



# SIN Online (eSIN) Application Guide

Service Canada – April 2023



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**Note:** If there is a discrepancy between this document and the information contained on Canada.ca, please go by the Canada.ca website, as it would contain the most up-to-date information



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## Introduction

The Social Insurance Number (SIN) is a 9-digit number that you need to work in Canada or to have access to government programs and benefits.

You can go online or send a paper application by mail to:

- apply for a SIN
- obtain a confirmation of your SIN, and/or
- to amend your SIN record

There is no fee to apply for a Social Insurance Number (SIN).

## Documents required to apply online

To apply online you will need **to scan and upload** copies of these following documents:

1. A digital copy of an original valid **primary identity document** that proves your identity and legal status in Canada (you must provide both sides of the document if there is identity information on each side);
2. A digital copy of an original valid **secondary identity document** to confirm your identity; and,
3. A digital copy of an original valid **supporting document** (only applicable if the name on your primary document is different from the name on your secondary document or than the name on your online SIN application form. A legal document stating the most recent name used will be required).

If you are applying for a SIN online for someone else as a parent, legal guardian or legal representative, you will need to provide additional documents.

You must ensure that the digital copies of the required documents are valid (not expired), clear and legible. The digital copy must include all information that appears on the front and back of the document.

**Note:** Failure to provide required documentation will result in the rejection of your application.

**New!** The applicant will have the **option to provide their email address in the application to receive an email notification** once the application has been received by Service Canada, and once it has been processed. No letter will be sent to the applicant.

## Translation requirements

If you submit a document that is not in English or French, **you must also submit:**

- an English or French translation of the document; and,
- an attestation or affidavit written and signed by the translator.

Attestation	vs	Affidavit
<p>If the document has been translated by a <b>certified translator</b>, you must submit an attestation.</p> <p>This is a document stating that the translation is a true and accurate version of the original text. (A certified translator is a member of a provincial or territorial organization of translators and interpreters.)</p>		<p>If the document has been translated by a translator who is <b>not certified</b>, you must submit an affidavit.</p> <p>This is a document stating that the translation is a true and accurate version of the original text. The translator must sign the affidavit before a commissioner for oaths or a commissioner for taking affidavits. (A commissioner for taking affidavits is appointed by a province or territory.)</p>

**Note:** Translations by family members are not acceptable. (A family member is defined as being a parent, guardian, sibling, spouse, grandparent, child, aunt, uncle, niece, nephew or first cousin.)

Please consult the "[Social Insurance Number – Required documents](#)" page to obtain the most up-to-date information on all the required documents.

### Important notes

- **An organization/employer/institution is not an authorized representative unless there is legal documentation identifying them as such.** Organizations/employers/institutions may assist their clients or employees in applying for their SIN, however, **the applicant must be present and understand what is being completed during the application.** (They should not indicate that they are applying for someone else as a legal representative if this situation does not apply, as this will result in the application being rejected).
- Temporary SINs (beginning with a 9) are issued to temporary residents who are neither Canadian citizens nor permanent residents but are permitted to work in Canada. Temporary SINs have an expiry date corresponding to the expiry date of the

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immigration document. The employer must ensure that all employees who have a SIN beginning with a “9” are authorized to work in Canada and their immigration documents has not expired.

- If the immigration document is expired, the temporary resident has to contact IRCC to obtain a valid document before being authorized to work. Once the new immigration document is obtained, they will be able to submit an application for their SIN record to be updated with the new expiry date.
- The temporary resident can still work in Canada while they await the processing of their SIN application if they have proper documentation allowing them to work in Canada.

For more information on the Employer’s key responsibilities, visit the [Employer Information – Social Insurance Number \(SIN\)](#).


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## SIN Online Application Guide

The instructions on applying for a SIN online are described below supported by visual aids.

**New! IMPORTANT:** The new SIN Online application offers an interactive and intuitive form which guides the applicant through their application based on scenarios that best describe their situation and response provided by the applicant. The application steps and screenshots outlined in the following pages have been developed based on the scenario where the applicant is applying for themselves. Additional questions, options and documentation to submit might be required based on the response selected by the applicant.

All mandatory fields are marked with a red asterisk (\*).

The icon  beside the questions provides instructions on the required information to complete the field.

You can access the SIN Online application by visiting this link: <https://sin-nas.canada.ca/en/Sin/>

### Before you begin

- Gather all [required documents](#) and save digital copies of each document on your device/computer. The electronic file must be in one of these file formats: **pdf, jpeg, gif, png**. The file name cannot contain any special characters: accents, tildes, symbols, etc. (examples: è, é, ñ, &, \*, #).
- You will not receive the SIN upon completion of the online application. Service Canada will review the application, and if everything is in order, will provide a response within 10 business days from the date that the application is received. Should you require the SIN urgently, apply in person at a [Service Canada Centre](#).

Please note that you will have 45 minutes to complete the application; should you be unable to complete the application in the allotted time, you will be asked to discard this request and start a new one.



## Terms and Conditions of Use

### Terms and Conditions

**PLEASE READ CAREFULLY** these Terms and Conditions of Use for the Social Insurance Number (SIN) online application portal because they contain important information about your legal rights and obligations. These Terms and Conditions of Use should be read in conjunction with the [Canada.ca Terms and Conditions](#). In case they are differing, the present Terms and Conditions of Use take precedence over Canada.ca Terms and Conditions.

We encourage printing and keeping a copy of these Terms and Conditions of Use.

For the purposes of these Terms and Conditions of Use, "ESDC" means Her Majesty the Queen in right of Canada as represented by the Minister of Employment and Social Development, and "CEIC" means the Canada Employment Insurance Commission.

I agree to the Terms and Conditions of Use (required) \*

You (the applicant) must read and understand **ALL** the [Terms and Conditions of Use of SIN application portal](#) (Click on the link for complete list of Terms and Conditions) and agree to the terms and Conditions of Use (required)\*.

### Privacy Statement

The personal information you provide is governed by the authority of the Department of Employment and Social Development Act (DESDA) for assigning a Social Insurance Number (SIN) to you or your child. Participation is voluntary; however, refusal to provide your personal information will result in you or your child not receiving a SIN. Your personal information is administered in accordance with the Privacy Act and other applicable laws.

The information you provide may be shared with federal departments and agencies that are authorized users of the SIN and in accordance with the Treasury Board Secretariat Directive on the Social Insurance Number for the administration of benefits and services; and/or with federal, provincial or territorial departments for the administration and enforcement of the legislation for which they are responsible. The information may also be used and/or disclosed for policy analysis, research and/or evaluation purposes. However, this additional use and/or disclosure will never result in an administrative decision being made about you.

You have the right to the protection of, access to, and correction of personal information, which is described in the Personal Information Bank (ESDC PPU 390 Social Insurance Number Register). Instructions for obtaining this information is outlined in the following government publication entitled: [Information about programs and information holdings](#).


You have the right to file a complaint with the Office of the Privacy Commissioner of Canada regarding the institution's handling of your personal information at: [https://www.priv.gc.ca/faqs/index\\_e.asp#q005](https://www.priv.gc.ca/faqs/index_e.asp#q005)

I have read and I accept the Privacy Statement (required) \*

You (the applicant) must read and understand the privacy statement. After having read the statement, check the box next to "I have read and accept the Privacy Statement"

## Who are you applying for

Select the scenario that best describes your situation (required): \*



- You are applying for yourself
- You are a parent applying on behalf of a minor or dependent adult
- You are a legal guardian applying on behalf of a minor or dependent adult
- You are a legal representative (court-appointed lawyer or individual) applying on behalf of someone else
- You are a provincial/territorial employee applying on behalf of someone for whom you have legal authority
- You are a legal representative of an estate requesting a confirmation of SIN for a deceased person

Next

Select the scenario from the drop-down menu that best describe your situation and click on "Next".

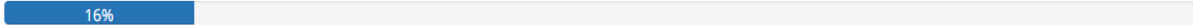
If you are applying on behalf of someone else, you (as the parent or legal representative), will need to provide additional information and provide all the required documents.

**Reminder:** An employer/organization **is not an authorized representative** unless there is legal documentation identifying them as such. Employers or organizations may assist their employees or clients in applying for their SIN, however, the applicant must be present and understand what is being completed during the application.



# Social Insurance Number Application

## Applicant information



**i** Answers to fields and questions with an asterisk ( \* ) are mandatory.  
When present you can click on the **i** icon in order to get more information on a question

**⚠** Please note you will have 45 minutes to complete this application. Should you be unable to complete it in the allocated time, you will be asked to discard this request and start a new one.

### Name Information

What is your first given name, as it appears on your primary identity document? If your given name has been changed legally, enter it exactly as it appears on your supporting document. (required) **i** \*

If you have other given names, enter them below: **i**

What is your current family name? (required) **i** \*

What was your family name at birth? (required) **i** \*

If you ever used any other family name(s) or single names, enter them below: **i**

The name(s) full family name/surname entered must correspond to at least one of the given names on the [primary identity document](#) or, if you have legally changed your name, family name/surname, it must correspond to at least one of the given names on the [supporting document](#).

Enter the full family name you were given at birth, even if it is the same as the name entered in the field above.

If any, enter all other family names/surnames you have previously used. If there is more than one, separate each family name/surname with a comma (.). Do not repeat names that you entered in previous fields.



## Birth Place Information

In what country were you born? (required) \*

Canada | Canada  
United States | États-Unis d'Amérique  
Afghanistan | Afghanistan  
Albania | Albanie  
Algeria | Algérie  
Andorra | Andorre  
Angola | Angola  
Antigua and Barbuda | Antigua et Barbuda  
Argentina | Argentine

Select the appropriate option from the drop-down menu

In what city, town or village were you born? (required) \*

## Other Information

Enter your date of birth (required) ⓘ \*

Year  Month  Day

What is your gender? ⓘ

Female  
Male  
X

Select your gender by choosing the appropriate option from the drop-down menu. Select the blank option should you not want to declare your gender. If you decide to choose "X" or not to declare, Service Canada will add a note to your record indicating the choice. However, until our computer systems are upgraded to register this information, "male" or "female" will appear on your SIN record.

Are you part of a multiple birth (twin, triplet, etc.)? Please answer below (required): \*

Have you ever had a SIN? (required) \*

Yes  
No  
Unknown (Don't Recall)

Select the appropriate option from the drop-down menu.

Enter your SIN (if known):

Select the type of application you wish to submit: (required) \*

- Update or correct a SIN record
- Request the confirmation of an existing SIN
- Register a legal change of name
- Change the status on a SIN record
- Extend the expiry date of a 900-series SIN
- Other

Select your current status in Canada: (required) \*

- You are a Canadian citizen
- You are a permanent resident
- You are a temporary resident
- You are an individual residing outside Canada with no legal status in Canada
- You are an individual born outside Canada who is registered under the Indian Act

If "Yes" is selected, enter your SIN (if known) and select the type of application you wish to submit from the drop-down menu (required).  
Select your current status in Canada and click on "Next."

## Phone Numbers

Daytime Phone Number (required) \*

Evening Phone Number

## Mailing Address

Your SIN confirmation letter will be mailed to this address.

Should correspondence be addressed to someone other than yourself, enter their name here:

Apartment, suite or unit number:

Number and Street: (required) \*

City, Town or Village: (required) \*

Country: (required) \*

Postal or Zip Code: (required) ⓘ \*

Your SIN confirmation letter will be mailed to this address.



## Confirmation of Address

Confirm that the address provided is correct as seen below:

10, 123 Main Street  
Ottawa, Ontario  
Canada, K2L1B6

I have verified the above address and confirm that it is my correct mailing address. (required) \*

Previous **Next**

You (the applicant) have to verify and confirm that it is your correct mailing address and click on "Next".

## Primary Identity Documentation

A Primary identity document is an official document that proves someone's identity and status in Canada.

Based on the status selected prior you must provide one of the following documents.

Select which of the following documents you wish to provide: (required) \* 1

Work permit issued by IRCC




Primary Identity Document (required) ⓘ \*

Upload

Enter the expiry date that appears on your Primary Identity Document. \*

Year Month Day

The Primary Identity Document must be valid (not expired) 6

 PrimaryIdentityDocumentation	2023-02-15 14:51
 SecondaryDocument	2023-02-15 14:53
 SupportIDifnecessary	2023-02-16 05:52

Add files

Choose files **Choisir des fichiers** Aucun fichier n'a été sélectionné 3

Make sure that each file size does not exceed 5MB.

**Add files** Cancel 5

**Reminder:** electronic file must be in one of these file formats: **pdf, jpeg,gif, png**. The file name cannot contain any special characters: accents, tildes, symbols, etc. (examples: è, é, ñ, &, \*, #).

Previous **Next**

## Secondary document

A secondary document is an official document that confirms your identity.

Select which of the following document you wish to provide: (required) \*

1

Secondary Document (required) ⓘ \*

Upload 2

Enter the expiry date that appears on your secondary document (required) \*

Year  Month

The secondary document must be valid (not expired) 6

PrimaryIdentityDocumentation	2023-02-15 14:51
SecondaryDocument	2023-02-15 14:53
SupportIDifnecessary	2023-02-16 05:52

Add files

Choose files Choisir des fichiers | Aucun fichier n'a été sélectionné 3

Make sure that each file size does not exceed 5MB.

Add files Cancel 5

## Supporting documentation

A supporting document is a legal document supporting the name currently used.

To determine if you need to submit a supporting document, answer the following questions:

Do all documents provided contain the first given name (or N/A if you don't have a first given name) \* First Given name

Do all documents provided contain the family name \* Current family name

To determine if you need to submit a supporting document, you need to answer the following questions.

If the name on any document provided is different from the name on the SIN application, a legal document stating the most recent name used is required.

## Documentations

Name ↑

PrimaryIdentityDocumentation.pdf (32 KB)	<input type="button" value="v"/>
SecondaryDocument.pdf (32 KB)	<input type="button" value="v"/>
SupportIDifnecessary.pdf (36 KB)	<input type="button" value="v"/>

The uploaded documentations are displayed here

Previous

## Parent Information

What is(are) your parent's given name(s)? (required) ⓘ \*

What was(were) your parent's family name(s) at birth? (required) ⓘ \*

Enter the appropriate information and click on "Next"

If you have more than one parent registered on your birth record, you must provide the information pertaining to a parent other than the one listed above. If you only have one parent, check the option "I only have 1 parent registered on my birth record".

I only have 1 parent registered on my birth record

## Parent Information

What is(are) your parent's given name(s)? (required) ⓘ \*

What was(were) your parent's family name(s) at birth? (required) ⓘ \*

Some provinces have passed legislation to recognize up to four parents on the registration of birth and it is now possible to have them all listed on a SIN record. If the applicant has more than two parents registered on their birth record and you wish to register more than two parents on their SIN record, please select the appropriate option below:

Register additional parent information?

Previous

Next

Review the Information below for accuracy prior to submitting your application:

Date of birth:	1975/01/01
Have you ever had a SIN?	No
SIN (if known):	—
Application type:	Request a first Social Insurance Number
Current status in Canada:	Temporary Resident
First given name	First given name
Other given name(s):	Given name
Current family name:	Current family name
Family name or single name at birth:	Current family name
Gender:	Male
Place of birth:	Mexico, N/A, Mexico
Mailing address:	10, 123 Main Street, Ottawa, Ontario, Canada, K2L1B6
Phone number where the applicant can be reached during the day:	12345678890
Phone number where the applicant can be reached during the evening:	12345678890
Parent's name at birth	Parent's given name(s) Parent's family name(s) at birth
Parent's name at birth	
Uploaded Files:	<ul style="list-style-type: none"><li>• PrimaryIdentityDocumentation.pdf</li><li>• SecondaryDocument.pdf</li><li>• SupportIDifnecessary.pdf</li></ul>

Review information for accuracy prior to submitting your application. If you notice a mistake, click on "Previous" to go to previous screen to correct the information

## Correspondence

Preferred language of correspondence: \*

I would like to receive an email notification once my application has been received by Service Canada and once it has been processed.

Email: (required) \*

Confirm email: (required) \*

By providing an email address, you (the applicant) will receive an email notification once the application has been received by Service Canada, and once it has been processed.

If the eSIN application is rejected, you will receive an email containing reason'(s) the eSIN application was rejected.

## Certification

Print your name (required) \*

I certify that the information provided on the application form is true, accurate and complete \*

Previous

Submit

Enter your name and check the box to certify that the information provided on the application form is true, accurate and complete.

Click on "Submit" to submit the application.

## Thank you for your application

Application Confirmation Number (note: this is NOT your SIN)

eSIN-0000001147

Created On

2023/02/15 3:22 PM

Service Canada will process your request and provide a response within 10 business days from the date the application is received. If more than 10 business days have passed and you would like to find out the status of your application, [contact the SIN program](#).

The Employment Insurance Regulations require individuals to apply for a Social Insurance Number (SIN) no later than three days after the day on which the employment begins and to inform their employer of their SIN as soon as they receive it. The legislation does not prevent people from working in insurable employment before they received their SIN.

Please retain this notification for your records. It may also be used as proof that you have applied for a SIN.

Submit New Request

Print the confirmation page or note down the application confirmation number so you can follow up with the SIN program if you have any questions or if more than 15 business days have passed and you would like to follow up on the status of your application.



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## Contact Us

**Website:** [www.canada.ca](http://www.canada.ca)

**By phone:** 1-866-274-6627 - Employers can contact Service Canada to verify the SIN of any present or former employees. They will be required to provide their business number (issued by the Canada Revenue Agency) as well as appropriate identification about the company and the SIN holder.

Agents are available Monday to Friday, 8:30 am to 4:30 pm Canadian local time, except on statutory holidays.

**Teletypewriter (TTY):** 1-800-926-9105

If you have a hearing or speech impairment and use a teletypewriter (TTY).

**Outside Canada:** 506-548-7961

Note that long distance charges apply. Agents are available Monday to Friday, from 8:00 am to 8:30 pm (Atlantic Standard Time).

**Local contact:**

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Please contact your local Citizen Service Specialist to obtain the most up-to-date copy of this document.



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## Links

### Social Insurance Number

[Overview](#)

[Who needs a SIN](#)

[Apply](#)

- [SIN Online Application](#)

[Receiving and updating your SIN](#)

[Protecting your SIN](#)

[Reporting a death](#)

[Required documents](#)

