To be recognized as an alternate registry for ONE ID, an assessment on the organization’s identity validation processes must be completed. To facilitate this process, please answer all of the following questions and return this form to [ONEIDBusinessSupport@ehealthontario.on.ca](mailto:ONEIDBusinessSupport@ehealthontario.on.ca).

You can provide supporting documents or procedures in response to any of these questions.

**Organization Name:**

**Submitter Name: Submitter Title:**

1. What policies, processes, and practices does your organization use to collect, record, and maintain identity information?
2. What documentation or other evidence is used to verify the identity information collected?
3. Does the process for identity information collection and validation differ from type of registrant in your registry? Such as citizens vs. non-citizens; fulltime vs. part time; undergrads vs. postgrads. If so, please provide details for each type of registrant and validation process.
4. What are the business policies, processes, and practices in place for identity management? What applications and systems are used to collect, store, maintain, and delete identity information?
5. Do you depend on third party for collection or verification of identity information? If so, describe the process (whether manual or electronic) used to transmit identity information from a third-party supplier to the organizational owner?
6. What privacy and security safeguards are in place for your organization’s identity management system/process?
7. What identity information is collected and stored in your register? A unique identifier and core identity information, legal name, gender and date of birth is mandatory.
8. What is the process to corroborate identity information collected?
9. What interactions take place between the registry and registrants?
10. Are there any recurring validation / checks done after the initial registration? What is the process to maintain the identity records?
11. Are there any circumstances in which your registrants would not have to undergo the identity validation process? If so, how are these managed in the register?
12. What processes are in place to manage potential duplicates in your register?
13. How long are records maintained after a registrant is no longer associated with your registry?
14. Are there any other processes in place that supplements identity validation for your registrants?