



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 explains the purposes and use of your personal information. Only information needed to respond to program requirements will be requested. Collection and use of personal information is 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 collection and use of your personal information for the Indian Registration and the Secure Certificate of Indian Status programs is authorized by s. 6 of the *Indian Act* <http://laws.justice.gc.ca/eng/acts/I-5/> and is required for processing your application. We use the personal information we collect to determine entitlement to registration in the Indian Register, membership in a First Nation for which the Band List is maintained by Indigenous and Northern Affairs Canada (INAC), and, if registered, to issue a Secure Certificate of Indian Status. We share the personal information you give us internally among INAC sectors, and with various federal, provincial and/or territorial government departments and agencies, including for the provision of benefits and services conferred exclusively to those who are registered. We may also disclose a First Nation's departmentally-maintained Band List to its respective council. The information collected as described in Personal Information Bank AANDC PPU110, Indian Register and Departmentally Administered Band Lists <http://www.aadnc-aandc.gc.ca/eng/1100100011039/1100100011040>, will be retained for 30 years after the last administrative action and then transferred to Library and Archives Canada. As stated in the *Privacy Act*, you have the right to access your personal information and request changes to incorrect information. Contact our office at 1-800-567-9604 to notify us of any incorrect information or to withdraw participation after submitting your information. For more information on privacy issues and the *Privacy Act* in general, you can consult the Privacy Commissioner at 1-800-282-1376.

GENERAL INFORMATION

- ▶ To obtain forms, visit canada.ca/indian-status, or call 1-800-567-9604.
- ▶ To complete this 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.

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 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 with the **original signature** of your guarantor.
- The guarantor must sign and date the copies 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 photo and write the statement "*this is a true likeness of (name of the child or dependent adult)*".

Send the application to:

National Processing Unit
Indigenous and Northern Affairs Canada
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
Indigenous and Northern Affairs Canada
Box 6700
Winnipeg, Manitoba R3C 5R5



CHECKLIST TO BE COMPLETED AND RETURNED WITH THE APPLICATION

Note: Original documents included with the application will be returned to you.

If you need to include a Guarantor Declaration form with your application, you must submit the form with the **original signature of the guarantor**. A guarantor is a person who can confirm the identity of the applying parent/legal guardian. The guarantor must meet the criteria detailed on the Guarantor Declaration form.

Signatures and Legal Documents

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

Documents Required for the Child/Dependent Adult

- Original long form birth certificate** (with the name of the parents) is included. A copy is not acceptable.

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, indicate what is included with the application (select only one).**

- Original** name-linking document.
- Copy** of the name-linking document and a copy 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 are included. The name and address of the photographer/studio, 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, indicate what is included with the application (select all that apply).**

- Copy of the **adoption order** or copy 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.
- 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 consent forms, call 1-800-567-9604.
- Copy 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.

► **Indicate what is included with the application (select only one).**

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

► **Indicate what is included with the application (select only one).**

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

- Include copies 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).



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.

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.

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

Communicate with me in English or French

SECTION 1: Child/Dependent Adult Information

Form with fields: Family Name, Given Name(s), Family Name at Birth, Alias / Cultural Name, Sex, Date of Birth, Registration Number, First Nation/Band Name

Permanent Address Address is on Reserve or Crown Land

Number, Street, Apartment, P.O. Box

Form with fields: City/Town, Province/Territory (Canada), State (USA), 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 applying for a dependent adult, provide a copy of the Order of Guardianship.

SECTION 2: 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)

Form with fields: First Nation/Band Name, First Nation/Band Number (3 digits) (if known)

SECTION 3: Document Requirements for Child/Dependent Adult

A. Proof of Birth Document Original document included

Form with fields: Registration Number on Birth Document, Province/Territory of Issuance, State (USA) of Issuance

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 birth document)

Table with 2 columns: Name (exactly as it appears on the document), Document Type



SECTION 4: Parent(s)/Legal Guardian(s) Information

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

Form for Section 4: Parent(s)/Legal Guardian(s) Information. Includes fields for Applying Parent/Legal Guardian and Other Parent/Legal Guardian, with sub-sections for Mailing Address and Permanent Address, and Relationship to Child/Dependent Adult.

SECTION 5: Document Requirements for Applying Parent/Legal Guardian

A. Supporting Identity Document(s)

Form for Section 5A: Supporting Identity Document(s). Includes three rows of fields for Document Type, Document Number, Expiry Date, and Name.

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 birth certificate of the child/dependent adult)

Form for Section 5B: Name Linking Document(s). Includes a table with columns for Name (exactly as it appears on the document) and 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 birth mother, The birth father, The adoptive mother, The adoptive father

Adoptive Mother

Family Name, Given Name(s), Date of Birth (YYYYMMDD)

Adoptive Father

Family Name, Given Name(s), Date of Birth (YYYYMMDD)

Birth Mother (if known)

Family Name, Given Name(s)

Birth Father (if known)

Family Name, Given Name(s)

- 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) or Registration (10 digits) Number, Was the father adopted? (Yes/No/Unknown), 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) or Registration (10 digits) Number, Was the mother adopted? (Yes/No/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)

Table with 6 columns: Family Name, Family Name at Birth (if different), Given Name(s), Date of Birth (YYYYMMDD), First Nation/Band Name or Registration No., Adopted Yes/No. Rows include Grandfather, Grandmother, Great-Grandfather (1), Great-Grandmother (1), Great-Grandfather (2), Great-Grandmother (2).



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 No.	Adopted Yes/No
Grandfather					
Grandmother					
Great-Grandfather (1)					
Great-Grandmother (1)					
Great-Grandfather (2)					
Great-Grandmother (2)					

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 which 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)

► Complete this section if an IRA assisted in completing this form.

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



REGISTRATION AND SECURE CERTIFICATE OF INDIAN STATUS (SCIS) GUARANTOR DECLARATION

GENERAL INFORMATION

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

Family members may act as guarantors **only** 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) on behalf of a child or dependent adult **cannot act as guarantor** for the child or dependent adult.

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

- Complete and sign the Guarantor Declaration form.
- Sign and date the copies of the front and back of the applicant's identity documents.
- Sign and date the back of one (1) of the applicant's Canadian passport-style photographs, and write the following statement: "*This is a true likeness of (name of applicant or child or dependent adult).*"

CRITERIA

The guarantor:

- Must be 18 years of age or older.
- Must reside in Canada or the United States.
- Must be accessible for verification by Indigenous and Northern Affairs Canada.
- Must have known the applicant personally **for at least two (2) years**.

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

The guarantor must be someone from the following list:

- Holder of a valid SCIS (who was 16 years of age or older when he/she applied for the card)
- Indian Registrar or Deputy Registrar
- Elected or appointed official (Band chief or councillor, Indian registration administrator, mayor, member of Parliament/ Legislative Assembly)
- Medical professional (dentist, medical doctor, optometrist, pharmacist, chiropractor or registered nurse)
- Judge, magistrate or police officer (reserve, municipal, provincial, territorial or RCMP)
- Lawyer, notary public
- Minister of religion
- Postmaster/postmistress
- Senior university/college/school administration official and professor/teacher
- Professional accountant
- Professional engineer
- Registered social worker or social service worker
- Military personnel (only for Regular Force members and their dependents)
- Other occupations: visit canada.ca/indian-status for a more detailed list.

If an eligible guarantor is not available, the applicant must complete the Registration and Secure Certificate of Indian Status [Statutory Declaration in Lieu of Guarantor \(form 83-170E\)](#), and provide **two (2)** references who are not relatives.

The references:

- Must be 18 years of age or older.
- Must reside in Canada or the United States.
- Must be accessible for verification by Indigenous and Northern Affairs Canada.
- Must have known the applicant personally **for at least two (2) years**.

Note: The Statutory Declaration in Lieu of Guarantor (form 83-170E) must be completed and signed before a Commissioner for Oaths, notary public or lawyer.



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

Applicant Information

► For the purposes of this declaration, the applicant is the adult applying for registration and/or for the Secure Certificate of Indian Status (SCIS), or the parent/legal guardian applying for a child (15 years of age or younger) or dependent adult.

Form with fields: Family Name, Given Name(s), Alias / Cultural Name (if applicable), Date of Birth (YYYYMMDD), Registration number (10 digits) (if applicable), Signature of Applicant, Date (YYYYMMDD). Includes a signature line with 'X'.

Name of Child/Dependent Adult (if applicable)

Form with fields: Family Name, Given Name(s)

Guarantor Information and Declaration

Form with fields: Family Name, Given Name(s)

Permanent Address

Form with fields: Number, Street, Apartment, P.O. Box, City/Town, Province/Territory (Canada), State (USA), Postal/ZIP Code

Form with fields: SCIS Number (on the back of the card), Occupation (if guarantor does not have a SCIS), Applicant known for years (minimum 2 years), Telephone Number (Daytime), Name of Firm/Organization (if applicable)

Instructions for guarantors: As needed, you must sign and date the copies of the front and back of the documents that support the applicant's identity. You must also sign, date and write the statement "This is a true likeness of (name of applicant or child or dependent adult)" on the back of one (1) of the two photographs.

I solemnly declare that I am at least 18 years of age and have known the applicant named above personally for at least two (2) years. I have signed and dated the back of one photo and confirm that the image is a true likeness of the applicant, child or dependent adult, (if a Secure Certificate of Indian Status is requested). I have signed a copy of the front and back of each document to support the applicant's identity and confirm that I have seen the original document(s). I understand that any false or misleading statement on this Guarantor Declaration or relating to any document in support of this application, including the concealment of any material fact, may be grounds for criminal prosecution, and cause for the revocation or refusal to issue a Secure Certificate of Indian Status.

Form with fields: Signature of Guarantor, Date (YYYYMMDD). Includes a signature line with 'X'.