



**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.



**Proof of Identification Form**

Updated Jan 4, 2013

**WARNING to all applicants and guarantors**—Any false or misleading statement on this form or relating to any document in support of this application, including concealment of any material fact, may lead to refusal to issue a license (applicant), or initiation of an investigation (professional member).

**Click on shaded areas to complete each form field**

**A. Type of Application:**

<input type="checkbox"/> Member-in-training – Canadian graduate	<input type="checkbox"/> Member-in-training – International graduate
<input type="checkbox"/> Engineering Licensee or Geoscience Licensee	<input type="checkbox"/> Temporary Licensee

**B. Applicant Personal Information (as on accompanying identification document)**

First Name:

Middle Name:

Last Name:

Date of Birth:   
(year/month/day)

**Applicant Signature:**  
(*sign after printing*)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**C. Accompanying Document**

Document Title:

Country of Issue:

Date Issued:   
(year/month/day)

**D. Guarantor Information**

First Name:

Last Name:

Please check the appropriate box: P.Eng.  P.Geo.  Notary  APEGS Staff

**E. Guarantor Declaration**

I solemnly declare that I have met the applicant identified above, in person. I have signed and stamped the attached photocopy of the photo ID indicated above, to certify that the image is a true likeness of the applicant. I declare that I have read and understood the **WARNING to all applicants and guarantors** at the top of this page.

\_\_\_\_\_  
**Guarantor Signature**

\_\_\_\_\_  
**Date**