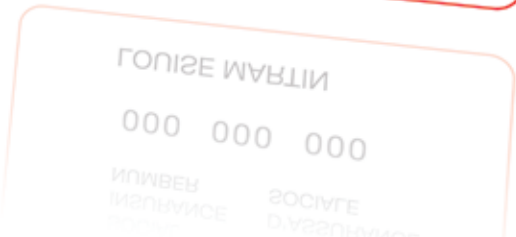


Applying For Your Social Insurance Number

Fast, simple, secure!



Did you know?

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 Social Insurance Number 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—don't keep it with you.

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.

Online: www.servicecanada.gc.ca

October 2009

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SC-236-10-09

SG5-38/2-2009E-PDF

78-1-100-13472-7

For more information on how to protect your SIN, please see our publication, *Your Social Insurance Number: A Shared Responsibility!* (SC-237-10-09).

Applying at a Service Canada Centre

Service Canada has made it easy for you to apply for a SIN, to replace your card, or to amend your SIN record.

Simply gather all the documents you need (see the section called “Documents you need” on page 8) and take them to your nearest Service Canada Centre. If your application and documents are in order, you will get your Social Insurance Number **on the spot at the time of your visit**. You will receive your card in the mail within 10 business days.

Take advantage of our improved service—it’s **fast, simple, and secure!** Plus, by applying in person at a Service Canada Centre, you won’t have to send your personal documents in the mail.

Applying by mail

If you need to apply by mail, please follow these steps:

- download an application form from our Web site, or order the form by phone (see the section called “How to reach us” on page 14); and
- send us your completed application, documents, and payment, if required.

If you send your application by registered mail, we will return your documents in the same way. We are not responsible for documents lost in the mail.

You will receive your SIN card in the mail within 20 business days.

Note: If you need to replace your card, you may have to pay a \$10 fee (see the section called “Is there a fee?” on page 12).

Applying for someone else

Parents or legal guardians applying for a child

Children who are 12 years of age or older can apply for their own SINs. However, parents or legal guardians can also apply on behalf of a child under the age of majority in their province.

Here's what you'll need if you are applying on behalf of a child in person at a Service Canada Centre:

- your SIN **or** your original documents;
- the child's original documents;
- an original document or certified copy of a document that confirms your legal guardianship, if you are a legal guardian (in Quebec, a notarized will is an acceptable document); and
- the \$10 fee, if required.

Note: For details about required documents, see the section called "Documents you need" on page 8. For information on fees, see the section called "Is there a fee?" on page 12.

Here's what you'll need if you are applying by mail on behalf of a child:

- a completed application form;
- the child's original documents;
- your original documents;

- an original document or certified copy of a document that confirms your legal guardianship, if you are a legal guardian (in Quebec, a notarized will is an acceptable document); and
- the \$10 fee, if required.

Legal guardians or legal representatives applying on behalf of an adult

Here's what you'll need if you are applying on behalf of an adult in person at a Service Canada Centre:

- an original document or certified copy of a document that confirms your legal guardianship or representation issued by a provincial authority (in Quebec, a notarized will is an acceptable document);
- your SIN **or** your original documents;
- original documents confirming the identity of the person for whom you are applying; and
- the \$10 fee, if required.

Here's what you'll need if you are applying on behalf of an adult by mail:

- a completed application form;
- original documents confirming the identity of the person for whom you are applying;
- your original documents;

- an original document or certified copy of a document that confirms your legal guardianship or representation (in Quebec, a notarized will is an acceptable document); and
- the \$10 fee, if required.

Note: For details about required documents, see the section below called “Documents you need.” For information on fees, see the section called “Is there a fee?” on page 12.

Documents you need

You need to provide a **primary document** to apply for a SIN.

What is a primary document?

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

If the name on this document is different from the name you currently use, you will also need to provide a supporting document (see the section called “What is a supporting document?” on page 11).

Canadian citizens

Canadian citizens must submit one of the following primary documents:

- a **certificate of birth** or **birth certificate** issued by the vital statistics agency in the province or territory where you were born (Note: We do not accept Quebec proof-of-birth documents issued prior to 1994);

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

Registered Indians

If you want to register your status on your SIN record, submit one of the following:

- **if you were born in Canada**, you must submit your **original** primary document (see the section called “Canadian citizens” on page 8) and a *Certificate of Indian Status* issued by Indian and Northern Affairs Canada (INAC); or
- **if you were born outside Canada**, you must submit your **original** foreign birth certificate and a Certificate of Indian Status issued by INAC.

Permanent residents

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; or
- a **Record of Landing** issued before June 28, 2002.

Temporary residents

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** from the learning institution or employer on campus where you obtained authorization to study by CIC;
- a **visitor record** issued by CIC, indicating you are authorized to work in Canada; or
- a **diplomatic identity card** and a **note of permission of employment** issued by Foreign Affairs and International Trade Canada.

Note: You will receive a temporary SIN card that begins with the number “9.” Your SIN card expires on the date indicated on the front of the card. This expiry date is based on the CIC document that authorizes you to work in Canada.

What is a supporting document?

A supporting document is a legal document indicating the name you currently use. It is required if the name on your primary document is different. Your supporting document must be an **original**, written in English or French.

Submit **one** of the following supporting documents with your application, if required:

- a **certificate of marriage, record of solemnization of marriage, or marriage statement** (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 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 name legislation;
- an **adoption order** certified by a Canadian 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 and used by the adoptive parents to have the SIN card issued in the child's Canadian name; or
- 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.

Is there a fee?

There is no fee to:

- apply for a Social Insurance Number and receive your first SIN card;
- amend the name(s) on your card when changes are due to a legal change of name, a marriage, a divorce, or an adoption;
- change the expiry date on a temporary SIN card; or
- amend information on your record.

When do we charge a fee?

We charge a **\$10 fee** to replace a SIN card.

How can I pay the \$10 fee?

If you apply **in person** at a Service Canada Centre, you can pay this fee using:

- cash;
- a credit card;
- a debit card; or
- a personal cheque, bank draft, or money order payable **in Canadian funds only** and written to the Receiver General for Canada.

If you apply **by mail in Canada**, you can pay this fee using:

- a personal cheque, bank draft, or money order payable **in Canadian funds only** and written to the Receiver General for Canada.

If you apply **by mail from outside Canada**, you can pay this fee using:

- an international bank draft or money order payable **in Canadian funds only** and written to the Receiver General for Canada.

Notes:

- You should never send cash in the mail.
- We do not accept any other forms of currency other than Canadian funds.

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 a.m. to 4:30 p.m. local time, except on statutory holidays.

If you are calling from outside Canada, the number is 506-548-7961 (long-distance charges apply).

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.

You can also write to us at:

Service Canada

Social Insurance Registration Office

P.O. Box 7000

Bathurst, New Brunswick E2A 4T1