



SOCIAL INSURANCE NUMBER APPLICATION

APPLICATION FOR A

- FIRST SOCIAL INSURANCE NUMBER CARD
- REPLACEMENT CARD
- LEGAL CHANGE OF NAME(S)
- CHANGE OF STATUS
- UPDATE TO RECORD (no card will be issued)
- CHANGE TO THE EXPIRY DATE
- OTHER - SPECIFY _____

PROTECTED WHEN COMPLETED - A

FINDER NO	DATE
DO NOT WRITE IN THIS AREA	

INFORMATION CONCERNING THE APPLICANT

PRINT CLEARLY IN BLUE OR BLACK INK

1	NAME TO BE SHOWN ON CARD	First Given Name	Other Given Names (to be printed on card)	Family Name
2	DATE OF BIRTH	Day	Month	Year
3	GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Check if you are a twin, triplet, etc.		
4	MOTHER'S NAME (at birth)	Given Name(s)		Family Name
5	FATHER'S NAME	Given Name(s)		Family Name
6	APPLICANT'S PLACE OF BIRTH	City, Town or Village		Province
7	APPLICANT'S FAMILY NAME AT BIRTH		8 OTHER FAMILY NAME(S) PREVIOUSLY USED	
9	HAVE YOU EVER HAD A SOCIAL INSURANCE NUMBER?	<input type="checkbox"/> No <input type="checkbox"/> Yes		
10	IF "YES", WRITE YOUR NUMBER HERE			
11	STATUS IN CANADA	Check one of the following: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Registered Indian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other		
12	Are you currently residing in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
13	MAIL TO (Address where you want your card to be sent)	In care of (if different than item 1) Number and Street City, Town or Village Province Apartment No. Postal Code		
14	If the applicant is under 12 years of age, the father, mother or legal guardian must sign and indicate his/her relationship. If you are a guardian, you must submit a document showing proof of legal guardianship. If "X" is used as a signature, have two witnesses sign here.			Date
APPLICANT'S SIGNATURE				

The name(s) formerly used will be maintained in the Social Insurance Number register. Information collected on this form is used for the purpose of issuing Social Insurance Numbers. Its collection is authorized by the Employment Insurance Act. For more details on the uses and rights concerning inspection and correction of the information, refer to the publication Info Source, Bank No. HRDC PPU 390, available in Human Resource Centres of Canada and major public libraries.

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

DO NOT WRITE BELOW - FOR LOCAL OFFICE USE ONLY

A	ALL NAMES AS SHOWN ON PRIMARY DOC.	Given Names	Family Name
B	DATE OF BIRTH AS SHOWN ON PRIMARY DOC.	Day	Month
C	PRIMARY DOCUMENT SEEN	Abbreviation	
D	NUMBER ON DOCUMENT		
E	SUPPORTING DOCUMENT SEEN	Abbreviation	F LOCAL OFFICE FAX NO.
CERTIFICATION STAMP			
G	FEE PAID	Amount \$	Receipt No.
H	REMARKS / REASON FOR PRIORITY REQUEST		
Usercode			



INSTRUCTION SHEET

- A - Complete the application form.
- B - You must provide an original primary document according to your status in Canada. Refer to leaflet "Documents you need to apply for a Social Insurance Number (SIN)" (IN-105).
- C - If the name on your primary document is different from the name you are now using, you must also submit an original supporting document. Refer to leaflet "Documents you need to apply for a Social Insurance Number (SIN)" (IN-105).
- D - If you are replacing your SIN card, you must pay a \$10.00 fee (subject to change). Make your personal cheque, bank draft or money order payable in Canadian funds to the RECEIVER GENERAL FOR CANADA. You may pay in cash at a Human Resource Centre of Canada. DO NOT MAIL CASH.
- E - If you are a guardian, you must submit an original document showing proof of legal guardianship in order to sign an application form on behalf of the applicant.

The information contained in the vital statistics registers and the Citizenship and Immigration Canada records can be used to validate information that you provide with this application form when presenting a document originating from these sources.

If you are employed, it is important that the name and Social Insurance Number under which you are working are identical to the name and Social Insurance Number that appear on your card. This will ensure that your Canada Pension Plan and/or Quebec Pension Plan contributions are properly credited to you.

TO APPLY IN PERSON

We encourage you to take your application and original document(s) to the nearest Human Resource Centre of Canada. Your application will be certified and your document(s) will be returned to you immediately.

TO APPLY BY MAIL

If it is not convenient for you to apply in person, you may mail your application and original document(s) required, and fee if applicable, to the address below. Your document(s) will be returned with your card. **PLEASE NOTE THAT WE ARE NOT ACCOUNTABLE FOR DOCUMENTS LOST IN TRANSIT.**

Social Insurance Registration
P.O. Box 7000
BATHURST NB E2A 4T1

If your application is in order, you should receive your Social Insurance Number card in approximately three weeks. If you do not receive your SIN card within this period, please call 1 800 206-7218.

FOR MORE INFORMATION

Visit the Social Development Canada Web site at www.sdc.gc.ca or dial toll-free 1 800 206-7218. For general enquiries, you can also contact us by e-mail at sin-nas@sdsc-dsc.gc.ca.

DETACH HERE

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ACKNOWLEDGMENT OF APPLICATION FOR A SOCIAL INSURANCE NUMBER

The *Employment Insurance Act* requires a person to apply for a Social Insurance Number and to produce his/her Social Insurance Number card to his/her employer within three (3) days after having received it. However, the legislation does not prevent persons from working in insurable employment prior to being issued a Social Insurance Number and card.

Accordingly, this acknowledges that _____

has applied for a first Social Insurance Number.

has applied for a replacement card.

has applied to change the expiry date.

Social Insurance Number _____

HRCC STAMP (DO NOT use SIN Certification Stamp)	
Initials	Date

When the application is approved, the Social Insurance Number card will be sent to the address specified by the applicant at the time of application.



1-800-206-7218

What information/documents do I need to apply?

Primary Documents

You need to provide a primary document to apply for a Social Insurance Number (SIN), replace your card or amend your SIN record (e.g. a name change).

A primary document is an official document that proves your identity and status in Canada. We need to see an ORIGINAL of your 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](#).

You will need to submit **ONE** of the following primary documents with your application:

Canadian Citizen

[Certificate of Birth or Birth Certificate](#) - issued in Canada by the vital statistics branch of your province or territory of birth (**note:** we do not accept Québec proof-of-birth documents issued prior to 1994).

[Certificate of Canadian Citizenship](#) - issued by Citizenship and Immigration Canada (CIC).

[Certificate of Registration of Birth Abroad](#) - issued prior to 1977 by [CIC](#).

Registered Indians

If you want your status on your SIN record, submit the following:

- **Born in Canada**
[Certificate of Indian Status](#) - issued by Indian and Northern Affairs Canada (INAC) AND your primary document.
- **Born outside Canada**
[Certificate of Indian Status](#) - issued by INAC AND a birth certificate.

Permanent Resident

[Permanent Resident Card](#) - issued by Citizenship and Immigration Canada. This is the only acceptable document if you applied for your permanent residency from within Canada.

Confirmation of Permanent Residence AND visa counterfoil attached to a:

- Foreign Passport
- Single Journey Document for Resettlement to Canada
- Red Cross Travel Document

Record of Landing - issued before June 28, 2002.

Temporary Residents

Work Permit - issued by Citizenship and Immigration Canada (CIC).

Study Permit - issued by Citizenship and Immigration Canada AND a **contract of employment** from a learning institution or employer on campus. 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 eligible to work in Canada.

Diplomatic Identity Card AND a note of permission of employment - issued by [Foreign Affairs and International Trade Canada \(DFAIT\)](#).

Important note for temporary residents: 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 your stay in Canada.

Supporting Documents

A supporting document is a legal document indicating the name you currently use. This is required if the name on your [primary document](#) is different. Your supporting document must be an **ORIGINAL**, written in English or French.

In addition to your primary document, you will need to submit **ONE** of the following supporting documents with your application.

Certificate of Marriage, Record of Solemnization of Marriage or Marriage Statement (or similar title depending on the issuing authority) - supports your spouse's family name after marriage. This does not apply to Quebec residents married after April 1, 1981. The *Civil Code of Quebec* states that both spouses conserve their family name (at birth) in marriage and exercise their civil rights under this name, regardless of where the couple was married.

Legal Change-of-Name Document - certificate or court order issued in accordance with a provincial change -of -name act or similar 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 card issued in the adopted child's Canadian name.

Request to Amend Record of Landing OR Confirmation of Permanent Residence - issued by [Citizenship and Immigration Canada](#).

Date Modified: 2007-12-19



Find a Service Canada Centre Near You

Results for city: **HAZELTON**

Offices Found in your Area

- **Smithers Service Canada Centre**

1020 Murray Street, Smithers, British Columbia, V0J2N0

Serving the area of: South Hazelton

Phone: (250) 847-7207

Search by City or Town

To find an office near you, select your province from the menu and type the name of your city or town in the box below, then select "Find".

British Columbia

Find

Search by Postal Code

Type the first 3 characters of your postal code in the box, then select "Find".

Find

Date Modified: 2008-03-05



Find a Service Canada Centre Near You

Results for city: **PRINCE RUPERT**

Offices Found in your Area

- **Prince Rupert Service Canada Centre**

Ocean Centre

309 2nd Avenue West, Prince Rupert, British Columbia, V8J3T1

Serving the area of: Prince Rupert

Phone: (250) 624-7700

Search by City or Town

To find an office near you, select your province from the menu and type the name of your city or town in the box below, then select "Find".

British Columbia

Find

Search by Postal Code

Type the first 3 characters of your postal code in the box, then select "Find".

Find

Date Modified: 2008-03-05



Find a Service Canada Centre Near You

Results for city: **TERRACE**

Offices Found in your Area

- **Terrace Service Canada Centre**

4630 Lazelle Avenue, Terrace, British Columbia, V8G1S6

Serving the area of: Terrace

Phone: (250) 635-7134

Search by City or Town

To find an office near you, select your province from the menu and type the name of your city or town in the box below, then select "Find".

British Columbia

Find

Search by Postal Code

Type the first 3 characters of your postal code in the box, then select "Find".

Find

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