

APPENDIX B: HOW TO CERTIFY A COPY OF YOUR GOVERNMENT ISSUED IDENTIFICATION (APPLICABLE ONLY TO INVESTORS THAT ARE INDIVIDUALS)

As part of your ITIN (Form W7) application, the IRS requires you to submit acceptable proof of identification.

The IRS accepts **certified copies** of the below two options:

- i. **Passport;**
Or
- ii. **Any two or more of the following documents** that are current, that verify your identity (contain your name and photograph) and support your claim of foreign status:
 - 1. Non-US Driver's license;
 - 2. National identification card (must show photo, name, current address, date of birth and expiration date); and/or
 - 3. Civil birth certificate.

The supporting documentation must be consistent with the applicant's information provide on Form W-7. For example, the name, date of birth, and country(ies) of citizenship must be the same as on Form W-7.

Note: The IRS no longer accepts notarized (i.e., lawyer/notary notarization) identification documents. All identification documents for this purpose **must be** certified by the issuing agency, the US Consulate or an Authorized Acceptance Agent.

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A. INSTRUCTIONS TO OBTAIN A CERTIFIED COPY OF YOUR CANADIAN PASSPORT¹

The fastest way to obtain a certified copy of your Canadian passport is to apply in person at a Passport Canada office. Passport Canada currently charges a \$45 fee for this service. Please complete the following steps:

1. Please complete and sign a request for a certified true copy of a Canadian travel document, Form PPTC 516 (see **end pages of this document** for a copy of the form) and submit your request in person at a Passport Canada office.

Passport Canada offices can be found on the following website:

<http://www.ppt.gc.ca/service/index.aspx?lang=eng>

Processing time is up to 10 business days and may change depending on the volume of applications received. The original passport will remain with the Passport Canada office during the application process.

B. INSTRUCTIONS TO OBTAIN A CERTIFIED COPY OF OTHER GOVERNMENT ISSUED IDENTIFICATION

1. Non-US Driver's License.

- a. For an Ontario driver's license, only the following Service Ontario locations in Toronto can certify an Ontario driver's license:
 - 777 Bay Street, Toronto, ON
 - 47 Sheppard Avenue E., North York, ON
- b. Upon arrival at the location, please obtain a ticket in queue for the Commissioner to process this request. **DO NOT** line up for the general processing line.
- c. Please bring with you the original document and one photocopy (front and back).
- d. For a PEI driver's license, please call **902-368-5228** and ask to be transferred to the **Register**. You can then make an appointment to have your driver's license certified. Please bring with you the original document and one photocopy (front and back).
- e. For a driver's license from other provinces and all other identification documents – see #2 and #3 below.

2. Identification Certification at a US Consulate.

For non-US persons residing outside the US, a US consulate can certify all identification documents listed in the IRS Form W-7 instructions (i.e., passport, driver's

¹ Your passport must be valid for at least 7 more months at the time the US Tax ID is filed. If your passport is not valid for at least 7 more months, you must either renew your passport and get a copy certified or have two other government issued identification certified (see B. above).

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license, national ID, birth certificate) for a fee of US\$50 for **each** document. To take this option, please follow the steps below:

- a. Call the US consulate closest to your area to confirm that they can certify your identification documents.
- b. Go online and make an appointment with the US consulate to certify your identification documents (see link below for details – the online appointment link is the hyperlink under “Fees”, titled “American Citizen Services Scheduling System”).
- c. Bring original identification documents and one photocopy (front and back) to the appointment with the proper payment in US dollars.

Details of this “authentication service” is in the following link:

http://canada.usembassy.gov/consular_services/notarial-services.html

If you are currently residing outside of Canada you may still go to the US consulate closest to your area to have your identification documents certified.

C. IDENTIFICATION CERTIFICATION WITH AN AUTHORIZED ACCEPTANCE AGENT

There is also the option of having an authorized acceptance agent certify your identification documents. However, this will cost more (usually around \$300 to \$600). If you would like to certify your identification documents under this option, see the following IRS link for a list of authorized acceptance agents in an area near you:

<http://www.irs.gov/Individuals/Acceptance-Agent-Program>.

Note: The IRS no longer accepts notarized (i.e., lawyer/notary notarization) identification documents. All identification documents for this purpose **must be** certified by the issuing agency, the US Consulate or an Authorized Acceptance Agent.



Request for certified true copy of Canadian travel document

PRIVACY NOTICE STATEMENT—All personal information provided on this application form is collected by the Passport Canada Program—Citizenship and Immigration Canada (PCPCIC) for the purpose of providing certified copies of a Canadian travel document. The personal information is collected, used, and disclosed under the authority of the *Canadian Passport Order* and in accordance with the provisions of the *Privacy Act*, as described in Personal Information Banks PPTC PPD 101 (Certificates of Identity and Refugee Travel Documents) and PPTC PPD 102 (Regular and Official Travel Passports). In the provision of this service, PCPCIC collects a fee under the *Passport and Other Travel Documents Services fees Regulations*.

A certified true copy is a reproduction of part of a single Canadian travel document that has been validated against the electronic record, certified as a true and authentic copy of the original, dated, and sealed.

Type or print in **CAPITAL LETTERS** using black or dark blue ink.

(A)	Personal information and certified true copy service request					
Surname (last name) / Given name (as it appears on the travel document)						
Current home address of the applicant (parent or legal guardian for a child's application)						
Number	Street	Apartment	City	<input style="width: 100%;" type="text"/>	Province/Territory/State	Postal/ZIP code
The travel document must be submitted with this request and may be retained by the office for verification purposes.						
Travel document number: _____						
A fee of C\$45 is payable for each request of one to three certified true copies of a Canadian travel document. The fee is not refundable if the request is cancelled or if you are not eligible for the service.						
Number of certified true copies required: _____						
Language of certified true copy:						
<input type="radio"/> English <input type="radio"/> French						

(B)	Certified true copy delivery
The service standard is ten (10) business days from the day the request is received.	
I would like the certified true copy to be:	
<input type="radio"/> Picked up in person at the office where the request for the certified true copy/copies was submitted. Or	
<input type="radio"/> Delivered by mail to the current home address provided in section A. Or	
<input type="radio"/> Delivered by mail to the following mailing address, if different from current home address provided in section A:	
_____ Address (c/o, Number, Street, Apartment, City, Province/Territory/State, Postal/ZIP code, Country)	

(C) To be completed by the travel document holder (or by the child's parent or legal guardian)			
Full name	Telephone number		
Signature	Date	Signed at	
	Year Month Day	City	Country