

Policy name: Identity Documentation
Policy category and number: Registration
Developed by: Registration Committee
Approval by Council: NLCHP Meeting
Date: July 26, 2012

Overview of policy: The discipline specific regulations as set out in regulations under section 19 (2) of the *Health Professions Act* require the applicant to provide as part of the application process proof of identity by means of a valid photo identification card issued by the province or another government or other proof of identify acceptable to the Registration Committee of the Newfoundland and Labrador Council of Health Professionals (“Council”). The Council is a public body that must comply with the objectives and principles of *the Access to Information and Protection of Privacy Act* (ATIPPA). The information collected as part of the registration process is for Council use only and will be utilized for several purposes inclusive of registration, renewal, discipline and quality assurance.

Policy: Applications for registration will not be processed unless a certified copy of an acceptable photo identification document is provided as part of the application process. Documents deemed acceptable to the Registration Committee include: photo ID driver’s license; government issued passport page to include photo identification and passport number; residency card for landed immigrants and or other documentation that is deemed acceptable by the Registration Committee. Certified means the copy of the document is certified by a Commissioner of Oaths, barrister or solicitor or alternatively the copy of the document can be notarized by a notary public. Documents provided will not be returned to the applicant but will be maintained in the applicant’s file.

References:

Health Professions Act and the discipline specific regulations associated with the Act

ATIPPA

Policy History:

original policy

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