

**CLIENT IDENTIFICATION AND VERIFICATION – INDIVIDUAL**

File # \_\_\_\_\_

Lawyer in charge of the file: \_\_\_\_\_

Date information recorded: \_\_\_\_\_

Information recorded by: \_\_\_\_\_

**Identification of Individual (Rule 1541) – FOR ALL CLIENTS**

Full Name: \_\_\_\_\_

Home/Mailing address: \_\_\_\_\_

Home phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Work address: \_\_\_\_\_

Work phone #: \_\_\_\_\_

**Verification of Individual (Rule 1543 & 1545)**

***For all files where we receive, pay or transfer funds on behalf of a client (NOT FEES)***

Verify the individual's identity by comparing the individual to their government issued photo ID. Name and photograph must match. The individual must be physically present.

Type of Document: \_\_\_\_\_

Document Identifier #: \_\_\_\_\_

Issuing Jurisdiction: \_\_\_\_\_

Document Expiry Date: \_\_\_\_\_

Date of verification: \_\_\_\_\_

*If the client does not have Government issued Photo ID use Form 2*