

SOCIAL INSURANCE NUMBER (SIN) - PROOF-OF-IDENTITY REQUIREMENTS

Each time you apply for a Social Insurance Number card, you must provide a primary document and a supporting document if the name you are now using is different than the name appearing on your primary document.

All documents must be originals.

Applying for a first-time Social Insurance Number

To apply for a Social Insurance Number, you must complete an application form. An application form is available with this document.

You must also provide a **primary document** (see below) that proves your identity and status in Canada, as well as a supporting document, if the name on your primary document is different from the one you are currently using. It is important that documents are originals and that they are written in English or French.

We encourage you to apply for your Social Insurance Number in person at the local office listed at the end of this document. This process is faster and more convenient, as it does not require you to part with your valuable identity documents.

Your card should be received by mail within three weeks from the date you submit your application, providing it meets all criteria.

Temporary residents

Document(s) must be original(s)

- **Work Permit / Employment Authorization** (issued by [Citizenship and Immigration Canada](#) 🇨🇦), OR
- **Study Permit / Student Authorization** (issued by [Citizenship and Immigration Canada](#) 🇨🇦) **AND** a **contract of employment** from the learning institution or from an employer on campus, OR
- **Visitor Record** indicating eligibility for work in Canada (issued by [Citizenship and Immigration Canada](#) 🇨🇦), OR
- **Diplomatic Identity Card** (issued by the Department of Foreign Affairs and International Trade) **AND** a **letter of permission of employment**

child under the age of 12 - the parent or legal guardian must also provide proof of identity.

Note: If the name you are now using is different than the name appearing on your primary document, you must also provide a supporting document (see below).

Supporting documents

If the name on your primary document is different from the name you are now using, submit one of the following documents. **Documents must be originals.**

- **Marriage certificate or marriage registration-** This document is valid to change your surname. A marriage certificate is not acceptable for persons residing in Quebec and who were married in that province after April 1st, 1981. A marriage license is not acceptable.
- **Divorce Decree-** This document is valid to remove your spouse's surname for a change in the surname only.
- **Legal change of name document-** This document is a certificate or a court order issued further to a provincial change of name act or under similar legislation.
- **Adoption papers** - This document has to be certified by a Canadian Court
- **Request to Amend Immigration Record of Landing or confirmation of permanent residence**

Starting March 30, 2003, Social Insurance Numbers (SIN) beginning with a "9" will have an expiry date.

Who is affected?

All individuals with a SIN beginning with a "9" are affected. SINs that begin with a "9" are issued to individuals who are neither Canadian citizens nor permanent residents, and who need a SIN for employment purposes or for other authorized uses. SINs starting with a "9" will be valid until the end of the person's authorized stay in Canada, as determined by Citizenship and Immigration Canada(CIC). In most cases, individuals affected, will need a Work Permit, or a Study Permit with a contract of employment.

What if I still need my SIN after the expiry date?

If you have a "9" SIN with an expiry date, the number is no longer valid after that date. If you still need a SIN after the expiry date, you will have to complete a SIN application and provide valid proof of identification, such as a new Work Permit. If you qualify, you will be issued a new SIN card with the same number and a new expiry date. There is no fee for this service.

What if I already have a SIN starting with a "9" and no expiry date?

SINs starting with a "9" which don't have an expiry date will expire on April 3, 2004. If you do not need your SIN after April 3, 2004, you do not need to take any action. However, if you still need a SIN after April 3, 2004, you will have to complete a SIN application and provide valid proof of identification, such as a new Work Permit. If you

qualify, you will be issued a new SIN card with the same number and an expiry date. There is no fee for this service. A SIN card is necessary to work in Canada. Employers must ask to see the SIN card of all new employees as soon as they are hired, and the employee must show it within three days of the start date of employment.

How does this change affect employers?

Employers are required under the EI legislation to ask the employee to produce their SIN card within three days of the start of employment. If the employee has a SIN beginning with the number "9", the employer must also ask to see the Work Permit issued by Citizenship and Immigration Canada and ensure that the SIN is not expired.

What if my SIN does not begin with a "9"?

If you have a SIN that does not begin with a "9", you are not affected by this modification. These SINs do not have expiry dates. This modification applies only to holders of a SIN beginning with "9".

Location	200 5th Avenue South, Lethbridge, Alberta, T1J 4L1
Phone	(403) 380-2272
Fax	(403) 381-5668
Services provided in	English and French (Bilingual)
Hours of service	Monday to Friday from 8:30 am to 4:15 pm