



# INSTRUCTION SHEET

- A - Complete the application form.
- B - You must provide the original of one of the primary documents listed below, according to your status in Canada.
- C - If the name on your primary document is different from the name you are now using, you must also submit the original of one of the supporting documents listed below.
- 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 HRDC office. **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.

**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 Québec Pension Plan contributions are properly credited to you.**

## DOCUMENTS REQUIRED (subject to change)

- THE DOCUMENT(S) YOU PROVIDE MUST BE THE ORIGINAL(S).
- If you cannot obtain any of these documents, please contact us; we may be able to suggest other acceptable documents.
- The information contained in the New Brunswick Vital Statistics registers and the Citizenship and Immigration Canada records will be used to validate information that you provide on this application form when presenting a document originating from these sources.

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PRIMARY DOCUMENTS		SUPPORTING DOCUMENTS
CANADIAN CITIZEN	PERMANENT RESIDENT	
<ul style="list-style-type: none"> <li>▪ Birth certificate issued in Canada by the vital statistics branch of your province or territory of birth</li> <li>▪ Certificate of Canadian Citizenship</li> </ul>	<ul style="list-style-type: none"> <li>▪ Permanent Resident Card</li> <li>▪ Record of Landing</li> <li>▪ Returning Resident Permit</li> </ul>	
REGISTERED INDIAN	OTHER STATUS	
<ul style="list-style-type: none"> <li>▪ If you are a Registered Indian and want your status in Canada to be shown on your Social Insurance Number record as such, you must provide a Certificate of Indian Status (issued by Indian and Northern Affairs Canada) in addition to your birth certificate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work Permit/ Employment Authorization</li> <li>▪ Temporary Resident Permit/Permit to Come into or Remain in Canada</li> <li>▪ Extension to Temporary Resident Permit/ Extension of Permit</li> </ul>	

### TO APPLY IN PERSON

We encourage you to take your application and original document(s) to the nearest Human Resources Development Canada office. 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 document(s), and fee if applicable, to the address below. Your document(s) will be returned with your card. **PLEASE TAKE NOTE THAT WE ARE NOT ACCOUNTABLE FOR DOCUMENTS LOST IN TRANSIT.**

**Social Insurance Registration**  
**P.O. Box 7000**  
**BATHURST, N.B.**  
**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 Social Insurance Number card within this period, please call 1-800-206-7218.**

### FOR MORE INFORMATION

Visit the HRDC Web site or dial toll-free 1-800-206-7218.  
 For general enquiries you can also contact us by e-mail at [sin-nas@hrdc-drhc.gc.ca](mailto:sin-nas@hrdc-drhc.gc.ca).

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## ACKNOWLEDGMENT OF APPLICATION FOR A SOCIAL INSURANCE NUMBER

PROTECTED WHEN COMPLETED - A

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 certifies that \_\_\_\_\_

- has applied for a first Social Insurance Number.
- has applied for a replacement card of Social Insurance Number \_\_\_\_\_ .

**HRDC OFFICE STAMP**  
(DO NOT use SIN Certification Stamp)

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



# SOCIAL INSURANCE NUMBER APPLICATION

## APPLICATION FOR A:

- FIRST SOCIAL INSURANCE NUMBER CARD (fee not required)
- REPLACEMENT CARD (\$10.00 fee required)
- CHANGE OF NAME(S) ON CARD (fee may be required)
- CHANGE OF STATUS (fee not required)
- UPDATE TO RECORD (no card will be issued; fee not required)

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>	NAME TO BE SHOWN ON CARD	First Given Name	Other Given Names (if wanted on card)	Family Name
<b>2</b>	DATE OF BIRTH	Day	Month	Year
<b>3</b>	SEX	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Check block if you are a twin, triplet, etc
<b>4</b>	MOTHER'S NAME (at her birth)	Given Name(s)	Family Name	
<b>5</b>	FATHER'S NAME	Given Name(s)	Family Name	
<b>6</b>	APPLICANT'S PLACE OF BIRTH	City, Town or Village	Province	Country
<b>7</b>	FAMILY NAME AT BIRTH			
<b>8</b>	OTHER FAMILY NAME(S) PREVIOUSLY USED			
<b>9</b>	HAVE YOU EVER HAD A SOCIAL INSURANCE NUMBER?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<b>10</b>	IF "YES", WRITE YOUR NUMBER HERE			
<b>11</b>	STATUS IN CANADA	<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Registered Indian	<input type="checkbox"/> Permanent Resident
<b>12</b>	Home Telephone Number	( )	Daytime Telephone Number	( )
<b>13</b>	MAILING ADDRESS (where you want your card to be sent)	Please Print Clearly		
		In care of		
		Number and Street		Apartment No.
		City, Town or Village	Province	Postal Code
<b>14</b>	APPLICANT'S SIGNATURE	If applicant is under 12 years of age, 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

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 Resources Development Canada offices 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

<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
<b>C</b>	PRIMARY DOCUMENT SEEN	Year	Abbreviation
<b>D</b>	NUMBER ON DOCUMENT	Registration No. / Client ID and Document No.	
<b>E</b>	SUPPORTING DOCUMENT SEEN	Abbreviation	<b>CERTIFICATION STAMP</b>
<b>F</b>	LOCAL OFFICE FAX NO.		
<b>G</b>	FEE PAID	Amount \$	
<b>H</b>	REMARKS / REASON FOR PRIORITY REQUEST	Receipt No.	
			Usercode