



Compliant documents

Accepted forms of ID

- Passport (Canadian or non-Canadian)*
- Driver's licence
- Birth certificate
- Baptismal certificate
- Provincial photo identity card
- Secure Certificate of Indian Status card (issued on or after December 15, 2009)
- Citizenship or permanent residency card
- Identity card issued by a Canadian or U.S. jurisdiction

Please note: Expired identity cards are not valid. Health cards are not accepted as ID.

Proof of marriage

- Marriage certificate
- Certified translations and foreign marriage certificates

Proof of cohabitation*

- Valid Canadian driver's licences showing the same address for both parties, dated one year or more prior to the date of retirement
- Property title or mortgage documents showing names of both parties at current address, dated one year or more prior to the date of retirement
- Utility or property tax bills showing names of both parties at the current address, dated one year or more prior to the date of retirement

Please note: Proof of cohabitation is required only in the cases of common-law partners. For married spouses, the marriage certificate meets this requirement.

Proof of divorce or separation

- Full copy of separation agreement or divorce decree (in Quebec, you can submit a *jugement de divorce* accompanied by the *mesures accessoires*)
- If no separation agreement is available, a letter stating the start and end dates of the relationship and confirming whether or not there is any pension division applied to your University of Ottawa Pension Plan (UOPP), signed and dated by you.

Please note: The purpose of these documents is to confirm if your uOttawa pension is subject to a pension division as a result of a divorce or separation that occurred during your plan membership. This may not apply to all employees.

*Translation or additional information may be necessary. If so, the pension team will contact you.