

Social Insurance Number Application Tip Sheet



**COMPAS Inc.
Public Opinion and Customer Research**



Social Insurance Number (SIN) Application Tip Sheet

Please Note: the following information was taken directly from the Service Canada website. <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>

Why do you need a Social Insurance Number?

You need a social insurance number in order to work in Canada or to receive benefits and services from government programs. Each SIN is issued to one person only. It cannot be used by anyone else.

Who Can Apply?

- Canadian citizen
- A newcomer to Canada or a temporary resident
- Children who are 12 years of age or older may apply for their own social insurance number
- Parents and legal guardians can apply for SIN for children under the age of 18

What is the fee?

There is no fee to:

- Apply for a Social Insurance Number and receive your first SIN card
- Amend the name(s) on your card when changes are due to a legal change of name, a marriage, a divorce or an adoption
- Change the expiry date on a temporary SIN card
- Amend information on your record





Social Insurance Application Tip Sheet

There is a fee to:

- Replace a SIN card - \$10

How do I apply for a SIN?

Applying at a Service Canada Centre

Gather the documents you need and take them to your nearest Service Canada Centre. If your application and documents are in order, you will get a Social Insurance Number in one visit and receive your card within 10 business days. To find out where your nearest Canada Service Centre is visit <http://www.servicecanada.gc.ca> or please contact:

1-800-622-6232

TTY: 1-800-926-9105

Applying by Mail

Download the application form from <http://www.servicecanada.gc.ca/eng/sin/forms.shtml> or order the form by phone at 1-800-206-7218. Select option #3. Send your completed application, original documents and payment, if required to:

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

If you send your application by registered mail, your documents and SIN card will be returned to you in the same way. Service Canada is not responsible for documents lost in the mail. If your SIN application meets the requirements, you will receive your SIN card by mail within 20 business days from the date Service Canada receives the application.





What information/documents are required for the application?

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

A primary document is an official document that proves your identity and status in Canada. An **original** of your primary document must be provided. If the name on this document is different from the name you currently use, you will also need to provide a supporting document.

You must submit **one** of the following primary documents with your application:

Canadian Citizens

- Birth certificate issued by the vital statistics agency in the province or territory where you were born. Note Service Canada does not accept Quebec 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 are a registered Indian and you want to register your status on your SIN record, please submit one of the following:

- If you were born in Canada**, you must submit your original primary document and a Certificate of Indian Status issued by Indian and Northern Affairs Canada.
- If you were born outside Canada**, you must submit your original foreign birth certificate and a Certificate of Indian Status issued by Indian and Northern Affairs Canada.





Social Insurance Application Tip Sheet

Permanent Residents

- Permanent Resident card issued by Citizenship and Immigration Canada. This is the only acceptable document if your claim was processed in Canada
- Confirmation of Permanent Residence AND visa counterfoil affixed to a foreign passport or a 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 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.
- Diplomatic identity card and a note of permission of employment issued by Foreign Affairs and International Trade Canada.

Supporting Documents

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. Your supporting document must be an original written in English or French.

- 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. Please note, this does





Social Insurance Application Tip Sheet

not apply to Quebec residents, regardless of where they were married after April 1, 1981.

- Legal change-of-name certificate or court order document** issued in accordance with provincial name 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** issued by Citizenship and Immigration Canada and used to amend a Record of Landing or a Confirmation of Permanent Residence document.

How to apply for someone else?

You can apply for someone else if:

- You are a parent or legal guardian applying on behalf of a child
- You are a parent applying for your newborn child born in Ontario
- You are a legal guardian or legal representative applying for an adult

If you are applying on behalf of a child:

At a Service Canada Centre, you need:

- Your SIN or your original document(s)
- The child's original document(s)
- An original document or certified copy of a document that confirms your legal guardianship, if you are a legal





Social Insurance Application Tip Sheet

guardian (in Quebec, a notarized will is an acceptable document)

- The \$10 fee if required
- If your application and document(s) are in order, you will get your child's SIN in one visit and receive the card within 10 business days

By Mail, you need to send:

- A completed SIN application form
- The child's original document(s)
- Your original document(s)
- An original document or certified copy of a document that confirms your legal guardianship, if you are a legal guardian (in Quebec a notarized will is an acceptable document).
- The \$10 fee if required

Send your completed application and original document(s) to:

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

If you are applying on behalf of an Adult:

At a Service Canada Centre

- An original document or certified copy of a document that confirms your legal guardianship or representation issued by a provincial authority (in Quebec, a notarized will is an acceptable document).
- Your SIN or your original document(s)





Social Insurance Application Tip Sheet

- Original documents confirming the identity of the person for whom you are applying
- The \$10 fee if required

If your application and document(s) are in order, you will get your child's SIN in one visit and receive the card within 10 business days

For more information visit:

<http://www.servicecanada.gc.ca/eng/sin/forms.shtml> or by phone at 1-800-206-7218.

