Please answer all of the following questions and return this form **ONEIDBusinessSupport@eHealthOntario.on.ca**. Further instructions regarding the completion of this questionnaire can be found on the page two.

Organization Name:

Submitter Name: **Submitter Title:**

1. What methods does your organization utilize as part of its standard identity validation process? Note that a "reviewed" document is an original presented by the employee to the individual performing the identity validation, i.e. scans and/or photo copies cannot be used as proof of identity.
    Check all that apply

    ☐ Face-to-face meeting
    ☐ Review of Government Issued Photo ID (e.g. Driver's License)
    ☐ Review of SIN Card
    ☐ Review of VOID Cheque (for direct payroll deposit)
    ☐ Police Check (e.g. Vulnerable Sector Check)
    ☐ Other

2. What data elements does your organization capture as part of its staff records?
    Check all that apply

    ☐ A Unique Identifier (e.g. Employee # or License #)
    ☐ First Name & Last Name (as indicated on Government Issued Photo ID)
    ☐ Date of Birth (as indicated on Government Issued Photo ID)

3. Are there any circumstances in which staff at your organization would not have to undergo the identity validation process (e.g. temporary staff or contract workers)?

    ☐ Yes   ☐ No

4. How long are staff records maintained after an individual has left your organization?

    ☐ 6 Years or More   ☐ Less Than 6 Years

By submitting this form, you indicate your approval to leverage your organization's registration process as a source of Identity Validation for ONE ID.

Questionnaire Completion Instructions

1. **What methods does your organization utilize as part of its standard identity validation process?**

   "Standard Identity Validation Process" refers to the process generally required of all staff, typically as part of hiring/onboarding.   Select only those boxes which are a mandatory part of this process. If there are exceptions or alternative processes, this should be reflected in your response to question 4.

2. **What data elements does your organization capture as part of its staff records?**

   Select all data elements that are captured during your organization's standard identity validation process and stored in staff records. As the purpose of reviewing identity documents is to corroborate an individual's identity, the data elements captured must match those specified on the documents.

3. **Are there any circumstances in which an employee of your organization would not have to undergo the identity validation process (e.g. temporary staff or contract workers) described above?**

   Select "No" only if the responses to questions 1-2 apply universally to all staff. Select "Yes" if there is an alternate process for particular circumstances.

4. **How long are staff records maintained after an individual has left your organization?**

   To qualify as "maintained," records for former staff must include all data elements selected in question 2. Records may be maintained in your organization's active registration system or in an archival record system.