

## Identity Verification and Attestation

### Instructions

This form is to be used by individuals registering in the Compliance Instrument Tracking System Service (CITSS). It is used to provide to the Registrar an attestation by a notary or lawyer for the purposes of:

- verifying the identity of the individual;
- certifying the authenticity of the two (2) government-issued identity documents provided pursuant to Nova Scotia's Cap-and-Trade Program Regulations; and
- if applicable, certifying the authenticity of a letter prepared by the Cap-and-Trade Program Participant attesting that the individual has been duly designated to act on behalf of the participant for the purposes of Nova Scotia's Cap-and-Trade Program Regulations.

The Registrar must receive this completed form and supporting documents no later than three (3) months from the date when the notary attestation made under Section 2 was signed.

### Instructions for the Registering Individual

1. Fill out "Section 1 Individual Identification" of this form.
2. When you have your appointment with the notary or lawyer, bring:
  - this form
  - two original government-issued identity documents. One must have the individual's photograph name, and date of birth. Please refer to [Nova Scotia Environment's website](#) for acceptable identity documents.
3. If the registering individual will be designated as a primary account representative, alternate account representative, or account viewing agent (PAR, AAR, or AVA), present to the notary or lawyer a letter that:
  - has been prepared by the chief officer or a resolution of the board of directors of the Program Participant
  - attests that the individual has been duly designated to act on behalf of the Program Participant for the purposes of Nova Scotia's Cap-and-Trade Program Regulations
4. Submit the following by mail to the Registrar at the address below:
  - the completed original of this form
  - a certified copy of the two government-issued identity documents
  - the certified letter of authorization (if applicable) that you've provided to the notary or lawyer

**Cap-and-Trade Program  
Nova Scotia Environment  
1903 Barrington Street  
2<sup>nd</sup> Floor, Suite 2085  
Halifax, Nova Scotia B3J 2P8**

**Note:** Each copy of an identity document and each letter of authorization reviewed by the notary must bear the notary's seal. The documents must be notarized by a lawyer or a non-lawyer notary. Documents sworn by a commissioner for taking affidavits are not acceptable.



## Instructions for the Notary or Lawyer

1. Fill out "Section 2 Notary or Lawyer" of this form.

The Registrar will review each submitted form for completeness and may request additional information before accepting a submission as complete.

For any questions regarding this form, please contact Nova Scotia Environment by email at [capandtradehelp@novascotia.ca](mailto:capandtradehelp@novascotia.ca).

## Notice of Collection of Personal Information

Personal information collected in this form is collected under the authority of the Nova Scotia *Environment Act 1994-95* for the purposes of the administration of Nova Scotia's Cap-and-Trade Program. The information will be used to evaluate your designation as an account representative or an account viewing agent pursuant to the Cap-and-Trade Program Regulations.

Fields marked with an asterisk (\*) are mandatory.

### 1. Individual identification (to be completed by the Applicant).

Please ensure this information is consistent with what has already been entered into CITSS.

First name*	Last name*
Date of birth (yyyy/mm/dd)*	CITSS user reference code (12-character code)*

### Primary Residence

Address unit	Street number and name*		
City/Town*	Province/State*	Country*	Postal code*
Telephone number *	Email address*		

### Applicant Attestation

I, the undersigned, do hereby declare that the information and documents submitted are accurate.

First name*	Last name*
Signature*	Date (yyyy/mm/dd)*

**2. Notary or Lawyer (to be completed by the notary or lawyer)**

Please specify whether you are a non-lawyer notary or a lawyer: \*

Non-lawyer notary

Lawyer

First name*	Last name*
Title*	License number or identification number*

**Professional Contact Information**

Legal name of business or organization*			
Address unit	Street number and name*		
City/Town*	Province/State*	Country*	Postal code*
Telephone number *	Email address*		

**Individual's Certified Identity Document \***

In the following table, please identify the two government-issued identity documents of the individual that the notary or lawyer has certified as authentic. Please note that, at minimum, one of the identity documents must have the individual's photograph, name, and date of birth. Please attach a notarized copy of each identity document to this form. Refer to [Nova Scotia Environment's website](#) for acceptable identity documents. **Each copy of an identity document reviewed by the notary must bear the notary's seal.**

Item No.	Government-issued identity document	Identity document number	Date issued (yyyy/mm/dd)	Expiry date (yyyy/mm/dd)
1				
2				

**Note: If you need additional space, please include an attachment with Section 2 details.**

**Letter(s) of Authorization**

In the following table, please identify all Nova Scotia Program Participants for which the individual has been designated to act as a primary account representative, an alternate account representative, or account viewing agent pursuant to the Cap-and-Trade Program Regulations. The notary or lawyer must certify the authenticity of each letter as required by the Cap-and-Trade Program Regulations. Please attach the certified letter(s) of authorization to this form.



Each letter of authorization reviewed by the notary must bear the notary's seal.

Item No.	Participant legal name*	Participant operating name*	Date of letter (yyyy/mm/dd)*	Name of signatory (First, last name)*	Position of signatory*
1					
2					

**Note: If you need additional space, please include an attachment with Section 2 details.**

**Notary or Lawyer Attestation**

I, the undersigned, do hereby declare that:

I have verified the identity of the individual and have certified the authenticity of the government-issued identity documents listed above; and

I have verified the relationship between the individual and each Program Participant listed above and have certified the authenticity of each letter of authorization.

First name*	Last name*

Signature*	Date (yyyy/mm/dd)*

*Print a hard copy and save a digital copy*