

Earning Money and Taxes

Financial Literacy 10



SIN Numbers

Before you can begin working you need to apply and receive and Social Insurance Number

You can apply for one:

- Online
- By Mail
- In Person



What you need to apply for a SIN Number

Primary identity documents

Canadian citizens must submit **one** of the following **original** and **valid** documents:

- Certificate of birth or birth certificate issued by the vital statistics agency in the province or territory where you were born (**Note:** Quebec proof-of-birth documents issued prior to 1994 are not accepted);
- Certificate of Canadian Citizenship issued by Immigration, Refugees and Citizenship Canada (IRCC); or
- Certificate of Registration of Birth Abroad issued by IRCC.

If you are a registered Indian and you want to register your status in your SIN record, you must provide the two following documents:

- your Birth Certificate (see section on Canadian citizens);
- Certificate of Indian Status issued by Indigenous and Northern Affairs Canada (INAC)

Permanent Residents of Canada need to provide **one** of the following **original** documents:

- Permanent Resident Card issued by Immigration, Refugees and Citizenship (IRCC);
- Confirmation of Permanent Residence issued by IRCC, accompanied by either a travel document such as a foreign passport, or an alternate photo identification issued by a provincial/territorial authority such as a driver's license.

Note: The Confirmation of Permanent Residence is acceptable if used within one year of the date you became a permanent resident. The Permanent resident card is required after this period;

- Record of Landing issued by IRCC before June 28, 2002;
- Verification of Landing issued by IRCC (only acceptable to amend a SIN record or to obtain confirmation of an existing SIN); or
- Status Verification **OR** Verification of Status issued by IRCC (only acceptable to amend a SIN record or

Temporary Residents of Canada need to provide **one** of the following **original** documents:

- Work permit issued by Immigration, Refugees and Citizenship (IRCC);
- Study permit issued by IRCC, indicating that you are authorized to work in Canada.
 - a study permit that indicates the permit holder “may accept employment” or “may work” in Canada; or

If you do not meet this requirement, you may contact [IRCC](#) to verify if you are eligible to apply for an amended study permit.

- Visitor record issued by IRCC, indicating you are authorized to work in Canada; or
- Diplomatic identity card and note of permission of employment issued by Global Affairs Canada.

Other - Individuals residing outside Canada who are not Canadian citizens or Registered Indians with **no legal status in Canada** and are eligible to receive a Canadian government benefit or pension need to provide both of the following **original** documents:

- Birth Certificate issued by a state authority from your country of birth (if not in English or French, refer to translation requirements in **Step 1**) **and**
- Letter confirming eligibility for pension or benefits from Canada Pension Plan (CPP), Old Age Security (OAS) or Régie des rentes du Québec (RRQ).

Supporting documents

You **must** also provide an **original** supporting document if the name on any document provided is different from the name on the SIN application. You will need to provide **one** of the following supporting documents, if required:

- Certificate of marriage or a similarly titled document, depending on the issuing authority to support your family name after marriage. **Note:** This does not apply to Quebec residents who were married after April 1, 1981, regardless of where they were married;
- Legal Change of Name Certificate or Court Order document issued in accordance with provincial/territorial change of name act in Canada or similar legislation;
- Adoption order certified by a provincial/territorial court for adoptions in Canada only;
- Notarial Adoption Certificate issued by the country of origin of the child adopted abroad;
- Request to Amend Record of Landing issued by Immigration, Refugees and Citizenship Canada (IRCC);
or
- Divorce Decree or a similarly titled document issued in accordance with a provincial/territorial court in Canada for the dissolution of marriage. **Note:** Documents issued by a foreign country are not acceptable.

Secondary documents

When applying **in-person**, you must also provide an **original** and **valid** secondary document that is valid and issued by a government (federal or provincial). The document must contain your **legal name (surname and given name)** as well as your **date of birth**. **Examples** of acceptable secondary documents include:

- a passport (Canadian or foreign)
- a provincial or territorial ID card or driver's license
- any other government-issued ID

Note: The secondary document requirement does not apply to applicants below the age of majority in their province or territory of residence or applicants applying by mail. **ecree** or a similarly titled document issued in accordance with a provincial/territorial court in Canada for the dissolution of marriage. **Note:** Documents issued by a foreign country are not acceptable.

Complete: SIN Worksheet

Read through all the sections of the website

► How to protect your SIN

► When to provide your SIN

► When to refuse to provide your SIN

► Recognizing and avoiding scams

► How Service Canada protects your SIN

► SIN fraud and data breaches

