

Instructions for Organization/Hiring Manager Identification Verification

To have your ID verified by your organization, follow these simple steps:

- 1) Print the 'Hiring Manager ID Verification Form' and visit your organization representative/hiring manager along with two (2) pieces of appropriate ID.
- 2) Your organization representative/hiring manager will complete and sign the 'Hiring Manager ID Verification Form' and will scan or fax the completed form to us for processing.

Acceptable types of ID for Physical ID Verification

Primary ID must be government-issued photo ID containing your **name**, **signature**, and **date of birth**.

Examples:

- Provincial Driver's License
- Foreign Driver's License
- Canadian or Foreign Passport
- Provincial ID Card
- Canadian Citizenship Card
- Canadian Permanent Resident Card
- Certificate of Indian Status

Secondary ID may be any type of ID displaying your **full name**, ideally government-issued.

Examples:

- Additional primary ID as listed above
- Birth Certificate
- Marriage Certificate
- Student ID Card

Hiring Manager ID Verification

1. Client Contact Information:

Company: Finning	Ordered by: Melvin Chand	Date (dd/mm/yyyy): 26/08/2022
Email Results to: melvin.chand@finning.com	Phone Number: 587-783-2968	Location: Finning

2. Identity Verification and Witness

ID Check is MANDATORY for a Name Based Criminal Record Check

Applicant Full Name (as it appears on the ID) ▼

First Name	Middle Name	Last Name
Alternate Applicant Full Name (as it appears on the ID) ▼		
First Name	Middle Name	Last Name
Applicant Date of Birth (yyyy/mm/dd) ▼		

To complete a Canadian Criminal Record Check, a representative of your organization must verify the applicant's identification by physically inspecting two valid, original identity documents in the presence of the applicant.

1. The first identity document must be government issued and include the applicant's **first and last name, date of birth, photo and signature**. *Examples: driver's licence, passport, Permanent Resident Card, Certificate of Indian Status.*
2. The second identity document does not need to be government issued. At minimum it must include the applicant's **first and last name**. *Examples: second government-issued photo ID, birth certificate, student ID.*

By signing below, I certify that the applicant's identity has been verified by a representative of my organization through inspection of original identification documents as described above. Furthermore, I certify that the consent form was or will be signed by the applicant.

Company Representative Signature

X

Print Company Representative Name ▼

Melvin Chand

Please **E-mail** or **Fax** the corresponding Sterling Backcheck form to **E-Mail:** OrdersCanada@sterlingcheck.com or **Toll Free Fax:** 1-866-323-3097. Note: we can only accept emails that are under 10 MB in size.