APPLICATION FOR A SOCIAL INSURANCE NUMBER
INFORMATION GUIDE FOR APPLICANTS

IMPORTANT NOTICE: If you apply **in-person** at a Service Canada Centre, this application form is not required.

DID YOU KNOW?

* There is **no fee** to apply for a Social Insurance Number (SIN).
* You must provide original and valid identity documents to apply for a SIN; photocopies are not accepted.

How to apply

Online

Service Canada has made it easy and secure for you to apply for a SIN or to amend your SIN record online.

You are encouraged to apply online by visiting our website at Social Insurance Number. Simply refer to the "Required documents" section to determine which documents you must provide.

If everything is in order, you will receive a letter with your SIN by mail within 10 business days from the date the application is received. If **more than 15 business days** have passed and you would like to determine the status of your application, contact the SIN program.

By Mail

To apply by mail, simply follow Steps 1 to 3 of this application form and provide your **original** and **valid** identity documents to the Social Insurance Registration office.

If everything is in order, you will receive a letter with your SIN by mail within 20 business days from the date the application is received. If **more than 25 business days** have passed and you would like to determine the status of your application, contact the SIN program.

In-Person

You are encouraged to apply either online or by mail but if you still wish to apply in-person, you may do so by gathering the documents you need and taking them to the nearest Service Canada Centre. Simply refer to the "Required documents" section of our website, or refer to Step 1 of this form to determine which documents you must provide.

If everything is in order, you will obtain your SIN at the time of your visit. To find the nearest Service Canada Centre, visit our website at Find a Service Canada Office or call 1-800-O-CANADA (1-800-622-6232).

IMPORTANT NOTICE: If you apply **in-person** at a Service Canada Centre, this application form is not required.

Step 1 - Gather the original identity documents required

You **must** provide **original** and **valid** primary identity documents to prove your identity and legal status in Canada. **Photocopies are not accepted**.

Applying online

If you are applying online, please visit our website at Social Insurance Number to determine what documents you must provide.

Applying by mail

If you are applying by mail, you must provide the following original documents:

- an original and valid primary identity document;
- a completed, signed and dated 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);
  - if outside Canada, at 1-506-548-7961 (long-distance charges will apply).
- an original and valid supporting document (only applicable if the name on any document provided is different from the name on the SIN application).

Applying in-person

If you are applying by in-person, you must provide the following original documents:

- an original and valid primary identity document;
- an original and valid secondary identity document (if you have reached the age of majority in your province or territory of residence);
- an original and valid supporting document (only applicable if the name on any document provided is different from the name on the SIN application).

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.

Translation requirements:

Note: You must provide **original** documents; **photocopies are not accepted.**

If you submit a document that is not in English or French, **you must also submit**:

- an English or French translation of the document; and
- an attestation or affidavit written and signed by the translator.

If a certified translator has translated the document, you must submit an attestation. The attestation is a document stating that the translation is a full and accurate version of the original text. (A certified translator is a member of a provincial or territorial organization of translators and interpreters.)

If a certified translator **has not** translated the document, you must submit an affidavit. The affidavit is a document stating that the translation is a full and accurate version of the original text. **The translator must sign the affidavit before 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, sibling, spouse, grandparent, child, aunt, uncle, niece, nephew or first cousin.)

Refer to the list below to determine the identity documents that you will need to apply.

Primary identity documents

Canadian citizens must submit **one** of the following **original** and **valid** documents:

- 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 Immigration, Refugees and Citizenship Canada (IRCC); or
- Certificate of Registration of Birth Abroad issued by IRCC.

If you are a registered Indian and you want to register your status in your SIN record, you must provide the two following documents:

- your Birth Certificate (see section on Canadian citizens);
- Certificate of Indian Status issued by Indigenous and Northern Affairs Canada (INAC)

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

- Permanent Resident Card issued by Immigration, Refugees and Citizenship (IRCC);
- Confirmation of Permanent Residence issued by IRCC, accompanied by either a travel document such as a foreign passport, or an alternate photo identification issued by a provincial/territorial authority such as a driver's license.

  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 IRCC before June 28, 2002;
- Verification of Landing issued by IRCC (only acceptable to amend a SIN record or to obtain confirmation of an existing SIN); or
- Status Verification **OR** Verification of Status issued by IRCC (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 Immigration, Refugees and Citizenship (IRCC);
- Study permit issued by IRCC, indicating that you are authorized to work in Canada.
  - a study permit that indicates the permit holder “may accept employment” or “may work” in Canada; or

  If you do not meet this requirement, you may contact IRCC to verify if you are eligible to apply for an amended study permit.
- Visitor record issued by IRCC, indicating you are authorized to work in Canada; or
- Diplomatic identity card and note of permission of employment issued by Global Affairs 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, refer to translation requirements in **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 documents

You **must** also provide an **original** supporting document if the name on any document provided is different from the name on the SIN application. You will need to provide **one** of the following supporting 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 Immigration, Refugees and Citizenship Canada (IRCC);

  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.

Secondary documents

When applying **in-person**, you must also provide an **original** and **valid** secondary document that is valid and issued by a government (federal or provincial). The document must contain your **legal name** (**surname and given name**) as well as your **date of birth**. **Examples** of acceptable secondary documents include:

- a passport (Canadian or foreign)
- a provincial or territorial ID card or driver's license
- any other government-issued ID

Note: The secondary document requirement does not apply to applicants below the age of majority in their province or territory of residence or applicants applying by mail.ecree 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 their province or territory of residence), you **must** provide:

- The child's **original** and **valid** primary identity document as listed in **Step 1** above;
- The child's **original** document (only applicable if the name on any document provided is different from the name on the SIN application);
- **Your own original** and **valid** primary proof-of-identity document as listed in **Step 1** above;
- **Your own original** and **valid** secondary proof of identity document, if applying **in person**;
- **Your own original** and **valid** supporting document (only applicable if the name any document provided is different from the name on the SIN application).

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** and **valid** primary identity document as listed in **Step 1** above;
- The child's or adult's **original** supporting document (only applicable if the name on any document provided is different from the name on the SIN application);
- **Your original** and **valid** employee photo identification or government-issued identification, e.g. valid driver's license or passport;
- **Your original** and **valid** supporting document (only applicable if the name on any document provided is different from the name on the SIN application).
- 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, except gender information (in item 3), which is optional. The parent listed in item 4 **must not be repeated** in item 5. Parents can appear in any order. The application must be **signed** and **dated** using blue or black ink.

Note: Some provinces have passed legislation to recognize up to four parents on the registration of birth and you now have the option to have them all listed on your SIN record. In order to document the parent(s) that do not appear on the application form, attach a separate sheet of paper. On this paper, provide the given name(s) and the family name at birth of each parent and underline the family name at birth.

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 parent, 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

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.**

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 and dated application form and all required **original** identity documents to:

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

Note: An application that is incomplete, unsigned or missing **original** identity documents will not be accepted.

FOR MORE INFORMATION

CLICK on our website at: **https://www.canada.ca/en/employment-social-development/services/sin.html**

CALL 1-866-274-6627. 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 website** 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.

This application form must be accompanied by original document(s).

FINDER NO	DATE

DO NOT WRITE IN THIS AREA

I am applying for a (an):

- ☐ FIRST SOCIAL INSURANCE NUMBER (SIN)
- ☐ UPDATE or CORRECTION TO SIN RECORD
- ☐ CONFIRMATION OF SIN
- ☐ LEGAL CHANGE OF NAME
- ☐ CHANGE OF STATUS
- ☐ CHANGE TO THE EXPIRY DATE ("900 Series SIN")
- ☐ OTHER - SPECIFY _____

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 GENDER	◯ Male ◯ Female ◯ X ☐ Check if the applicant is a twin, triplet, etc.
4	APPLICANT'S PARENT'S NAME AT BIRTH	Given Name(s) / Family Name at Birth	**5**	APPLICANT'S PARENT'S NAME AT 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 _____ ☐ No ☐ Unknown (don't recall)				
10	APPLICANT'S STATUS IN CANADA Check one of the following: ◯ Canadian Citizen ◯ Registered Indian ◯ Permanent Resident ◯ Temporary Resident ◯ Other IS THE APPLICANT currently residing in Canada? ◯ Yes ◯ No		**11**	Primary Telephone Number / Evening Telephone Number	
12	APPLICANT'S MAILING ADDRESS	In care of (if different than the name in item 1) Number and Street / Apartment, suite or unit No. City, Town or Village / Province/Territory/State / Country / Postal/ZIP Code			

13

The personal information you provide is collected under the authority of the *Employment Insurance Act* (EIA) and the *Department of Employment and Social Development Act* (DESDA) for the purpose of assigning a Social Insurance Number (SIN) to you or your child. 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; and/or with federal and provincial departments for the administration and enforcement of the legislation for which they are responsible. The information and documents you provide may also be verified with provincial and territorial vital statistics registers or Immigration, Refugees and Citizenship Canada records. The information may also be used and/or disclosed for policy analysis, research and/or evaluation purposes, 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, access to, and correction of your personal information, which is described in Personal Information Bank (ESDC PPU 390 Social Insurance Number Register) of the government publication Info Source. Instructions for obtaining this information are available online at Info Source, (which is available at the following web site address: Canada.ca/infosource-ESDC). Info Source may also be accessed online at any Service Canada Centre. You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information.

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

Signature of applicant/representative: _____ **Date** (YYYY-MM-DD)**:** _____

Relationship of representative to the applicant: ◯ Parent ◯ 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 Name(s) / Family Name			
B	DATE OF BIRTH AS SHOWN ON PRIMARY ID DOC.	Day / Month / Year	**C**	PRIMARY DOCUMENT SEEN	Abbreviation
D	DOCUMENT NO.		**E**	SUPPORTING ID DOCUMENT SEEN	Abbreviation
F	USER CODE:	RESPONSIBILITY CENTRE NO. WHERE REFERRAL GENERATED: / REFERENCE (FINDER) NO.: / OFFICER'S INITIALS:			
G	SECONDARY ID DOCUMENT SEEN				
H	REMARKS / REASON FOR PRIORITY REQUEST				

Social Insurance Number Application
Checklist for Applicants Applying by Mail

IMPORTANT: Review the following requirements. Failure to provide the **necessary information** (completed application and original 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.

Did you include:	
• **The original primary identity document** in order to prove the identity and legal status in Canada of the applicant?	☐
• **The original supporting document** if the name on any document provided is different from the name on the SIN application?	☐
• The **completed**, **signed** and **dated** Social Insurance Number application form?	☐
• The relationship to the applicant in Item 13, if applicable?	☐
• The mailing address of the Social Insurance Registration Office indicated properly? 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:	
• **Your own original primary identity document** if you are a parent or legal guardian applying on behalf of your minor child?	☐
• **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.	☐
• **Your own original valid supporting document** if the name on any document provided is different from the name on the SIN application?	☐
• 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?	☐
• The **original document or certified copy** confirming legal guardianship or legal representation if you are a legal guardian or legal representative of the applicant?	☐

For more information:

Visit

https://www.canada.ca/en/employment-social-development/services/sin.html