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 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. 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 www.servicecanada.gc.ca to confirm your eligibility to apply by mail using your postal code or contact Service Canada at 1-800-206-7218 (select option #3).

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 1-800-206-7218 (select option #3) 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 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;
- **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, 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 CIC before June 28, 2002;
- Verification of Landing issued by CIC (only acceptable to amend a SIN record or to obtain confirmation of an existing SIN); or
- Status Verification **OR** Verification of Status issued by CIC (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 Citizenship and Immigration Canada (CIC);
- Study permit issued by CIC. International students must present either:
  - 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 CIC prior to February 6, 2015.

  If neither of these requirements is met, you may contact CIC to verify if you are eligible to apply for an amended study permit.
- 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.
**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 (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, 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 - 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 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 (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

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 SEX
   Male
   Female

4. APPLICANT’S MOTHER’S NAME AT HER BIRTH
   Given Name(s)
   Family Name at Birth

5. APPLICANT’S FATHER’S NAME AT HIS 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

10. APPLICANT’S STATUS IN CANADA
    Check one of the following:
    ☐ Canadian
    ☐ Registered Indian
    ☐ Permanent Resident
    ☐ Temporary Resident
    ☐ Other

11. IS THE APPLICANT currently residing in Canada?
    ☐ Yes
    ☐ No

12. APPLICANT’S MAILING ADDRESS
    In care of (if different than the name in item 1)
    Number and Street
    City, Town or Village
    Province/Territory/State
    Country
    Apartment, suite or unit No.
    Postal/ZIP Code

13. The personal information you provide is collected for the administration of the Employment Insurance Act (EIA) and the Department of Employment and Social Development Act (DESDA). It will be used by Service Canada officials (operating within Employment and Social Development (ESD)) for the purpose of assigning a Social Insurance Number (SIN) to you or your child, as authorized by the DESDA. Your personal information is administered in accordance with the DESDA, the EIA 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 and documents you provide may also be verified with provincial and territorial vital statistics registers or Citizenship and Immigration Canada records. 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 ESD. 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 federal government publication Info Source. Instructions for obtaining this information are outlined in Info Source, which is available online at infosource.gc.ca. Info Source may also be accessed online at any Service Canada Centre.

   I acknowledge that the information provided on the application form is true and complete.

   Signature of applicant/representative: ____________________________ Date: _____________

   Relationship of representative to the applicant: ☐ Mother ☐ Father ☐ Legal Guardian ☐ Legal Representative

   IMPORTANT: If you are a representative such as a parent, legal guardian or legal representative applying on behalf of the applicant you must sign for the applicant and provide additional document(s). Refer to the Information Guide for Applicants -Additional document(s) required for representatives.

   Printed Name of representative: ____________________________ Telephone Number of representative: ____________________________

   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
   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
   Abbreviation

   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 [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) to confirm your eligibility to apply by mail by using your postal code. Call 1-800-206-7218 (select Option “3”) if you do not live in a remote area or to submit an application on behalf of someone else.

### Did you include:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>The original primary proof-of-identity document in order to prove the identity and legal status in Canada of the applicant?</td>
<td>☐</td>
</tr>
<tr>
<td>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?</td>
<td>☐</td>
</tr>
<tr>
<td>The completed, signed and dated Social Insurance Number application form?</td>
<td>☐</td>
</tr>
<tr>
<td>The relationship to the applicant in Item 13, if applicable?</td>
<td>☐</td>
</tr>
<tr>
<td>The mailing address of the Social Insurance Registration Office indicated properly?</td>
<td>☐</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your own original primary proof-of-identity document if you are a parent or legal guardian applying on behalf of your minor child?</td>
<td>☐</td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
</tr>
<tr>
<td>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?</td>
<td>☐</td>
</tr>
<tr>
<td>The original document or certified copy confirming legal guardianship or legal representation if you are a legal guardian or legal representative of the applicant?</td>
<td>☐</td>
</tr>
</tbody>
</table>

**For more information:**
Visit [servicecanada.gc.ca](http://servicecanada.gc.ca)