REGISTRATION OPERATIONAL POLICY

Proof of Identity and Identity Verification

Introduction

Any applicant seeking registration with the Nova Scotia College of Pharmacists (NSCP) must provide proof of identity and have their identity verified by an NSCP registrations team member. Identity verification is necessary to prove that the applicant is who they claim to be, and that they are not carrying out the registration process on behalf of someone else. Providing false information or creating a false identity constitutes fraud, and if this occurs, the applicant may be denied registration and may be barred from any future attempts to register with the NSCP.

Purpose

To set out the requirements for acceptable proof of identity documentation, as well as the process for identity verification, when applying for registration with the NSCP. If an applicant is not able to provide acceptable identification documentation, please refer to Registration Policy: Accepting Alternative Information to Required Documentation for guidance.

Policy

Acceptable Proof of Identity Documentation

- An applicant must verify their identity through a government-issued photo identification document that includes the applicant’s name, identification number, and photo.
- The photo identification document must be valid, current and issued by a federal, provincial, or territorial government, or, in the case of foreign applicants, issued by a foreign government.
- Acceptable photo identification documents include:
  - a birth certificate or Canadian citizenship certificate plus a piece of photo ID (e.g., driver’s license, Nova Scotia Identification Card); OR
  - a valid passport.

An applicant must include proof of name change if any submitted document uses a different name from their legal name.
Identity Verification Process

Identity verification can be done virtually. This is the preferred method; however, in-person verification may be accommodated if circumstances warrant it.

Steps for Virtual Verification

1. The applicant must:
   - email or fax the NSCP a copy of an acceptable government-issued photo identification document that has been verified by a Notary Republic or Commissioner of Oaths; OR
   - email the NSCP a full-colour scan (not black and white) of an acceptable government-issued photo identification document.

2. The applicant must schedule a virtual video conference meeting with an NSCP registrations team member.

3. The applicant must attend the live virtual video conference meeting so identity verification can take place. During this meeting, the original of the previously provided photo identification document must be displayed by the applicant so it can be compared to that on file with the NSCP and to the applicant on camera. Performing identity verification by live video stream is secure and meets the requirements of remote identity verification standards.

Steps for In-Person Verification

1. The applicant must schedule an in-person meeting with an NSCP registrations team member.

2. The applicant must attend the in-person meeting and present an original photo identification document for verification by the NSCP registrations team member.