

OW DIRECTIVES 2.1 Application Process

Information to be Verified	Recording Requirements
<p><u>Social Insurance Number (SIN)</u></p> <ul style="list-style-type: none"> • SIN Card • Other official documentation showing the SIN (e.g. income tax return) 	<p>Visually verify in technology</p>
<p><u>Health Number</u></p> <ul style="list-style-type: none"> • Ministry of Health and Long-Term Care (MOHLTC) issued Health Card (i.e. photo, non-photo or temporary card) • Other official document showing the health number (e.g. letter from the MOHLTC or Citizenship and Immigration Canada (CIC)) 	<p>Visually verify in technology</p>
<p><u>Proof of Identity and Date of Birth</u></p> <ul style="list-style-type: none"> • Birth Certificate • Religious records (e.g. Baptismal certificate) • Naturalization Certificate • Statement of live birth • Confirmation from the Registrar General of birth registration • Valid passport (i.e. Canadian or foreign) • Military record • Valid driver's license • National Registration File of 1940 held by Statistics Canada • Indian band records • Secure Certificate of Indian Status • Immigration documents (e.g. Record of Landing, Canadian Citizenship Card) • Age of Majority Card • Ontario Photo ID Card 	<p>Original or photocopy on file</p>
<ul style="list-style-type: none"> • MOHLTC issued Health Card (i.e., photo or temporary card). Note that non-photo health cards are acceptable to verify identity and date of birth of dependent children. 	<p>Visually verify in technology</p>
<p><u>Employment Status</u></p> <ul style="list-style-type: none"> • Record of Employment (ROE) • Pay stubs with year-to-date amounts • Letter of termination from employer 	<p>Visually verify in technology</p>
<p><u>Income</u></p> <ul style="list-style-type: none"> • Monthly bank statements • Employment receipts • Pay stubs • Income tax assessment (e.g. T4/T5) • Spousal and/or child support records, if applicable (e.g. support court order, private agreement, divorce settlement, staff accessed FRO Case Management System (FCMS) records) 	<p>Visually verify in technology</p> <p>Original or photocopy on file for spousal support records</p>

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<p><u>Assets</u></p> <ul style="list-style-type: none"> • Bank statements • Life insurance policies • Funds held in trust • Vehicle ownership registration form • Savings plans 	<p>Visually verify in technology</p>
<p><u>Shelter Costs</u></p> <ul style="list-style-type: none"> • Letter from a landlord • Rental receipt with landlord's name and telephone number • Lease or rental agreement • Mortgage statement or agreement • Loan agreements for the purchase of a principle residence or necessary repairs to a residence • Property tax assessment or proof of property tax payment • Proof of insurance premium payments for fire, dwelling or contents • Proof of common expense fees paid for condominiums or cooperative housing units • Statements or payment receipts for hydro, utilities or heating costs 	<p>Visually verify in technology</p>
<p><u>Status in Canada</u></p> <ul style="list-style-type: none"> • Certificate of Canadian Citizenship • Valid passport • Record of Landing (Citizenship and Immigration Canada (CIC) form IMM 1000) • Permanent Resident Card • Letter issued by CIC verifying permanent resident status • Proof of application for landed immigrant or permanent resident status • Determination of eligibility for refugee status (CIC form IMM 1442 or IMM 5292) • Refugee protection claimant document (CIC Form 1442) • Temporary Resident Permit (CIC form IMM 1442 or IMM 1263) • Other official documentation confirming legal residence in Canada (e.g. Request for Family Class Information (RFCI) form completed by CIC) 	<p>Original or photocopy on file</p>