# CITSS Compliance Instrument Tracking System Service

### #3 Proof of Identity Form

Print this form (page) using your browser print function. After printing, you should close this window/tab (not your browser) to return to the CITSS application where you can select the print windows for the Checklist Form, User Registration Form, and Proof of Identity Form.

CITSS User Reference Code #:	
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You must complete this form and include the supporting documents listed below and on the User Registration Checklist to receive access to CITSS. All documents must be submitted in English.

#### Section 1.0 Proof of Identity Documentation

You must provide documentation of the following to complete this Proof of Identity Form:

- a. Your name
- b. Your date of birth
- c. Your driver's license number (if issued) or your passport number (if issued)
- d. A government-issued document providing photographic evidence of your identity

Acceptable forms of documentation for items a.-d. include photocopies of a valid identity card with an expiration date (including driver's license), or photocopies of a valid passport.

e. Your primary resident address

Acceptable forms of documentation for item e. include photocopies of a valid identity card with an expiration date (include driver's license), any other government-issued identity document containing your primary address, or any other document that is customarily accepted in the State of California as evidence of your primary residence.

f. Your employer name, address, and contact information

Acceptable forms of documentation for item f. include photocopies of a recent paycheck with your employer name and address clearly printed, or an employment verification letter containing the name of the employer, address, and contact information of a supervisor. If submitting a photocopy of a paycheck, you may redact information such as pay, benefit information, and Social Security Number.

- g. Employment or other relationship to an entity that has registered or has applied to register with the California GHG cap- and-trade program or an external GHG ETS to which California has linked. Please include the information below:
  - ☐ 1. I am employed or I have a relationship with an entity that has registered or applied to register with the California GHG cap-and-trade program or an external GHG ETS to which California has linked. I have provided additional details on these relationships in the table below.
  - □ 2. I am not employed or I do not have a relationship with an entity that has registered or applied to register with the California GHG cap-and-trade program or an external GHG ETS to which California has linked.

If you selected option 1, you must identify the entities you have a relationship with by completing the additional information requested below. If you selected option 2 you do not need to identify any relationships in the table below.

Employment or Other Relationship to Cap-and-Trade Entities					
Your Name	Entity Legal or Operating Name	Relationship	Entity Address		

h. An open bank account in the United States in your name

Acceptable forms of documentation for item h. include photocopies of a recent bank statement, a letter from the bank documenting an open back account, or a void check from an open bank account in your name in the United States. If submitting a photocopy of a bank statement, information such as balance and transactions may be redacted.

#### **Section 2.0 Submittal of Proof of Identity Documentation:**

Your documentation must be submitted before your user registration can be approved.

Your documentation must be notarized by a notary no more than three months before submittal. To notarize your Proof of Identity Documentation, request a Jurat from a notary public. The notary public will describe each Proof of Identity Document on the Jurat and attach the Proof of Identity documentation to the Jurat. Once notarized, your Jurat and Proof of Identity documentation must be mailed with your User Registration Form to the address shown on the User Registration Checklist.

#### **Section 3.0 Additional Required Information**

Please check the box below. if applicable.

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☐ I have a criminal conviction during the previous five years constituting a felony in the United
States.

If you checked the box above, complete the requested information below.

Type of Violation:	
Jurisdiction:	
Year:	

## Section 4.0 Signature

Please sign the Proof of Identity Form when completed.

Print Name:	
Signature:	
Date:	

Revision: 12/14/2012