



BRANCH : _____

TEL# : _____

ADDRESS : _____

FAX# : _____

ID VERIFICATION*

*ID is required from each individual who tenders cargo for transport

Reference: _____

Revision : _____

Effective date : 11/30/06

Air Waybill No.: _____

HAWB No. : _____

Pcs. : _____ Weight : _____ kgs. Marks : _____

Shipper's/Company Name

Vendor's Name if not the same as shipper

Important Note:

- 1 This form must be completed by IAC employee or authorized representative at the time of acceptance of cargo
- 2 ID Verification must be filled out for all known and unknown shipper cargo
- 3 ID is required from each individual who tenders the cargo for transport, normally the shipper or driver of the trucking company
- 4 If trucking company delivers shipments from multiple shippers, fill out one form and take photocopies. In that case, fill out the bottom ID information first, take photocopies and then fill out the top portion with each respective shipper's name. Each shipment must be accompanied with ID Verification form.
- 5 Spaces left blank to indicate omitted information must be marked "NONE" or "N/A."
- 6 An expired ID is not valid and therefore must not be accepted.
- 7 If ID verification can not be obtained, cargo shipment must be rejected and notification procedures must be followed.
- 8 If first ID does not have a photo and/or is not issued by a government authority, second ID is required.
- 9 Completed form must be attached to the respective AWB when filed in the Master File.

Type of first ID reviewed : _____

A photo ID issued by a government authority. The IAC's employee or authorized representative must verify the ID is a true representation of the individual

Matching Photo on ID? Indicate Yes or No : Yes _____ No _____

Number Appearing on ID : _____

An expired ID is not valid. Verify _____ Date of Expiration: _____

(If ID is expired, do not accept the shipment.)

Type of second ID reviewed: _____

(If the first ID is not a photo ID issued by a government authority, obtain second ID)

Matching Photo on ID? Indicate Yes or No : Yes _____ No _____

Number Appearing on ID _____

An expired ID is not valid. Verify _____ Date of Expiration: _____

(If ID is expired, do not accept the shipment.)

Name of individual from whom shipment was accepted: _____

(Person's name with above ID who delivered the shipment must be indicated)

Nippon Express employee or authorized representative who verified the ID information:

Signature

Printed Name

Date