

Treefort ID Verification Guide

Before we can act for you, Ontario law requires us to verify your identity. At **Hassan & Hassan LLP** we do this through **Treefort**, a secure platform built for Canadian law firms. The process takes only a few minutes and is completed entirely online — there is no need to attend our office. Please have two pieces of valid identification ready before you begin.

What You Will Need

- **Two pieces of valid identification** — one that confirms your status in Canada, and one that confirms your residential address. Both must be current and unexpired.
- **A smartphone, tablet, or computer with a camera**, so you can photograph your identification and complete the face scan.
- **The verification e-mail from Treefort**, which we will send to the address we have on file for you.

The Five Steps

Step 1 — Open your verification link

Check your e-mail for a verification link from Treefort and click it to begin. If you cannot find it, please check your junk or spam folder before contacting us.

Step 2 — Follow the on-screen prompts

Work through the platform as prompted, confirming your preferences and personal information.

Step 3 — Upload your first piece of ID (proof of status)

Upload one document that confirms your status in Canada: a **Canadian Passport, Permanent Resident Card, Birth Certificate, or Citizenship Card**.

- If you have a Canadian Citizenship **Certificate**, upload both the front and the back.
- If you do **not** have Canadian status, you may upload the passport from your home country.

Step 4 — Complete a selfie scan

Follow the prompts to complete a quick scan of your face. This confirms that you are the person shown on the identification you uploaded.

Step 5 — Upload your second piece of ID (proof of address)

Upload one document that confirms your residential address: an **Ontario Driver's Licence** or an **Ontario Photo ID Card**.

Accepted Forms of Identification

Treefort accepts the documents listed below. Wherever possible, please use one of the preferred forms — they are verified fastest and are least likely to be rejected.

Preferred identification	Other acceptable identification
Canadian Passport	Driver's Licence from another Canadian province
Canadian Permanent Resident Card	Foreign Passport
Canadian Citizenship Card (issued before 2012)	Canadian Citizenship Certificate
Ontario Driver's Licence	Foreign Government Identity Card
Ontario Photo ID Card	NEXUS Card
	Firearm Licence
	Birth Certificate

Before You Upload — Please Check

- Every document is **current and unexpired**.
- Each image is **clear and legible**, with no glare and no cut-off edges.
- For **card-type identification**, you have captured both the front and the back.
- For **passports**, you have captured both the top and bottom halves of the photo page.

A note on privacy: The identification you upload is collected solely to meet our verification obligations and is stored securely. We will never ask you to send identification by text message or through a social messaging app.

Questions?

If anything about the process is unclear, or a document will not upload, please contact our office at **(343) 500-7395** or **(226) 772-9984**, or e-mail **info@hassanllp.com**. We are glad to help.