



# CERTIFIED IDENTIFICATION DOCUMENTS

## GUIDELINE

**Effective date:** January 1, 2023

Engineers and Geoscientists BC (the organization) requires applicants to provide evidence of their identity and legal name, pursuant to section 47(1) of the *Professional Governance Act*. The applicant must provide certified copies of two pieces of government-issued identification (ID) for registration.

- Both pieces of ID must contain the applicant's full legal name. If the names do not match, the applicant may be contacted for further information.
- Both pieces of ID must be valid (i.e., not expired) at the time of registration.
- One piece of ID must contain the applicant's photo.
- One piece of ID must contain the applicant's date of birth.
- One piece of ID must contain the applicant's signature.

The applicant is responsible for finding a certifying official (see table below) and confirming that they have the mandate and offer certification services. ID certification documents must be submitted to the organization in English as per the organization's Policy on English Language Requirement of Documents.

The applicant is responsible for all costs of ID certification.

### EXAMPLES OF ACCEPTABLE ID

- Passport
- Permanent resident card
- Driver's licence
- Certificate of Indian Status
- Refugee Protection Claimant Document
- Birth certificate
- Health card issued by a Canadian province or territory
- NEXUS

If the applicant's ID is not listed above, they should confirm with the organization whether it is an acceptable form of ID.

## ACCEPTABLE CERTIFYING OFFICIALS

<b>In Canada only</b>	<ul style="list-style-type: none"> <li>• Canadian-registered professional engineer (P.Eng.), professional geoscientist (P.Geo.), professional licensee engineering (P.L.Eng.), or professional licensee geoscience (P.L.Geo.)</li> <li>• Canadian passport officer (for Canadian passports only)</li> </ul>
<b>In any country</b>	<ul style="list-style-type: none"> <li>• Notary public</li> <li>• Commissioner of Oaths</li> <li>• Lawyer</li> </ul>

## STEPS FOR ID CERTIFICATION

1. The certifying official must ensure that photocopies of the applicant's original IDs have clear borders, text (including signatures), and images. Copies of the original IDs may be in colour or black and white.
2. Electronic certification/signatures are acceptable. The certifying official must include the following on each page:
  - a. The certifying official's name.
  - b. The certifying official's contact information.
  - c. The certifying official's seal or stamp.
    - If the certifying official is a Canadian-registered P.Eng., P.Geo., P.L.Eng., or P.L.Geo. and their seal is not used, they must clearly write their name, jurisdiction and licence number.
  - d. The following written declaration: "I certify this to be a true copy of the original."
  - e. The date of certification.
  - f. The certifying official's signature.
3. If the certified photocopies (including the certifying official's seal or stamp) are not in English, the applicant must obtain an English translation as per the organization's Policy on English Language Requirement of Documents.
4. The applicant must upload the certified photocopies (and translation, if applicable) directly to the organization through their account. The certifying official's name, contact information, seal or stamp (if a Canadian-registered P.Eng., P.Geo., P.L.Eng., or P.L.Geo. and a seal is not used, then jurisdiction and licence number), declaration, date, and signature must be visible and legible.

## CROSS REFERENCE

- Engineers and Geoscientists BC; Policy on English Language Requirement of Documents.
- Professional Governance Act [SBC 2018]. Chapter 47.