

Applying For Your Social Insurance Number

Fast, simple, secure!

If you are a Canadian citizen, a newcomer to Canada, or a temporary resident, you need a **Social Insurance Number (SIN)** to work in Canada or to receive benefits and services from government programs.

A SIN is issued to one person only. It cannot legally be used by anyone else. You are responsible for protecting your SIN. Be sure to store your SIN card in a safe place—do not keep it with you.

Applying at a Service Canada Centre

Service Canada has made it easy and secure for you to apply for a SIN, to replace your card, 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 all the documents you need and take them to the nearest Service Canada point of service. If everything is in order, you will get your SIN **at the time of your visit** and receive your SIN card in the mail within ten business days.

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.

Documents required to apply for a SIN

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, a legal guardian, or a legal representative applying on behalf of an individual, you must provide additional documents; refer to the list provided below.

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

Note: All documents **must** be written in **English or French** or 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.

What is a primary proof-of-identity document?

A primary proof-of-identity document is an official document that proves your identity and status in Canada. We need to see an **original** of this primary proof-of-identity document.

Canadian citizens must submit one of the following 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);
- a **Certificate of Canadian Citizenship** issued by Citizenship and Immigration Canada (CIC); or
- a **Certificate of Registration of Birth Abroad** issued prior to 1977 by CIC.

Individuals registered with Aboriginal Affairs and Northern Development Canada (AANDC), formerly Indian and Northern Affairs Canada (INAC) and want to register their Indian status on the SIN record must provide one of the following documents:

- **if you were born in Canada**, you must submit your **original** primary document as indicated above under Canadian citizens **and** a *Certificate of Indian Status* issued by INAC or AADNC; or
- **if you were born outside Canada**, you must submit your **original** foreign birth certificate and a *Certificate of Indian Status* issued by INAC or AADNC.

Permanent residents must submit one of the following documents:

- a **Permanent Resident Card** issued by Citizenship and Immigration Canada (CIC);
- a **Confirmation of Permanent Residence** and **visa counterfoil** affixed to a foreign passport or a travel document;
- a **Confirmation of Permanent Residence** and **foreign passport from visa exempt country**;
- a **Record of Landing** issued before June 28, 2002; or
- a **Verification of Landing** or **Status Verification** issued by CIC.

Temporary residents must submit one of the following documents:

- a **work permit** issued by Citizenship and Immigration Canada (CIC);
- a **study permit** issued by CIC and a **contract of employment** issued by a learning institution or employer on campus;
- a **visitor record** issued by CIC, indicating you are authorized to work in Canada **or** was issued under Regulation 186 or 187 of the *Immigration and Refugee Protection Regulations* **or** Regulation 19 of the repealed *Immigration Act* **or** issued to a member of the clergy; or
- a **diplomatic identity card** and a **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 for a Canadian benefit or pension need to provide both of the following **original** documents:

- a Birth Certificate issued by a state authority from your country of birth **AND**
- a Letter confirming eligibility for pension or benefits from Canada Pension Plan (CPP), Old Age Security (OAS) or Régie des rentes du Québec (RRQ).

What is a supporting proof-of-identity document?

A supporting proof-of-identity document is a legal document and is required if the name on your primary proof-of-identity document is different than the name you currently use. You must provide **one** of the following supporting proof-of-identity documents with your request, if required:

- a **certificate of marriage, record of solemnization of marriage, or marriage statement** to support your family name after marriage. **Note:** This does not apply to Quebec residents who got married after April 1, 1981, regardless of where they were married;
- a **legal change-of-name certificate or court-order document** issued in accordance with provincial/territorial change of name act or similar legislation;
- an **adoption order** certified by a provincial/territorial court (applies to adoptions in Canada only);
- a **notarial certificate**, also called **notarial adoption certificate**, issued by the country of origin of a child adopted abroad;
- a **Request to Amend Record of Landing** issued by Citizenship and Immigration Canada and used to amend a Record of Landing or a Confirmation of Permanent Residence document; or
- a **Divorce Decree** or a similarly titled document issued in accordance with a provincial/territorial court in Canada for the dissolution of a marriage. **Note:** Documents issued by a foreign country are **not** acceptable.

Applying for a SIN on behalf of someone else

Parents or legal guardians can apply for a SIN on behalf of a minor child. Children who are 12 years of age or older can apply for their own SINs. If you are applying on behalf of a child in-person at a Service Canada point of service, you must provide:

- the child's original proof-of-identity documents;
- your **own** SIN or original document if you are applying in-person. If you were never issued a SIN and/or are applying by mail, you must provide your original proof-of-identity documents; **and**, If you are a legal guardian, you must provide an original document or certified copy of a document that confirms your legal guardianship (in Quebec, a notarized will is an acceptable document).

Legal representatives applying on behalf of a minor child or an adult can apply for a SIN for a minor child or an adult. If you are a court appointed lawyer or individual, or a provincial/territorial employee applying on behalf of a child or adult in-person at a Service Canada point of service, you must provide:

- the original proof-of-identity documents of the person for whom you are applying;
- your **own** original valid employee photo identification or government-issued identification;
- an original document or certified copy of a document issued by a provincial/territorial authority that confirms your legal guardianship or representation (in Quebec, a notarized will is an acceptable document); **and**

If you are a provincial employee, a **letter of authorization** issued by a provincial/territorial agency confirming you as the legal representative and the name of the person for whom you are applying is required (**Note:** for court appointed lawyers or court appointed individuals such as family members, this letter is not required).

REMEMBER: Photocopies are not accepted.

The fee required to replace a SIN 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 cash, personal cheque, bank draft, money order, debit card or credit card. 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 in the mail. Applications received with payments other than **Canadian funds** will be returned.

How to reach us

CLICK **servicecanada.gc.ca**

See the Web site for more information on how to contact Service Canada and access the full range of Government of Canada programs and services.

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), please 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**

To find the Centre nearest you, visit our Web site or call 1 800 O-Canada (1-800-622-6232). If you have a hearing or speech impairment and use a teletypewriter (TTY), please call 1-800-926-9105.

The Social Insurance Number program is delivered by Service Canada. Service Canada brings Government of Canada services and benefits together in a single delivery network.

It provides Canadians with one-stop service they can access however they choose—on the Internet at **www.servicecanada.gc.ca**, by phone at 1 800 O-Canada, or in person at Service Canada Centres across the country.

This document is available on demand in alternative formats.

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