup>2</sup>
- Provincial or Territorial Identity Card
- Canadian Armed Forces Identification Card
- Canadian Firearms Licence
- NEXUS Card

## Dual Process Identification Document Quality Requirements

Documents for the Dual Process method must come from two independent and reliable sources and be:

- Full, authentic, legible documents that may be submitted electronically.
- The most recent, valid and current available documents that include up-to-date information as provided on the application.
- Information cannot be redacted or removed.

### Acceptable identification documents to confirm information using the Dual Process

Reliable source of information to verify name and address	Reliable sources of information to verify name and date of birth	Reliable sources of information to verify name and confirm a financial account (specifically a deposit account, credit card account or loan account)
<p><i>Issued by a Canadian government body:</i></p> <ul style="list-style-type: none"> <li>• A clear and legible fax, photocopy, scan or electronic image of a government-issued photo identification document which includes name and address</li> <li>• Any statement, form, certificate or other source issued by a Canadian provincial government body (federal, provincial, territorial or municipal) such as: <ul style="list-style-type: none"> <li>• Property tax assessment issued by a municipality;</li> <li>• Provincially issued vehicle registration</li> </ul> </li> </ul> <p><i>Note: documents which include a SIN as a reference or account number cannot be accepted.</i></p> <p><i>Issued by other Canadian sources confirming name and address provided:</i></p> <ul style="list-style-type: none"> <li>• Utility bill (i.e., electricity, water, telecommunications)</li> <li>• Registered Investment account statement (i.e., RRSP, RRIF, TFSA)</li> <li>• Insurance documents (home, auto or life)</li> </ul>	<p><i>Issued by a Canadian government body:</i></p> <ul style="list-style-type: none"> <li>• A clear and legible fax, photocopy, scan or electronic image of a government-issued photo identification document which includes name and date of birth</li> <li>• Birth certificate (that confirms the current name provided)</li> <li>• Marriage certificate or government-issued proof of marriage document (long-form which includes date of birth)</li> <li>• Divorce documentation</li> <li>• Permanent resident card</li> <li>• Citizenship certificate</li> </ul>	<p><i>Confirm that the individual has a non-registered deposit account, chequing account, credit card or loan account by means of:</i></p> <ul style="list-style-type: none"> <li>• Credit card statement</li> <li>• Bank statement for deposit or chequing accounts (non-registered)</li> <li>• Loan account statement (i.e., mortgage)</li> <li>• Cheque that has been processed in the last statement period (cleared, insufficient funds) by a financial institution</li> </ul>

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