

### Instructions for Canada Post Physical Identity Verification

To have your ID verified by Canada Post, please follow these simple steps:

- 1) Print this form, or save it on your mobile device, and take it to one of the participating Canada Post retail locations listed below.
- 2) You must bring one (1) piece of appropriate **Primary ID**, one (1) piece of appropriate **Secondary ID**, and one (1) **Proof of Residence**. Please read below for acceptable types of documentation required.
- 3) The Canada Post retail clerk will scan the barcode on this form and then verify your IDs. Verification of your identity will then be sent to us electronically.

### Acceptable types of ID for Physical ID Verification

**Primary ID** must be government-issued photo ID containing your **name, signature, and date of birth**. If an address is provided on your ID, please ensure it is your current address or it will not be accepted. Only the following IDs will be accepted as Primary:

- Provincial Driver's License
- Foreign Driver's License
- Canadian or Foreign Passport
- Certificate of Indian Status
- CNIB Card
- Provincial ID Card
- Canadian Citizenship Card
- Canadian Permanent Resident Card
- Firearms Possession and Acquisition License

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

Examples of Secondary IDs:

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

### Proof of Residence

**Proof of Residence** must display your **current address**. List of acceptable Proof of Residence:

- Attestation of Residence issued by the responsible authorities (shelters, soup kitchens, student/senior residence, long-term care facilities, Aboriginal reserves, work camps)
- Bank statement
- Canada Child Tax Benefit statement
- Canada Pension Plan Statement of Contributions/Quebec Pension Plan Statement of Participation
- Delivery Notice Card/Final Notice Card
- Government cheque or Government cheque stub with individual's name and address
- Income Tax assessment – most recent
- Statement of Employment Insurance Benefits Paid (T4E)
- Major credit card statement along with related valid credit card
- Recent utility bill (residential telephone, cable TV, public utilities commission, hydro, gas or water)
- Private Post Office Box Rental Agreement (e.g. UPS Agreement)
- Municipal tax notice
- Vehicle Ownership or Insurance document
- Residential Lease, Residential Mortgage Statement or Agreement, Rental Agreement Lease, Agreement of Purchase and Sale
- Statement of Benefits from Provincial Workplace Safety or Insurance Board
- Statement of Direct Deposit for Provincial Works or Provincial Disability Support Program
- Insurance Policy
- Statement of Old Age Security (T4A) or Statement of Canada Pension Plan Benefits (T4AP)
- School, College or University Report Card or Transcript

**Canada Post Physical Identity Verification**

**Privacy Notice:** By providing this form and IDs to Canada Post, you consent to the following: Canada Post will collect the form, types of ID, and ID numbers you provide, and will provide them to Sterling Talent Solutions (Sterling) for the purpose of verifying your identity. Sterling may provide this information to the company that requested the identity verification.

For more information about privacy at Sterling, please visit <http://www.sterlingtalentsolutions.com/pven>.

For more information about privacy at Canada Post, please visit <http://www.canadapost.ca/privacy>.

Date: <<Transaction Date>>

Transaction ID: <<Transaction ID>>

**Candidate Information**

First Name: <<Candidate First Name>>

Last Name: <<Candidate Last Name>>

Date of Birth: <<Candidate Date of Birth>>

<<BARCODE>>

Expiry Date: <<Transaction Expiry Date>>

**Participating Canada Post locations nearest to: <<Current Address Postal Code>>**

<<Location Name 1>> <<Location Address 1>>

Distance: <<distance in kilometers>>

<<Location Name 2>> <<Location Address 2>>

Distance: <<distance in kilometers>>

<<Location Name 3>> <<Location Address 3>>

Distance: <<distance in kilometers>>

<<Location Name 4>> <<Location Address 4>>

Distance: <<distance in kilometers>>

<<Location Name 5>> <<Location Address 5>>

Distance: <<distance in kilometers>>