



SOR-RL Application Form for Service Provider Administrators with Local Registration Authority Permissions

Purpose

The information collected on this form is used by the Ministry of Children, Community and Social Services (ministry) to review a request to become a Serious Occurrence Reporting and Residential Licensing (SOR-RL) Service Provider Administrator (SPA) with Local Registration Authority (LRA) permissions, for a ministry funded and/or licensed service provider.

Please note that the Service Provider Administrator (SPA) role in the SOR-RL system can have an associated Local Registration Authority (LRA) designation or can have no associated designation. The SPA **with** an LRA designation is primarily responsible for user management for the SOR-RL tool. The SOR-RL SPA with LRA permissions is granted the authority to authenticate the identity of individuals within their organization as part of their application process and provide them with access to the SOR-RL system. The SPA with LRA permissions has the functionality to create and manage user accounts within their organization, in addition to other functionality related to licence management. The SPA **without** an LRA designation does not have the ability to manage SOR-RL users, and exclusively performs functions related to children's out-of-home care (residential) licensing.

This form is to be used exclusively by applicants for the SPA role *with* an LRA designation. Those who wish to obtain more information about the SPA role *without* an LRA designation should reference the registration process posted on the [SOR-RL training portal](#).

Registration

Only individuals in a service provider management role can apply to be considered for the role of SPA with LRA permissions. Each service provider must have at least one active SPA with an LRA designation. As part of the application process to be considered, this application form must be completed and submitted to and reviewed by the ministry Registration Authority Assessor (RAA). The applicant will then meet with a designated ministry RAA to have their identity verified by presenting at least two pieces of original allowable identity documents (see Section 4 for allowable identification documents). Upon successful verification of the applicant's identity, the ministry RAA will record their authentication of the applicant's identity in Section 3 of this application form and will create a SOR-RL account for the applicant.

Section 1: SOR-RL Service Provider Administrator with Local Registration Authority Designation Applicant Details

Section 1 is to be completed by the SOR-RL LRA applicant.

Reason for Request: New Request Update to Existing SOR-RL LRA's Details (if update is for the purposes of a name change, proof of legal name change must be provided with this request).

First name:

Last name:

Organization:

Transfer Payment Recipient (TPR) # (if funded by the ministry):

Licence ID # (if licensed by the ministry) (if more than one license ID #, list all):

Position/title (must be management-level):

10-digit work telephone number:

Work E-mail address (cannot be a shared account – mail received at the e-mail address provided must only be accessible by the applicant):

Are you the Owner/Organizational Head/Equivalent? Yes No (if no, the Owner/Organizational Head/Equivalent must complete Section 2 of this form).

Declaration of SOR-RL SPA with LRA Designation Applicant:

I confirm that:

- The information on this application is correct.
- As part of this application, my identity must be authenticated by a ministry SOR-RL Registration Authority Assessor (RAA).
- If granted the designation of SOR-RL LRA, I will be assigned the "Service Provider Administrator" user role with LRA permissions, with functionality to manage SOR-RL user accounts for other members of my organization.
- I will take all reasonable measures to safeguard my account.
- I will notify SOR-RL user support immediately if I require a change to my profile, if I no longer require SOR-RL access, if I cease to work for the organization noted above, if I no longer wish to be designated as a SOR-RL LRA, or if I suspect or have become aware that my account has been compromised.
- In fulfilling my user management duties, I will:
 - Ensure that SOR-RL access requests are valid and appropriate as per a staff's position and responsibilities.
 - Only provide SOR-RL access to individuals who work in my organization, whose identity I have personally authenticated, and for whom I have reviewed, completed, and securely stored a SOR-RL User Access Request Form.
 - Register staff on SOR-RL, providing users with a temporary password, and assign appropriate roles and/or assignments, while respecting the principle of minimum access to information as per Ontario privacy legislation.
 - Provide new users with appropriate training materials.
 - Make changes to user roles and/or assignments in a timely fashion where an individual's position or responsibilities have changed.
 - Deactivate user accounts in a timely fashion where an individual has changed positions, has left the organization, or no longer requires SOR-RL access to carry out their job functions.
 - Conduct reviews of active user profiles, including roles and assignments, on a regular basis to ensure access registry remains up-to-date and appropriate.

Signature: _____ Date:

Section 2: Organizational Authorization for the Applicant's SOR-RL LRA Designation Request

Section 2 is to be completed by the Owner/Organizational Head/Manager of the SOR-RL LRA applicant **only if** the SOR-RL LRA applicant is **not** the Owner/Organizational Head/Equivalent or a higher reporting role. If the LRA applicant is the Owner/Organizational Head/Equivalent, Section 2 must be left blank.

First name:**Last name:****Organization:****Position/title:****10-digit work telephone number:****Work E-mail address:**

I confirm that:

- I am the Owner/Organizational Head/Equivalent of the ministry funded and/or licensed service provider.
- The applicant reports to me directly or indirectly.
- I have read the Declaration of the SOR-RL LRA Applicant in Section 1 of this application and understand the requirements for the role of SOR-RL SPA with LRA permissions.
- I recommend that the ministry approve this applicant's request for designation as a SOR-RL SPA with LRA permissions.

Signature: _____ Date:

Section 3: Ministry authentication of SOR-RL SPA with LRA Designation Applicant's Identity

Section 3 is to be completed by a designated ministry SOR-RL RAA only.

First name:**Last name:****Position/title:****Region/Corporate Office:****10-digit work telephone number:****Work E-mail address:**

Details of SOR-RL SPA with LRA Designation Applicant's Identity Documents Viewed by RAA for Authentication Purposes

Please refer to Section 4 for details on allowable authentication documents. Ontario Health Card and/or Social Insurance Number (SIN) cards cannot be used for authentication purposes.

Note that no identifying details listed on the documents (for example account or reference numbers) will be recorded by the SOR-RL RAA. No photocopies of the documents will be taken.

Document	Document Type	Photo on Document? (yes/no)	Full name of applicant on document (if different that information listed in Section 1 of this request)	SOR-RL Registration Authority Assessor's initials
Primary document (Required)				
Secondary document #1 (Required)				

Secondary document #2 (required if primary document does not contain photo id)				
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Declaration of ministry SOR-RL Registration Authority Assessor (RAA)

I confirm the following:

- I am currently designated as a ministry SOR-RL Registration Authority Assessor (RAA).
- I have met with the SOR-RL LRA applicant listed above and have verified his/her identity.
- The documents listed in the table above that were used to verify the applicant's identity are allowable for authentication purposes, as outlined in Section 4.
- All documents listed in the table above were original documents (not photocopies).
- All documents listed in the table above were valid (i.e., signed (if applicable) and not expired) and legible.
- At least one of documents listed in the table above contained a legible photo of the applicant.

Signature: _____

Date:

Section 4: Outline of Identity Authentication Process and List of Allowable Authentication Documents

The SOR-RL LRA applicant must present the following documents for authentication purposes, based on the list of allowable documents below:

- One document from the list of allowable primary identification documents

AND

- One document from the list of allowable secondary identification documents if the primary document contains the applicant's photo, **OR**
- Two documents from the list of allowable secondary identification documents if the primary document provided does not include a photo of the applicant. In this instance, one of the secondary documents must include the applicant's photo, **OR**
- Two documents from the list of allowable primary documents, providing at least one of the pieces of identification includes the applicant's photo

For authentication purposes, the documents provided for viewing must meet the following requirements:

- must be original documentation (not a photocopy)
- must be valid (signed (if applicable) and not expired)
- must include the applicant's first name and last name
 - note: the only acceptable variation is an instance of the first name included being a commonly used variation of the LRA applicant's legal name (for example Robert/Rob/Bob, Katherine/Kathy/Kate)
- the information provided on the document must be legible

SIN and Ontario Health Cards will **NOT** be accepted for authentication purposes

Allowable Primary Documents	Allowable Secondary Documents
Provincial driver's license (including graduated licences)	A second document from the list of allowable primary documents
Ontario Photo Card	Employee ID card (must include name of employer that issued card)
Canadian passport or a passport issued from another country	Canadian immigration documents (non-photo), including the following: <ul style="list-style-type: none"> • Immigration visa and Record of Landing • Confirmation of Permanent Residence • Permanent Resident Visa • Work Permit • Temporary Resident Permit
Certificate of Canadian citizenship or Certificate of Naturalization (Paper document or plastic card. Does NOT	Certificate issued by a government ministry or agency (for example marriage, divorce or adoption certificate)

include commemorative issue documents)	
Permanent Resident Card (formerly maple leaf card)	Documents showing the registration of a legal name change accompanied by evidence from within the previous 12 months of either use or evidence of the prior name.
Certificate of Indian or Métis Status Band Card (Federal Government issued cards only)	Insurance policy or renewal document issued to the Applicant
NEXUS card (cross border express pass)	Outdoors Card
CANPASS (Remote Area Boarder Crossing permit)	Utility bill
Canadian birth certificate	Mortgage, rental or lease agreement
Firearms license	Student ID card
	LCBO Bring Your ID (BYID) card (formerly "Age of Majority" card)