

Know-Your-Customer Documentation for Individuals Registering in the Compliance Instrument Tracking System Service (CITSS)

The California Air Resources Board (ARB) staff is providing guidance regarding requirements for submitting Know-Your-Customer (KYC) documentation.

Covered entities or Opt-in covered entities (covered entity), as defined in section 95802 of the California Cap on Greenhouse Gas Emissions and Market-based Compliance Mechanisms (Cap-and-Trade Regulation), have two options for employees registering in the CITSS to represent the covered entity.

Option 1

The covered entity may have their employees submit all documentation (CITSS #1 User Registration Checklist, #2 User Registration Form, #3 Proof of Identity Form, and notarized proof of identity documentation) directly to the California Registrar, using the mailing address provided on the #1 User Registration Checklist.

Option 2

The covered entity may accept all documentation (CITSS #1 User Registration Checklist, #2 User Registration Form, #3 Proof of Identity Form, and notarized proof of identity documentation) from their employees, provided the covered entity and each employee completes the following requirements.

Option 2 Requirements:

1. Each employee must register in the CITSS and provide their date of birth and primary residence address. After each employee accepts the terms and conditions and submits their electronic registration, the CITSS will display a unique 12-character User Reference Code and provide CITSS printouts #1 User Registration Checklist, #2 User Registration Form, and #3 Proof of Identity Form. Each employee must print, complete, and sign the #2 User Registration Form and #3 Proof of Identity Form.
2. Each **employee** must also complete the [Know-Your-Customer Compliance Documentation with Individual Attestation Form](#).
3. Each employee must provide their completed CITSS #2 User Registration Form; #3 Proof of Identity Form; notarized proof of identity documentation; and Know-Your-Customer Compliance Documentation with Individual Attestation Form to the covered entity.
4. The **covered entity** must complete the [Know-Your-Customer Compliance Documentation with Covered Entity Attestation Form](#).
5. For each employee that registers in CITSS, the entity must submit the employee's original CITSS #2 User Registration Form, the employee's Know-Your-Customer Compliance Documentation with Individual Attestation Form, and the Know-Your-Customer Compliance Documentation with Covered Entity Attestation Form to the California Registrar using the mailing address provided on the #1 User Registration Checklist.
6. The covered entity must retain each employee's Proof of Identity Form and notarized proof of identity documentation. The California Air Resources Board (ARB) Executive Officer or designated representative shall be permitted, at any time, to review and audit the documentation.

For more information

Additional information may be obtained at ARB's CITSS website: <http://www.arb.ca.gov/citss> or contact the California Air Resources Board Cap-and-Trade Hotline at (916) 322-2037 or CACITSSHelpDesk@arb.ca.gov.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: www.arb.ca.gov.