

SCHEDULE C

IDENTITY CERTIFICATION FORM

To be completed by a Certified Agency for applicants who are 18 years of age or older who are currently or recently homeless.

INSTRUCTIONS

- Complete all mandatory fields on the form. Please type or print all information legibly;
- Print the form double-sided and on the Certified Agency's letterhead;
- The applicant, the Certifier and the Certified Agency's Chief Executive Officer or designate must read and sign the form;
- Check off the applicable Certified Agency on the back page of the form;
- Retain a copy of the form for the Certified Agency's records;
- The applicant must bring the completed form and the appropriate fee to a Registry Agent when applying for an Alberta Identification Card. **The Certifier must attend the registry agent office with the applicant and must present government-issued photo identification and proof of employment with a Certified Agency.** The completed Identity Certification Form will serve as proof of the applicant's identity and residency in Alberta and proof of their legal entitlement to be in Canada.

Please note:

- The Identity Certification Form cannot be used to apply for an Alberta Operator's License.
- Acceptable forms of 'Proof of Employment' are: employee ID from the Certified Agency and a letter from the Certified Agency's CEO confirming the Certifier's employment.

ELIGIBLE APPLICANTS

Eligibility for the Identity Certification Form is limited to applicants who are: **1) residents of Alberta, 2) 18 years or older and 3) currently or recently homeless and 4) who have resided in Alberta for at least 90 days.**

A resident of Alberta is a person who: is lawfully entitled to be or to remain in Canada; and makes his or her home in, and is ordinarily present in Alberta.

For the purpose of the Identity Certification Form someone is considered recently homeless if he or she was homeless at some time within the past six months.

IDENTITY CERTIFICATION FORM

This form must be completed when the applicant for an Alberta Identification Card is 18 years of age or older and is currently homeless or was homeless within the past six months and cannot meet the [Identity Requirements](#) required by legislation.

CERTIFICATION BY THE APPLICANT

| | | | |
|------------------------|------------------------|-----------|---------------|
| APPLICANT'S FIRST NAME | MIDDLE NAME OR INITIAL | LAST NAME | DATE OF BIRTH |
| ALBERTA STREET ADDRESS | CITY | PROVINCE | POSTAL CODE |

I certify that I am the person described above, that I am a resident of the province of Alberta, that I am legally entitled to be in Canada and that I do not have sufficient documentary proof of my identity and that I request the Alberta street address above be entered as my address on an Alberta Identification Card.

By signing this form, I hereby authorize the Minister of Human Services to collect this information under Section 34(1)(a)(i) of the *FOIP Act* for the purpose of carrying out a program, activity or policy under his administration.

WARNING: This document is part of an application for an Alberta Identification Card. It is a criminal offense to falsify information for an Alberta Identification Card.

APPLICANT'S SIGNATURE: X _____

DATE: _____

CERTIFICATION BY THE CERTIFIED AGENCY

| | | | |
|-----------------------------|---------------------------|---------------------------------|-------------|
| NAME OF CERTIFIED AGENCY | | | |
| ADDRESS OF CERTIFIED AGENCY | CITY | PROVINCE | POSTAL CODE |
| NAME OF CERTIFIER | TELEPHONE NUMBER () - | FAX OR EMAIL ADDRESS (Optional) | |

I certify that I am a Certifier of the above Certified Agency, that the applicant described above is a client of/or is known to the Certified Agency, that to the best of my knowledge and belief the applicant is a resident of the province of Alberta, is legally entitled to be in Canada and does not currently have sufficient documentary evidence of their identity, and that I have done sufficient due diligence to verify their identity and their legal entitlement to be in Canada.

WARNING: It is a criminal offense to knowingly assist an individual with fraudulently obtaining an Alberta Identification Card.

CERTIFIER'S SIGNATURE: X _____

DATE: _____

| | | |
|---|---------------------------|---------------|
| NAME OF THE CERTIFIED AGENCY'S CEO or DESIGNATE | TELEPHONE NUMBER () - | EMAIL ADDRESS |
|---|---------------------------|---------------|

I certify that I am the Chief Operating Officer (CEO) or designate of the above Certified Agency and to the best of my knowledge the Certifier has done sufficient due diligence in verifying the applicant's identity and their legal entitlement to be in Canada.

WARNING: It is a criminal offense to knowingly assist an individual with fraudulently obtaining an Alberta Identification Card.

CERTIFIED AGENCY'S CEO OR DESIGNATE'S SIGNATURE: X _____

DATE: _____

The personal information on this form is being collected under the authority of Section 3 of the Identification Card Regulation and Sections 33(a) and (c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and in accordance with any applicable agreements in place between this agency and the Minister of Human Services, for the purpose of providing the applicant with personal identification services. It will be treated in accordance with the privacy provisions of Part 2 of the *FOIP Act* and in accordance with any applicable agreements in place between this agency and the Minister of Human Services. If you have any questions, contact Homeless Program Policy Integration, Alberta Human Services at 403-297-3368 (toll free by dialing 310-0000 first).

CERTIFIED AGENCY LIST

Edmonton

Hope Mission

Boyle Street Community Services

(For Registry Agent staff)

To verify the Certified Agencies, check the Certified Agency list online at:

<http://humanservices.alberta.ca/documents/homeless-identification-certified-agency-list.pdf>

SAMPLE