



**A P E G S**

*Association of Professional Engineers  
& Geoscientists of Saskatchewan*

**Policy Number: Reg 5.0**

**Policy Name: Applicant/Examinee Identification**

**Effective Date: October 12, 2012**

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**Policy:**

General

This policy outlines the documents required to verify the identification of both applicants for registration and examinees or interviewees. The requirement for applicants to provide identification is not applicable if they are already registered somewhere in Canada (i.e., members-in-training with APEGGS or IAMA applicants). The policy applies to all examinees and interviewees whether or not they are registered or licensed in Saskatchewan or elsewhere in Canada.

Applicants

All applicants not previously registered with APEGGS or another constituent Associations/Ordre of Engineers Canada or the Canadian Council of Professional Geoscientists (CCPG) must provide proof of identification by:

- a photocopy of a government issued photo ID (see acceptable documents below), signed and stamped by a guarantor who is either a Notary public, a professional engineer or a professional geoscientist, and a certified translation if the document is not in English.

**AND**

- the *proof of identity* form signed by the same guarantor

**OR**

- other official documentation acceptable to the Registrar

Acceptable Documents (must have a current photo)

- (a) Driver's licence or motor vehicle operator's licence issued by or on behalf of the Government of Saskatchewan or the government of another province or territory of Canada;
- (b) Passport issued by or on behalf of the Government of Canada or the government of another country;

- (c) Permanent resident card issued by or on behalf of the Government of Canada (must have a photo);
- (d) a birth certificate (only if it has a photo);
- (e) Certificate of Indian Status card issued by or on behalf of the Government of Canada;
- (f) Certificate of Canadian Citizenship issued prior to Feb 2012 (Citizenship certificate issued after Feb 2012 does not have a photo)
- (g) Certificate of Identity issued by or on behalf of the Government of Canada. This certificate is issued to permanent residents of Canada who are not yet Canadian citizens, who are stateless, or who are unable to obtain a national passport.
- (h) Guarantee of identity in a form satisfactory to the Registrar completed by a person satisfactory to the Registrar;
- (i) Statutory declaration in a form satisfactory to the Registrar;

### Exams/Interviews

All candidates for the Professional Practice Exam, technical exams or interviews must show at least one piece of recent, government issued photo identification. Acceptable identification includes driver's license, current passport, or health card (only if it has a photo).

### Change of Name

If the name of an applicant as it appears on his/her educational documents differs from the name provided on the application form, official change of name documentation must be provided. If no change of name document exists, then a sworn affidavit may be acceptable.

**Rationale:** To prevent fraudulent use of transcripts and degrees. To ensure exam or interview candidates are who they say they are.