

PROCESS FOR OBTAINING A
CERTIFICATE OF INDIAN STATUS CARD
BY MAIL

In order to obtain a Certificate of Indian Status card, I require the following:

- Application for Certificate of Indian Status.
- Expired card or fill out enclosed Lost Declaration.
- First time or lost card applicants must enclose a VALID photocopied piece of identification. (Social Security and Social Insurance cards are not accepted)
- You fill out the top half of the Guarantor Form, a profession from the list provided at the back of the form, fills out the bottom portion.
- Two passport quality photos must be supplied. The Guarantor form must also sign the back of one photo. Keep in mind that the photo is smaller than a passport picture, the dimensions are 1 inch width by 1 ½ inches height). Eyes must be clearly visible and photo must be clear.

Actual
Size of
Photo

Please note that incomplete applications will be returned.

Send application package to:

Melanie Fengler
Registration Officer
Indian Affairs Canada

25 St. Clair Avenue East, 8th Floor
TORONTO ON M4T 1M2

TEL: (416) 973-5283



IMPORTANT: To apply for the Certificate of Indian Status (CIS), you must first be a registered Indian as defined in the *Indian Act*.

APPLICATION FOR CERTIFICATE OF INDIAN STATUS

Privacy Act Statement

The information you provide on this document is collected under the authority of the *Privacy Act* for the purpose of issuing a Certificate of Indian Status and will be stored in personal information bank no. INA/P-PU-110. Personal information that you provide is protected under the provisions of the *Privacy Act*.

HOW TO APPLY

You may apply in person to any of the 450 Indian Registry Administrators located in most band offices in Canada, or to any INAC office. **If you need to apply by mail it must go to an INAC Regional Office.**

Applicants must provide proof of their identity to obtain a CIS. Please contact your band office or an INAC Regional Office to obtain information on identification and other requirements.

APPLICANT INFORMATION

Family name		Alias	
Given name(s)			
Date of birth (YYYY-MM-DD)	Name of band		Registration no.
If the above applicant is under 12 years of age the parent/guardian must complete the following: Family name of parent/guardian			
		Given name(s) of parent/guardian	

DECLARATION OF APPLICANT

DECLARATION – I read the *Privacy Act* Statement above. I willingly provide my signature and photo for recording on the CIS and I certify the accuracy of the information I have provided in this application.

Date (YYYY-MM-DD)	Signed at (City / Province / Territory)	Signature
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APPLICANT MAILING ADDRESS (optional)

Note: To be completed only if the applicant wishes the CIS to be mailed, rather than picked up.

Mailing address (Apartment, street no., street, city)

Telephone no. - Home	Telephone no. - Business	Province/Territory	Postal code
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FOR OFFICE USE ONLY

Reason <input type="radio"/> First card <input type="radio"/> Lost card <input type="radio"/> Personal information change <input type="radio"/> Renewal of card <input checked="" type="radio"/> Replacement card <input type="radio"/> Stolen card	Documents produced to verify identity	Verify in IRS
	CIS Certificate no.	Issuing officer name (Please print)

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**Lost or stolen Certificate of Indian Status Declaration Form -
Formulaire de déclaration de perte ou de vol du Certificat de statut d'Indien**

As per Indian and Northern Affairs Canada's Policy regarding the issuance of Certificates of Indian Status « a registered Indian shall have only one Certificate of Indian Status (CIS) at any one time ». It is therefore necessary to submit a statement with an application for a new CIS when a previous valid CIS cannot be returned.

En conformité avec la politique du ministère des Affaires indiennes et du Nord canadien sur l'émission des Certificats de statut d'Indien (CSI), « un Indien inscrit ne peut posséder qu'un seul Certificat de statut d'Indien ». Lorsque vous ne pouvez pas nous retourner un CSI précédent valide, vous devez soumettre une attestation en même temps que votre demande de nouveau CSI

Certification:

I, the undersigned, certify that I am no longer in possession of my Certificate of Indian Status and that I have not given my Certificate of Indian Status to another person or disposed of it in an unauthorized manner. If I subsequently find or recover my CIS, I will immediately return it to the nearest Band Membership Office or Indian and Northern Affairs Canada office.

If, at any time, it is determined that I have knowingly submitted a false or misleading declaration, I may:

- a) have my renewal or new certificate application refused by the issuing agent and/or Registrar
- b) have the card issued by the issuing agent and/or Registrar revoked.

Certification:

Je, soussigné, certifie ne plus posséder mon Certificat de Statut d'Indien, ne pas l'avoir donné à une autre personne et ne pas l'avoir aliéné de façon non autorisée. Si je retrouve ou récupère mon CSI par la suite, je le remettrai immédiatement au Bureau d'appartenance à la bande ou au Bureau du ministère des Affaires indiennes et du Nord canadien le plus proche.

En tout temps, s'il est déterminé que j'ai sciemment soumis une déclaration fausse ou trompeuse, le Registraire ou l'agent responsable de l'émission des CSI peut :

- a) refuser ma demande de renouvellement de CSI ou de nouveau CSI
- b) révoquer la carte qu'il m'a émise.

Signature:

Surname - Nom de famille

First Name - Prénom

Registry No. - N de registre

Signature

Date

**INDIAN AND NORTHER AFFAIRS CANADA
ONTARIO REGION**

Instructions for Completing Guarantor Form in Lieu of Proper Identification

1. Complete the form "Application for Certificate of Indian Status".
2. Complete the "Lost or Stolen Certificate of Indian Status Declaration Form" if the client no longer has the old card.
3. Complete the "Applicant's Declaration" section of the Guarantor form.
4. Take completed forms to an eligible Guarantor (see list below).
5. Have Guarantor complete and sign the form.
6. Have the Guarantor sign the back of a photograph of applicant.
7. Bring all documents, including signed photograph to the nearest INAC office or First Nation (call in advance is strongly recommended).

List of Eligible Guarantors for Status Card Application

- Dentist, medical doctor or chiropractor
- Judge, magistrate, police officer (municipal, provincial, RCMP)
- Lawyer
- Mayor
- Minister of religion authorized under provincial law to perform marriages
- Notary Public
- Optometrist
- Pharmacist
- Postmaster
- Principal of a primary or secondary school
- Professional Accountant
- Professional Engineer
- Senior administrator in a community college
- Senior administrator or teacher in a university
- Social Worker
- Veterinarian

NOTE: The Guarantor must have known the individual for a minimum of two (2) years.

