Instructions
Application for Registration on the Indian Register and for the Secure Certificate of Indian Status (SCIS)

(For Adults 16 or Older)

GENERAL INFORMATION

This guide is for adults, 16 years of age or older, who are applying for registration and for the Secure Certificate of Indian Status (form 83-168E), including applications made under:

- Bill C-31: An *Act to Amend the Indian Act;*
- Bill C-3: *Gender Equity in Indian Registration Act;*
- Bill S-3: An *Act to Amend the Indian Act in response to the Superior Court of Quebec decision in Descheneaux c. Canada* (Procureur général); and
- All other applications under the *Indian Act*.

Information on eligibility criteria is available at Canada.ca/Indian-status.

HOW TO OBTAIN FORMS

► Visit Canada.ca/Indian-status, or call 1-800-567-9604 to obtain forms.

► To complete the application, it may be necessary to include a **Guarantor Declaration** (form 83-169E) or a **Statutory Declaration in Lieu of Guarantor** (form 83-170E). A Guarantor or Statutory Declaration is required if you send the application by mail.

A guarantor is a person who can confirm the identity of the applicant. To act as guarantor, the person must meet the criteria detailed on the Guarantor Declaration form.

If an eligible guarantor is not available, the applicant must provide two (2) references who can confirm his/her identity. The Statutory Declaration in Lieu of Guarantor form must be completed and signed before a Commissioner for Oaths, notary public or lawyer.

HOW TO SUBMIT THE APPLICATION

► Please review the instructions on the application form.

1. PERSONAL INFORMATION

- **The name(s)** provided on the application form must be supported by legal documents or name-linking documents (refer to the Name-Linking Documents section on page 3 of this guide).
- **The permanent address** is your home address.
- **The address on reserve box** must be checked if your permanent address is located on reserve.
- **The mailing address** may be a temporary address where mail can be sent. Include your mailing address if it is different from the permanent address.

Note: If your address changes after sending the application, please inform us by calling 1-800-567-9604 to avoid delays in receiving correspondence or the Secure Certificate of Indian Status (status card).

2. FIRST NATION / BAND CHOICE

► Complete this section If you have the option of choosing from more than one First Nation/Band, namely:

- your mother's most recent First Nation/Band;
- your father's most recent First Nation/Band; or
- the First Nation/Band your mother or father was registered with, immediately prior to enfranchisement.

► Before making a selection, you may wish to contact these First Nations/Bands for more information on their membership processes and benefits.

3. DOCUMENT REQUIREMENTS

A. PROOF OF BIRTH DOCUMENT

Requirements:

- An **original proof of birth document is required**. The document will be returned to you within four (4) weeks of receiving your application. Photocopies or certified copies are not acceptable. (An original document is required to verify that the document is official, genuine and has not been altered.)
- A birth certificate listing the **names of your parent(s)** is required.

  Note: If you were adopted, you must provide an original birth certificate listing the names of your adoptive parent(s).
- Any alteration to the document will make it unacceptable.
- **The document must be in English or French.** If the document is in another language, you must provide the original document and a translation into English or French. The translation must be done by a professional translator.

Acceptable proof of birth documents include:

- A Canadian birth certificate issued by a provincial or territorial vital statistics agency.
- A Quebec birth certificate issued by the Directeur de l'état civil after January 1, 1994. If you have a birth certificate that was issued before January 1, 1994, you must request a new one.
- A Quebec birth certificate with a place of birth outside of Quebec (elsewhere in Canada or in the United States) issued by the Directeur de l'état civil after January 1, 1994, with the mention “certifié conforme”.
- A baptismal certificate is acceptable only for applicants born before 1952. It must be issued by a church and must contain the name, date of birth, sex, the parents' full names, and the date of issue.
- A Canadian vital statistics birth extract in compliance with current memoranda of understanding/information sharing agreements with vital statistics offices.
- A birth certificate issued in the United States by a state, county, city or town official authorized to do so by the state (for example, the Department of Health). Some states issue only certified copies, in which case these documents are acceptable.
- A birth certificate and registration of birth issued in a country other than Canada and the United States. Applicants must provide the original document as issued by their birth country and a translation into English or French, if the document is in another language. The translation must be done by a professional translator.

B. NAME-LINKING DOCUMENTS

► If you wish to register and/or obtain a Secure Certificate of Indian Status (SCIS) under a name other than the name listed on your proof of birth document, you must provide one or as many legal documents as necessary to make the link between the name listed on your birth document and the name under which you are applying for registration and/or for the SCIS.

Requirements:

- You may provide the **original** name-linking document(s). The document(s) will be returned to you within four (4) weeks of receiving your application.
- A **photocopy** of the name-linking document(s) is acceptable **if you also provide** a photocopy of a government-issued identity document with the name under which you are applying for registration and/or for the SCIS (for example, a driver's licence).

Acceptable name-linking documents include:

- A legal change of name certificate;
- A marriage certificate;
- A common-law relationship certificate (Manitoba);
- A certificate to dissolve a registered common-law relationship;
- A resumption of surname certificate;
- A court order (for example, a separation agreement or a divorce order/judgment) issued by a court of law in or outside Canada.

Note for Quebec residents: A name change as a result of marriage is not permitted if both spouses are residents of Quebec, even if they were married outside Quebec. However, women married before April 2, 1981, who were using their spouse's last name before that date may continue to do so. For additional information, please refer to the **Change of Name** section of the Directeur de l'état civil's website (http://www.etatcivil.gouv.qc.ca/en/change-name.htm).

C. SUPPORTING IDENTITY DOCUMENTS

Requirements:

- Identity documents must be valid.
- **Supporting identity documents must be in English or French**. If they are in a language other than English or French, you must provide the documents and a translation done by a professional translator.
- **Photocopies** of your supporting identity documents are acceptable**, provided you include a Guarantor Declaration form with the application**. The form must contain the signature of the guarantor. The guarantor must sign and date the photocopies of the front and back of your supporting identity documents, confirming that the original documents have been seen. **If you send the application by mail, it is recommended that you include photocopies of your supporting identity documents and a Guarantor Declaration form.**
- **If you are submitting the application in person, it is recommended that you bring your original identity documents.** Photocopies will be made on site and you will retain your original documents.

Acceptable Supporting Identity Documents:

Option 1 - You may provide **one (1) document** that contains **your full name, date of birth, photo and signature,** among these:

- A passport;
- A driver's license issued by a province or territory;
- An enhanced provincial or territorial driver's license;
- A Canadian military identification document;
- An identification card issued by a province or territory;
- An enhanced provincial or territorial identification card;
- A provincial, territorial or federal Correctional Services identity document (with or without a signature);
- A health card issued by a province or territory if it shows your name, date of birth, photo and signature;
- A Canadian citizenship card issued prior to February 1, 2012;
- A Canadian permanent resident card with signature (issued before February 4, 2012);
- A U.S. permanent resident card.

Option 2 - If you do not have a document listed under option 1, you may provide **more than one of the following documents that, when combined together, include your full name, date of birth, photo and signature.**

- A health card issued by a province or territory;
- A U.S. passport card;
- A NEXUS or FAST card;
- A government employee identification card;
- A Canadian permanent resident card without signature (issued after February 4, 2012);
- A firearms license;
- A U.S. Old Age Security card.

Option 3 - If you do not have more than one identity document that, when combined together, include your full name, date of birth, photo and signature, you must provide **one (1) document listed under option 2, and a Guarantor Declaration form.** The form must contain the signature of the guarantor**.** The guarantor must sign and date the back of one (1) of your photos and write the statement “this is a true likeness of (your name)”. If you include a photocopy of your identity document, the guarantor must also sign and date the photocopy of the front and back of the document.

The following documents are not accepted:

- Social Insurance / Old Age Security Card;
- Certificate of exemption (gas card);
- Commemorative citizenship certificate;
- Certificate of Canadian Citizenship (issued on or after February 1, 2012);
- Student identification card;
- Tribal or Band card;
- Pleasure boat license card;
- Library card;
- Bus pass;
- Blood donor card;
- Private health insurance card;
- Credit cards and other banking cards;
- Temporary identification card;
- Municipal identification card;
- Outdoors card.

4. ADOPTION INFORMATION

► Complete this section ONLY if you were adopted as a child.

► Include a photocopy of the **Adoption Order** or a photocopy of a **letter from the Social Services authorities** involved with the adoption confirming the details of the adoption: the names of the adoptive parent(s), the adoptee's full name as it appears on the Adoption Order, and the date and place of the adoption.

► Include a signed and dated consent form giving the Indian Registrar permission to contact the Social Services authorities for information on your birth ancestry. To obtain the consent form, call 1-800-567-9604.

► Complete the Family Information section (section 5) with your adoptive parents' information if you believe you are entitled to registration through them. If you believe you are entitled to registration through your birth parents, provide your birth parents' information, if it is available to you.

► Please mail the application to the Adoption Unit at 10 Wellington Street, Gatineau, Quebec, K1A 0H4.

5. FAMILY INFORMATION

Family information is important to determine your entitlement to registration.

► Provide family information (genealogy) up to the first registered family member (for example, if your mother is registered, information on maternal grandparents and great-grandparents is not required).

► If available, provide the registration number (10-digit number) and Band name of family members. (The absence of registration numbers for family members could delay the processing of your application.)

► If you are not able to provide information on your grandparents and great-grandparents, you may wish to provide information on other relatives in the Additional Family Information section (include information such as: last and first names, any known aliases or maiden/nee names, relationship, date of birth, Band name).

6. PHOTOS AND SIGNATURE FOR THE SECURE CERTIFICATE OF INDIAN STATUS

► **Complete this section ONLY if you are requesting the Secure Certificate of Indian Status (SCIS).**

1. SIGNATURE (The signature will appear on the SCIS that will be issued to you.)

► **Sign your name inside the designated signature box without touching the border.**

- You may sign with an "X", in syllabics or another language, as long as this is your usual legal signature. If an applicant is unable to write, the words “SIGNATURE NOT REQUIRED” will appear on the SCIS.

2. PHOTOS

► Use the SCIS Photo App to submit a digital photo OR provide two (2) identical and unaltered Canadian passport-style photos, taken within the last twelve (12) months from the date the application is submitted.

Note: U.S. passport photo specifications do not meet SCIS photo requirements.

The photos must meet the following requirements:

- Photo size: 50 mm wide x 70 mm high (2 inches wide x 2 3/4 inches high).
- The face, from chin to crown of the head, must measure between 31 and 36 mm (1 1/4 inch and 1 7/16 inch).
- Photos must be original and not taken from an existing photograph.
- Photos must be printed on plain, high quality photographic paper. Heavyweight paper is not acceptable.
- The image must be clear, sharp and in focus. Photos can be in color or black and white.
- Facial features must appear clearly against a white or light-coloured background.
- Shadow across the face or shoulders, around the ears or in the background is not acceptable.
- The photo must show a full front view of the face and top of the shoulders squared to the camera, and centred in the photo.
- Hats and other head coverings must not be worn, except for religious or medical reasons. If worn, the hat or other head covering must not cast shadows on the face and the full face must be clearly visible.
- The face must show a neutral expression and the mouth must be closed.
- Eyes must be open and clearly visible. Glasses, including tinted prescription glasses, are acceptable as long as the eyes are clearly visible and there is no glare or reflection on the face or glasses. Sunglasses are not acceptable.

The following must appear on the back of one (1) photo:

- Write your name and the date the photo was taken (not the date the photo was printed).
- If you are submitting the application by mail, your guarantor must sign and date the back of the photo.

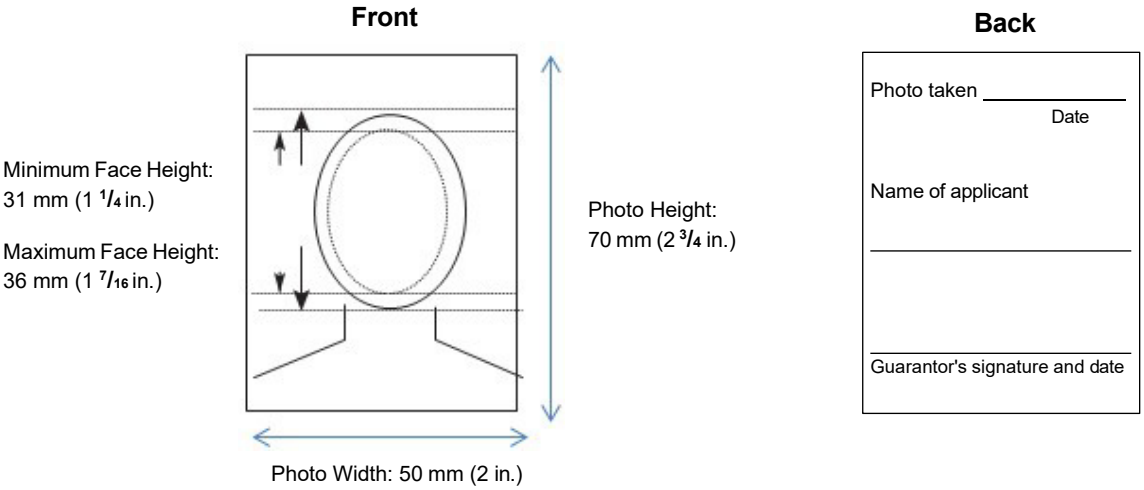

Image is not the actual size (refer to specified measurements)

7. DECLARATION AND SIGNATURE

► **Please do not forget to date and sign the Declaration and Signature section to avoid delays in the processing of your application.**