



Policy	Replaces former policy:
Identity Documents	<input type="checkbox"/> Title:
	<input checked="" type="checkbox"/> N/A
	Date Effective: 2025-11-01
	Last Update:
Contact: Director, Licensure	

Policy Statement

The College ensures that its records accurately reflect each registrant's current legal name and previous legal name(s) by:

- collecting and verifying an applicant's current and past legal names at the time of application,
- requiring registrants to submit legal name changes with supporting documentation within 14 days of the legal name change taking effect, and
- requesting supporting documentation to be notarized in order to verify identity when required.

Details about required identification documents, supporting documents, notarization requirements, and other relevant information related to identification are outlined in Appendix A.

1. Policy Rationale and Purpose

The College submits criminal record check requests on behalf of applicants and registrants and is accountable to the Government of BC's Criminal Records Review Program (CRRP) for verification of identity.

This policy standardizes identification and legal name change requirements and ensures that the College collects and verifies the required documentation in accordance with the CRRP's criteria for identification.

2. Policy Scope

This policy applies to staff processing licensure applications and legal name change requests. This policy also applies to all applicants and registrants of CHCPBC.



3. Duties and Responsibilities

Licensure team members

Licensure team members are required to confirm that the identification and name change documents submitted by applicants and registrants meet the requirements in Appendix A.

Applicants and registrants

Applicants and registrants are required to provide notarized identification documents, report legal name changes and provide supporting documentation in accordance with this policy.

4. Legal and Regulatory Authority

This policy is linked to the following legislation and regulatory documents:

- *CHCPBC Bylaws*
- *Criminal Records Review Act*

5. Other Relevant Policies and Documents

None identified at this time.

6. Key Partnerships

Key partnerships include:

- BC Criminal Records Review Program

7. Definitions

Legal name means an individual's first name, middle name, and last or surname that is the name given at birth or that which has subsequently been acquired through marriage or a legal name change.

8. Process Check

The following documents have been consulted and applied to this policy.

- ☒ Policy Development Framework

9. Resources/References

Criminal Records Review Program Law and Policy:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/law-policy#ccra>



Criminal Records Review Act.

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96086_01

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Drafted by: Name Chris Smerdon Title Director, Licensure		



Appendices

Appendix A

Identification Documents

All applicants must provide two valid identification documents.

- Both identification documents must be notarized by a notary public, lawyer or individual appointed by the Attorney General as a commissioner for taking affidavits.
- At least one identification document must match the full legal name provided to the College.
- The primary identification document must be government-issued and include the applicant's photo, date of birth and signature.
- A second identification document can be either a primary or secondary identification document.

Examples of primary identification documents accepted by the CRRP and the College:

- B.C. driver's licence or learner's licence
- Valid passport
- Photo [BC Services Card](#)
- [BC Identity Card \(BCID\)](#)
- [Secure Certificate of Indian Status](#)
- Citizenship card
- Permanent resident card
- Record of Landing / Canadian Immigration Identification Record

Examples of secondary identification documents accepted by the CRRP and the College are:

- Birth certificate (a baptismal certificate is not acceptable)
- Canadian or U.S. driver's licence
- NEXUS card
- Canadian Forces identification
- Foreign Affairs Canada or consular identification
- [BC Services Card](#) (with or without photo)
- Student, work, visitor or temporary resident permit
- Foreign passport



Name Changes

A marriage certificate or legal name change document must be submitted to the College to support a legal name change request. **These do not need to be notarized as they display both the former name and the new name.**