



# APPLICATION FOR A SOCIAL INSURANCE NUMBER

## INFORMATION GUIDE

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### How to apply

#### In Person at a Service Canada Centre

Service Canada has made it easy 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 or send your original documents in the mail. To find the nearest Service Canada Centre, visit our Web site [servicecanada.gc.ca](http://servicecanada.gc.ca) or call 1 800 206-7218 and select option “3”.

Simply gather the document(s) you need and take them to your nearest Service Canada Centre. Refer to **Step 1** for a list of documents required. If everything is in order, you will obtain your SIN **at the time of your visit**. You will receive your card within 10 business days.

#### By mail to the Social Insurance Registration Office in Bathurst, New-Brunswick

If it is not convenient for you to apply in person, you can mail your application form and **original** document(s) required and the fee (if applicable), to the address below. If you send your application by registered mail, the document(s) will be returned to you in the same way. We are **not responsible** for documents lost in the 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 being returned to you. Follow **Step 1 to 4** to submit your application by mail.

**NOTE:** There is no fee required when you are applying to receive a first SIN or amend the name or names on your SIN card if it is due to a legal change of name, a marriage, a divorce, an adoption, change the expiry date on a temporary SIN or amend information on your SIN record. To replace your SIN card, a \$10 fee must be paid.

### Step 1 - Gather the original documents required

#### Primary proof of identity document(s)

You **must** provide an **original** primary proof of identity document to prove your (the applicant’s) identity and status in Canada. **Copies or certified copies are not accepted**. Failure to provide the necessary original documents will result in your application being returned to you.

**Canadian citizens** need to provide **one** of the following documents:

- Certificate of birth or birth certificate issued by the vital statistics agency in the province or territory where the applicant was born (Note: We do not accept Quebec proof-of- birth documents issued prior to 1994);
- Certificate of Canadian citizenship issued by Citizenship and Immigration Canada (CIC); or
- Certificate of Registration of Birth Abroad issued prior to 1977.

**Registered Indians - Individuals registered with Indian and Northern Affairs Canada** need to provide the following documents:

- Born in Canada: one of the documents identified in section *Canadian Citizens* above **and** a Certificate of Indian Status issued by Indian and Northern Affairs Canada; or
- Born outside Canada: original foreign birth certificate **and** a Certificate of Indian Status.

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

- Permanent Resident Card issued by Citizenship and Immigration Canada (CIC);
- Confirmation of Permanent Residence issued by CIC and affixed to a foreign passport or a travel document for visa exempt countries;
- Confirmation of Permanent Residence **WITH** visa counterfoil issued by CIC and affixed to a foreign passport or a travel document for non-visa exempt countries; or,
- Record of Landing (IMM 1000) issued by CIC (before June 28, 2002).

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

- Work permit issued by Citizenship and Immigration Canada (CIC);
- 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 (this contract must show the start and end date of employment and these dates must fall within the study permit dates);
- 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 and International Trade Canada.

**Other** - Individuals **residing outside Canada** who are not Canadian citizens or Registered Indians **and** are eligible for a Government of Canada benefit or pension need to provide the following documents:

- Foreign Birth Certificate **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 document(s) required

### Legal change of name

You must provide an **original** supporting document if the name indicated on your (the applicant's) primary proof of identity document (see above) is different than the name you are using now. The supporting document must be written in English or French. You will need to provide **one** of the following supporting documents, if required:

- 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);
- Legal change-of-name certificate or Court Order document issued in accordance with provincial/territorial change of name legislation;
- Adoption order certified by a Canadian (provincial or territorial) Court (applies to adoptions in Canada only);
- Notarial certificate or 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 adopted child's Canadian name;
- Request to Amend Record of Landing issued by Citizenship and Immigration Canada used to amend a Record of Landing or a Confirmation of Permanent Residence document; or
- Divorce Decree (or a similarly titled document, depending on the issuing authority)

## Additional document(s) required

### Parents 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/territory), you must also provide:

- Your child's original primary document;
- Your own original primary document as listed in **Step 1** above; AND,
- If a legal guardian, an original document or certified copy confirming legal guardianship issued by a provincial/territorial authority (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 legal representative applying on behalf of a minor child or an adult, you must provide:

- The child's or adult's original primary document(s);
- Your valid identification issued by a provincial/territorial authority in Canada;
- Letter of Delegation from your agency confirming your legal authority to represent (if applicable); AND
- An original document or certified copy confirming legal representation issued by a provincial/territorial authority (in Quebec, a notarized will is an acceptable document).

## Step 2 - Complete the Application Form

You must **fully complete** item #1 to #13, **sign** and **date** the application form (in blue or black ink). 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.

Failure to fully complete, sign and date the application form will result in your application being returned to you.

### 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, legal guardian or legal representative must sign the application form.
- **Child over the age of 12** and under the age of majority in their province/territory: either the child, parent or legal guardian can sign the application form.
- **Adult applicant who is legally represented by an individual:** a legal representative must sign the application form.

**IMPORTANT:** The relationship to the applicant must also be indicated with the signature (e.g. mother/father or parent, legal guardian or legal representative).

## Step 3 - Pay the Fee

To apply for a replacement SIN card, a \$10.00 fee is required. From within Canada, you can pay this fee by cash, personal cheque, bank draft or money order payable in **Canadian funds only** to the *Receiver General for Canada*. From outside Canada, you can pay this fee using International bank drafts or money orders payable in **Canadian funds only** and written to the *Receiver General for Canada*.

It is recommended to never send cash by mail. Application received with payments made in funds other than **Canadian funds** will be returned.

## Step 4 - Mail the application and documents

Mail the fully **completed, signed, dated** application form and **original** documents, and fee (if applicable) to:

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

**Note:** Prior to mailing your application, refer to the *Document Checklist - Social Insurance Number* to ensure your application is complete. An incomplete application will be returned to you.

### FOR MORE INFORMATION

**CLICK** our Web site at [servicecanada.gc.ca](http://servicecanada.gc.ca).

**CALL** toll-free 1-800-206-7218, select option “3”. Agents are available Monday to Friday, 8:30 am to 4:30 pm 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, call 506-548-7961 (long-distance charges apply).

**VISIT** a Service Canada Centre. To find the Centre nearest you, visit our Web site at [servicecanada.gc.ca](http://servicecanada.gc.ca) or call 1 800 O-Canada (1-800-622-6232). If you have a hearing or speech impairment and use a teletypewriter (TTY), call 1-800-926-9105.



# SOCIAL INSURANCE NUMBER APPLICATION

If you require assistance in completing the application, call 1-800-206-7218, select option "3".  
If you are outside Canada, call 506-548-7961 (long-distance charges apply).

The application form must be accompanied by original document(s), if required (see *Information Guide*).

What are you applying for:

- FIRST SOCIAL INSURANCE NUMBER (SIN)
- UPDATE or CORRECTION TO SIN RECORD
- REPLACEMENT CARD (\$10 CDN fee required)
- LEGAL CHANGE OF NAME
- CHANGE OF STATUS
- CHANGE TO THE EXPIRY DATE ("900 Series SIN")
- OTHER - SPECIFY \_\_\_\_\_

FINDER NO	DATE
<b>DO NOT WRITE IN THIS AREA</b>	

## INFORMATION CONCERNING THE APPLICANT

PRINT CLEARLY IN BLUE OR BLACK INK

<b>1</b>	APPLICANT'S FULL NAME	First Given Name	Other Given Name or Names	Family Name	
<b>2</b>	APPLICANT'S DATE OF BIRTH	Day	Month	Year	
<b>3</b>	APPLICANT'S GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Check if the applicant is a twin, triplet, etc.			
<b>4</b>	APPLICANT'S MOTHER'S NAME	Given Name or Names	Family Name at Birth		
<b>5</b>	APPLICANT'S FATHER'S NAME	Given Name or Names	Family Name		
<b>6</b>	APPLICANT'S PLACE OF BIRTH	City, Town or Village	Province/Territory/State	Country	
<b>7</b>	APPLICANT'S FAMILY NAME AT BIRTH		<b>8</b> OTHER FAMILY NAME(S) PREVIOUSLY USED		
<b>9</b>	DID THE APPLICANT EVER HAVE A SOCIAL INSURANCE NUMBER? If yes, write the nine digit number here _____ <input type="checkbox"/> No <input type="checkbox"/> Unknown (don't recall)				
<b>10</b>	APPLICANT'S STATUS IN CANADA <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Registered Indian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Other	Check <b>one</b> of the following: <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>11</b>
		Daytime Telephone Number		Evening Telephone Number	
<b>12</b>	APPLICANT'S MAILING ADDRESS	In care of (if different than the name in item 1)			
		Number and Street		Apartment, suite or unit #	
		City, Town or Village	Province/Territory/State	Country	
				Postal/ZIP Code	
<b>13</b>	I acknowledge that the information provided on the application form is true and complete. <b>Signature of applicant:</b> _____ <b>Date :</b> _____ <b>IMPORTANT:</b> If you are signing on behalf of someone whom you legally represent (i.e. parent, legal guardian or legal representative on behalf of a minor or an adult), you <b>must</b> also provide additional document(s), refer to the <i>Information Guide</i> . <b>Printed Name of representative:</b> _____ <b>Telephone Number of representative:</b> _____ <b>Relationship of representative to the applicant:</b> _____				

**IT IS AN OFFENCE TO KNOWINGLY APPLY FOR MORE THAN ONE SOCIAL INSURANCE NUMBER AND TO GIVE OR LEND YOUR CARD TO ANYONE.**

<b>DO NOT WRITE BELOW - FOR OFFICE USE ONLY</b>				
<b>A</b>	ALL NAMES AS SHOWN ON PRIMARY DOC.	Given Names	Family Name	
<b>B</b>	DATE OF BIRTH AS SHOWN ON PRIMARY DOC.	Day	Month	Year
<b>C</b>	PRIMARY DOCUMENT SEEN	Abbreviation		
<b>D</b>	DOCUMENT #	<b>E</b>	SUPPORTING DOCUMENT SEEN	
				Abbreviation
<b>F</b>	USER CODE #:	RESPONSIBILITY CENTRE WHERE REFERRAL GENERATED #:	REFERENCE (FINDER) #:	OFFICER'S INITIALS:
<b>G</b>	FEE PAID	Receipt #		
<b>H</b>	REMARKS / REASON FOR PRIORITY REQUEST			

# Document Checklist - Social Insurance Number Application

## For applications submitted by mail only

Review the following requirements. When applying by mail, failure to provide the necessary information and documents will result in your application being returned. You will receive a response within 20 business days from the date your request is received.

### *Did you know?*

*When you apply in person at a Service Canada Centre and everything is in order, you will obtain your SIN at the time of your visit. Your original documents are reviewed and returned to you during that visit.*

Did you include:	
Step 1 - Documents	<ul style="list-style-type: none"> <li>The <b>original primary</b> identity document in order to prove the identity and status in Canada of the applicant? <input type="checkbox"/></li> <li>The <b>original supporting</b> document if the name indicated on the applicant's primary identity document is different from the name now being used? <input type="checkbox"/></li> <li>Your <b>own original</b> primary identity document if you are a parent or legal guardian applying on behalf of your minor child? <input type="checkbox"/></li> </ul>
	<ul style="list-style-type: none"> <li>The <b>original document or certified copy</b> confirming legal guardianship or legal representation if you are a legal guardian or legal representative of the applicant? <input type="checkbox"/></li> <li>The <b>original Letter of Delegation</b> from your agency confirming your legal authority to represent the applicant (if applicable)? <input type="checkbox"/></li> <li>Your original valid identification from an issuing authority in Canada if you are applying for yourself or on behalf of a minor child or adult in your care? <input type="checkbox"/></li> </ul>
	<ul style="list-style-type: none"> <li>The fully <b>completed, signed and dated</b> Social Insurance Number application form? <input type="checkbox"/></li> <li>The \$10 fee if applying to replace your SIN card? <input type="checkbox"/> <ul style="list-style-type: none"> <li>From within Canada: cash, personal cheque, bank draft or money order is acceptable.</li> <li>From outside Canada: international bank draft or money order is acceptable.</li> <li><b>Please note:</b> We only accept payment in <b>Canadian funds</b>. Do not send cash in the mail.</li> </ul> </li> </ul>
Step 2 - Form	
Step 3 - Fee	
Step 4 - Mail	<p>If applying by mail, send the fully <b>completed, signed and dated</b> application form, <b>original</b> document(s), and fee (if required), with correct postage to :</p> <p>Service Canada            Social Insurance Registration Office            P.O. Box 7000            Bathurst, New Brunswick, Canada E2A 4T1</p>

### For more information:

Visit [servicecanada.gc.ca](http://servicecanada.gc.ca) or call toll-free 1-800-206-7218, select option "3".  
 If you are outside Canada, call 506-548-7961 (long-distance charges apply).