Ministry of Social Development and Social Innovation

IDENTITY VERIFICATION CHECKLIST

The personal information requested on this form is collected under sections 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. The information will be used for eligibility purposes. Disclosure of information is subject to the provisions of the *FOIPP Act*. Any questions about this form or the collection, use or disclosure of this information, should be directed to your local Employment and Assistance Office.

Client Name		Date (YYYY MM DD)
Office Code	File Number	Investigation Officer Name

☐ Regular Referral **OR** ☐ Immediate Needs Assesment

☐ YES ☐ NO Criteria Met (No prior contact and no required documentation)

☐ YES ☐ NO Consent for digital picture provided on the HR3266 (consent under digital picture is signed)

☐ YES ☐ NO Application (HR0080A and HR0080) is signed **and** witnessed,
Dated: (YYYY MMM DD)

☐ YES ☐ NO Verbal Consent is provided and documented on the Application (Part 1) (HR0080A),
Dated: (YYYY MMM DD)

3rd Party Checks Completed	Clients Responses that were Verified by the 3rd party checks
☐ **Personal Property Registry**	
☐ **BC Assessment**	
☐ **Equifax**	
☐ **ICBC**	
☐ **CRA (only with signed consents)**	

Identity Verification	
☐ **Verified**	[Issues]
☐ **Not Verified**	[Issues]
3rd Party Information for EAW follow-up	

☐ Mail Original TXI data match (CRA) printout to intake office via housemail. ***OR*** ☐ N/A

☐ Scanned the Checklist, PPR, BCAA, Equifax and ICBC to Client Transaction System (CTS)

☐ Documents Profiled

☐ Forwarded the original e-mail to the intake office **and** the EAW with results

☐ Send completed package to the referring office for filing

Sample