



Memorandum

Date: January 8, 1992

To: Directors of Income Security

From: Gerry Schmidt
Annette Enns
Directors of Field Operations
Social Allowances Program

Telephone:

Subject: **Signature Requirements**

In response to several questions raised at the last Directors' Meeting regarding completion of applications and signature requirements, direction was requested from the Department's legal counsel.

We have been advised as follows:

1. When a social allowances applicant, who is not under an Oath of Supervision, cannot sign his/her name, the signature section of the application should be completed as follows:
 - The applicant places an "X" in his or her own handwriting in the centre of the space provided for the "Signature of Applicant".
 - The witness will acknowledge that the applicant's "X", is in fact, the mark of the applicant by printing the word "HIS OR HER" above the "X" and the word "MARK" below the "X" (see example below).
 - The witness will also print the applicant's first name on the left side of the "X" and the applicant's last name on the right side of the "X" as confirmation of the applicant's identity (see example below).
 - Finally, the witness will print the word "WITNESS" and sign their own name below the space identified as the "Signature of Applicant".

Please note, applicant's mark should be witnessed by someone who knows the applicant to be who he/she is, e.g. parent, applicant's social worker, etc.

2. When we are notified by the Public Trustee that an Order of Supervision has been lifted, a new application must be completed.

Please ensure that staff are aware of these requirements.