



## APPLICATION FOR A SOCIAL INSURANCE NUMBER INFORMATION GUIDE FOR APPLICANTS

IMPORTANT NOTICE: This application form is not required if you apply in-person at a Service Canada point of service

### DID YOU KNOW?

- \* The Social Insurance Number card is not an identity document
- \* Original proof-of-identity documents are required to apply, photocopies are not accepted

### How to apply

#### In-Person

If you reside in Canada, you should apply in-person at a Service Canada point of service.

Service Canada has made it easy and secure for you to apply for a Social Insurance Number (SIN) or to amend your SIN record. When applying in-person, you do not have to complete an application form nor do you have to mail your **original** proof-of-identity documents. Simply gather the documents you need and take them to the nearest Service Canada point of service.

Refer to the list of documents in Step 1 to determine the **original** proof-of-identity documents you are required to bring. If everything is in order, you will obtain your SIN **at the time of your visit** and receive your SIN card within 10 business days. To find the nearest Service Canada point of service, visit our Web site at [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) or call 1-800-O-CANADA (1-800-622-6232).

If this is not possible for you, there are alternate options which include having another individual submit your application for you in-person.

#### By Mail

All applicants residing in Canada should apply in-person; however, special measures are in place to accommodate individuals who cannot apply in-person at a Service Canada point of service.

If you live in an inaccessible area or 100 kilometers or more from a Service Canada point of service, you are eligible to apply by mail. If you are unsure if you are eligible, contact Service Canada at 1-800-206-7218 (select option #3).

If you are unable to apply in-person due to other extenuating limitations **and cannot have another individual** submit an application in-person on your behalf, you **must** contact Service Canada at 1-800-206-7218 (select option #3) to confirm if you are eligible to apply by mail.

If you do not meet the above-mentioned criteria to apply by mail **and** it is not possible for you to apply in-person at a Service Canada point of service, there are alternate options which include having another individual submit your application for you in-person.

If you currently reside outside Canada, you are eligible to apply by mail. Follow **Steps 1 to 4** to submit your application form and provide **original** proof-of-identity documents to the Social Insurance Registration office.

## Step 1 - Gather the original proof-of-identity documents required

Whether you apply in-person or by mail, you **must** provide **original** primary proof-of-identity documents to prove your identity and legal status in Canada. **Photocopies are not accepted.** You may also need to provide supporting proof-of-identity documents if the name indicated on your primary proof-of-identity document is different than the name you are currently using. If you are a parent, legal guardian or legal representative applying on behalf of the applicant, you must provide additional documents; refer to the list provided below under *Additional document(s) required for representatives*.

**When applying in-person, your original documents will be returned to you immediately.**

All documents **must** be written in **English or French** or be accompanied by an official translation attested to by the translator before a notary public, or prepared by an officer of a foreign government or an official of the British or Canadian Consulate.

Refer to the list below to determine the proof-of-identity documents that you will need to apply.

### Primary proof-of-identity documents

**Canadian citizens** must submit **one** of the following **original** documents:

- a certificate of birth or birth certificate issued by the vital statistics agency in the province or territory where you were born (**Note:** Quebec proof-of-birth documents issued prior to 1994 are not accepted);
- Certificate of Canadian Citizenship issued by Citizenship and Immigration Canada (CIC); or
- Certificate of Registration of Birth Abroad issued by CIC.

**Individuals registered with Aboriginal Affairs and Northern Development Canada (AANDC)**, formerly Indian and Northern Affairs Canada (INAC), need to provide the following **original** documents if they want their status on the Social Insurance Register indicated as “Status Indian”:

- **Born in Canada:** one of the documents identified in section *Canadian Citizens* above **and** a Certificate of Indian Status issued by INAC or AANDC; or
- **Born outside Canada:** birth certificate issued by a state authority from your country of birth **and** a Certificate of Indian Status issued by INAC or AANDC.

**Permanent Residents of Canada** need to provide **one** of the following **original** documents:

- Permanent Resident Card issued by Citizenship and Immigration Canada (CIC);
- Confirmation of Permanent Residence issued by CIC **and either:**
  - a foreign passport or a travel document **for visa exempt countries;** or
  - a visa counterfoil affixed to a foreign passport or a travel document for **non-visa exempt countries;**
- Record of Landing (IMM 1000) issued by CIC ;
- Verification of Landing or Status Verification issued by CIC.

**Temporary Residents of Canada** need to provide **one** of the following **original** documents:

- Work permit issued by Citizenship and Immigration Canada (CIC);
- Study permit issued by CIC **and** a contract of employment from the learning institution where you obtained authorization to study by CIC or from an employer on campus. **Note:** This contract must show the start and end date of employment and these dates must fall within the study permit dates. When the start date of employment is before the date indicated under “Date signed” on the Study permit, the previous expired study permit is also required to support the date of employment;
- Visitor record issued by CIC, indicating you are authorized to work in Canada; or
- Diplomatic identity card **and** note of permission of employment issued by Foreign Affairs, Trade, and Development Canada, formerly Foreign Affairs and International Trade Canada.

**Other - Individuals residing outside Canada** who are not Canadian citizens or Registered Indians with **no legal status in Canada and** are eligible to receive a Canadian government benefit or pension need to provide both of the following **original** documents:

- Birth Certificate issued by a state authority from your country of birth (if not in English or French, see beginning of **Step 1**) **AND**
- Letter confirming eligibility for pension or benefits from Canada Pension Plan (CPP), Old Age Security (OAS) or Régie des rentes du Québec (RRQ).

### **Supporting proof-of-identity documents**

You **must** also provide an **original** supporting proof-of-identity document if the name indicated on your primary proof-of-identity document (see above) is different than the name you are currently using. You will need to provide **one** of the following supporting proof-of-identity documents, if required:

- Certificate of marriage or a similarly titled document, depending on the issuing authority to support your family name after marriage. **Note:** This does not apply to Quebec residents who were married after April 1, 1981, regardless of where they were married;
- Legal Change of Name Certificate or Court Order document issued in accordance with provincial/territorial change of name act in Canada or similar legislation;
- Adoption order certified by a provincial/territorial court for adoptions in Canada only;
- Notarial Adoption Certificate issued by the country of origin of the child adopted abroad;
- Request to Amend Record of Landing issued by Citizenship and Immigration Canada; or
- Divorce Decree or a similarly titled document issued in accordance with a provincial/territorial court in Canada for the dissolution of marriage. **Note:** Documents issued by a foreign country are **not** acceptable.

### **Additional documents required for representatives**

#### **Parent or legal guardian applying on behalf of a minor child**

If you are a parent or a legal guardian applying on behalf of a minor child (i.e. child under the age of majority in the province, territory of residence), you **must** provide:

- The child's **original** primary proof-of-identity document as listed in **Step 1** above;
- The child's **original** supporting proof-of-identity document, if applicable;
- **Your own original** primary proof-of-identity document as listed in **Step 1** above; **and**,

If you are a legal guardian, you must also provide an **original or certified copy of a document** confirming legal guardianship issued by a provincial/territorial authority or similar legislation.

#### **Legal representative applying on behalf of a minor child or an adult**

If you are a court appointed lawyer or individual, or provincial/territorial employee applying on behalf of a minor child or an adult, you **must** provide:

- The child's or adult's **original** primary proof-of-identity document as listed in **Step 1** above;
- The child's or adult's **original** supporting proof-of-identity document, if applicable;
- **Your own original** valid employee photo identification or government-issued identification, e.g. valid driver's license or passport; **and**,
- An **original or certified copy of a document** confirming proof of legal representation issued by a provincial/territorial authority or similar legislation.

If you are a provincial/territorial employee, you must **also** provide an **original Letter of Authorization** issued on agency letterhead by the agency's Director/Administrator authorizing the legal representative to represent the agency to apply for a SIN.

**REMEMBER: Photocopies are not accepted.**

## Step 2 - Complete the Application Form

This application form is not required if you apply in-person. However, a completed and signed application form is required if you are authorizing another individual to submit the application in-person on your behalf.

You must **fully complete** items #1 to #13, **sign** and **date** the application form (in blue or black ink).

### Signature on the application form:

The application form must be signed by the applicant, except in the following situations:

- **Child under 12 years of age:** the parent or legal guardian **must** sign the application form.
- **Child over 12 years of age and under the age of majority** in their province or territory of residence: the child, parent **or** legal guardian **must** sign the application form.
- **Minor child or adult applicant who is represented by a legal guardian or legal representative:** the provincial/territorial employee, the legal guardian, or the court appointed lawyer or individual must sign the application form.

If “X” is used as a signature, two witnesses must sign in the signature portion and indicate their relationship to you on the application form.

**IMPORTANT:** If you are a mother, father, legal guardian or legal representative, check the appropriate box on the form to indicate your relationship to the applicant and print and sign your name (Section 13).

Failure to fully complete, sign and date the application form will result in your application not being accepted.

## Step 3 - Pay the Fee for a replacement card

There is no fee required when you are applying to receive a first SIN, to amend the name or names on your SIN card due to a legal change of name or to amend information on your SIN record.

To apply for a replacement SIN card, a \$10.00 fee is required. If you reside in Canada, you can pay this fee by personal cheque, bank draft, or money order. You can also pay with cash, debit card, or credit card if you apply in-person. If you reside outside Canada, you can pay this fee using an international bank draft or money order.

All fees must be payable **in Canadian funds only** and written to the *Receiver General for Canada*. Do not send cash by mail. Applications received with payments other than **Canadian funds** will be returned.

## Step 4 - Mail the application and original documents

If you are eligible to apply by mail, you can mail an application form with **original** proof-of-identity documents. Service Canada is **not responsible** for documents lost in the mail. **Photocopies are not acceptable**. If you choose to send your application and proof-of-identity documents by registered mail, your documents and SIN card (if applicable) will be returned to you in the same way. Refer to the *How to Apply* section to ensure your eligibility to apply by mail. If your application and documents are in order, you will receive your SIN in the mail within 20 business days. Failure to provide the necessary documents will result in your application not being accepted.

Mail the completed, signed application form, all required **original** proof-of-identity documents and fee (if applicable) to:

Service Canada  
Social Insurance Registration Office  
P.O. Box 7000  
Bathurst, NB E2A 4T1  
Canada

**Note:** Prior to mailing your application, refer to the *Social Insurance Number Application –Checklist for Applicants Eligible to Apply by Mail* to ensure your application is complete. An application that is incomplete, unsigned or missing **original** proof-of-identity documents will not be accepted.

### **FOR MORE INFORMATION**

**CLICK** our Web site at [servicecanada.gc.ca](http://servicecanada.gc.ca).

**CALL** 1-800-206-7218 (Select option “3”). Agents are available Monday to Friday, 8:30 am to 4:30 pm Canadian Local Time, except on statutory holidays. If you have a hearing or speech impairment and use a teletypewriter (TTY), call 1-800-926-9105. If you are calling from outside Canada, the number is 506-548-7961 (long distance charges apply) from 8:00 am to 8:30 pm (Atlantic Standard Time).

**VISIT** a Service Canada Centre. You can find the Centre nearest you by visiting our Web site or by calling 1-800-O-Canada (1-800-622-6232).



# SOCIAL INSURANCE NUMBER APPLICATION

This application form is not required if you go in-person to apply. Refer to the *Information Guide* or call 1-800-206-7218 (select Option #3) or 506-548-7961 (long-distance charges apply) to determine if you are eligible to apply by mail.

This application form must be accompanied by original document(s).

I am applying for a:

- FIRST SOCIAL INSURANCE NUMBER (SIN)
- UPDATE or CORRECTION TO SIN RECORD
- REPLACEMENT SIN CARD (\$10 CDN fee required)
- LEGAL CHANGE OF NAME
- CHANGE OF STATUS
- CHANGE TO THE EXPIRY DATE ("900 Series SIN")
- OTHER - SPECIFY \_\_\_\_\_

FINDER NO	DATE
<b>DO NOT WRITE IN THIS AREA</b>	

## INFORMATION CONCERNING THE APPLICANT

PRINT CLEARLY IN **BLUE** OR **BLACK** INK

<b>1</b>	APPLICANT'S NAME TO BE SHOWN ON CARD	First Given Name	Other Given Name(s)	Family Name
<b>2</b>	APPLICANT'S DATE OF BIRTH	Day	Month	Year
<b>3</b>	APPLICANT'S SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Check if the applicant is a twin, triplet, etc.		
<b>4</b>	APPLICANT'S MOTHER'S NAME AT HER BIRTH	Given Name(s)	Family Name at Birth	
<b>5</b>	APPLICANT'S FATHER'S NAME AT HIS BIRTH	Given Name(s)	Family Name at Birth	
<b>6</b>	APPLICANT'S PLACE OF BIRTH	City, Town or Village	Province/Territory/State	Country
<b>7</b>	APPLICANT'S FAMILY NAME AT BIRTH			
<b>8</b>	OTHER FAMILY NAME(S) PREVIOUSLY USED			
<b>9</b>	DID THE APPLICANT EVER HAVE A SOCIAL INSURANCE NUMBER? If yes, write the nine digit number here _____			
		<input type="checkbox"/> No		<input type="checkbox"/> Unknown (don't recall)
<b>10</b>	APPLICANT'S STATUS IN CANADA	Check <b>one</b> of the following: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Registered Indian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Other		<b>11</b>
		IS THE APPLICANT currently residing in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No		Daytime Telephone Number
				Evening Telephone Number
<b>12</b>	APPLICANT'S MAILING ADDRESS	In care of (if different than the name in item 1) _____ Number and Street _____ Apartment, suite or unit No. _____ City, Town or Village _____ Province/Territory/State _____ Country _____ Postal/ZIP Code _____		
<b>13</b>	<p><i>The personal information you provide is collected under the authority of the Employment Insurance Act (EI Act). It will be used by Service Canada officials (operating within Human Resources and Skills Development Canada) for the purpose of assigning a Social Insurance Number (SIN) to you or your child, as authorized by the Department of Human Resources and Skills Development Act (DHRSD Act). Your personal information is administered in accordance with the DHRSD Act, the EI Act and the Privacy Act and your information will be retained in the Social Insurance Register. Participation is voluntary. However refusal to provide your personal information will result in you or your child not receiving a SIN. The information you provide may be shared with federal departments and agencies that are authorized users of the SIN and in accordance with the Treasury Board Secretariat Directive on the Social Insurance Number for the administration of benefits and services. The information may also be shared with provincial departments and agencies for the administration of benefits and services and/or federal and provincial departments for the administration and enforcement of the legislation for which they are responsible. The information may also be used and/or disclosed for policy analysis, research and/or evaluation purposes, and may be linked to various sources of information under the custody and control of HRSDC. However, these additional uses and/or disclosures of your personal information will not result in an administrative decision being made about you. You have the right to the protection of and access to your personal information, which is described in Personal Information Bank (HRSDC PPU 390) of the government publication Info Source. Instructions for obtaining this information are outlined in Info Source, which is available online at <a href="http://infosource.gc.ca">infosource.gc.ca</a>. Info Source may also be accessed online at any Service Canada Centre.</i></p> <p>I acknowledge that the information provided on the application form is true and complete.</p> <p><b>Signature of applicant/representative:</b> _____ <b>Date :</b> _____</p> <p><b>Relationship of representative to the applicant:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Legal Representative</p> <p><b>IMPORTANT:</b> If you are a representative such as a parent, legal guardian or legal representative applying on behalf of the applicant you <b>must sign for the applicant</b> and provide <b>additional document(s)</b>. Refer to the <i>Information Guide for Applicants -Additional document(s) required for representatives</i>.</p> <p><b>Printed Name of representative:</b> _____ <b>Telephone Number of representative:</b> _____</p>			

**IT IS AN OFFENCE TO KNOWINGLY APPLY FOR MORE THAN ONE SOCIAL INSURANCE NUMBER AND TO GIVE OR LEND YOUR CARD TO ANYONE.**

### DO NOT WRITE BELOW - FOR OFFICE USE ONLY

<b>A</b>	ALL NAMES AS SHOWN ON PRIMARY DOC.	Given Names	Family Name
<b>B</b>	DATE OF BIRTH AS SHOWN ON PRIMARY DOC.	Day	Month
		Year	
<b>C</b>	PRIMARY DOCUMENT SEEN	Abbreviation	
<b>D</b>	DOCUMENT NO.	<b>E</b>	SUPPORTING DOCUMENT SEEN
		Abbreviation	
<b>F</b>	USER CODE:	RESPONSIBILITY CENTRE NO. WHERE REFERRAL GENERATED:	REFERENCE (FINDER) NO.:
		OFFICER'S INITIALS:	
<b>G</b>	FEE PAID	Receipt No.	
<b>H</b>	REMARKS / REASON FOR PRIORITY REQUEST		

