



2014

# Personal Identification Self-Help Guide



2020 Halifax St. | Regina SK. S4P 1T7 | bus. 306.757.6675 | fax 306.757.0133 |  
info@familyservidceregina.com | [www.familyserviceregina.com](http://www.familyserviceregina.com)



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## TABLE OF CONTENTS

### INTRODUCTION

How to Use This Guide .....	4
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### IDENTIFICATION BASICS

Types of Identification .....	5
The Need for Identification .....	7
Identity Theft and Identity Fraud: Things to Know .....	8
Ways to Prevent Identity Theft and Identity Fraud .....	9
Storing Identification Documents .....	9
Replacing Lost or Stolen Identification .....	9

### TYPES OF IDENTIFICATION

Birth Certificate – Vital Statistics .....	12
Saskatchewan Health Care Card .....	17
Saskatchewan Driver’s Licence .....	17
Saskatchewan Photo ID Card .....	29
Social Insurance Number .....	20
Indian Registration and Certificate of Indian Status .....	22
Secure Certificate of Indian Status .....	23
Canadian Passport .....	28
Citizenship Certificate .....	32

## INTRODUCTION

This Project Self-Help Guide was developed to assist individuals and organizations with navigating the complicated processes and systems associated with accessing formal government identification. As identification is delivered and offered through various systems of government, be it provincial or federal, the processes for accessing identification are not always clear, and are often changing. The information contained in this guide was as current as possible at the time of release. If you have questions please use the contact information and websites provided in this document to assist you and answer your questions as you seek to obtain identification.

### How to Use This Guide

The first section of this guide provides basic information about identification. This includes things like what identification is good for, why you need certain identification pieces, how best to keep your identification documents safe, and how to replace lost or stolen identification. The second section provides you with the requirements and procedures for obtaining the most common forms of government issued documents. These can be divided into three categories: proof of identification, proof of entitlement to be in Canada, and proof of Saskatchewan residency. Not all types of identification will be covered in this self-help guide. Here, we will focus on Canadian birth certificates, Saskatchewan Health Care Cards, Driver's Licence and Photo Identification Cards, Social Insurance Cards, Secure Certificate of Indian Status, and Canadian Passports.

## IDENTIFICATION BASICS

### Types of Identification

Generally speaking, when it comes to identification documents, there can be three types of requirements, or classifications of documents. The three classifications are:

**1. Legal Entitlement to be in Canada** – a valid document to prove you are a Canadian Citizen or hold another immigration status, such as:

#### Canadian Citizens

- Birth Certificate from a Canadian province or territory;
- Canadian Passport;
- Certificate of Indian Status;
- Certificate of Canadian Citizenship or Certificate of Naturalization;
- Canadian Certificate of Registration of Birth Abroad;
- Registered Indian Record; and
- Certified Statement of Live Birth from a Canadian province or territory.

#### Permanent Residents/Landed Immigrants

- Permanent Resident Card (front & back);
- Confirmation of Permanent Residence; and
- Canadian Immigration Identification Card

#### Foreign Nationals (Canadian Entry document such as)

- Study Permit (Confirmation of full-time enrollment is required);
- Work Permit;
- Foreign Passport with Immigration Stamp; and
- Temporary Resident Permit.

**2. Saskatchewan Residency** – a valid document that displays your name and current home address and confirms that your primary place of residence is in Saskatchewan, such as:

- Signed mortgage, rental, or lease agreement;
- Utility Bill (home telephone, cable TV, satellite TV, water, gas, or energy);
- Insurance policy (home, tenant, or auto);
- Saskatchewan Motor Vehicle Registration;
- Employer record (pay stub or letter from employer on company letterhead);
- Income tax assessment;
- Property Tax Bill;
- School, college or university report card or transcript;
- Statement of Employment Insurance Benefits Paid (T4E);
- Statement of Old Age Security T4A (OAS) or Statement of Canada Pension Plan Benefits T4A (P);
- Canada Pension Plan Statement of Contributions; and
- Child Tax Benefit Statement.

**3. Support of Identity** – a valid document that displays your name (and may include signature), such as:

- Previous Provincial Health Card;
- Saskatchewan Driver's Licence or Temporary Driver's Licence;
- Passport;
- Birth Certificate;
- Permanent Resident Card (front & back);
- Certificate of Canadian Citizenship;
- Certificate of Indian Status;
- Confirmation of Permanent Residence;
- Student ID Card;
- Employee ID;
- Professional Association License;
- Old Age Security Card;
- Union Card;
- Canadian Immigration Identification Card;
- Baptismal Certificate; and
- Immunization Record.

## The Need for Identification

Having identification is your key to accessing services, resources and opportunities within your community. In reality, identification is required for nearly everything in society. Not having identification is a significant barrier that prevents a person from accessing a wide range of community and government services. Some types of identification may ensure service delivery that you would not otherwise have access to, for example, being able to visit a doctor's office. Other examples include, accessing housing, securing a job, opening a bank account, or receiving income supports. Meanwhile, others – like a social insurance number – are a legal requirement for employment in Canada.

Having identification, and access to the services it provides, serves to best meet many of you and your family's basic needs for safety, security, and well-being.

### Identity Theft and Identity Fraud: Things to Know

Identity theft is the unauthorized collection and use of your personal information, usually for criminal purposes. Identity fraud is the actual deceptive use of the identity information of another person (living or dead) in connection with various frauds.

Regrettably identity theft and fraud are a reality that we need to protect ourselves against. Every year, thousands of people are victims of identity theft. Identity theft techniques can range from unsophisticated, such as dumpster diving and mail theft, to more elaborate schemes.

With the ever increasing sophistication and ease of using technology we are able to access greater and greater amounts of information, products and services, as well as stay connected with others. Unfortunately, this can also scatter your personal information more widely, making it easier for others to access and use your information without your permission. If this happens, you may be left with many bills, charges, and taxes that occur as a result.

<http://www.rcmp-grc.gc.ca/scams-fraudes/id-theft-vol-eng.htm>[http://www.priv.gc.ca/resource/fs-fi/02\\_05\\_d\\_10\\_e.asp](http://www.priv.gc.ca/resource/fs-fi/02_05_d_10_e.asp)

## Ways to Prevent Identity Theft and Identity Fraud

The Office of the Privacy Commissioner of Canada and the RCMP provide suggestions to prevent being a victim of identity theft or fraud:

- Minimize the risk. Be careful about sharing personal information or letting it circulate freely.
- When you are asked to provide personal information, ask how it will be used, why it is needed, who will be sharing it and how it will be safeguarded.
- Give out no more than the minimum, and carry the least possible with you.
- Be particularly careful about your SIN; it is an important key to your identity, especially in credit reports and computer databases.
- Don't give personal information over the telephone, by electronic mail, or to a voice mailbox, unless you know the person with whom you're communicating or you initiated the communication yourself, and you know that the communication channel is secure.
- Take advantage of technologies that enhance your security and privacy when you use the Internet, such as digital signatures, data encryption, and “anonymizing” services.
- Notify creditors immediately if your identification or credit cards are lost or stolen.
- Ask that your accounts require passwords before any inquiries or changes can be made, whenever possible.
- Choose difficult passwords – **not** your mother's maiden name. Memorize and change them often. Don't write them down and leave them in your wallet, or some equally obvious place.
- Key in personal identification numbers privately when you use direct purchase terminals, bank machines, or telephones.
- Be careful what you throw out. Burn or shred personal financial information such as statements, credit card offers, receipts, insurance forms, etc. Insist that businesses you deal with do the same.

## Storing Identification Documents

It is important to keep your identification documents in a safe and private place. Places to store your documents might include a locked drawer in your office or a file folder in your home.

Carry only the identification that you need. It is best not to carry certain documents with you on a daily basis. Generally, it is recommended that you never carry original documents with you, except you will need to carry your SGI issued driver's license if you drive. You may also want or need to carry your Saskatchewan Health Card with you as well. Your Social Insurance Card or Birth Certificate should not be carried with you in your wallet or purse unless you need the document for a specific purpose. Explore your options and find the safest place to store your identification. If possible, keep all other identification locked in a safe place. Or consider leaving it with your social worker, probation officer, trusted relative or friend.

It is also important to ensure your identification documents remain valid and useable by ensuring that it is in good condition. For example, you should not fold or laminate your birth certificate, and store or carry your identification cards in such a way that they do not bend or crack.

Finally, it is important to note that your Social Insurance Number (SIN) is a confidential number that is only required by law for tax reporting if a customer is earning an income. While many companies may ask you for your SIN for other purposes, you have the right to refuse under these circumstances.

## Replacing Lost or Stolen Identification

If you have lost your wallet or any piece(s) of identification, make sure that you cancel and replace all of your important cards. Service Canada has prepared a list to help you through this process so that you replace your cards and identification.

When you have all your replacement documentation, it is a good idea to photocopy them and keep them in a safe place. Having photocopies available will help in the replacement process should you lose any of your identification in the future.

Contact Your Bank(s) or Financial Institution(s): Contact your bank(s) or financial institution(s) and report your missing bank and/or credit cards.

Cancel Other Credit Cards: If you have lost a retail credit card or any other credit card, immediately notify the Customer Service or Credit Department of that retail company.

Replace Your Driver's Licence: In many cases, a replacement driver's licence may be issued on the spot. Contact Saskatchewan Government Insurance (SGI) for more information on the process.

Replace Your Birth Certificate: Identification is required to pick up your birth certificate. A driver's licence is an acceptable form of identification. Contact Vital Statistics for more information.

Replace Your Citizenship Certificate: Two pieces of personal identification are required when applying for a citizenship certificate. The application kit provides details on what identification is acceptable. There is additional information about replacing a lost, stolen, damaged or destroyed citizenship certificate or certificate of registration of birth abroad (RBA) on the Citizenship and Immigration Canada website.

Replace Your Health Card: Two or more pieces of personal identification may be required to apply for your replacement health insurance card. A driver's licence and birth certificate are acceptable in most provinces and territories. However, you should contact eHealth Saskatchewan directly to confirm which forms of identification are acceptable.

Replace Your Passport: As soon as you think your passport has been lost or stolen, you are required to report the circumstances of the loss or theft to Passport Canada or the nearest Government of Canada office if you are outside Canada.

The request for a replacement passport can be made in Canada at any service location or at the nearest Canadian Government office. However, before the document can be replaced, Canadian authorities will conduct an investigation into the circumstances of the lost or stolen passport. This investigation may lead to delays in processing the replacement passport.

A replacement passport (which may be valid for a limited period only) may be authorized, provided strict requirements are met. These include the submission of:

- a completed application form;
- two identical current passport photos;

- the appropriate fee;
- documentary proof of Canadian citizenship, and
- Statutory Declaration concerning a lost, stolen, damaged, destroyed or inaccessible Canadian passport.

Replace Your Social Insurance Number (SIN) Card: If your Social Insurance Number card is lost or stolen, you need to report it to the appropriate authorities to avoid identity theft.

To apply for a replacement Social Insurance Card, you must apply in person at a Service Canada Centre. You must provide a primary document that proves your identity and status in Canada. If the name on your primary document is different from the one you are currently using, you must also provide a supporting document. These documents must be originals and written in English or French.

## TYPES OF IDENTIFICATION

### Birth Certificates – Vital Statistics

There are two types of birth certificates you can order – a regular (or short) format birth certificate that includes your personal information, or a long format birth certificate that includes your personal information and your parental information. A long format birth certificate is important when ordering a birth certificate for your child, to register for Secure Certificate of Indian Status for the first time, or for income tax purposes to prove you are a parent. For the most up-to-date information, please use the contact information listed to communicate directly with the offices involved.

Vital Statistics is no longer at Information Services Corporation (ISC). It has moved to eHealth Saskatchewan June 17, 2013. eHealth Saskatchewan's Vital Statistics Registry registers all births, marriages, deaths, stillbirths and changes of name that occur in Saskatchewan. The certificates issued by the Vital Statistics Registry are legal proof of these vital events and provide statistical information to various agencies and the general public.

#### Contact Information:

eHealth Saskatchewan  
360 – 10 Research Drive  
Regina, SK S4S 7J7

**Phone:** 1-855-eHS-LINK (347-5465)

**Email:** [VitalStatistics@ehealthsask.ca](mailto:VitalStatistics@ehealthsask.ca)

Electronic requests can be completed online. Manual forms need to be completed and submitted accordingly:

**In Person:** You can order a certificate at 1445 Park Street in Regina

**Fax:** 306-787-2288 (Fax orders must be paid by credit card)

**Mail:** Vital Statistics Registry  
101 – 1445 Park Street  
Regina, SK S4N 4C5

Mail orders can be paid by money order, cheque or credit card. Money orders must be in Canadian funds. Please make money orders and cheques payable to eHealth Saskatchewan.

**Cost:** \$25.00 Regular (Short Form)  
\$25.00 (Long Form)  
\$30.00, plus the cost of the Certificate (Express/Priority Service)  
Certified photocopy \$50

**Vital Statistics Certificates:** 12 business days  
**Priority Service:** 5 business days

Service delivery times are subject to change. In addition, there will be delays if any part of the application is incomplete, if the information is incorrect, or if the event is not registered.



## Saskatchewan Health Care Insurance Plan

A Saskatchewan Health Services card is a valuable piece of personal identification, which you should be prepared to present whenever you need health services and for no other reason.

If you make your home in Saskatchewan and you normally live in the province at least six months in a 12-month period, you may be eligible for a Saskatchewan Health Services card. All new Saskatchewan residents must register themselves and their dependants for a Saskatchewan health services card in order to be eligible for health benefits. You may complete the application for yourself, your spouse/partner, and all dependants under 18 years of age living with you in Saskatchewan.

If you are moving to Saskatchewan from another Canadian province or territory, as a **general rule**, coverage will begin on the first day of the third calendar month following the date you established residency in Saskatchewan. Saskatchewan Health Benefits will be provided on the first day of the third calendar month following the date you moved to Saskatchewan. Normally, your home province covers you until your Saskatchewan benefits take effect. For example, if you established residency in Saskatchewan on September 27th, Saskatchewan Health would begin to cover you on December 1st.

You may complete and submit your application online. Or you can register by completing the Saskatchewan Health Services Card Application Form and mail it with your supporting documentation to Saskatchewan Health Registration.

### **Faxed or emailed forms are not accepted.**

The application form is also available from the administrator office of towns, villages, rural municipalities, and Health Registration Branch.

If you complete and submit an online application with supporting documentation, your application will be processed within two business days. Electronic copies of your documents may be obtained by scanning or taking digital pictures of your documents. Be sure that any numbers that appear on your documents are readable.

If you complete and mail your paper application with supporting documentation, your application will be processed in five business days after it is received by Health Registration. If you submit your application, and are eligible for a Saskatchewan health services card, the card will be mailed to you prior to the effective date.

Supporting documentation for each adult included on the application must include copies (front & back if applicable) of documents that provide proof of legal entitlement to be in Canada, proof of Saskatchewan residency, and proof of identity. Each dependant must provide documents that provide proof of legal entitlement to be in Canada and proof of identity.

**\*\*\*It is important to note that the same documentation may NOT be used to satisfy more than one requirement.**

### **Special Classes of Newcomers**

The Saskatchewan Ministry of Health covers health services for certain special classes of newcomers from outside Canada who move to Saskatchewan on or before the first day of the third calendar month after arriving in Canada. If you are among the groups identified below, you may be eligible for benefits from the day you move to Saskatchewan:

- Permanent residents (landed immigrants);
- people discharged from the Canadian Forces;
- non-immigrants who are in Canada in connection with their trade or profession;
- international students;
- returning spouses of Canadian Forces members;
- returning Canadian citizens; and
- returning residents.

Visit [www.health.gov.sk.ca/apply-for-health-card](http://www.health.gov.sk.ca/apply-for-health-card)

## Contact information:

Saskatchewan Health Registration  
2130 11<sup>th</sup> Avenue  
Regina, Saskatchewan, S4P 0J5

**Phone:** (306) 787-3251 (Regina)

**Toll free:** 1-800-667-7551 (in-province only)

**Email:** [change@ehealthsask.ca](mailto:change@ehealthsask.ca)

**Hours of Operation:** 8:00a.m. – 4:30p.m.

(Source: <http://www.health.gov.sk.ca/benefits-questions>)



## Saskatchewan Driver's License

New residents wishing to drive in Saskatchewan must obtain a Saskatchewan driver's license within 90 days of moving into the province, or upon expiry of their out-of-province license, whichever comes first. Check with your previous jurisdiction as they may have some restrictions that supersede this requirement.

Saskatchewan Government Insurance (SGI) is the principal vehicle insurer in Saskatchewan. All vehicles previously licensed in another jurisdiction must pass a mandatory vehicle inspection. It is recommended that you obtain a driver's abstract and a claims free letter from your current insurance company prior to your arrival in Saskatchewan as this may qualify you for a discount.

### **Required Documentation:**

Documents used to prove identity, residency and entitlement to be in Canada must be the original copy (not photocopied) from an authority such as the provincial or federal government or a federal agency.

You can use the same document to prove more than one (1) requirement if it is listed as an acceptable document for the requirements you wish to use it for. For example, you could use a birth certificate or Canadian passport to prove identity **and** entitlement to be in Canada, as these are listed as acceptable documents for both.

Your identity is defined by and includes all 3 of the following:

- legal name – assumed names, aliases, and nicknames will not be accepted;
- complete birth date (day/month/year); and
- signature.

You will need a minimum of two (2) pieces of original identification to establish your identity. This identification must be in the same name. It is not necessary for both pieces of identification to each have your legal name, birth date, and signature.

You will meet the requirement so long as **together** both pieces of identification prove your legal name, birth date, and signature. For example, if you have one piece of identification that proves your legal name and birth date, and another that proves your signature, you will meet the requirement.

If you have one piece of identification that proves all three – your legal name, birth date and signature – you will **still** need to provide another piece of identification that proves at least one of your legal name, birth date or signature.

If your name has changed, the two pieces of identification required to prove your identity (legal name, birth date, and signature) must be in the same name. If, for example, you have a birth certificate in your maiden name and a Saskatchewan Health card in your married name, a marriage certificate or vital statistics document would also be required to tie the two names together.

All new Saskatchewan residents must provide two documents proving they have a Saskatchewan address.

### **Contact Information:**

#### **SGI**

2260 11th Ave  
Regina, SK S4P 0J9

### **Customer Service Centre:**

**Monday to Friday:** 8 a.m. to 6 p.m. CST

**Saturday:** 9 a.m. to 5 p.m.

**Phone:** (306) 775-6900 (Regina)

**Toll free:** 1-800-667-9868 (in-province only)

**Website:** [www.sgi.sk.ca](http://www.sgi.sk.ca)

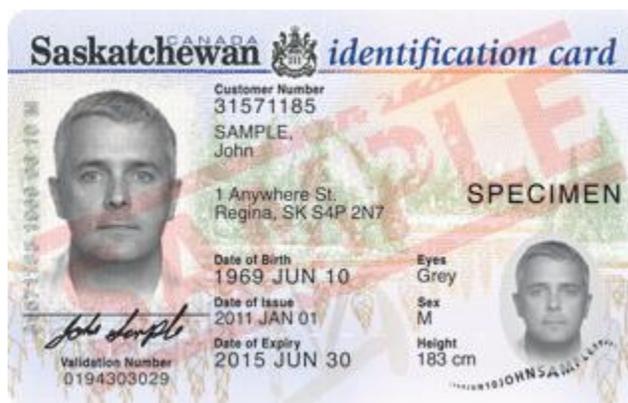
**Email:** [sgiinquiries@sgi.sk.ca](mailto:sgiinquiries@sgi.sk.ca) – A representative will reply within 48 hours



## Saskatchewan Photo ID Card

You can get a Photo ID Card from any motor licence issuer. The cost is \$10. The Photo ID Card is free to individuals 65 years of age and over. Once you get your picture taken, it will take up to two weeks to receive the Photo ID Card in the mail.

Two pieces of identification are required. Both pieces of identification must establish your legal name, signature, and birth date. For individuals 65 years of age and over, two pieces of identification are required – one with a signature and another with a birth date.



## Social Insurance Number

The Social Insurance Number (SIN) is a nine-digit number that you need to work in Canada or to have access to government programs and benefits. The Social Insurance Number card is not an identity document. Each SIN is issued to one person only as a card. You are responsible for protecting your SIN and it is recommended that you store it in a safe place, rather than keep it on you.

**Note:** Service Canada will be phasing out the use of SIN cards. Rather, you will simply be assigned a number. Protect this number as you would the card.

To apply for a SIN card, amend your personal information, or replace a lost or stolen SIN card, you **must** apply in person to a Service Canada Centre.

Original identity documents are required to apply, photocopies are not accepted. You must provide an **original** primary document. A primary document is an official document that proves your identity and status in Canada. If the name on this document is different from the name you currently use, you will also need to provide a supporting document.

If everything is in order, you will get your Social Insurance Number at the **time of your visit** and receive your card within 10 business days.

Special measures are in place to accommodate individuals who cannot apply in-person at a Service Canada point of service. If you are applying by mail, you must mail your primary document with your application.

Only individuals in these circumstances are permitted to apply by mail:

- Individuals living 100 km or more from the nearest Service Canada point of service, in an inaccessible area, or where outreach is very infrequent may apply by mail.
- Individuals with other extenuating limitations preventing them from visiting a Service Canada point of service **and** cannot use the assistance of another individual to submit an application on their behalf may be eligible to apply by mail.

Individuals **must** contact 1-800-206-7218 (select Option #3) to determine if they are eligible to apply by mail.

### Contact Information:

**Website:** [www.servicecanada.gc.ca/eng/sc/sin/](http://www.servicecanada.gc.ca/eng/sc/sin/)

**Toll free:** 1-800-206-7218 and select option 3

**TTY:** 1 800-926-9105

### Regina Service Canada Locations:

#### Regina North Central Scheduled Outreach Site



3115 5th Avenue

**Hours of Operation:** Monday to Friday from 9:00a.m. to 4:30p.m.

#### Regina Service Canada Centre



Alvin Hamilton Building

1783 Hamilton Street

Regina, Saskatchewan

**Hours of Operation:** Monday to Friday from 8:30a.m. to 5:00p.m.

Additional Service Canada Centres and Scheduled Outreach Sites can be found in: Moose Jaw, Assiniboia, Davidson, Weyburn, Wynyard, Gravelbourg, Yorkton, and Estevan.

To find the nearest Service Canada Centre, visit

<http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?ln=eng>

## Indian Registration and Certificate of Indian Status

Status Indians, also known as registered Indians, are registered with the federal government as Indians, according to the terms of the *Indian Act*. The Indian Register contains the names of all Status Indians. It also has information such as dates of birth, death, marriage and divorce, as well as records of persons transferring from one band (or First Nation community) to another. Aboriginal Affairs and Northern Development Canada (AANDC) is responsible for maintaining the Register.

The Certificate of Indian Status, more commonly referred to as the Status Card, is an identity document issued by AANDC to confirm that the cardholder is registered as a Status Indian under the *Indian Act*.

The Status Card is provided to assist you to access a wide range of entitlements, programs and services administered by federal agencies, provincial governments and other private sector program and service providers. These may include on-reserve housing benefits, education and exemption from federal, provincial and territorial taxes in specific situations.

## Secure Certificate of Indian Status

The Certificate of Indian Status is undergoing an upgrade to improve security features, protect against identity theft and to meet the changing requirements at the border with the United States. The Secure Certificate of Indian Status (SCIS) card has been developed to address these needs.

You are not yet required to change your old Certificate of Indian Status into the new Secure Certificate of Indian Status (SCIS). However, in the future it will become mandatory to obtain a SCIS in order to receive benefits and cross into the United States. Persons with status are strongly encouraged to make an appointment to secure the new SCIS card.

Appointments are recommended when visiting an AANDC Office. The remaining First Nations will continue to issue the current version of the Certificate of Indian Status (CIS).

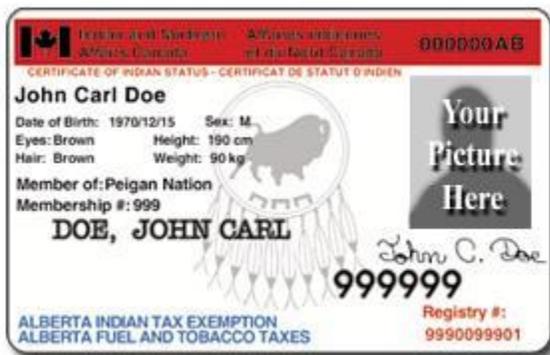
### **Acceptable Status Cards:**

The new SCIS is being phased in gradually so all previous issued status cards are acceptable until they reach their renewal date.

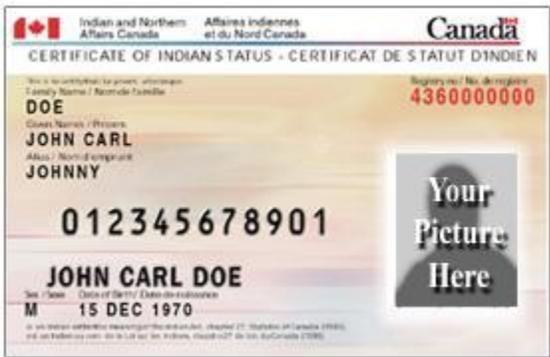
## New Secure Certificate of Indian Status:



## Certificate of Indian Status "All-in-One"



## Certificate of Indian Status "Pilot Project"



## Laminated Certificate of Indian Status

The image shows two laminated Certificate of Indian Status cards. The left card is for JOHN CARL JOHNNY, with a registry number of 4360000000. It includes a placeholder for a photo labeled 'Your Picture Here'. The right card is for PEIGAN, with a date of birth of Dec. 15, 1970 and an issue date of Apr. 26, 1997. It includes a signature of John C. Doe and the signature of the issuing officer, Hazel G. Doe.

Laminated Certificates of Indian Status that do not contain a renewal date are also acceptable.

### Application Information

A new process for applying is being developed which will be implemented in a phased approach across Canada, and once available you will need to present these identity documents along with your application.

### Registered Indians 16 years of age and older:

- Completed application form: a SCIS Adult Application For Applicants Sixteen (16) Years of Age or Older (83-130);
- Original birth certificate (long or short form); AND
- Two passport style photographs; AND
- valid identification; AND
- Guarantor declaration (if applying by mail); AND
- If you have taken your spouse's last name, you will need:
  - ✓ Copy of your marriage certificate (if you have valid ID in your married name, other than a CIS); OR
  - ✓ Original government issued marriage certificate (if you do not have valid ID in your married name); OR
  - ✓ Legal change of name document.

**Note:** Original Baptismal Certificates are acceptable instead of a birth certificate (for applicants 65 years of age or older) however individuals are only eligible to receive an in-Canada SCIS card

**Valid identification includes:**

**If you have the following ID you only need to present *one*:**

- Canadian or United States Passport
- SCIS
- Enhanced Driver's Licence
- Enhanced Identification Card
- NEXUS or FAST card

**If you do not have the above ID you have to present *two* of the following:**

- Driver's licence (provincial, territorial or state);
- CIS;
- Other government-issued ID (federal, provincial, territorial or state);
- Your Indian Registry Administrator has a form you can complete if you only have 1 piece of ID (however you can only apply for an in-Canada SCIS).

The valid identification that is used to apply for the SCIS must include a name, photograph and the signature of the applicant, though not necessarily on the same document.

**Registered Indians 15 years of age and under or Dependent Adults:**

- Completed application form: a SCIS Parent or Legal Guardian Application for Applicants Fifteen (15) Years of Age or Younger or a Dependent Adult (83-131);
- Original long form birth certificate (with both parents named); AND
- Guarantor declaration (if applying by mail); AND
- Two passport style photographs; AND

**Parents and Guardians must provide the following:**

**For an in-Canada SCIS:**

- **One parent** or legal guardian is required to accompany the child or dependent adult and sign the application form; AND
- Marriage certificate or other name-linking documents (only if your ID has a different last name than the name on the child's birth certificate or custody documents); AND

- Legal guardians are also required to provide documentation of trusteeship / guardianship; AND
- The parent or legal guardian must present one piece of valid identification.

### **For a border-crossing SCIS:**

In addition to the above requirements:

- **Both parents** or legal guardians are required to accompany the child or dependent adult and sign the application form (if applicable); OR
- **One parent can** accompany the child or dependent adult, however either a completed guarantor form OR the original documentation of the other parent or legal guardian must be presented; AND
- In the case of separation or divorce, complete copies of all legal documentation regarding the child's custody, access or mobility are required.

### **Valid identification includes:**

- Canadian or United States Passport;
- Current status card or SCIS;
- Enhanced Driver's Licence;
- Enhanced Identification Card;
- NEXUS or FAST card;
- Driver's Licence (provincial, territorial or state); and
- Other federal, provincial, territorial or state government-issued ID.

The valid identification of parents / legal guardians must include a name, photograph and a signature, though not necessarily on the same document.

**Please note, failure to complete all the sections of the form and submit all necessary documentation will result in your application being refused and returned to you. A complete application package allows for improved service through more efficient and timely processing of applications.**

## Contact Information:

### General Enquiries and Publications

**Toll free:** 1-800-567-9604

**Fax:** 1-866-817-3977

**TTY:** (toll-free) 1-866-553-0554

**E-mail:** [InfoPubs@aadnc-aandc.gc.ca](mailto:InfoPubs@aadnc-aandc.gc.ca)

### Saskatchewan Locations:

#### **Regional Office**

Room 200, 1 First Nations Way  
Regina, SK  
S4S 7K5

**Tel:** (306) 780-5945 or 780-5392

**Fax:** (306) 780-5733

#### **South Budget Centre**

PO Box 760 Sioux Avenue  
Treaty Four Governance Centre  
Second Floor, Room 210  
Fort Qu'Appelle, SK  
SOG 1S0

**Tel:** (306) 332-8500

**Fax:** (306) 332-6019

#### **North Central District**

110 - 3601 - 5th Avenue East  
Prince Albert, SK  
S6W 0A2

**Tel:** (306) 953-8522

**Fax:** (306) 953-8648

## Canadian Passport

A valid Canadian passport is required for international travel and can also be used as proof of identity. A Canadian passport is issued to Canadian citizens only.

### Steps to complete a passport application:

1. Complete the Adult General Passport Application.
2. Include with the application:
  - Proof of Canadian citizenship (original only); and
  - A document to support identity.

Adults must submit at least one (1) document to support your identity with a passport application. For a child, only the proof of Canadian citizenship is required.

The adult's identity document must:

- ✓ be in the same name as will appear in the passport;
- ✓ include your signature;
- ✓ be issued by a federal, provincial/territorial/state or municipal authority; and
- ✓ be valid.

Examples:

- ✓ Provincial or territorial driver's licence;
- ✓ Provincial or territorial non-driver's licence;
- ✓ Provincial or territorial health care card (excluding Alberta, Manitoba and Newfoundland and Labrador);
- ✓ Other federal, provincial, territorial or municipal identification card
- ✓ Military identification;
- ✓ Certificate of Indian Status;
- ✓ Old Age Security card;
- ✓ Federal, provincial, territorial or municipal employee identification card;
- ✓ Canadian passport;

- Two (2) identical passport photos (one signed by the guarantor); and
- The required fees.

**Plus**, extra documents (if applicable):

- Any **still valid** Canadian travel document previously issued in your name.
- If you have changed your name.
- If you are replacing a lost, stolen or damaged passport.

3. Next, have the guarantor:

- Complete and sign the application form;
- Sign one of the photos; and
- Sign a copy of the identity document (if applicable)

4. **Submit** the application:

- **In person** at any Canadian Passport Office, a participating Canada Post Office, a participating Service Canada Centre by:

- ✓ Credit card or prepaid card (Visa, MasterCard, American Express).
- ✓ Debit card (Interac).
- ✓ Certified cheque or money order (postal or bank) made payable to the "Receiver General for Canada". The exact fee must be specified; or

- **By mail:**

- ✓ Credit card (Visa, MasterCard, American Express).
- ✓ Prepaid card **embossed only** (raised letters or numbers) (Visa, MasterCard, American Express).
- ✓ Certified cheque or money order (postal or bank) made payable to the "Receiver General for Canada". The exact fee must be specified.

Using a certified courier or traceable mail service can reduce the delivery time of your application and help protect your documents.

**By mail to:**

Passport Canada Program  
Gatineau QC K1A 0G3  
Canada

**By courier to:**

Passport Canada Program  
22 de Varennes Street  
Gatineau QC J8T 8R1  
Canada

**Passport Fees:**

Adult (16 or over) – 5 year passport: CAD\$120  
10 year passport: CAD\$160

Child (0 to 15) – CAD\$57

Additional fees apply for urgent, express and pick-up services.

Once you have selected a validity period and provided payment, your choice is considered final and no refunds can be made.

If you **apply from and/or have the passport delivered outside of Canada**, you must pay the abroad fees.



## Contact Information:

**Website:** <http://www.ppt.gc.ca/index.aspx?lang=eng>  
Or <http://www.passport.gc.ca/index.aspx?lang=eng>

**Toll free:** 1-800-567-6868

### **Mailing Address:**

Passport Canada  
Foreign Affairs and International Trade Canada  
Gatineau QC K1A 0G3

**Regina Passport Canada**  
1870 Albert Street, Suite 500  
Regina SK

Monday to Friday: 8:30 a.m. to 4:30 p.m.  
Language of service: English, French

## Citizenship Certificate

A Canadian citizenship certificate is document issued by Citizenship and Immigration Canada that proves you are a Canadian citizen. It includes a certificate number, your name, date of birth, gender, the date you became a Canadian citizen, and a Unique Client Identifier. Any Canadian citizen may apply for a citizenship certificate. It may be best to get assistance from your settlement or immigration worker to complete this process, if possible.

The Citizenship Certificate is **not a travel document**. You need to get a Canadian passport to travel outside of Canada.

### If you were born in Canada:

- You may apply for a citizenship certificate. However, in most cases, you should be able to use your birth certificate from a province or territory to prove your citizenship.
- **You cannot use your birth certificate as proof of citizenship** if you were:
  - ✓ born in Canada after February 14, 1977; **and**
  - ✓ when you were born, your parents were not Canadian citizens or permanent residents; **and**
  - ✓ at least one parent had status as a diplomat in Canada.

If you were born in Canada before February 15, 1977, **and** to a parent with diplomatic status, please **contact us** to find out if your birth certificate is valid as proof of citizenship.

### If you were born outside Canada:

- You can get a citizenship certificate if you take the steps needed to become a Canadian citizen; or
- You can also apply for a certificate if you were born outside Canada to a Canadian parent.

**However, there exist a number of criteria related to this as there has been a change in rules that took place on April 17, 2009, and which affect with this particular situation.**

If you are a Canadian citizen, use these steps to apply for a citizenship certificate:

**1. Get an application package:**

The application package includes an instruction guide and all necessary forms you will need to fill out. You can download and print the application form from the CIC website found in the contact information section.

You must fill out all the forms and include all documents listed in the document checklist in the application package. Missing information or documents can delay our application.

If it is the **first time** that you are applying for Proof of Citizenship, you must send the original, or a clear and easy-to-read copy, of all documents. If you send copies, they **must** be certified. This means a person approved by CIC must compare the original document to the copy and confirm that they are the same. People authorized to certify copies in Canada are a commissioner of oaths, a notary public, or a justice of the peace.

If documents are not in English or French, you will need a translation of the original documents, or clear and easy-to-read certified copies, as well as a sworn statement from the person who did the translation. Translations done by family members will not be accepted.

If you have had a citizenship or naturalization certificate in the past, you must send all originals you had before. Also send the original of any pink transmission copies you still have. You can send photocopies of all other needed documents.

You must also submit two (2) identical Citizenship photos. These photos must be taken within six months of submitting your application.

## 2. Pay the application fee:

Your application fee of \$75 is non-refundable and must be paid in Canadian currency. Payments can be made online (preferred), at a financial institute in Canada, or at the Canadian Consular commission (embassy, high commission, or consulate) that serves your area.

## 3. Submit the application

Mail your fully completed application form and all required documentation to:

### **By Mail:**

Citizenship and Immigration Canada  
Case Processing Centre – Sydney-Proofs  
Box 10000  
Sydney, NS B1P 7C1

### **By Courier:**

Citizen and Immigration Canada  
Case Processing Centre – Sydney-Proofs  
47 – 49 Dorchester  
Sydney, NS B1P 5Z2

## **Contact Information:**

### **CIC Call Center**

**Toll free:** 1-888-242-2100

**TTY:** 1-888-576-8502

**Website:** <http://www.cic.gc.ca/english/citizenship/proof.asp>