

CITSS

Compliance Instrument
Tracking System Service

#3 Proof of Identity Form

Print this form (page) using the browser print function. After printing, close this window/tab (not browser) to return to the CITSS application.

CITSS User Reference Code #: _____

Complete this form and include the supporting documents listed below and on the User Registration Checklist to finish the CITSS user registration process. Submit all documents in English.

Section 1.0 Proof of Identity Documentation

Submit this Proof of Identity Form and the required documentation described below:

a. Registrant's name

Acceptable forms of documentation include copies of a valid government-issued document containing Registrant's name (e.g., driver's license, passport).

b. Registrant's date of birth

Acceptable forms of documentation include copies of a valid government-issued document containing Registrant's date of birth (e.g., driver's license, passport).

c. A government-issued document providing photographic evidence of Registrant's identity

Acceptable forms of documentation include copies of a valid identity card with an expiration date (e.g., driver's license, passport).

d. Registrant's primary residence address

Acceptable forms of documentation include copies of a valid government-issued document containing Registrant's primary residence address, or any other document that the State of California customarily accepts as evidence of primary residence (e.g., residential lease, home energy or water bill, automobile registration).

e. Employment or Other Relationship to Cap-and-Trade Entities

- Are you employed by, or do you have a relationship with, an entity that has registered (i.e. has a CITSS entity account) with the California Greenhouse Gas Cap-and-Trade Program or an external greenhouse gas emissions trading system to which California has linked? **OR**
- Are you employed by, or do you have a relationship with, an entity that is in the process of registering (i.e., currently applying for a CITSS entity account) with the California Greenhouse Gas Cap-and-Trade Program or an external greenhouse gas emissions trading system to which California has linked?

Check one box below

☐ Yes

☐ No

If you checked yes, provide additional information below for each entity with which you have a relationship.

EMPLOYMENT OR OTHER RELATIONSHIP TO CAP-AND-TRADE ENTITIES			
Your Name	Entity Legal or Operating Name	Relationship	Entity Address

f. An open bank account in the United States¹ in Registrant's name

Acceptable forms of documentation include photocopies of a personal bank statement dated no earlier than three months prior to submission. The bank statement must identify the individual holding the account and must contain the bank's name and its contact information. Registrant may redact information such as bank account number, balance, and transactions.

¹ Exception to open bank account in the United States: This applies to a Registrant who will only represent a covered entity located outside of the United States that has no authorized personnel residing in the United States and that cannot provide proof of an open bank account in the United States. Registrant may provide proof of an open, personal bank account in the country in which the covered entity is located. The Registrant's employer must also submit an attestation signed by an officer or director along with the proof of open bank account documentation. Refer to Section 95834(b)(4)(B) of the regulations for further details.

Section 2.0 Notarization of Proof of Identity Documentation

One of the proof of identity documents submitted must be notarized by a notary public no earlier than three months prior to submission. For example, a Registrant may have a copy of a government-issued document providing photographic evidence of Registrant's identity (e.g., driver's license, passport) notarized to meet this requirement. A notarized document may be a separate document that refers to one of the proof of identity documents (e.g., a Jurat) or one of the proof of identity documents. The notary stamp or seal, the notary public's name, the county or state of the notary public's place of business, and the commission expiration date must be legible on the notarized document.

Section 3.0 Felony Conviction within Previous Five Years

Have you had a criminal conviction in any jurisdiction in the previous five years constituting a felony under U.S. federal law or California law, or the equivalent thereof in the United States?

Check one box below

☐ Yes

☐ No

If you checked yes, provide additional information below.

Type of Violation:

Jurisdiction:

Year:

Section 4.0 Signature

Sign the Proof of Identity Form when completed.

Print Name:

Signature:

Date:

Submit the signed Proof of Identity Form, the notarized proof of identity document, additional supporting proof of identity documents, and the signed User Registration Form per the User Registration Checklist instructions. Registrants must submit all required documentation for approval of a CITSS user account.