

# Information Bulletin

**Bulletin Number:** MB 10-003 (amended)

**Topic:** CONFIRMATION OF IDENTIFICATION FOR CRIMINAL RECORD CHECKS

**Issue Date:** MAY 2010

In order for FICOM to conduct criminal record checks (in addition to registration applicants submitting a completed Consent to Suitability Investigation form) the following will be required with every application for an individual's mortgage broker or submortgage broker registration or renewal of registration as of June 1, 2010:

- A Form 16, "Declaration of Designated Individual – Confirmation of Applicant's Identification", which has been duly completed by the Designated Individual, a Director of the Mortgage Broker or a person appointed by the Designated Individual to confirm identification; and
- Colour copies of two pieces of government-issued identification of the Applicant, such as a current driver's license or passport, with one piece of identification containing a photograph of the Applicant.

The purpose of the Form 16 is to ensure that the Designated Individual, Director or person appointed by the Designated Individual to confirm identification examines the identification and confirms that the person applying for registration or renewal of registration is in fact the same person pictured in the photograph of the government issued identification.

Copies of the identification must be clean and in colour. Therefore, they may be sent electronically or by mail, but not by fax.

For further information about this requirement, please contact the staff of the Registrar at:

[mortgagebrokers@ficombc.ca](mailto:mortgagebrokers@ficombc.ca).

At the office of the Registrar of Mortgage Brokers, we issue information bulletins to provide technical interpretations and positions regarding certain provisions contained in the *Mortgage Brokers Act*, *Business Practices and Consumer Protection Act* and Regulations. While the comments in a particular part of an information bulletin may relate to provisions of the law in force at the time they were made, these comments are not a substitute for the law. The reader should consider the comments in light of the relevant provisions of the law in force at the time, taking into account the effect of any relevant amendments to those provisions or relevant court decisions occurring after the date on which the comments were made. Subject to the above, an interpretation or position contained in an information bulletin generally applies as of the date on which it was published, unless otherwise specified.