
CERTIFICATION OF ID: GUARANTOR, REFEREE OR AUTHORIZED PERSON INFORMATION FOR CANDIDATES, APPLICANTS AND LICENSEES

Version: 2026-01
Last Modified: September 2, 2026

You are required to submit documentation to verify your identity. To do this, you must provide the College with a photocopy of 1 document with your legal name from the [list of documents currently accepted by the College](#). This document must be submitted in colour. All documents and photos must be certified by a guarantor, referee or authorized person who meets the requirements set out below.

DEFINITIONS

A person other than the candidate, applicant or licensee must confirm the candidate, applicant or licensee's identity and may be called upon to confirm personal information. This person must not receive assistance to perform their duties.

A) A GUARANTOR can be a relative or someone living at the candidate, applicant or licensee's address if the guarantor meets all the requirements listed below.

They must:

- be a Canadian citizen;
- have known you personally for at least 2 years; and
- work in a regulated industry in Canada.*

B) A REFEREE can be either a:

- Canadian citizen who works in a regulated industry in Canada* who has known you personally for less than 2 years but who can confirm your identity, or
- non-Canadian citizen who works in a regulated industry in Canada*, has known you personally for at least 2 years and can confirm your identity.

* The guarantor or referee must be an individual who works in a [federally](#), provincially or territorially regulated industry in Canada, is a member in good standing of that industry's professional body and can provide their licensee or registration number, if applicable. The guarantor or referee must perform all tasks free of charge.

C) AN AUTHORIZED PERSON may verify your ID if they are a person authorized by law to administer oaths and declarations, for example, a commissioner for oaths, a lawyer, a notary or a justice of the peace. This person does not need to have any relationship with the candidate. Any costs associated with this are the candidate's responsibility.

To certify documents, the candidate/applicant/licensee must: present all original documents to a guarantor, referee or authorized person who must attest to their authenticity; present the guarantor, referee or authorized person with colour photocopies of these original documents; and ensure that the guarantor, referee or authorized person confirms all photocopies to be true copies by completing and signing the appropriate section contained in the application, thereby attesting to their authenticity.

CERTIFICATION OF ID: GUARANTOR, REFEREE OR AUTHORIZED PERSON

Note that the College reserves the right to request a new guarantor, referee or authorized person.

You must sign and date this form and ensure your guarantor, referee or authorized person fills in the required information and signs and dates the area indicated. By signing this form, you agree to follow all the College's By-laws, regulations and policies.

Candidate/Applicant/Licensee Information:			
First Name:		Last Name:	
City:	Province:	Country:	
I, _____ (the Candidate/Applicant/Licensee) consent to the information contained in this form being disclosed to the College of Immigration and Citizenship Consultants.			
Signature:		Date (yyyymmdd):	
Declaration of Guarantor/Referee/Authorized Person:			
Full Name:		Relationship to Candidate/Applicant/Licensee:	
Regulated Field of Practice:	Job Title:	Licensee/registration #, if applicable:	
City:	Province:	Country:	
Relationship length in years:		Date of Birth (yyyymmdd):	
Email:		Phone Number:	
Signature:		Date (yyyymmdd):	
Declaration of Candidate/Applicant/Licensee:			
I certify that the information on this form is correct and true to the best of my knowledge.			
Signature:		Date (yyyymmdd):	
Submit this completed form along with a verified colour photocopy of your ID (front and back). The Declaration of Guarantor/Referee/Authorized Person section and the validation of your ID must be completed by the same person. If using a guarantor/referee: you must ensure the <u>front</u> of the photocopy is signed by your Guarantor/Referee in the following manner: "I certify this to be a true likeness of [insert candidate/applicant/licensee's name]". If using an authorized person: you must ensure their seal/stamp is visible and legible on the <u>front</u> of the photocopy.			