



INSPECTION DEPARTMENT

RECOMMENDED FORM IDENTITY VERIFICATION MANDATE AND MANDATARY'S DECLARATION

(Identification method using a government-issued
identification document or photo ID)

SECTION I – IDENTIFICATION OF THE AGENCY OR THE BROKER

Name of agency or broker

 Real estate agency Real estate broker acting on his own account

Address of establishment

NUMBER

STREET

APT. / SUITE / SPACE

MUNICIPALITY

PROVINCE

POSTAL CODE

AREA CODE

TELEPHONE NO.

AREA CODE

FAX NO.

Represented by

Licence number

LAST NAME / FIRST NAME

Attention:

NAME OF MANDATARY

SECTION II – BACKGROUND

_____ wishes to engage in a real estate transaction
using our services.

NAME OF CONTRACTING PARTY

Pursuant to the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* and the *Real Estate Brokerage Act*, we must identify all parties to a transaction.

To do so, _____ mandates

NAME OF BROKER

_____ to proceed with the identification of the
above-mentioned contracting party, as per the identification procedure outlined below.

NAME OF MANDATARY

SECTION III – IDENTIFICATION PROCEDURE BY A MANDATARY

In order to verify the contracting party's identity, the latter must present an identification document or a photo ID from the list below.

The mandatary must examine the identification document, which must be original, valid, legible and in good condition.

The contracting party must be physically present when the mandatary verifies his/her identity.

Documents or pieces of identification accepted for identification by a mandatary:

- Passport
- Driver's licence
- Health insurance card issued by a Canadian province
- Permanent Resident Card (Canada)
- Any other government-issued identification document or photo ID

An identification document issued by a foreign country is also acceptable, as long as it is the equivalent of an acceptable Canadian document. For example, a valid foreign passport is acceptable.

SECTION IV – MANDATARY’S DECLARATION

Identification of contracting party:

LAST NAME	FIRST NAME
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Current residential address

NUMBER	STREET	SUITE	
MUNICIPALITY	PROVINCE	POSTAL CODE	
AREA CODE	HOME PHONE NO.	AREA CODE	WORK PHONE NO.

Document or ID card authenticated:

- Driver's licence Health insurance card Other identification document or photo ID, specify: _____
- Passport Permanent Resident Card

IDENTIFICATION DOCUMENT OR ID CARD NUMBER	Expiry date
PROVINCE OR TERRITORY AND COUNTRY OF ISSUANCE	YEAR / MONTH / DAY

Date of birth

YEAR / MONTH / DAY

Profession or principal activity

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Identification of mandatary:

LAST NAME	FIRST NAME
PROFESSION	
EMPLOYER	

Permanent residential address

NUMBER	STREET	SUITE	
MUNICIPALITY	PROVINCE	POSTAL CODE	
AREA CODE	HOME PHONE NO.	AREA CODE	WORK PHONE NO.

I, the undersigned, hereby certify that I have verified the identity of the above mentioned contracting party in his/her presence on the date specified below. I also confirm having seen the original ID card or document indicated above.

X

SIGNATURE OF MANDATARY

DATE

Organisme d'autorégulation du courtage immobilier du Québec

4905 Lapinière Blvd., Suite 2200, Brossard (Québec) J4Z 0G2

450-676-4800 or 1-800-440-5110 • inspection@oaciq.com • oaciq.com