

# APPLYING FOR A SOCIAL INSURANCE NUMBER

## How to apply

### Applying online

Gather digital copies of all required documents (see the list of required documents below) and apply online at the following address: <https://sin-nas.canada.ca/>. If everything is in order, you will receive a Confirmation of Social Insurance Number (SIN) letter by mail within 20 business days following the reception of your application.

### Applying by mail

Mail all required documents (see the list of required documents below) to Service Canada. If everything is in order, you will receive a Confirmation of SIN letter within 20 business days following the reception of your application.

### Applying in person at a Service Canada Centre

Go to the nearest Service Canada Centre with all the required documents (see the list of required documents below). If everything is in order, you will receive your SIN during your visit.

## Documents required

Documents required to apply for a SIN vary depending on the channel used and on the person applying. Please refer to the appropriate section below:

- ▶ Applying for yourself
- ▶ A parent or legal guardian applying on behalf of a minor
- ▶ A legal representative applying on behalf of someone else

# Applying for yourself

## Applying online

1. A digital copy of an **original** valid primary document (both sides of the document must be provided if there is identity information on each side)
2. A digital copy of an **original** valid secondary document
3. A digital copy of your proof of address
4. A digital copy of an **original** valid supporting document (only applicable if the name on your primary document is different than the name on your secondary document or from the name on your online SIN application form)

**Note:** The same requirements apply to children over the age of 12, but under the age of majority, that are applying for themselves. If the child cannot provide the required documents, a representative must apply on the child's behalf and must follow the instruction for a parent or legal guardian applying on behalf of a minor or for a legal representative applying on behalf of someone else.

If you wish to have the Confirmation of SIN letter mailed to an address other than your own, you must apply by mail.

## Applying by mail

1. An **original** valid primary document
2. A completed and signed SIN application form. If you are unable to print the application form, you can order one by phone at 1-866-274-6627 (toll free number) or, if outside Canada, at 1-506-548-7961 (long distance charges will apply)
3. An **original** valid supporting document (only applicable if the name on your primary document is different than the name on your SIN application form)

## Applying in person

1. An **original** valid primary document
2. An **original** valid secondary document (only applicable if you have reached the age of majority in your province or territory of residence)
3. An **original** valid supporting document (only applicable if the name on your primary document is different than the name on your secondary document or than the name you wish to register in the Social Insurance Register)

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

### Applying online

1. A digital copy of the child's **original** valid primary document (you must provide both sides of the document if there is identity information on each side)
2. A digital copy of the child's **original** valid supporting document (only applicable if the name indicated on the child's primary document is different than the one on the online SIN application)
3. **Parent or Legal guardian:** a digital copy of your own **original** valid primary document (you must provide both sides of the document if there is identity information on each side)
4. **Parent or Legal guardian:** a digital copy of your own **original** valid secondary document
5. **Parent or Legal guardian:** a digital copy of your own proof of address
6. **Parent or Legal guardian:** a digital copy of your own **original** valid supporting document (only applicable if the name on your primary document is different than the one on your secondary document or different than the parent's or legal guardian's name on the online SIN application form)
7. **Legal guardian only:** a digital copy of an **original** or **certified copy** of a document that confirms your legal guardianship, issued by a provincial or territorial authority. In Quebec, a notarized will is an acceptable document

### Applying by mail

1. The child's **original** valid primary document
2. A completed and signed SIN application form. If you are unable to print the application form, you can order one by phone at 1-866-274-6627 (toll free number) or, if outside Canada, at 1-506-548-7961 (long distance charges will apply)
3. The child's **original** valid supporting document (only applicable if the name on the child's primary document is different than the one on the SIN application form)
4. **Parent or Legal guardian:** your own **original** valid primary document
5. **Parent or Legal guardian:** your own **original** valid supporting document (only applicable if the name on your primary document is different than the parent's or legal guardian's name indicated on the online SIN application form)
6. **Legal guardian only:** an **original** or a **certified copy** of a document that confirms your legal guardianship, issued by a provincial or territorial authority. In Quebec, a notarized will is an acceptable document

## Applying in person

1. The child's **original** valid primary document
2. The child's **original** valid supporting document (only applicable if the name on the child's primary document is different than the one you wish to register in the Social Insurance Register)
3. **Parent or Legal guardian:** your own SIN or, if you do not have a SIN, your own **original** valid primary document
4. **Parent or Legal guardian:** your own **original** valid secondary document
5. **Parent or Legal guardian:** your own **original** valid supporting document (only applicable if the name on your primary document is different than the one on your secondary document)
6. **Legal guardian only:** an **original** or a **certified copy** of a document that confirms your legal guardianship, issued by a provincial or territorial authority. In Quebec, a notarized will is an acceptable document

## Legal representative applying on behalf of someone else

### Applying online

1. A digital copy of the represented person's **original** valid primary document (you must provide both sides of the document if there is identity information on each side)
2. A digital copy of the represented person's **original** valid supporting document (only applicable if the name on the represented person's primary document is different than the one on the online SIN application form)
3. **Legal representative:** a digital copy of your own proof of address
4. **Legal representative:** a digital copy of your own **original** valid photo identification confirming your identity. Provincial and territorial employees must submit a digital copy of their **original** valid employee photo identification
5. **Legal representative:** a digital copy of an **original** or **certified copy** of a document that confirms proof of legal representation, issued by a provincial or territorial authority. In Quebec, a notarized will is an acceptable document
6. **Provincial and territorial employees:** a digital copy of an **original** letter of authorization issued by the agency and signed by the agency's director or administrator, authorizing the employee to apply for a SIN on behalf of the agency; this letter must be on the agency's letterhead

## Applying by mail

1. The represented person's **original** valid primary document
2. A completed and signed SIN application form. If you are unable to print the application form, you can order one by phone at 1-866-274-6627 (toll free number) or, if outside Canada, at 1-506-548-7961 (long distance charges will apply)
3. The represented person's **original** valid supporting document (only applicable if the name on the represented person's primary document is different than the one on the SIN application form)
4. **Legal representative:** your own **original** valid photo identification confirming your identity. Provincial and territorial employees must provide an **original** valid employee photo identification
5. **Legal representative:** an **original** or **certified copy** of a document that confirms proof of legal representation, issued by a provincial or territorial authority. In Quebec, a notarized will is an acceptable document
6. **Provincial and territorial employees:** an **original** letter of authorization issued by the agency and signed by the agency's director or administrator, authorizing the employee to apply for a SIN on behalf of the agency. This letter must be on the agency's letterhead

## Applying in person

1. The represented person's **original** valid primary document
2. The represented person's **original** valid supporting document (only applicable if the name on the person's primary document is different than the name you wish to register in the Social Insurance Register)
3. **Legal representative:** your own **original** valid photo identification confirming your identity. Provincial and territorial employees must provide **original** valid employee photo identification
4. **Legal representative:** an **original** or **certified copy** of a document that confirms proof of legal representation, issued by a provincial or territorial authority. In Quebec, a notarized will is an acceptable document
5. **Provincial and territorial employees:** an **original** letter of authorization issued by the agency and signed by the agency's director or administrator, authorizing the employee to apply for a SIN on behalf of the agency; this letter must be on the agency's letterhead

# Descriptions and examples of the required documents

## Primary document

A primary document is an official document that proves your identity and status in Canada.

### Canadian citizens must provide one of the following:

- ▶ **Certificate of birth or birth certificate** issued by the vital statistics agency in the province or territory where you were born
- ▶ **Certificate of Canadian Citizenship** issued by Immigration, Refugees and Citizenship Canada (IRCC) or Citizenship and Immigration Canada (CIC)
- ▶ **Certificate of Registration of Birth Abroad** issued before 1977 by CIC

**Note:** Most original certificates of birth and birth certificates are acceptable to obtain a SIN. However, some birth certificates, although they are original documents issued by a vital statistics agency, may no longer be considered valid by the issuing province or meet the requirements for various reasons. Service Canada must review the document to determine its validity.

Service Canada does not accept Quebec proof of birth documents issued prior to 1994.

If you have Indian status under the *Indian Act* and you want to register your status in your SIN record, you must provide your primary document and a Certificate of Indian Status issued by the Government of Canada.

### Permanent residents must provide one of the following:

- ▶ **Permanent Resident Card** issued by IRCC or CIC
- ▶ **Confirmation of Permanent Residence (COPR)** issued by IRCC, accompanied by a travel document (for example, a foreign passport) or an alternate photo identification issued by a provincial or territorial authority (for example, a driver's license)

**Note:** If the COPR is used within one year of becoming a permanent resident, it is acceptable. After this period, the Permanent Resident Card is required

- ▶ **Record of Landing** issued by CIC before June 28, 2002
- ▶ **Verification of Landing** issued by IRCC or CIC. This document is provided when an original Record of Landing or the COPR is not available (for example, if it has been lost). This document is only acceptable to amend a SIN record or to obtain a confirmation of an existing SIN
- ▶ **Status Verification or Verification of Status** issued by IRCC or CIC. This document is only acceptable to amend a SIN record or to obtain a confirmation of an existing SIN

### Temporary residents must provide one of the following:

- ▶ **Work permit** issued by IRCC or CIC
- ▶ **Study permit** issued by IRCC or CIC and meets one of the following requirements:
  - a study permit that indicates the permit holder “may accept employment” or “may work” in Canada
  - a study permit **and** a “confirmation to work off campus” letter issued by IRCC or CIC prior to February 11, 2015

**Note:** If neither of these requirements is met, contact IRCC to verify if you are eligible to apply for an amended study permit.

- ▶ **Visitor record** issued by IRCC or CIC, indicating you are authorized to work in Canada
- ▶ **Diplomatic identity card** and a work authorization issued by the Department of Foreign Affairs, Trade and Development

### Individuals residing outside Canada who are not Canadian citizens nor Registered Indians with no legal status in Canada but who are eligible to receive a Canadian government benefit or pension must provide both of the following:

- ▶ **Birth certificate** issued by a state authority from your country of birth. If the document is not in English or French, see translation requirements below
- ▶ **Letter** confirming eligibility for pension or benefits from Canada Pension Plan, Old Age Security or Régime des rentes du Québec

## Secondary document

A secondary document is an official document that confirms your identity.

The secondary document must be valid and issued by a government (federal, provincial or territorial). The document must contain the following information:

- ▶ Legal name (surname and given name); and
- ▶ Date of birth

### Examples of acceptable secondary documents:

- ▶ A passport (Canadian or foreign)
- ▶ A provincial or territorial ID card or driver’s license
- ▶ Any other government-issued ID

## 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 than the one you are currently using or is different than the name on your secondary document.

### Examples of acceptable supporting documents:

- ▶ **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 married after April 1, 1981.

- ▶ **Divorce decree, certificate of divorce or decree absolute** issued in accordance with a court (Canadian or foreign) for the dissolution of a marriage to support the family name requested on the SIN record when it does not appear on the primary or secondary document
- ▶ **Legal change of name certificate or court order document** issued in accordance with provincial or territorial name change legislation
- ▶ **Adoption order** certified by a Canadian court (applies to adoptions in Canada only)
- ▶ **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 issued in the adopted child's Canadian name
- ▶ **Request to Amend Record of Landing** issued by IRCC or CIC and used to amend a Record of Landing or a COPR

## Proof of address

A proof of address is a document issued by an institution or organization, which contains the following information:

- ▶ Applicant's name (surname and given name) or, if applying on behalf of someone else, the parent, legal guardian or legal representative's name (surname and given name)
- ▶ Applicant's address or, if applying on behalf of someone else, the parent, legal guardian or legal representative's address

**Note:** Correspondence from the SIN Program, such as a previous Confirmation of SIN letter or a reject letter, is not accepted as a proof of address.

### Examples of acceptable proofs of address:

- ▶ A letter or document from a government (federal, provincial, territorial or foreign)
- ▶ A letter or document from a financial institution (bank statement, credit card statement, mortgage contract or statement, etc.)
- ▶ A residential tenancy agreement or lease
- ▶ A bill (from a telecom provider, a cable provider, a utility provider, etc.)
- ▶ Any document issued by a school, college or university
- ▶ Employment contract
- ▶ A letter from an organization or an institution attesting the mailing address of the applicant. The organization or institution and the applicant must sign the letter confirming the mailing address

## Translation requirements

If you submit a document that is not in English or French, you must also submit the two following documents:

- ▶ An English or French translation of the document
- ▶ 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 in front of 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, sister, brother, spouse, grandparent, child, aunt, uncle, niece, nephew or first cousin.

There is no fee to apply for a SIN.

# For more information

 Click [Canada.ca/social-insurance-number](https://Canada.ca/social-insurance-number)

 **Call** 1-866-274-6627  
**TTY:** 1-800-926-9105  
**Outside Canada:** 1-506-548-7961

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## Applying for your Social Insurance Number (SIN)

It is available upon request in multiple formats (large print, MP3, Braille, audio CD, e-text CD, DAISY or accessible PDF), by contacting 1 800 O-Canada (1-800-622-6232).  
By teletypewriter(TTY), call 1-800-926-9105.

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