



PERSONAL IDENTITY INFORMATION DIRECTION

TO: THE INSURANCE CORPORATION OF BRITISH COLUMBIA

DIRECTION: 1/13

SUBJECT: Direction on Identity-Proofing Applicants for the BC Services Card

AUTHORITY: This direction is issued under section 69.2 (3) (a) and (b) of the *Freedom of Information and Protection of Privacy Act*.

APPLICATION: This direction applies to the Insurance Corporation of British Columbia

EFFECTIVE DATE: December 20, 2013

A handwritten signature in cursive script that reads "Andrew Wilkinson".

Honourable Andrew Wilkinson
Minister of Technology, Innovation and Citizens' Services

Minister of Technology, Innovation and Citizens' Services
Direction to the Insurance Corporation of British Columbia (ICBC)
issued under Section 69.2 (3) (a) and (b) of the
Freedom of Information and Protection of Privacy Act

I, Andrew Wilkinson, Minister of Technology, Innovation and Citizens' Services, issue the following direction to ICBC under section 69.2 (3) (a) and (b) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996 c. 165. This direction amends and replaces the direction issued February 10, 2013.

A. Definitions

In this direction:

“agent” means a government agent or a person who is authorized in writing by ICBC to provide identity proofing services;

“photo BC Services Card” means a version of the BC Services Card that displays a photograph of the holder, as defined in section 1 of the Identification Card Regulation, B.C. Reg. 4/2013;

“provincial identity information services provider” means a public body that is designated as a provincial identity information services provider under section 69.2 (1) of the *Freedom of Information and Protection of Privacy Act*.

B. Identity Proofing Direction

For the purposes of issuing the BC Services Card on behalf of the Provincial Identity Information Services Provider, ICBC and its agents are directed to comply with the following identity proofing standards:

1. In issuing the combined BC Driver's Licence and Services Card, ICBC's identity proofing standards for issuing a BC Driver's Licence will apply.
2. In issuing the photo BC Services Card, ICBC must require the applicant to:
 - a. attend in person before ICBC or one of its agents; and
 - b. provide two pieces of identification described in the attached Schedule A tables, of which at least one is described in Table 1 (Accepted Primary Identification). The applicant may provide two pieces of identification from Table 1, as long as they are not issued by the same issuing authority.

3. ICBC must ensure that the identification provided under section 2 (b) above is provided in accordance with the conditions described in each of the tables set out in the attached Schedule A and also in accordance with the following conditions:
 - a. each piece of identification presented to ICBC or an agent must be an original or a true copy of the original, certified by the issuing government agency;
 - b. the identification documents from Table 1 (Accepted Primary Identification) cannot be expired, unless otherwise noted in the table; and
 - c. the identification documents from Table 2 (Accepted Secondary Identification) may be expired for up to one year, unless otherwise noted in the table.
4. ICBC must require an applicant to provide additional evidence where the applicant's name has changed (or is different from the name shown on the presented identification). Required evidence to provide proof of a name change is set out in the attached Schedule B. Each presented name change document must be an original or a true copy of the original, certified by the issuing government agency.
5. ICBC or one of its agents must take a photograph of the applicant and obtain the applicant's signature.

Schedule A: Required Identification Documents

TABLE 1 Accepted Primary Identification

The following documents are accepted as primary identification, except where noted:

Type of identification	CONDITIONS
B.C. driver's licence or learner's licence	<ul style="list-style-type: none"> • Must include the applicant's photograph and signature • Accepted up to three years after the expiry date on the licence • Not accepted if the applicant last used a student, work, visitor, temporary-resident or refugee permit as primary ID to obtain the BC Driver's licence or BC learner's licence
B.C. identification card (BCID)	<ul style="list-style-type: none"> • Accepted up to three years after the expiry date on the card • Older BCID cards without an expiry date are not accepted as primary identification • Not accepted if the applicant used a student, work, visitor, temporary-resident or refugee permit as primary ID to obtain the BCID
Birth certificate	<p>Most Canadian birth certificates are accepted as primary ID</p> <p>Documents that are not accepted include:</p> <ul style="list-style-type: none"> • baptismal certificates • certificates of live birth • Quebec birth certificates issued <i>before</i> 1994 • Manitoba birth certificates issued by a "division registrar" • Ontario Long Form Birth Certificates • Canadian Registration of Birth Abroad certificates
Canadian citizenship card	<ul style="list-style-type: none"> • The <i>commemorative sheet</i> that comes with a citizenship card is not accepted as primary ID • Citizenship Certificates issued on or after Feb. 1, 2012 are not accepted as primary or secondary ID
Canadian passport	<ul style="list-style-type: none"> • Not accepted if expired • Must show the applicant's full legal name
Canadian record of landing	

Canadian immigration identification record	<ul style="list-style-type: none"> • Not accepted if expired
Identity card	<ul style="list-style-type: none"> • Issued by the Department of Foreign Affairs and International Trade to foreign representatives accredited to Canada • Not accepted if expired
Permanent resident card	<ul style="list-style-type: none"> • Not accepted if expired • <i>Confirmation of permanent resident, IMM5292 or IMM5688, is not accepted</i> as primary ID
Secure certificate of Indian Status	<ul style="list-style-type: none"> • Only new design cards issued by Aboriginal Affairs and Northern Development Canada are accepted as primary ID
Student, work, visitor, OR temporary-resident permit.	<ul style="list-style-type: none"> • Accepted if there are more than six months remaining until the expiry date of the permit

TABLE 2 Accepted Secondary Identification

The following documents are accepted as secondary identification, except where noted:

Type of identification	CONDITIONS
Bank card	<ul style="list-style-type: none"> • The applicant's name must be imprinted on the card and the applicant must have provided a signature on the reverse of the card
Baptismal certificate	<ul style="list-style-type: none"> • Not accepted as secondary identification
Birth certificate from foreign country	
Canadian Forces ID	
Canadian Registration of Birth Abroad certificates	<ul style="list-style-type: none"> • Not accepted as secondary identification
Correctional service conditional release card	
Credit card	<ul style="list-style-type: none"> • The applicant's name must be imprinted on the card

Department of National Defense 404 Driver Licence	<ul style="list-style-type: none"> • Must show the individual's name • Must include the individual's signature and photograph
Driver's licence (Canadian or U.S.)	
Employee ID card with photo	
Foreign Affairs Canada or consular ID	
Health card issued by a Canadian province or territory	Example: B.C. CareCard
Native Status card	
Naturalization certificate	
Nexus Card	<ul style="list-style-type: none"> • Must show the individual's name • Must include the individual's photograph
Parole certificate ID	
Passport (Canadian or foreign, including U.S. passport card)	<ul style="list-style-type: none"> • Must show the applicant's full legal name • Not accepted if expired
Police identification	
Possession and Acquisition Licence (PAL)	
Social insurance card	<ul style="list-style-type: none"> • Newer cards without a signature strip are not accepted
Student card (school ID)	
Vehicle registration	<ul style="list-style-type: none"> • Must include the applicant's signature

Schedule B: Required Evidence of a Name Change

1. If an applicant's name has changed, he or she must provide evidence of the name change. One of the following documents may be presented as evidence of the name change:
 - a. a marriage certificate; or
 - b. a name change certificate.

2. If an applicant's name has changed more than once, he or she must provide "linking documents" that show every change of name. Accepted linking documents include:
 - a. a marriage certificate;
 - b. a name-change certificate;
 - c. a divorce certificate that includes both the applicant's married name and the applicant's previous name; or,
 - d. a court order, stamped by the court registry.