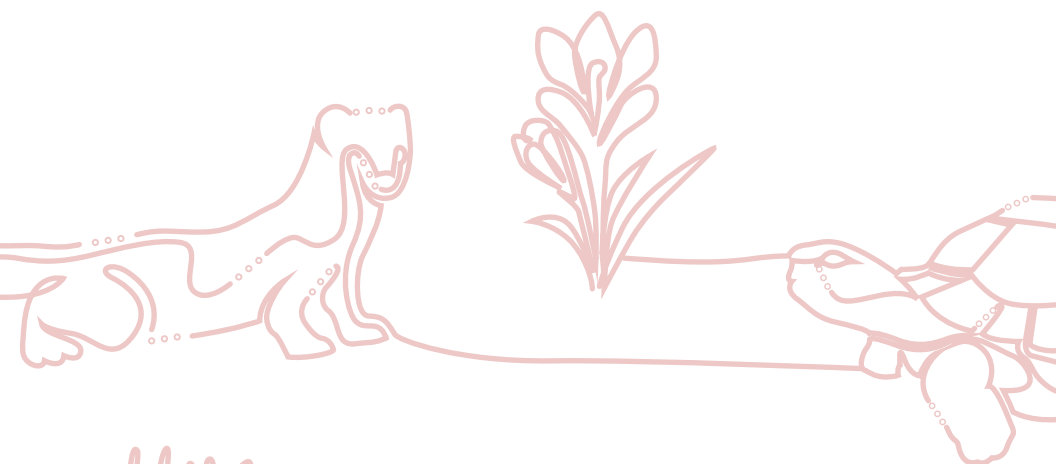




# Financial Connect

**INDIGENOUS WORKBOOK**

This book belongs to:







# Foreword

This booklet offers information and instructions for accessing important basic financial services and identification (ID) for Indigenous peoples. The financial services are filing taxes, applying for government benefits, opening RESPs, opening bank accounts, and setting up direct deposit. These services help Indigenous individuals and families to increase their financial wellbeing and improve quality of life.

## My Financial Access Check List

Have you already completed any of the following? If you have, great start! Check those items off.

<b>MY FINANCIAL ACCESS CHECKLIST</b>		
File taxes. <i>See page 2.</i>		
Set up CRA My Account. <i>See page 4.</i>		
Open RESPs & CLB for my children. <i>See page 6.</i>		
Open a bank account. <i>See page 10.</i>		
Set up direct deposit. <i>See page 14.</i>		
Apply for benefits. <i>See page 16.</i>		
Get Identification (ID). <i>See page 20.</i>		

What's left? These are the areas to focus on. Mark each item with a  once it's done!

# Filing Taxes

## What is it?

---

A person who permanently lives in Canada by law has to file their taxes. It doesn't matter if the person is employed, unemployed, receives financial help from the government or has no income.

## Why do I need it?

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One reason it is important for people to file taxes is so they can get money from the government. Even if you are an Indigenous person, living on a reserve, who does not pay income tax, filing taxes helps you to get federal and provincial tax benefits & refunds. Government benefits can add a lot to your income. By filing a tax return, you can qualify for GST tax returns, Carbon Tax Credit, Canada Child Benefit, and more. If you live off reserve and do pay income tax, by filing a tax return you could potentially get a tax refund. Often people are scared of filing taxes, because they think that they will end up owing money, but that is often not the case. Depending on your income, you can even be eligible to get thousands of dollars from the government.

## How do I file taxes?

### ***Do it yourself***

People in Canada can file their taxes themselves using software products at home or you can call the CRA to ask for a paper tax filing package to be sent to you.

### ***Pay for a tax filing service***

Filing taxes can be complicated and many people choose to pay an accountant or tax filing service to file their taxes for them. To help in your search, you can Google “tax filing services near me.”

### ***Free tax filing service***

There are community organizations that will help you get your tax documents and file your taxes for you. To find a tax clinic near you go to [canada.ca/taxes-help](https://canada.ca/taxes-help) or call 211 for up-to-date for locations and hours.

## Community Volunteer Income Tax Program Eligibility

<b>Family Size</b>	<b>Maximum Income</b>
1 Person	\$35 000
2 People	\$45 000
3 People	\$47 500
4 People	\$50 000
5 People	\$52 500
Additional Person	+ \$3 000





## TAX FILING CHECKLIST

<b>Gather photo ID.</b> <i>See page 35.</i>	
<b>Gather SIN.</b> <i>See page 33.</i>	
<b>Gather tax documents.</b> If you don't have them you can call the CRA to get them: <b>1 (800) 959-8281</b> or create an online account with the CRA.	
<b>Make tax filing appointment</b> or plan to attend a drop-in clinic. Appointment/Clinic day & time _____	
<b>Attend appointment</b> or clinic & file taxes!	

If you are in the Edmonton area and don't have ID, know your SIN or have your tax documents and need help to get these, go to Bissell Centre's tax clinic where staff can assist you. For more information on what tax documents you need or days and times of Bissell's tax clinic visit: Free Tax Filing | Bissell Centre at [bissellcentre.org/programs/individual/taxes/](https://bissellcentre.org/programs/individual/taxes/)

# CRA My Account

## What is it?

This is a registered online account managed by the Canada Revenue Agency (CRA).

## Why do I need it?

There are many benefits to opening an online account with the CRA.

- ➔ Easiest way to set up direct deposit
- ➔ Access to all your T-slips for current and previous tax years

- You can see what refunds you will be getting or manage payments to the CRA
- Apply for benefits
- Use Autofill my return
- Authorize someone else to access your tax information and file your taxes

## How do I open an account?

---

### Step 1

- Go to the CRA website, scroll down, and click CRA Register.

### Step 2: Provide personal information.

- Enter you SIN
- Enter you date of birth
- Enter your current postal code
- Enter an amount you entered on one of your income tax and benefit returns. For this it will be helpful to have a Notice of Assessment on hand.
- Create a CRA username and password and answers.

### Step 3

- Wait for the CRA security code to be mailed to you.
- After you completed step 1 of the registration process, you will have access to limited tax information on My Account. Once you receive the CRA security code in the mail and enter it online you will have access to the full suite of services available on My Account.

### Step 4: Enter the CRA security code.

- To access your account, return to My Account for Individuals, select "CRA login" and enter your CRA user ID and password. When prompted, enter your CRA security code.



# Registered Education Savings Plans (RESPs) and the Canada Learning Bond (CLB)

## What is a RESP?

---

It is a savings account registered with the Government of Canada that earns interest tax free AND has money from the government put into it for a child's after high school education.

## Why do I need it?

---

Even if a student can receive money from their First Nations or Métis Settlement Office, they often have a maximum amount they will pay for post-secondary schooling, so the RESP money can be used for expenses beyond what the Nation will pay including living expenses.

Every child in a low-income family in Canada can get up to \$2,000 from the government for their after high school education. This is called the Canada Learning Bond (CLB) which you need to open a RESP to get.

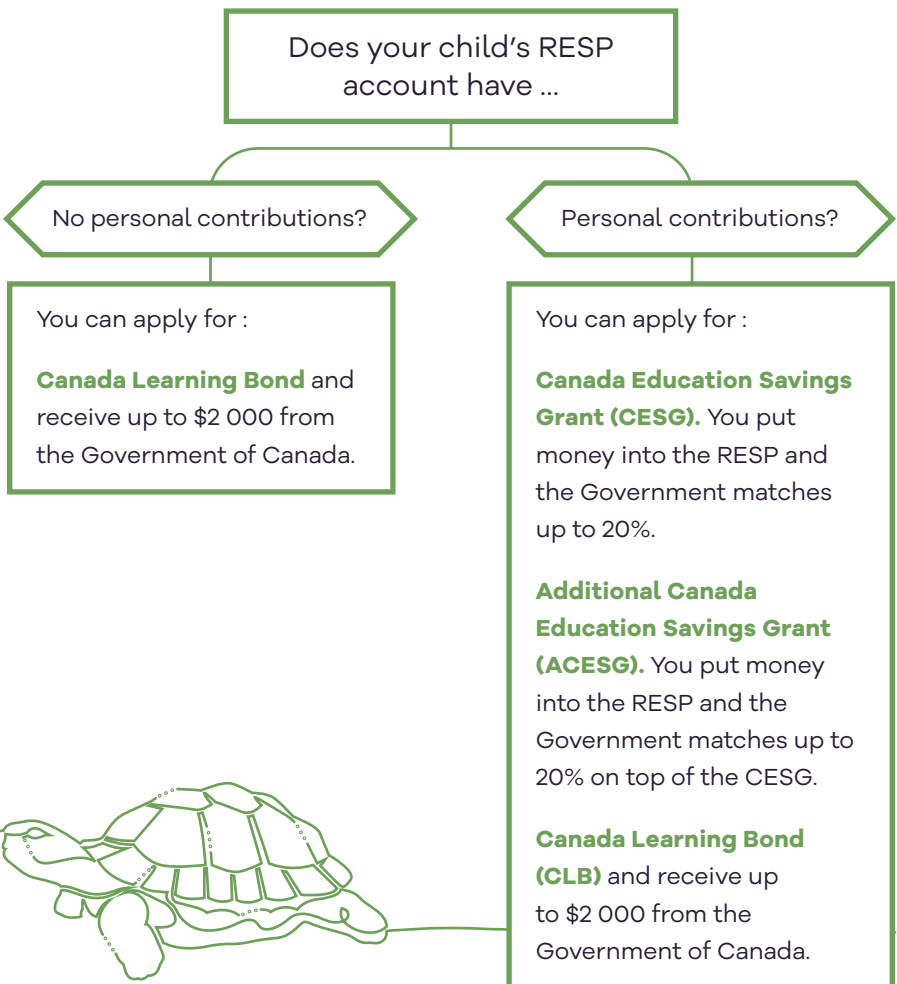
There is no requirement for the person who opened the RESP to put any of their own money into the account to get the CLB.



If you do decide to put some of your money into the RESP to save for the child's future, the government will match some of your contributions with the Canada Education Savings Grant (CESG) and the Additional Canada Education Savings Grant (ACESG) meaning even more money from the government for the child's education.

## RESP's for Low-Income Families

The chart below is a summary of the possible contributions that the Government of Canada can input into your child's RESP.



## What can my child use the money from the RESP for?

---

Even if a child has money from scholarships or for Indigenous students from their Band or First Nation, the RESP money can be used for food or housing costs or anything the student needs to meet their basic needs while attending after high school education.

- Money can be used for full or part-time studies in Canada or outside of Canada.
- Money can be used for an apprenticeship program, trade school, vocational college, college, or university.
- Money can be used to pay for tuition, books, living expenses like rent or food, and other educational expenses.

For more information about RESPs go to Smartsaver RESP and CLB Information at [smartsaver.org](https://smartsaver.org)

## How do I get it?

---

To open a RESP and apply for the CLB & Education Grants the parent needs to either:

- Start the application online through MySmartFUTURE [MySmartFUTURE.org/bissell](https://MySmartFUTURE.org/bissell) OR
- Make an appointment at bank of your choice. Simply call and ask to open a RESP & apply for the Canada Learning Bond.





## RESP & CLB CHECKLIST

<b>Gather Documents.</b>	
→ SIN for parent. <i>See page 33.</i>	
→ SIN for child. <i>See page 33.</i>	
→ Photo ID for parent. <i>See page 35.</i>	
→ Birth certificate for child. <i>See page 31.</i>	
<b>File Taxes.</b> <i>See page 2.</i> Parent needs to file taxes at least once since child was born.	
<b>Open RESP.</b>	
→ Start application to open RESP online at <b>MySmartFUTURE.org/bissell</b> or call your bank	
→ Attend appointment. Day & Time (if not completed online) _____	
During appointment ask to apply for the: → Canada Learning Bond → Canada Education Savings Grant → Additional-Canada Education Savings Grant	



# Bank Accounts

## Did you know?

Pay day loan companies charge high fees to cash cheques.

Suppose you have a cheque worth \$1 000. It would cost you about \$33 to cash it if the pay day loan company charges you their average fees. This means that after fees, you'd only get about \$967 instead of the full \$1 000.

## Why do I need it?

---

There are many reasons to keep your money in a bank account:

- Bank accounts are safe and protect money.
- Without a bank account, it is expensive to cash cheques.
- Prevents and protects against financial scams.
- Helps a person save.





## BANK ACCOUNT CHECKLIST

**Decide what bank you want to bank at.** Think about what you need and where would be a good location for you.

**Call or go online to make appointment** at chosen bank.

Day & Time of appointment: \_\_\_\_\_

**Gather ID** needed to open account.

Two pieces of the following ID:

- Photo ID issued in Canada
- Canadian passport
- Birth Certificate
- SIN Card
- OAS Card
- Certificate of Indian Status Card
- Provincial Health Care Card

OR one of the above ID and one of following:

- Employee Identity Card from a well-known company
- ATM bank card or client card
- Credit card
- Canadian National Institute for the Blind client card

OR one of the above IDs from the first list and confirmation from someone the bank knows (ie current client or employee).



# ATB Four Directions Financial Services

## What is it?

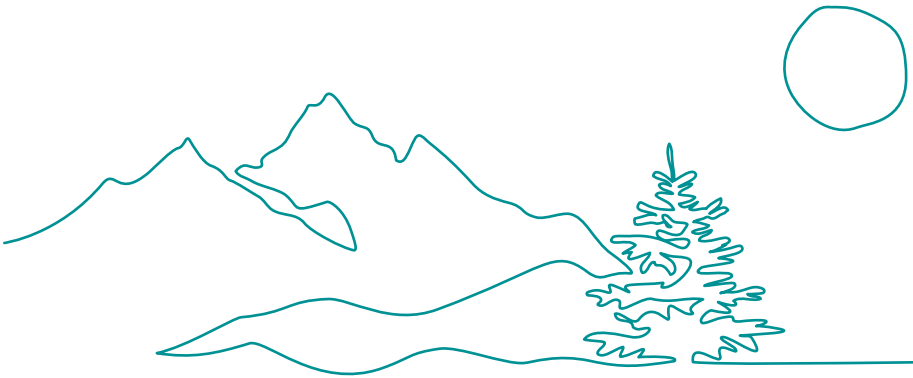
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This is a financial services institution in Edmonton that is set up to serve the unbanked and under-banked population.

## Why do I need it?

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If you don't have all the ID requirements to open an account at another bank, ATB Four Directions is set-up to help you. They use biometrics (fingerprints and retina scan) instead of a bank card to help you deposit or withdraw money. That means you don't have to worry about losing a bank card. (This feature is suspended during the COVID-19 pandemic).



## ATB FOUR DIRECTIONS CHECKLIST



### Gather **ONE** of the following pieces of Government ID:

- Alberta Health Care Card
- Birth Certificate
- SIN Document from Service Canada
- Government issued photo ID

Call **780-426-3848** to make appointment to set up account.

Day & Time of appointment: \_\_\_\_\_

## FOR AB WORKS AND AISH CLIENTS:



### Worker to prepare a Notice of Eligibility which has

- Your date of birth
- File number with AB Works or AISH
- Copies of all ID on file (one piece of government issued ID is needed to open an account)
- A statement that says you qualify for benefits
- Your current address
- Your current contact information

### Worker to send above notice to

**marchibald@atb.com** , cc: **cfeatherstone@atb.com**

Date the Notice of Eligibility was sent: \_\_\_\_\_



# Direct Deposit

## What is it?

It is when money is put directly into a person's account. The person has no need to go to the bank to cash a cheque.

## Why do I need it?

There are many reasons to set up direct deposit:

- Money is ready quicker.
- Money is there before holiday weekends.
- You can avoid monthly maintenance fees.
- Money is safer.
- Research shows that it is easier to save when you use direct deposit.

## How do I set it up?

To set up direct deposit, you need to know the bank code of your bank, transit number of your bank, and your account number. The easiest way to get this information is to ask the bank to print a void cheque or print one off from your online banking.

### DIRECT DEPOSIT CHECKLIST



**Print a void cheque** from online banking or at the bank OR

Get the:

- Bank Code
- Transit Number
- Account Number

**Give the direct deposit information** to the institution that gives you benefits or your employer for payroll cheques.



## FOR AISH AND AB WORKS



Fill in the **direct deposit form** and give the form to your worker.

- The form can be found online at [alberta.ca/AISH.aspx](https://alberta.ca/AISH.aspx) – click on Payment Details
- You can request the form from your AISH or AB Works worker
- You can ask your bank to help you complete the form

## FOR FEDERAL BENEFITS SUCH AS EI, CCB, CPP, GST AND TAX REFUNDS



You can **request a direct deposit form** while filing your taxes at Make Tax Time Pay

You can **set up direct deposit on your CRA MyAccount.**

*See page 4 to set up MyAccount.*

- Log into your account
- Answer the security question
- Confirm the date and time of your last login by clicking 'Next'
- Click 'Personal profile', found below your name
- Scroll down and click on 'Manage direct deposit'
- Enter your direct deposit information and click 'Save'

You can **call 1-800-959-8281 to set up direct deposit** over the phone.



# Benefits

## What are they?

---

Benefits are money from the government to help people get or increase their income or offset expenses. They are given to people based on their income and other factors such as age, living with a disability, or having children. You have to file taxes before you can get most benefits.

## Why do I need them?

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Most benefits are for people experiencing poverty. There are a lot of benefits for different types of situations. Some people rely on benefits for all their income, others can increase their income by as much as 50% with benefits.

## How do I get them?

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Use an easy online assessment tool to see what benefits you might be eligible for (see Benefits Checklist). You can also look at government websites or ask a social worker you know. When you find a benefit you want to apply for, look at the steps to apply and submit the required forms.





## BENEFITS CHECKLIST

### Establish your eligibility.

→ File taxes. *See page 2.*

→ Gather ID. *See page 19.*

### Find benefits you might be eligible for.

→ Go to YouCanBenefit at [youcanbenefit.edmonton.ca](http://youcanbenefit.edmonton.ca)

→ Click "Start" on "Answer a few questions to see what benefits you could apply for"

→ Answer the questions and click "Submit"

→ A list of benefits you may be eligible for will pop up. Click on the links of the different benefits to learn more and find out how to apply.

**Apply for Benefits.** *See next page.*



## BENEFITS CHECKLIST CONTINUED



### Apply for Benefits.

- List the benefits you want to apply for based on your YouCanBenefit results here. I can apply for: \_\_\_\_\_

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- Find out how to apply for the benefits you listed by searching them on the web or clicking the links in the YouCanBenefit Assessment. If you need help to apply, call 211 and ask to be connected to an agency who can help you or go to an agency you know and ask for their help. List what you need to do to apply here. To apply I need: \_\_\_\_\_

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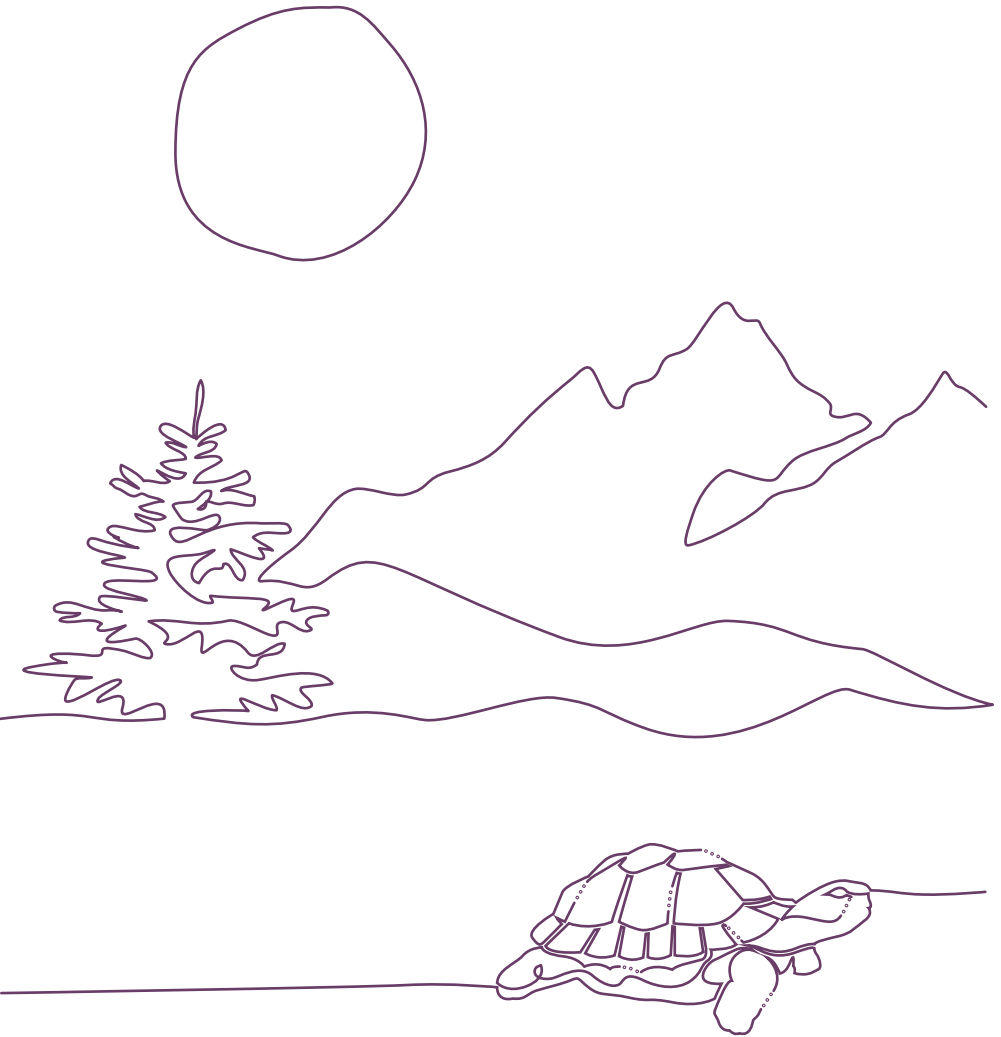
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# Getting ID

## What is ID?

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Identification (ID) is a legal document used to confirm a person's identity. It usually has information like a person's name, date-of-birth, address, and/or picture.

## Why do I need it?

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It is needed for a person to vote in elections, access banking, apply for some benefits, file taxes and more.

## Do you need any of the following?

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- Certificate of Indian Status Card *See page 21.*
- Métis Nation of Alberta Card *See page 26.*
- Alberta Health Care Card *See page 28.*
- Birth Certificate *See page 31.*
- SIN *See page 33.*
- Photo ID *See page 35.*
- Other documents? *See page 36.*

If you have no ID at all, the best place to start is by applying for a birth certificate. If you were born in Alberta *see page 24.* If you were born elsewhere in Canada, you can apply online.

# Certificate of Indian Status Card

**Cost:** Free

## What is it?

It is an identity document that confirms you are registered as a Status Indian under the Indian Act. It is a valid form of government issued photo ID, however the application process can take up to a year or more.

## Why do I need it?

Under the Indian Act, status Indians, also known as registered Indians, may be eligible for a range of benefits, rights, programs and services offered by the federal, provincial, and territorial governments.

## How do I get it?

Certificate of Indian Status Cards are issued by the federal government, but there are some First Nation Band offices that will issue them for you. Ask your Band or First Nation office if they are able to do it for you.

- Step 1:** Check if you are registered under the Indian Act.
  - Contact Public enquiries at **1 (800) 567-9604**.
  - If you are not registered you can apply for the registration and the card at the same time.
  
- Step 2:** Find a guarantor.
  - For more information on guarantors *go to page 24*.
  - The guarantor must complete the Guarantor Declaration Form. This form is found online at **canada.ca/indigenous-services-canada**, scroll down and click on Indian status, scroll down and click on "Are you applying for a status card?".

□ **Step 3:** Gather required documents.

- Acceptable photo: Can be in colour or black and white and can be taken by anyone but must be:
  - Clear, sharp, and in focus
  - Taken with a neutral facial expression, that is, eyes open and clearly visible, mouth closed
  - Taken with uniform lighting, without shadows, glare or flash reflections
  - Taken straight on, with face and shoulders centered and squared to the camera
  - Taken in front of a plain white or light-coloured background, with a clear difference between the face and the background
  - Must represent natural skin tones
  - Must be originals and not taken from an existing photo
  - Taken within the 12 months and reflect applicant's current appearance
- Valid government issued photo ID. This means the ID must be issued by a federal, provincial, or territorial authority and must include
  - Name
  - Date of birth
  - Photo
  - Signature
- If applying for a child or dependent adult, documentation is required to prove legal guardianship. Examples are:
  - Birth Certificate with parental information
  - Divorce order
  - Separation agreement
  - Order of guardianship





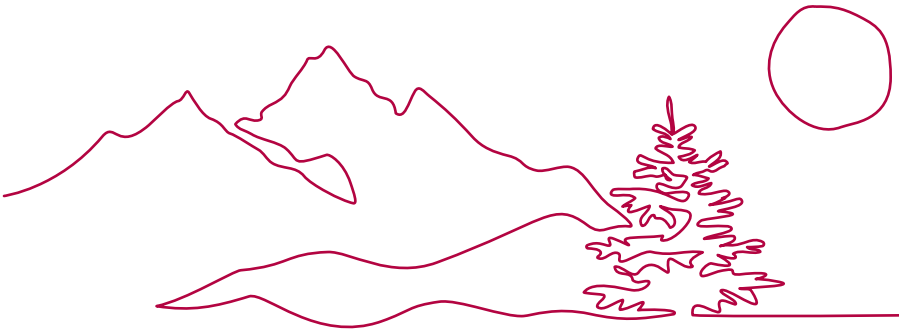
- Step 4:** Get the application form either
- Online by going to **canada.ca/indigenous-services-canada**, scroll down and click on Indian status, scroll down and click on “Application Forms”, click on “Status Card”
  - By mail, by calling to request an application from Public enquiries **1 (800) 567-9604**
  - In person, at any Indigenous Services Canada (ISC) or Crown-Indigenous Relations and Northern Affairs Canada regional office
- Step 5:** Fill out and sign the application form.
- For a guide on filling out the form go to **canada.ca/indigenous-services-canada**, scroll down and click on “Indian Status”, scroll down and click on “Application Forms”, scroll down and click on “How to Apply for Status Cards.”
- Step 6:** Submit or mail the application form.
- Submit in person at the
    - AANDC Alberta Region Head Office in Edmonton  
630 Canada Place  
9700 Jasper Ave
    - AANDC Southern Alberta Field Office in Tsuu T’ina  
Suite 300  
9911 Chiila Boulevard
    - Treaty 7 First Nation Offices
  - Or mail to:  
**National SCIS Processing Unit**  
**Indigenous Services Canada**  
**10 rue Wellington**  
**Gatineau, QC**  
**K1A 0H4**

## What is a guarantor?

---

A guarantor is a person who can confirm your identity when you are applying for Indian status or a Secure Certificate of Indian Status (secure status card) as an adult or as the parent or legal guardian of a child or dependent adult. A guarantor is needed when:

- You are applying by mail.
- Providing identification that does not meet all the requirements (requirements in Step 3 above).
- Submitting an application for someone else.
- Submitting photos using a SCIS Photo App.





## GUARANTOR CHECKLIST

Your guarantor must:	
→ Be of 18 years of age or older	
→ Reside in Canada or the United States	
→ Be capable of being reached by Indigenous and Northern Affairs Canada (INAC) for the purpose of verifying information	
→ Have known you personally for at least two years and be able to confirm your name, approximate age, place of birth, physical description, and some personal history such as place of residence	
→ Be a person with a valid Secure Indian Status who was 16 or older when they applied for their card or be a person working in an eligible occupation	
To find a list of eligible occupations go to <a href="http://www.canada.ca/indigenous-services-canada">www.canada.ca/indigenous-services-canada</a> , scroll down and click on Indian status, scroll down and click on Application forms, scroll down and click on How to apply for status cards	

# Métis Nation of Alberta Card

**Cost:** Free

## What is it?

---

It is a citizenship card that proves you are part of the Métis Nation of Alberta (MNA). It is a valid form of government issued photo ID, however the application process can take up to a year or more.

## Why do I need it?

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When you are a citizen of the Métis Nation of Alberta you are an important part of the vibrant culture and history of Métis peoples. You also gain access to a number of benefits in the province of Alberta such as funding to post-secondary schooling, cultural events, housing opportunities, business development services, and more.

## How do I get it?

---

Some Métis people are members of Settlements who issue identification to their members. More Information can be obtained by contacting the Settlement office (contact information found on page x). You can also apply by dropping off the completed application at the head office in Edmonton or mailed (address below). Original signatures are required so emailed or faxed copies are not accepted.

- Step 1:** Get an application form
  - Online: The form can be downloaded and printed from the MNA website at **albertametis.com**
  - Phone: Request a form be mailed to you by calling **(780) 455-2200.**
  - Email: Request a form be mailed to you by emailing **registry@metis.org**

**Step 2:** Gather required information.

- A completed Genealogy (family tree) which clearly outlines your Métis ancestry to the mid 1800s.
- A copy of one of the following:
  - Live birth registration OR
  - Long form birth certificate showing the full names of biological parents (see page 31) OR
  - Baptismal certificate with legible church seal and officiant's signature PLUS wallet-size birth certificate (see page 31)
  - One piece of valid photo identification (see page 35)
- Proof of permanent residency in Alberta for a minimum of 90 consecutive days is required. Documents accepted:
  - Alberta's driver's license
  - Three months of utility bills, NOT including telephone
  - Vehicle insurance
  - Mortgage or rental lease agreement

**Step 3:** Complete the application.

- If you were born in Alberta, you can authorize MNA officials to order your birth document on your behalf. Fill out the Applicant Birth Document Request Form (found on the MNA website) and send it along with your citizenship application. See step 1 above on different options to get this form.
- For help completing the Genealogy requirement you can contact the head office or visit their website for more information. They have an extensive Genealogy Research Centre that has information on ancestry and family trees.

**Step 4:** Drop off or mail the completed application .

- MNA head office address:

**Attn: Registry**  
**#100 Delia Gray Building**  
**11738 Kingsway Ave**  
**Edmonton, AB**  
**T5G 0X5**

# Alberta Health Care Card

## What is it?

---

Important document that helps a person get universal health care services.

## Why do I need it?

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This ID is important for people who need health care, go to the food bank, get income support, and other services. If you were born in Alberta or have lived in Alberta for a long time, you likely just need a replacement card.



## Replacement Health Care Card

**Cost:** Free for first 5 replacement cards, \$10 per card after

- Step 1:** Gather Required Information.
  - Full Name
  - Mailing Address on file
  - Telephone Number
  - Personal Health Care Number
  - Date of birth
  
- Step 2:** Request Replacement.
  - Call Alberta Health at **(780) 427-1432** or Toll Free at **310-0000** OR
  - Go in person to any registry office OR
  - Mail a letter to Alberta Health address *(next page)* with your information from above asking for a replacement card.

If most of the information in Step 1 is unknown follow these steps:

- Step 1:** Gather Required Information:
  - Full Name
  - Date of birth
  
- Step 2:** Go to any registry office.
  
- Step 3:** Request a Notice of Change of Address Form.
  - Complete form with current mailing address
  
- Step 4:** Receive replacement card in the mail.

## New Alberta Health Care Card

**Cost:** Free

If you are new to Alberta and need to apply for the first time, follow these steps:

- Step 1:** Gather Documents.
  - Proof that you live in Alberta such as: an Alberta photo ID, current utility bill, pay stub, or bank statement.
  - For people experiencing homelessness you can request a letter of Proof of Residency from a social service agency on the organization's official letterhead with an original signature from a staff member confirming you live in Alberta and you can use the organizations address for mail correspondence.
  - Government photo ID
  
- Step 2:** Complete the Alberta Health Care Insurance Plan (AHCIP) Coverage form.
  - Download from [alberta.ca/ahcip-forms.aspx](https://alberta.ca/ahcip-forms.aspx) OR
  - Pick one up at a registry office
  
- Step 3:** Submit Form.
  - Apply in person by bringing your documents from Step 1 and your completed form from Step 2 to any registry office OR
  - Mail the form from Step 2 to Alberta Health along with copies of documents from Step 1.
  - Alberta Health Mailing Address:
    - Attention: Alberta Health Care Insurance Plan**
    - P.O. Box 1360, Station Main**
    - Edmonton, AB T5J 2N3**



# Birth Certificate

**Cost:** Approximately \$35

## What is it?

---

It is an important document that gives proof of a person's birth.

## Why do I need it?

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It can be used as proof of ID and citizenship and is used to get photo ID.

## How do I get it?

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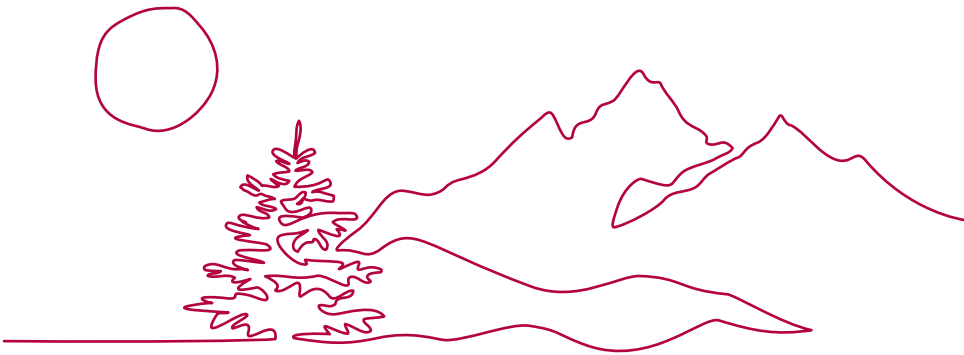
If the person was born in Alberta, you must apply in person at a registry office. If applying for a child under 12, only the legal guardian can apply.

- Step 1:** Gather as much of the following information as possible:
  - Your date of birth, name at birth, and place of birth
  - Your biological parents or legal guardians' date of birth, name at birth, and place at birth
  
- Step 2:** Complete the application form
  - Download from [alberta.ca/order-birth-certificate.aspx](https://alberta.ca/order-birth-certificate.aspx) OR
  - Pick one up at a registry office
  
- Step 3:** Bring completed form and photo ID to the registry office

If the person was born outside of Alberta, go online to find out how to apply in the province the person was born in. Most provinces outside of Alberta allow you to apply online.

If you do not have photo ID follow these steps if born in Alberta:

- Step 1:** Gather as much of the following information as possible:
  - Your date of birth, name at birth, and place of birth
  - Your biological parents or legal guardians' date of birth, name at birth, and place at birth
  
- Step 2:** Request that someone who has known you for at least 1 year and who has valid photo ID go with you to the registry to confirm your identity.
  - Please note that this same individual will have to pick up the birth certificate once it is ready.
  
- Step 3:** Go to the registry and complete the Birth Certificate Application with person from step 2.



# Social Insurance Number (SIN)

**Cost:** Free

## What is it?

---

It is a number given in Canada to manage different government programs.

## Why do I need it?

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People need a SIN to work in Canada, file income tax, or receive benefits and services from government programs.

## How do I get it?

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People born in Canada most likely have a SIN so you likely just need to confirm your SIN if you forgot it or lost the number. Most citizens get assigned a SIN after they are born. If you can't remember your SIN look for it on tax documents, ask a former employer, check government benefit statements or look for it on RRSP contribution slips. If you still can't find it, you can apply for a SIN confirmation letter online or go to a Service Canada location.

### *For a letter of SIN Confirmation*

- Step 1:** Get birth certificate.
- Step 2:** Request Confirmation of your SIN.
  - Go in person to a Service Canada location OR
  - Fill out online form at [sin-nas.canada.ca](https://sin-nas.canada.ca) and select your language of preference.
- Step 3:** Scan both sides of your birth certificate to upload online or bring with you to Service Canada.
- Step 4:** You will receive your SIN immediately if applying in person or a letter of SIN Confirmation will be sent to you in the mail if applying online.

There are rare cases where Canadian citizens do not have a SIN. This could be because no one ever applied for it on your behalf after birth or you haven't used it in many years and it has gone dormant. In this case, you will need to follow the steps below.

***Apply for a new SIN:***

**Step 1:** Gather Documentation:

- Birth certificate and,
- Government issued photo ID and,
- Proof of address such as:
  - Utility bill
  - Bank statement
  - Employment contract
  - Lease agreement
- If name has changed, provide supporting document which could be one of the following:
  - Marriage certificate
  - Divorce certificate
  - Legal change of name certificate
  - Adoption order
  - Notarial certificate

**Step 2:** Apply.

- In person at a Service Canada location OR
- Online at [sin-nas.canada.ca](https://sin-nas.canada.ca) and select your language OR
- By mail. Download form online:  
[catalogue.servicecanada.gc.ca](https://catalogue.servicecanada.gc.ca) – click on Forms Catalogue then scroll down and click on Social Insurance Number OR
- Call [1 \(866\) 274-6627](tel:18662746627) to have a form sent to you.



# Photo ID

**Cost:** Approximately \$49.00

## What is it?

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Photo identification given by the government.

## Why do I need it?

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It can be used to prove your identity and is required to access many services.

## How do I get it?

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You must apply in person at a registry office.

- Step 1:** Gather documents.
  - Proof that you can be in Canada. You can use a Canadian birth certificate, Canadian passport or Canadian citizenship card.
  - Proof that you live in Alberta. You can use a current utility bill, government mail, lease agreement.
  - For people experiencing homelessness you can request a letter of Proof of Residency from a social service agency on the organization's official letterhead with an original signature from a staff member confirming you live in Alberta and you can use the organizations address for mail correspondence.
  
- Step 2:** Bring documents from Step 1 to registry office and ask to get a Photo ID.

## Indigenous Services Canada Offices

### Aboriginal Affairs and Northern Development (AANDC)

#### Alberta Region Head Office

630 Canada Place  
9700 Jasper Ave  
Edmonton, AB T5J 4G2  
(780) 495-2773

### Aboriginal Affairs and Northern Development (AANDC)

#### Southern Alberta Field Office

Suite 300  
9911 Chiila Boulevard  
Tsuu T'ina, AB T2W 6H6  
(403) 292-5901

To find a list of Treaty First Nation Offices visit the AANDC website at [www.aadnc-aandc.gc.ca](http://www.aadnc-aandc.gc.ca)

### Métis Nation of Alberta Head Office

#100 Delia Gray Building  
11738 Kingsway Ave  
Edmonton, AB T5G 0X5  
(780) 455-2200

To find a list of the 8 Métis Settlement Offices in Alberta visit the Métis Settlements of Alberta website at [www.msgc.ca](http://www.msgc.ca)





## Registry Offices

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### ***Oliver Square Registry***

11648 104 Avenue NW  
Edmonton, AB  
(780) 408-2000

### ***Accu-Search***

#215  
10205 101 Street NW  
Edmonton, AB  
(780) 424-2340

To find a registry office near you visit the Government of Alberta website at [servicealberta.gov.ab.ca](https://servicealberta.gov.ab.ca) – click on Registry Agents and then click on Find A Registry Agent.









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