

IDENTIFICATION FORM

Complete this form if you do not possess any form of acceptable Gov't produced photo identification to support the production of your Campus Identification Card or badge.

(please print in black or blue pen)

Personal Information:	
First Name:	Last Name:
Student ID#:	Postsecondary Institution:

1. Documents to Support Identification:						
At least one document to support your identity with the name to appear on your campus ID card/badge must be submitted with this form, to the Campus ID Clerk or Coordinator.						
Documentation must include:						
a) Birth Certificate						
Supplemental documentation may also be provided, for ie.:						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">-Marriage Certificate</td> <td style="width: 50%;">-Certificate of Indian Status</td> </tr> <tr> <td>-Firearms Licence-Possession Acquisition</td> <td>-Other federal or provincial identification card</td> </tr> <tr> <td>-Other provincial identification card</td> <td>-federal, provincial or municipal employee identification card</td> </tr> </table>	-Marriage Certificate	-Certificate of Indian Status	-Firearms Licence-Possession Acquisition	-Other federal or provincial identification card	-Other provincial identification card	-federal, provincial or municipal employee identification card
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<i>Supplemental documents must be issued by a federal, provincial or municipal authority and include the applicant's name and signature.</i>						

2. Photograph:									
One original photo of the applicant must be submitted with this form. Photos that do not allow a clear, positive identification of the applicant are not acceptable. A guarantor who must also complete the Declaration of Guarantor section of this form must certify the photograph (Section 3), in addition to the signature section on page 2.									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <th style="width: 50%;">Photo details:</th> <th style="width: 50%;">Back of photo: certification of identification</th> </tr> <tr> <td>-original (no photo copies)</td> <td rowspan="5" style="text-align: center; vertical-align: top;"> The following must be printed in permanent marker or ink: <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px auto; width: 80%;"> Date of photo: _____ I certify this to be a true likeness of: _____ (print applicant's name) _____ (Guarantor's signature) Date: _____ </div> <div style="background-color: black; color: white; padding: 5px; display: inline-block; transform: rotate(90deg); transform-origin: right top; margin: 10px auto; width: 100px;"> Attach photo in this area with one staple at corner. </div> </td> </tr> <tr> <td>-show a full, frontal view of head and shoulders</td> </tr> <tr> <td>- colour or black & white</td> </tr> <tr> <td>-less than 12 months old</td> </tr> <tr> <td>-no head coverings or sunglasses (tinted prescription glasses may be worn as long as the eyes are clearly visible)</td> </tr> <tr> <td>-at least 2"wide x 2 3/4" long</td> </tr> </table>	Photo details:	Back of photo: certification of identification	-original (no photo copies)	The following must be printed in permanent marker or ink: <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px auto; width: 80%;"> Date of photo: _____ I certify this to be a true likeness of: _____ (print applicant's name) _____ (Guarantor's signature) Date: _____ </div> <div style="background-color: black; color: white; padding: 5px; display: inline-block; transform: rotate(90deg); transform-origin: right top; margin: 10px auto; width: 100px;"> Attach photo in this area with one staple at corner. </div>	-show a full, frontal view of head and shoulders	- colour or black & white	-less than 12 months old	-no head coverings or sunglasses (tinted prescription glasses may be worn as long as the eyes are clearly visible)	-at least 2"wide x 2 3/4" long
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3. Declaration of Guarantor:

A **guarantor** is a person who confirms your identity. Your guarantor must provide, free of charge the following **two** tasks:

- a) certify the information on this form by completing and signing this section, and
- b) complete the statement on the back of your photo (ie. your name and their signature) and this page.

Your guarantor must:

- a) be a Canadian citizen, residing in Canada and accessible for verification, and
- b) have known you for at least **TWO** years and well enough to certify your name and identity.

Your guarantor must be one of the following;

-dentist, medical doctor or chiropractor	-judge, magistrate
-police officer (municipal, provincial or RCMP)	-lawyer
-mayor	-minister of religion able to perform marriages
-notary public or postmaster	-optometrist, pharmacist
-professional engineer or accountant	-veterinarian
-senior administrator or teacher in a community college or university	-principal of primary or secondary school

Your guarantor may be a relative as long as they belong to one of the groups listed above.

Declaration:

First Name:	Last Name:
Occupation:	Name of Firm/Organization:
Bus. Phone: ()	Home Phone: ()
Bus. Address:	

<i>I certify that to the best of my knowledge and belief, all of the above statements on this form are true. I have known the applicant personally for at least TWO years, certified on the back of the photo, the image to be a true likeness of the applicant.</i>	Knowledge of applicant: <hr/> Number of years	<hr/> Signature of guarantor
		Date: _____ Signed at: _____, _____ (city) (date)

Please submit this completed form along with supporting documentation and photo to the Campus Identification Clerk or Coordinator for the production of your Campus Identification Card or Badge.

Questions may be directed to the Campus Identification Office, Campus Recreation & Wellness Centre, Oshawa Campus, Room G1004, or call (905) 721-2000 Ext. 2116 or Ext 2110.

Email address: photoid@dc-uoit.ca or judy.kellar@dc-uoit.ca

