

Requirements Checklist

Section 1 – Applicant Information (To be completed by the Applicant):

- Applicant Contact Information – Name, address, phone number and Date of Birth.
- LSUC number (lawyer applicants only) – It is important to provide your full legal name as it is registered with the Law Society of Upper Canada
- AOLS number (land surveyor applicants only) – It is important to provide your full legal name as it is registered with the Association of Ontario Land Surveyors
- RSA Token: Please enter the selection for the type of token. A token is only required if you will be signing documents for completeness and/or release for registration.
 - Soft: user can download the app to their smartphone. There is no charge for a soft token.
 - Hard: user will receive a fob. A fee of \$50.00 + HST will be charged for a hard token.
 - None: if no RSA Token is required for the user
 - Transfer: if a user licence and token is being transferred to you
- Email address – To be used to send confirmation once the applicant has been set up in Teraview
- 2 secret questions and answers – For example: What is my mother's maiden name? Also provide the answer.
- Applicant's signature and date.

Section 2 – Validation of Applicants Identity (To be completed by designated representative):

- 2 Pieces of identification – 1 Photo ID & 1 Secondary ID
 - Acceptable forms of Photo ID: Valid Canadian Driver's Licence, Valid Canadian Firearms Acquisition Card, Valid Canadian Passport, Valid Permanent Resident Card, or a Valid Ontario Photo Card.
 - Acceptable forms of Secondary ID: Social Insurance Card, Canadian Birth Certificate, or a different piece of photo ID (as specified above)

*Health cards are **NOT** an acceptable form of identification*
 - Photocopies of the applicant's identification are **NOT** required.
- Designated Representative Contact Information
 - Select category of the designated representative
 - Name, address and contact information to be completed in full
 - Designated representative's signature and date