

Indigenous Service Canada's Requirements for completing Applications for Registration

- The form is to be completed in ***blue or black ink only***
- Original long form birth certificate (with names of parents) must be brought in with the application
- White-out or correction tape is not permitted, *if an error is made on the application put one line through the error and initial the change* (do not scribble on application)
- If both parents are listed on the birth certificate, both parents must sign the application. This is MANDATORY. If there is a custody issue, provide the court order so that the other parent's signature is not necessary.
- Write all given and middle names as they appear on the birth document
- The applying parent must provide valid identification (ex. status card, driver's license, health card or passport)
- Return completed application to the Office of Vital Statistics, please call for an appointment at 613-575-2250 ext. 1013
- Parents will receive a letter from Indigenous Services Canada when the application is processed, this will take approximately 4-6 months.





APPLICATION FOR REGISTRATION ON THE INDIAN REGISTER AND FOR THE SECURE CERTIFICATE OF INDIAN STATUS (SCIS) (FOR CHILDREN 15 YEARS OF AGE OR YOUNGER OR DEPENDENT ADULTS)

GENERAL INFORMATION

- ▶ Please review the instructions ([83-1711E](#)) to complete the application.
- ▶ To complete the application, you may need to include a [Guarantor Declaration \(form 83-169E\)](#) or a [Statutory Declaration in Lieu of Guarantor \(form 83-170E\)](#). A Declaration is required if the application is sent by mail.
- ▶ To obtain forms or the instructions, visit canada.ca/indian-status, or call 1-800-567-9604.
- ▶ If original documents are included with the application, they will be returned to you.
- ▶ If you need to include a Guarantor Declaration form with the application, you must submit the form with the **signature of the guarantor**. A guarantor is a person who can confirm the identity of the applying parent/legal guardian.

HOW TO SUBMIT THIS APPLICATION

IN PERSON:

- At the regional office nearest you. As an appointment may be required, it is recommended that you call ahead of time.
- For the list of regional offices, visit canada.ca/indian-status, or call 1-800-567-9604.

BY MAIL:

- If you send the application by mail, you must include a Guarantor Declaration form with the **signature** of the guarantor.
- The guarantor must sign and date the photocopies of the front and back of the supporting identity documents of the applying parent/legal guardian.
Note: You must still include the **original** proof of birth document for the child/dependent adult.
- If you are applying for registration AND for the Secure Certificate of Indian Status, the guarantor must also sign and date the back of one (1) photo and write the statement "this is a true likeness of (name of the child or dependent adult)".

Send the application to:

**National Registration Processing Unit
10 Wellington Street
Gatineau, Quebec K1A 0H4**

For applications made under 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)*, or under Bill C-3: *Gender Equity in Indian Registration Act*, send to:

**Application Processing Unit
Box 6700
Winnipeg, Manitoba R3C 5R5**



CHECKLIST

Signatures and Legal Documents

- Section 9 of the application is dated and signed by both parents, or by the custodial parent or legal guardian(s).
- If applicable, include photocopies of the most recent **legal documents** (such as a divorce judgment, separation agreement, custody or guardianship order) proving custody or guardianship to the applying parent/legal guardian.

Documents Required for the Child/Dependent Adult

- Original birth certificate listing the names of the parents.** A photocopy is not acceptable.

Note: If the child or dependent adult was adopted, you must provide an original birth certificate listing the names of the **adoptive parent(s)**.

If the child/dependent adult is to be registered and/or issued a Secure Certificate of Indian Status under a name other than the name listed on the birth certificate, you must provide a **name-linking document**, such as a legal name change certificate.

► **If applicable, include with the application:**

- An original name-linking document, OR**
- A photocopy** of the name-linking document and a photocopy of a government-issued identity document that has the name of the child/dependent adult as it appears on the application (for example, a health card).

- Two (2) unaltered, identical, Canadian passport-style photos** of the child/dependent adult. The name and address of the studio or person who took the photo, and the date the photo was taken must be indicated on the back of one (1) photo. Photos are required only if a Secure Certificate of Indian Status is requested.

Adoption

► **If the child/dependent adult was adopted, include with the application:**

- A photocopy of the **adoption order** or photocopy of the **letter from the Social Services authorities** confirming the details of the adoption: names of the adoptive parent(s), full name of adoptee as it appears on the adoption order, and date and place of adoption.
- A signed and dated consent form giving the Indian Registrar permission to contact the Social Services authorities for information on his/her birth ancestry. To obtain the consent form, call 1-800-567-9604.
- A photocopy of the pre-adoption birth certificate (optional, if available).

Documents Required for the Applying Parent/Legal Guardian

Supporting **identity documents** must contain the following four (4) elements: full name, date of birth, photo and signature.

► **Include with the application:**

- One or more identity documents that, combined together, contain all the elements listed above, OR
- One (1) identity document that contains some but not all the elements listed above and a Guarantor Declaration form.

► **You may include:**

- Original** identity documents (recommended if submitting the application in person), OR
- Photocopies** of the identity documents **and a Guarantor Declaration form**. The guarantor must sign and date the photocopies of the front and back of the identity documents (recommended if sending the application by mail).

- Include photocopies of **name-linking documents**, such as a marriage certificate and a legal name change certificate, if your name as it appears on the application is different than the name listed on your identity documents, legal documents (custody order, order of guardianship, etc.) or the birth certificate of the child/dependent adult.

If submitting the application by mail, include a Guarantor Declaration form (see instructions on previous page).



APPLICATION FOR REGISTRATION ON THE INDIAN REGISTER AND FOR THE SECURE CERTIFICATE OF INDIAN STATUS (SCIS) (FOR CHILDREN 15 YEARS OF AGE OR YOUNGER OR DEPENDENT ADULTS)

Privacy Act Statement

This statement outlines the purposes for the collection and use of personal information. Only information needed to respond to program requirements will be requested. Collection, use, and disclosure of personal information are in accordance with the *Privacy Act*. In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the *Privacy Act*. The authority to collect and use personal information for the Indian Registration and the Secure Certificate of Indian Status programs is derived from the *Indian Act*. We use the personal information we collect to determine entitlement to registration in the Indian Register and membership in a First Nation for which the Band List is maintained by the Department, to issue a Secure Certificate of Indian Status to registered persons, and for the provision of benefits and services conferred exclusively to those who are registered. We may share the personal information you provide as outlined under Personal Information Bank AANDC PPU110 (Info Source <https://www.sac-isc.gc.ca/eng/1353081939455>). The information collected is retained by the Department for 30 years after the last administrative action and then transferred to Library and Archives Canada (or as described in the Personal Information Bank). As stated in the *Privacy Act*, you have the right to access the personal information you give us and request changes to incorrect information. If you have questions or wish to notify us of incorrect information, you may call us at 1-800-567-9604. For more information on privacy issues and the *Privacy Act* in general, you can consult the Privacy Commissioner at 1-800-282-1376.

NOTICE TO APPLICANTS

If you identify with an Indigenous group that is not recognized under the *Indian Act* (non-status), you may wish to consult with that group before proceeding with an application for registration for yourself, a minor child or dependent adult. Registration under the *Indian Act* in Canada may affect your entitlement to join or be recognized by some non-status groups and your entitlement to the programs and services they may offer. The Indian Registrar does not have the authority to remove a name from the Indian Register if the person has been correctly registered, even when the person requests to deregister.

The Secure Certificate of Indian Status (SCIS) remains at all times the property of the Government of Canada and must only be used by the person in whose name it is issued. Any false or misleading statement with respect to this application and any supporting document, including the concealment of any material fact, selling or permitting the use of your SCIS by any other person or agency may lead to criminal prosecution, and is cause for revocation of your SCIS and refusal to issue a SCIS in the future. Any false or misleading statement, including the concealment of any material fact, may lead to a review of your entitlement to registration and revocation of your registered Indian status.

► Complete this form online, or write in block letters using black or dark blue ink.

SECTION 1: Child/Dependent Adult Information

Family Name	Given Name(s)
Family Name at Birth (if different from above)	Alias / Cultural Name (if applicable)
Gender: <input type="radio"/> M (male) <input type="radio"/> F (female) <input type="radio"/> X (another gender)	Date of Birth (YYYYMMDD)
Permanent Address <input type="checkbox"/> Address is on Reserve	
Number, Street, Apartment, P.O. Box	
City/Town	Province/Territory (Canada) <input type="checkbox"/>
State (USA) <input type="checkbox"/>	Postal/ZIP Code

► If applying for a child: Are there separation agreements, court orders or legal proceedings pertaining to the custody of the child?

No Yes ► If yes, include photocopies of all legal documents.

► If applying for a dependent adult, provide a photocopy of the Order of Guardianship.

SECTION 2: Document Requirements for Child/Dependent Adult

A. Proof of Birth Document <input type="checkbox"/> Original document included	
Registration Number on Birth Document	Province/Territory of Issuance <input type="checkbox"/>
	State (USA) of Issuance <input type="checkbox"/>

B. Name Linking Document(s) (Provide if the name of the child/dependent adult on this application is different than the name listed on the proof of birth document)

Name (exactly as it appears on the document)	Document Type



SECTION 3: First Nation/Band Choice (If the parents are affiliated with different First Nations/Bands, indicate with which First Nation/Band you would like the child/dependent adult to be affiliated)

First Nation/Band Name	First Nation/Band Number (3 digits) (if known)
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SECTION 4: Parent(s)/Legal Guardian(s) Information

Note: Correspondence will be addressed to the applying parent/legal guardian unless instructed otherwise.

Applying Parent/Legal Guardian		Other Parent/Legal Guardian	
Family Name		Family Name	
Given Name(s)		Given Name(s)	
Mailing Address (if different than the permanent address of the child/dependent adult) Number, Street, Apartment, P.O. Box		Permanent Address (if different than the permanent address of the child/dependent adult) Number, Street, Apartment, P.O. Box	
City/Town	Province/Territory (Canada) <input type="checkbox"/>	City/Town	Province/Territory (Canada) <input type="checkbox"/>
State (USA) <input type="checkbox"/>	Postal/ZIP Code	State (USA) <input type="checkbox"/>	Postal/ZIP Code
Telephone Number (Daytime)	Telephone Number (Other)	Telephone Number (Daytime)	Telephone Number (Other)
Email Address		Email Address	
Is your permanent address the same as the child's/dependent adult's address? <input type="radio"/> Yes <input type="radio"/> No			
Relationship to Child/Dependent Adult: <input type="radio"/> Parent <input type="radio"/> Custodial Parent <input type="radio"/> Legal Guardian <input type="radio"/> Other (Specify): _____		Relationship to Child/Dependent Adult: <input type="radio"/> Parent <input type="radio"/> Custodial Parent <input type="radio"/> Legal Guardian <input type="radio"/> Other (Specify): _____	

SECTION 5: Document Requirements for Applying Parent/Legal Guardian

A. Supporting Identity Document(s)

Document Type	Document Number	Expiry Date (YYYYMMDD) (if applicable)
Name (exactly as it appears on the document)		
Document Type	Document Number	Expiry Date (YYYYMMDD) (if applicable)
Name (exactly as it appears on the document)		
Document Type	Document Number	Expiry Date (YYYYMMDD) (if applicable)
Name (exactly as it appears on the document)		

B. Name Linking Document(s) (Provide if the name you are using on this application is different than the name listed on your identity documents, legal documents (custody order, order of guardianship, etc.) or the proof of birth document of the child/dependent adult)

Name (exactly as it appears on the document)	Document Type



SECTION 6: Adoption Information (Complete this section ONLY if the child/dependent adult was adopted)

I believe the child/dependent adult has entitlement to Indian status through (select all that apply)

- The adoptive mother
 The adoptive father
 The birth mother
 The birth father

Adoptive Mother

Family Name	Given Name(s)	Date of Birth (YYYYMMDD)
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Adoptive Father

Family Name	Given Name(s)	Date of Birth (YYYYMMDD)
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Birth Mother (if known)

Family Name	Given Name(s)
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Birth Father (if known)

Family Name	Given Name(s)
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- ▶ If you believe the child/dependent adult is entitled to Indian status through his/her **adoptive parent(s)**, complete the Family Information section below with the **adoptive parents'** information.
- ▶ If you believe the child/dependent adult is entitled to Indian status through his/her **birth parent(s)**, complete the Family Information section below with the **birth parents'** information (if available).

SECTION 7: Family Information

A. Father

Family Name	Family Name at Birth (if different)	Given Name(s)
Date of Birth (YYYYMMDD)	First Nation/Band Name	First Nation/Band (3 digits) Number or Registration (10 digits) Number
Was the father adopted? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="checkbox"/> Parent not stated on the birth document		

B. Mother

Family Name	Family Name at Birth (if different)	Given Name(s)
Date of Birth (YYYYMMDD)	First Nation/Band Name	First Nation/Band (3 digits) Number or Registration (10 digits) Number
Was the mother adopted? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		

C. Maternal Grandparents (Provide information up to the first person registered. For example, if the mother is registered, information on grandparents and great-grandparents is not required)

Family Name	Family Name at Birth (if different)	Given Name(s)	Date of Birth (YYYYMMDD)	First Nation/Band Name or Registration Number	Adopted (Yes/No)
Grandfather					<input type="checkbox"/>
Grandmother					<input type="checkbox"/>
Great-Grandfather (1)					<input type="checkbox"/>
Great-Grandmother (1)					<input type="checkbox"/>
Great-Grandfather (2)					<input type="checkbox"/>
Great-Grandmother (2)					<input type="checkbox"/>



D. Paternal Grandparents (Provide information up to the first person registered. For example, if the father is registered, information on grandparents and great-grandparents is not required)

Family Name	Family Name at Birth (if different)	Given Name(s)	Date of Birth (YYYYMMDD)	First Nation/Band Name or Registration Number	Adopted (Yes/No)
Grandfather					<input type="checkbox"/>
Grandmother					<input type="checkbox"/>
Great-Grandfather (1)					<input type="checkbox"/>
Great-Grandmother (1)					<input type="checkbox"/>
Great-Grandfather (2)					<input type="checkbox"/>
Great-Grandmother (2)					<input type="checkbox"/>

Additional Family Information (optional): List the names of other registered relatives such as brothers, sisters, aunts, uncles, cousins. (Add separate pages if additional space is required)

SECTION 8: Photo to Appear on the Secure Certificate of Indian Status (SCIS)

► Select what applies to you.

- Two (2) unaltered, identical, Canadian passport-style photographs are included SCIS not requested

SECTION 9: Declaration and Signature of Parent(s)/Legal Guardian(s)

► Failing to sign and date the declaration will delay the processing of the application.

I solemnly declare that I am the parent/legal guardian of the child/dependent adult. All statements made in this application are true, all documents provided to support this application are unaltered, and the enclosed photographs (if requesting a Secure Certificate of Indian Status) are a true likeness of the child/dependent adult. I have read and understand the Notice to Applicants and the *Privacy Act* Statement.

If the child/dependent adult is eligible, I request that _____ be registered in _____
(Print name of child/dependent adult)

the Indian Register and, if applicable, that his/her name be entered on a First Nation/Band List, as provided for under the *Indian Act*. I further request that a Secure Certificate of Indian Status be issued to the child/dependent adult (if applicable).

Signature of Applying Parent/Legal Guardian	Date (YYYYMMDD)	Signature of Other Parent/Legal Guardian	Date (YYYYMMDD)
X		X	

SECTION 10: Indian Registration Administrator (IRA)

► If an IRA assisted in completing this form, he or she must complete and sign this section.

Name	First Nation/Band Number or Initiator Code	IRA Signature	Date (YYYYMMDD)
		X	



GUARANTOR DECLARATION Registration and Secure Certificate of Indian Status (SCIS)

Privacy statement

Personal information is collected, used and disclosed by Indigenous Services Canada in accordance with the *Privacy Act* (<https://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>). Only information needed to administer the Indian Registration and the Secure Certificate of Indian Status programs is collected. The authority to collect and use personal information is derived from the *Indian Act* (<https://laws-lois.justice.gc.ca/eng/acts/I-5/>). The information collected is used to determine entitlement to registration on the Indian Register and membership in a First Nation whose Band List is maintained by the Department, to issue a Secure Certificate of Indian Status to registered persons and for the provision of benefits and services to those who are registered. The description of this personal information collection (AANDC PPU 110, AANDC PPU 220) is available at [Info Source](https://www.sac-isc.gc.ca/eng/1353081939455) (<https://www.sac-isc.gc.ca/eng/1353081939455>). You have the right to access and request corrections to your personal information by contacting the department's Privacy Coordinator at 819-997-8277. For more information on privacy issues, complaints and the *Privacy Act* in general, you may consult the Privacy Commissioner at 1-800-282-1376.

Instructions

- ▶ The Declaration must be signed by the applicant and guarantor; failure to sign will delay application processing.
- ▶ Complete the form on-screen or write in block letters using black or dark blue ink.

SECTION 1: Applicant

The applicant is the person (16 years of age or older) applying for registration or for the Secure Certificate of Indian Status OR the parent/legal guardian applying for a child (15 years of age or younger) or dependent adult.

Family name	Given names
Family name at birth (if different from name above)	Alias/Cultural name (if applicable)
Date of birth (YYYYMMDD)	Registration number (10 digits) (if applicable)
Applicant signature ▶	Date (YYYYMMDD)

SECTION 2: Child/Dependent adult (if applicable)

Complete this section if the Declaration supports a child's or dependent adult's application for registration or for the Secure Certificate of Indian Status.

Family name	Given names
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SECTION 3: Guarantor

Family name	Given names
Registration number (10 digits) (if registered under the <i>Indian Act</i>)	Date of birth (YYYYMMDD)
Occupation (if guarantor is not registered)	Employer name (if guarantor is not registered)
Telephone number (daytime)	Telephone number (other)
Email address	
Has known the applicant for _____ years (minimum 2 years)	

Declaration: I solemnly declare that I am at least 18 years of age and have known the applicant named above for at least 2 years. I understand that the Department reserves the right to confirm my eligibility to act as guarantor, which may include searching publicly available information or the Indian Register in compliance with the *Privacy Act*. I understand that any false or misleading statement relating to this form and any document in support of the application, including the concealment of any material fact, may be grounds for criminal prosecution.

Guarantor signature ▶	Date (YYYYMMDD)
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GUARANTOR DECLARATION

Registration and Secure Certificate of Indian Status (SCIS)

General information about guarantors

A guarantor is a person who can confirm the identity of the applicant.

Family members can only act as a guarantor if they meet all the criteria listed below.

A **parent or legal guardian** applying for registration or for the Secure Certificate of Indian Status (SCIS) for a child or dependent adult **cannot act as a guarantor** for the child or dependent adult.

The guarantor must perform the following tasks, free of charge:

- Complete and **sign** the Guarantor Declaration form;
- **Sign** and date each copy of the front and back of the applicant's identity documents;
- **Sign**, date and write the applicant's name (or the name of the child or dependent adult) on the back of one printed photo or digital photo using the SCIS Photo App;
- Confirm information about the applicant if contacted by Indigenous Services Canada.

Note: Failure to complete these tasks will delay application processing.

Criteria

The guarantor must:

- have known the applicant personally for at least 2 years;
- be 18 years of age or older;
- be registered under the *Indian Act* OR employed in an eligible occupation;
- be available for verification and capable of answering questions about the applicant.

To know the applicant personally means that the guarantor is able to confirm information about the applicant, such as approximate age, place of birth, place of residence and physical description.

If the application concerns a child or dependent adult, the guarantor must have known the parent or legal guardian (the applicant) personally for at least 2 years and must have knowledge of the child or dependent adult.

If the guarantor is not registered under the *Indian Act*, the guarantor must be employed in an eligible occupation:

- First Nations representatives and employees (for example, chief, councillor, Indian Registration Administrator)
- Employees of Indigenous organizations
- Elected and appointed officials (for example, mayor, member of Parliament/Legislative Assembly, senator)
- Canadian federal, provincial, territorial or municipal government employees
- Justice and public safety officials (for example, judge, magistrate, lawyer, notary, paralegal, police officer, parole officer)
- Military personnel (regular and reserve forces)
- Medical professionals (for example, dentist, medical doctor, optometrist, pharmacist, chiropractor, nurse)
- Social services professionals (for example, social worker, social service worker, counsellor)
- Education professionals (for example, teacher, professor, administrator, school board member)
- Financial professionals (for example, accountant, financial advisor, actuary)
- Veterinary professionals (for example, veterinarian, veterinary technician)
- Scientific professionals (for example, engineer, chemist, geoscientist)
- Religious officials

► If an eligible guarantor cannot be found, the applicant must provide 2 references and complete the Statutory Declaration in lieu of Guarantor form (83-170E). To obtain the form, visit www.canada.ca/indian-status or call 1-800-567-9604.
