

[Firm Letterhead]

[Delivery Method]

[Name and Address of the Agent]

Dear

Re: **[Insert the name of the client “my client”]**
[Insert the nature of the matter or transaction]

I have been retained by **[insert the name of the individual/ client]** to complete a **[insert description of transaction]** on his/her/its' behalf, closing on **[insert closing date]**.

When I am representing a client, who is not in Canada and not instructing me face to face, I am required to retain an agent who will meet face to face with my client and verify his/her identity.

I am asking that you act as my agent to verify the identity of **[insert the name of the individual/client]** prior to me completing this transaction. The closing date is noted above. I must have the required verification documentation in my office prior to **[insert date]**.

I understand that you are a **[insert profession]** in **[insert location, city and country]** and are agreeable to verify the identity of **[insert name of the client/individual]** on my behalf.

In this regard, I will require that you meet with my client and take the following steps to verify his/her identity:

1. Examine the original, valid and unexpired passport, driver's license or other government issued identification with a photograph of **[insert the name of the client/individual]** and confirm that the person meeting with you is the person named in the original document;
2. Make a legible photocopy of the unexpired passport, driver's license or other government issued identification with a photograph and ensure that it contains my client's name, the number of the document, the name of the issuing authority, the date of issue, the Country of issue, and my client's photograph.
3. Print and certified on this photocopy the following:

To **[your name and firm name]**

I hereby certify that:

I met in person with **[insert the name of the client/individual]** on **[insert date]** at **[insert location]** and verified his/her identity by examining his/her unexpired passport, driver's license or other government issued identification with a photograph;

To the best of my knowledge and belief, the unexpired passport, driver's license or other government issued identification with a photograph is valid and was issued by **[insert issuing country and authority]** on **[insert date]** as number **[insert number]** and the information contained in this passport is current, correct and complete.

The photograph contained in the unexpired passport, driver's license or other government issued identification is a true likeness of **[insert name of client/individual]**

*Modify to also refer to the second piece of ID, if you are also looking for a second piece of ID such as a driver's license.

Signed and sealed by me at _____ this _____ day of _____, 200_____

[Signature of Agent]

[Printed Name of Agent]

Professional Seal

[Title or Profession of Agent]

[Professional Number of Agent if Applicable]

[Date Commission Expires, if Applicable]

Complete Mailing Address of Agent

Address of Agent for Service

[Phone Number of Agent]

[E-mail Address of Agent]

4. Return the documentation referred to in clause 2 as certified in clause 3 above, signed and dated. The documentation together with the original of your certification must be returned to me so that I receive it no later than [insert date].

Any amendments to these instructions must be approved in writing by me.

If you are agreeable to verifying the identity of my client on the terms and conditions set out in this letter, please confirm your agreement by signing two copies of this letter on the signature line below and returning one copy to me.

This agreement shall be governed and construed according to the laws of the Province of Nova Scotia.

Yours truly,

[Lawyer's Name]

[Law Firm Name]

I hereby agree to verify the identity of the person referred to above on the terms and conditions set out in the above letter.

Dated at **[insert location]** on **[insert date]**

[Signature of Agent]

[Name of Agent]