



## 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?

- \* There is **no fee** to apply for a Social Insurance Number (SIN).
- \* Original proof-of identity documents are required to apply for a SIN, 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**. To find the nearest Service Canada point of service, visit our Web site at [Canada.ca/social-insurance-number](https://Canada.ca/social-insurance-number) 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. Only individuals in these circumstances are permitted to apply by mail:

If you live 100 km or more from the nearest Service Canada point of service, in an inaccessible area, or where outreach is very infrequent, you may apply by mail. If you are unsure if you are eligible, visit our Web site at [Canada.ca/social-insurance-number](https://Canada.ca/social-insurance-number) to confirm your eligibility to apply by mail using your [postal code](#) or contact Service Canada at 1-866-274-6627.

If you are unable to apply in-person at a Service Canada point of service due to other extenuating limitations **and cannot have another individual** submit an application in-person on your behalf, you **must** contact Service Canada at 1-866-274-6627 to confirm if you are eligible to apply by mail.

If you currently reside **outside Canada**, you are eligible to apply by mail. Follow **Steps 1 to 3** 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 or secondary proof-of-identity document is different than the name you are currently using. When applying in-person you must provide original secondary proof-of-identity documents to confirm your identity. 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.**

### Translation requirements:

**Note:** You must provide **original** documents; **photocopies are not accepted.**

If you submit a document that is not in English or French, **you must also submit:**

- an English or French translation of the document; and
- an attestation or affidavit written and signed by the translator.

If the document has been translated by a certified translator, you must submit an attestation. The attestation is a document stating that the translation is a true and accurate version of the original text. (A certified translator is a member of a provincial or territorial organization of translators and interpreters.)

If the document has been translated by a translator who is not certified, you must submit an affidavit. The affidavit is a document stating that the translation is a true and accurate version of the original text. **The translator must sign the affidavit before a commissioner for oaths or a commissioner for taking affidavits.** (A commissioner for oaths or a commissioner for taking affidavits is appointed by a province or territory.)

### Note:

Translations by family members are not acceptable. (A family member is defined as being a parent, guardian, sibling, spouse, grandparent, child, aunt, uncle, niece, nephew or first cousin.)

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 Immigration, Refugees and Citizenship Canada (IRCC);  
or
- Certificate of Registration of Birth Abroad issued by IRCC.

**If you are a registered Indian** and you want to register your status in your SIN record, you must provide:

- your Birth Certificate (see section on Canadian citizens) and a Certificate of Indian Status issued by Indigenous and Northern Affairs Canada (INAC)

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

- Permanent Resident Card issued by Immigration, Refugees and Citizenship (IRCC);
- Confirmation of Permanent Residence issued by IRCC, accompanied by either a travel document (for example, a foreign passport) or an alternate photo identification issued by a provincial/territorial authority (for example, a driver's licence). **Note:** The Confirmation of Permanent Residence is acceptable if used within one year of the date you became a permanent resident. The Permanent resident card is required after this period;
- Record of Landing issued by IRCC before June 28, 2002;
- Verification of Landing issued by IRCC (only acceptable to amend a SIN record or to obtain confirmation of an existing SIN); or
- Status Verification **OR** Verification of Status issued by IRCC (only acceptable to amend a SIN record or to obtain confirmation of an existing SIN).

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

- Work permit issued by Immigration, Refugees and Citizenship (IRCC);
- Study permit issued by IRCC, indicating that you are authorized to work in Canada.
  - a study permit that indicates the permit holder “may accept employment” or “may work” in Canada; or
  - a study permit and a “confirmation to work off campus” letter issued by IRCC prior to February 11, 2015.

If neither of these requirements is met, you may contact [IRCC](#) to verify if you are eligible to apply for an amended study permit.

- Visitor record issued by IRCC, indicating you are authorized to work in Canada; or
- Diplomatic identity card **and** note of permission of employment issued by Global Affairs 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) or your secondary proof of identity (see below) 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 Immigration, Refugees and Citizenship Canada (IRCC); 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.

## Secondary proof-of-identity documents

When applying **in-person**, you must also provide an **original** secondary document that is valid and issued by a government (federal or provincial). The document must contain your **legal name (surname and given name)** as well as your **date of birth**. **Examples** of acceptable secondary documents include:

- a passport (Canadian or foreign)
- a provincial or territorial ID card or driver's license
- any other government-issued ID

**Note:** The secondary document requirement does not apply to applicants below the age of majority in their province or territory of residence or applicants applying by mail.

## 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 their province or 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;
- **Your own original** secondary proof of identity document, if applying **in person**; 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 (in Quebec, a notarized Will is an acceptable document).

### 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 (in Quebec, a notarized Will is an acceptable document).

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, except gender information (in item 3), which is optional. The parent listed in item 4 **must not be repeated** in item 5. Parents can appear in any order. You must **sign** and **date** the application form (in blue or black ink).

**Note:** Some provinces have passed legislation to recognize up to four parents on the registration of birth and you now have the option to have them all listed on your SIN record. In order to document the parent(s) that do not appear on the application form, attach a separate sheet of paper. On this sheet, provide the given name(s) and the family name at birth of each parent and underline the family name at birth.

### 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 parent, 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 - 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. You should protect your personal information by sending your documents in a secure manner (for example by using a postal service with tracking). **Photocopies are not acceptable.** Refer to the *How to Apply* section to ensure you are eligible 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 and all required **original** proof-of-identity documents 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 [Canada.ca/social-insurance-number](http://Canada.ca/social-insurance-number).

**CALL** 1-866-274-6627. 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 1-866-274-6627 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 (an):

- ☐ FIRST SOCIAL INSURANCE NUMBER (SIN) ☐ CHANGE OF STATUS  
☐ UPDATE or CORRECTION TO SIN RECORD ☐ CHANGE TO THE EXPIRY DATE ("900 Series SIN")  
☐ CONFIRMATION OF SIN ☐ OTHER - SPECIFY \_\_\_\_\_  
☐ LEGAL CHANGE OF NAME

FINDER NO	DATE
DO NOT WRITE IN THIS AREA	

### INFORMATION CONCERNING THE APPLICANT

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

1	APPLICANT'S NAME TO BE SHOWN ON SIN RECORD	First Given Name	Other Given Name(s)	Family Name
2	APPLICANT'S DATE OF BIRTH	Day	Month	Year
3	APPLICANT'S GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X <input type="checkbox"/> Check if the applicant is a twin, triplet, etc.		
4	APPLICANT'S PARENT'S NAME AT BIRTH	Given Name(s)	Family Name at Birth	
5	APPLICANT'S PARENT'S NAME AT BIRTH	Given Name(s)	Family Name at birth	
6	APPLICANT'S PLACE OF BIRTH	City, Town or Village	Province/Territory/State	Country
7	APPLICANT'S FAMILY NAME AT BIRTH	8 OTHER FAMILY NAME(S) PREVIOUSLY USED		
9	DID THE APPLICANT EVER HAVE A SOCIAL INSURANCE NUMBER (SIN)? If yes, write the nine digit number here - - - - - <input type="checkbox"/> No <input type="checkbox"/> Unknown (don't recall)			
10	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		11
IS THE APPLICANT currently residing in Canada?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Daytime Telephone Number
				Evening Telephone Number
12	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
13	<p>The personal information you provide is collected under the authority of the Employment Insurance Act (EIA) and the Department of Employment and Social Development Act (DESDA) for the purpose of assigning a Social Insurance Number (SIN) to you or your child. 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; and/or with federal and provincial departments for the administration and enforcement of the legislation for which they are responsible. The information and documents you provide may also be verified with provincial and territorial vital statistics registers or Immigration, Refugees and Citizenship Canada records. The information may also be used and/or disclosed for policy analysis, research and/or evaluation purposes, 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, access to, and correction of your personal information, which is described in Personal Information Bank (ESDC PPU 390 Social Insurance Number Register) of the government publication Info Source. Instructions for obtaining this information are available online at <a href="#">Info Source</a>, (which is available at the following web site address: <a href="#">Canada.ca/infosource-ESDC</a>). Info Source may also be accessed online at any Service Canada Centre. You have the right to file a complaint with the <a href="#">Privacy Commissioner of Canada</a> regarding the institution's handling of your personal information.</p> <p>I acknowledge that the information provided on the application form is true and complete.</p> <p>Signature of applicant/representative: _____ Date : _____</p> <p>Relationship of representative to the applicant: <input type="checkbox"/> Parent <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</b> document(s). Refer to the <i>Information Guide for Applicants -Additional document(s) required for representatives</i>.</p> <p>Printed Name of representative: _____ Telephone Number of representative: _____</p>			
IT IS AN OFFENCE TO FRAUDULENTLY USE YOUR SIN, INCLUDING TO KNOWINGLY APPLY FOR MORE THAN ONE SIN AND TO SELL, GIVE OR LEND YOUR NUMBER OR CARD TO ANYONE WITH THE INTENT TO DECEIVE.				
DO NOT WRITE BELOW - FOR OFFICE USE ONLY				
A	ALL NAMES AS SHOWN ON PRIMARY DOC.	Given Names	Family Name	
B	DATE OF BIRTH AS SHOWN ON PRIMARY DOC.	Day	Month	Year
C	PRIMARY DOCUMENT SEEN	Abbreviation		
D	DOCUMENT NO.	E SUPPORTING DOCUMENT SEEN		Abbreviation
F	USER CODE:	RESPONSIBILITY CENTRE NO. WHERE REFERRAL GENERATED:	REFERENCE (FINDER) NO.:	OFFICER'S INITIALS:
G	SECONDARY DOCUMENT SEEN			
H	REMARKS / REASON FOR PRIORITY REQUEST			



# Social Insurance Number Application

## Checklist for Applicants Eligible to Apply by Mail

**IMPORTANT:** Review the following requirements. Failure to provide the necessary information, (completed application and original proof-of-identity documents) will result in your application being returned. You will receive a response within 20 business days from the date your request is received.

**FOR APPLICANTS RESIDING IN CANADA:** Visit our Web site at [Canada.ca/social-insurance-number](http://Canada.ca/social-insurance-number) to confirm your eligibility to apply by mail by using your [postal code](#). Call 1-866-274-6627 if you do not live in a remote area or to submit an application on behalf of someone else.

### Did you include:

- **The original primary proof-of-identity document** in order to prove the identity and legal status in Canada of the applicant? ☐
- **The original supporting proof-of-identity document** if the name indicated on the applicant's primary identity document is different from the name now being used? ☐
- The **completed, signed and dated** Social Insurance Number application form? ☐
- The relationship to the applicant in Item 13, if applicable? ☐
- The mailing address of the Social Insurance Registration Office indicated properly? ☐

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

**NOTE:** There is **no fee** to apply for a Social Insurance Number.

### If you are applying on behalf of someone else, did you also include:

- **Your own original primary proof-of-identity document** if you are a parent or legal guardian applying on behalf of your minor child? ☐
- **Your own original valid government-issued identification** if you are a legal representative applying on behalf of a minor child or an adult? Note: for provincial/territorial employees, an **original** valid employee identification is accepted. ☐
- The **original** letter of authorization issued on agency letterhead and signed by the agency's Director/Administrator authorizing you as a legal representative to apply on behalf of a minor child or an adult if you are a provincial/territorial employee? ☐
- The **original document or certified copy** confirming legal guardianship or legal representation if you are a legal guardian or legal representative of the applicant? ☐

**For more information:**

Visit [Canada.ca/social-insurance-number](http://Canada.ca/social-insurance-number)