

## Instructions for properly completing CRV form

- The document MUST be opened in Adobe Reader. Failure to use Adobe Reader can cause the format of the form to be altered, rendering the document unacceptable.
- The Applicant must type the information in Section A, then print, sign and date Section C. Digital Signatures & DocuSign submissions are not accepted. If an applicant is unable to type the information in Section A, handwritten submissions must be completed in block letters and be clear and legible.
- Applicants will not enter any information in sections (B) and (D). Any changes to these sections will make the document unacceptable.
- All Applicants legal names must be provided. Surname is an applicants last name. Given name(s) denote their first name and all middle names that follow the first name. Surname at birth is a Maiden name or last name that was changed through a legal name change. If an applicant uses an alternative name, an abbreviated name or an alias, the Applicant is required to reflect this designation in the “former name” field.
- If an Applicant has multiple previous residences over the last 5 years and they will not fit in the provided space, please add addresses as an appendix to the form on a separate single sheet.
- After completing the first page, the applicant must move to the 2nd page and complete the Declaration of Criminal Record.
- The Declaration of Criminal Record must be completed by each Applicant. If the Applicant has no criminal history, they are required to sign and date the form and type “No Criminal Record.” If the Applicant has a criminal record, please detail each offence accordingly, then sign and date.

## Instructions for submitting ID

- All CRV forms must be accompanied by a clear photocopy of two (2) pieces of identification issued by a Government authority (such as a driver’s licence and passport).
- English and French ID are accepted. ID which is submitted in an alternative language may need to be translated at the Exchange’s request.
- The two pieces of ID should be submitted as one document on one single page.
- The ID must be clear, legible and in full view.
- The ID must be valid/current.
- If the Applicant submits a passport, it is required that the “signature of bearer” section be completed.
- One piece of ID must contain a recognizable photograph of the Applicant.
- The pieces of ID must confirm the Applicants full given name, surname, date of birth, gender and current mailing address.
- Expired and/or unsigned documents will not be accepted.

## Additional Resources

- For a detailed list of accepted ID, please see below.

## List of Accepted Photo ID

- Drivers Licence (Canadian or International)
- Ontario Photo ID Card (or other applicable provincial equivalent)
- Passport (Canadian or International)
- Canadian Citizenship Card
- Permanent Resident Card
- Certificate of Indian Status
- Firearms Acquisition Certificate (FAC)
- Canadian National Institute of the Blind (CNIB) Identification Card
- Federal, Provincial or Municipal employee identification card (showing name and dob)
- Military Family Identification Card (MFID)
- National Defence Record of Service Card
- Security Licence
- Government Voters Card

## List of Accepted Non-Photo ID

- Birth Certificate (Canadian or Foreign)
- Study Permit
- Work Permit
- Canada blood Services Card
- Fishing/Hunting Licence
- Veteran Affairs Health ID Card
- Provincial Vehicle Registration
- Government Issued Marriage Licence
- Certificate of Live Birth
- Baptismal Certificate

## Additional Notes

- Credits Cards, Bank Cards and Utility bills are NOT ACCEPTED
- Health Cards are not accepted for identification purposes under the *Personal Health Information Protection Act, 2004 (Section 34)*.
- Social Insurance Cards (SIN) are not acceptable forms of ID as it is a punishable offence to photocopy a SIN card pursuant to the Employment Insurance Act, Part VI, (Section 141(c)).