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

(For Adults 16 or Older)

GENERAL INFORMATION

► Please review the instructions (83-168IE) 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.

► Original documents included with the application 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 your identity.

HOW TO SUBMIT YOUR 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 your supporting identity documents.

  Note: You must still include your **original** proof of birth document.
- If you are applying for registration AND for the Secure Certificate of Indian Status, the guarantor must also sign and date the digital photo if using the SCIS Photo App or the back of (1) one printed photo.

  Send the application to:

Saugeen Membership Administrator
6 Cameron Dr.,
Southampton, Ontario N0H 2L0

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:

Saugeen Membership Administrator
6 Cameron Dr.,
Southampton, Ontario N0H 2L0

CHECKLIST

Application form

☐ Section 7 of the application must be signed and dated.

Birth document

☐ Include an **original** birth certificate listing the **names of your parents**. A photocopy is not acceptable.

Note: If you were adopted, you must provide an original birth certificate listing the names of the your **adoptive parent(s)**.

Supporting identity documents

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

► Include with the application:

◯ One (1) identity document that contains all the elements listed above, OR

◯ More than one identity document 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 supporting 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).

Name-linking documents

If you are applying under a name that is different than the name on your birth certificate, you must provide a name-linking document, such as a marriage certificate and 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 your name as it appears on the application form (for example, a driver's licence).

Photos (if a Secure Certificate of Indian Status is requested)

☐ Include two (2) unaltered, identical, Canadian passport-style photos with your name and the date the photo was taken written on the back of one (1) photo,

OR

☐ Use the SCIS Photo App to submit a digital photo.

Adoption

► If you were adopted as a child, 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 your birth ancestry. To obtain the consent form, call 1-800-567-9604.

☐ A photocopy of your pre-adoption birth certificate (optional, if available).

Mail-in application

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

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Privacy 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 power to remove a name from the Indian Register if the individual has been correctly registered, even when the individual wishes 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 individual 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.**

1. Personal information

Family name	Given names
Family name at birth (if different from above)	Alias / Cultural name (if applicable)
Gender: ◯ M (male) ◯ F (female) ◯ X (another gender)	Date of birth (YYYYMMDD)

Permanent address ☐ Address is on reserve

Number, street, apartment, P.O. box

City/Town	Province/Territory (Canada)	State (USA)	Postal / ZIP code
Telephone number (Daytime)	Telephone number (Other)	Email address	

Mailing address (if different from above)

Number, street, apartment, P.O. box

City/Town	Province/Territory (Canada)	State (USA)	Postal / ZIP code

2. First Nation / Band choice

(If your parents are affiliated with different First Nations/Bands, indicate your preference)

First Nation / Band name	First Nation / Band number (3 digits) (if known)

3. Document requirements

A. Proof of birth document ☐ Original document included

Registration number on birth document	Province / Territory of issuance	State (USA) of issuance

B. Name linking documents
(Provide if the name used on this application is different than the name listed on your proof of birth document)

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

C. Supporting identity documents

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)

4. Adoption information
(Complete this section ONLY if you were adopted as a child)

I was adopted as a child, and I believe that I have entitlement to Indian status through (select all that apply)

☐ My adoptive mother ☐ My adoptive father ☐ My birth mother ☐ My birth father

Adoptive mother

Family name	Given names	Date of birth (YYYYMMDD)

Adoptive father

Family name	Given names	Date of birth (YYYYMMDD)

Birth mother (if known)

Family name	Given names

Birth father (if known)

Family name	Given names

► If you believe that you are entitled to Indian status through your **adoptive parents**, complete the Family Information (section 5) with your **adoptive parents'** information.

► If you believe that you are entitled to Indian status through your **birth parents**, complete the Family Information (section 5) with your **birth parents'** information, if available.

5. Family information

A. Father

Family name	Family name at birth (if different)	Given names

Date of birth (YYYYMMDD)	First Nation / Band name	First Nation / Band number (3 digits) or registration number (10 digits)

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 names

Date of birth (YYYYMMDD)	First Nation / Band name	First Nation / Band number (3 digits) or registration number (10 digits)

Was the mother adopted? ◯ Yes ◯ No ◯ Unknown

C. Maternal grandparents

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

	Family name	Family name at birth (if different)	Given names	Date of birth (YYYYMMDD)	First Nation / Band name or registration number	Adopted Yes/No
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 your father is registered, information on the grandparents and great-grandparents is not required)

Family name	Family name at birth (if different)	Given names	Date of birth (YYYYMMDD)	First Nation / Band name or registration number	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)

6. Photo and signature to appear on the Secure Certificate of Indian Status (SCIS)

► **Select what applies to you.**

◯ Two (2) photos are included ◯ Photo submitted using the SCIS Photo App ◯ SCIS not requested

► **Sign your name inside the box without touching the borders.** You may sign with an “X”, in syllabics or another language, as long as this is your usual legal signature.

7. Declaration and signature

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

I solemnly declare that 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 me. I have read and understand the Notice to Applicants and the *Privacy Act* Statement.

If eligible, I _____ , request to be registered in the Indian Register and, if applicable, to have
Print name

my name entered on a First Nation / Band List, as provided for under the *Indian Act*. I further request to have a Secure Certificate of Indian Status issued to me (if applicable).

Signature **X**	Date (YYYYMMDD)

8. 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 **X**	Date (YYYYMMDD)