

# How Can I Apply for a Status Card?

**\*\*Before applying, please make sure that all children or adults are already registered under the Indian Act\*\***

If applying by mail, you must provide:

1. a completed **Secure Certificate of Indian Status (SCIS) Application for Already Registered Persons (form 83-172)**
2. photos that meet the photo requirements

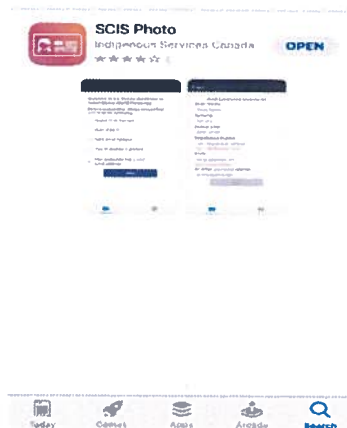
## What is considered an acceptable photo?

If you are applying for a secure status card or need to renew or replace one, you must submit acceptable photos.

Acceptable photos can be in color or black and white and can be taken by anyone but must be:

- clear, sharp and in focus
- taken with a neutral facial expression, that is, eyes open and clearly visible, mouth closed
- taken with uniform lighting, without shadows, glare or flash reflections
- taken straight on, with face and shoulders centered and squared to the camera
- taken in front of a plain white or light-colored background, with a clear difference between the face and the background
- must represent natural skin tones
- must be originals and not taken from an existing photo
- taken within the 12 months and reflect applicant's current appearance
- Also:
  - prescription eyeglasses may be worn as long as the eyes are clearly visible and there is no reflection or glare on the eyeglasses
  - sunglasses and tinted eyeglasses are unacceptable
  - photos with the red-eye effect or red-eye alterations are unacceptable
  - head coverings are not acceptable, unless worn for religious beliefs or medical reasons:
    - the full face must be clearly visible and the head covering must not cast any shadows on the face
  - hair can be worn down

You can now download the SCIS Photo app on  
Android and Apple Devices



**3. photocopies of the front and back of original acceptable valid identification, each photocopy signed by a guarantor**

**What is considered an acceptable valid identity document?**

The identity document must have been issued by a federal, provincial, territorial or state government authority and must be valid (not expired).

To be considered acceptable, the valid identity document must include your:

1. name
2. date of birth
3. photo
4. signature

**Which forms of valid identification are acceptable?**

Acceptable valid identification includes:

- passport (an international passport is acceptable if it includes the name, date of birth, photo and signature of the applicant and is accompanied by a professionally translated version if not in French or English)
- driver's license
- enhanced driver's license
- Canadian military identification card
- government-issued identification card
- government-issued enhanced identification card
- health card
- Canadian citizenship card (issued before February 1, 2012)
- Canadian permanent resident card
- U.S. permanent resident card (green card)

Original documents or photocopies are accepted. Photocopies must be of the front and back of the document, signed and dated by a guarantor and accompanied by a guarantor declaration (form 83-169).

Indigenous and Northern Affairs Canada (INAC) makes every possible effort to return original documents within one month after receiving an application.



# SECURE CERTIFICATE OF INDIAN STATUS (SCIS)

## APPLICATION FOR ALREADY REGISTERED PERSONS

### ADULTS (16 YEARS OF AGE OR OLDER), CHILDREN (15 YEARS OF AGE OR YOUNGER) AND DEPENDENT ADULTS

#### Privacy Act Statement

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 issue a Secure Certificate of Indian Status to registered persons. We may share the personal information you provide as outlined under Personal Information Bank AANDC PPU110 (Info Source <http://www.aadnc-aandc.gc.ca/eng/1100100011039/1100100011040>). 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). 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, you can consult the Privacy Commissioner at 1-800-282-1376.

- ▶ **Complete this form online, or write in block letters using black or dark blue ink.**
- ▶ Instructions (83-172IE) to complete the form : visit [www.canada.ca/indian-status](http://www.canada.ca/indian-status) or call 1-800-567-9604.
- ▶ SCIS is the abbreviation for Secure Certificate of Indian Status.

Reason for Application (Select ONE option)

- First SCIS
  Renewal  
 Replacement (lost, stolen, damaged SCIS)
  Replacement (changes to personal information)

#### SECTION 1: Information on Person to be Issued an SCIS

Family Name		Given Name(s)	
Family Name at Birth (if different from above)		Alias / Cultural Name (if applicable)	
Sex (as per Birth Certificate)	<input type="radio"/> Male <input type="radio"/> Female	Date of Birth (YYYYMMDD)	
Registration Number (10 digits)		First Nation/Band Name	

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
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#### SECTION 2: Parent/Legal Guardian Information (Complete this section ONLY if applying for a child or dependent adult.)

Family Name		Given Name(s)	
Family Name at Birth (if different from above)		Registration Number (10 digits) (if applicable)	Date of Birth (YYYYMMDD)

#### Relationship to Child/Dependent Adult:

- Parent
  Custodial Parent
  Legal Guardian
  Other (Specify) \_\_\_\_\_

▶ **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, provide photocopies of all legal documents.

▶ **If applying for a dependent adult,** include a photocopy of the Order of Guardianship.



**SECTION 3: Identity Document(s) for Adult Applicant or Parent/Legal Guardian** (refer to the instructions)

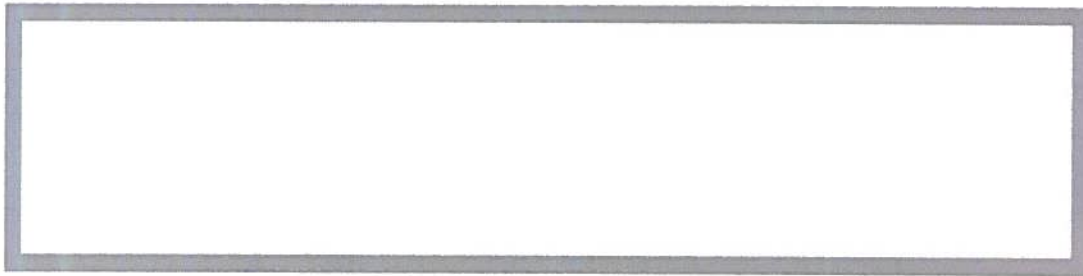
Document Type	Document Number	Expiry Date (YYYYMMDD) (if applicable)	Name (as it appears on the document)

**SECTION 4: Name-Linking Document(s)** (refer to the instructions)

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

**SECTION 5: Photo and Signature to Appear on the Secure Certificate of Indian Status (SCIS)**

- ▶ Include two (2) unaltered, identical, Canadian passport-style photographs (refer to the instructions for photos).
- ▶ 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 signature. A signature is not required if the SCIS is for a child (15 years of age or younger) or dependent adult.



**SECTION 6: Declaration and Signature**

- ▶ Failing to sign and date the declaration will delay the processing of your application.
- ▶ **Notice to Applicants:** 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, is cause to revoke or refuse to issue an SCIS, and may lead to criminal prosecution.

**Declaration:** 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 are a true likeness of me or the child / dependent adult. I have read and understand the Notice to Applicants and the *Privacy Act* Statement.

I request that \_\_\_\_\_, if eligible, be issued a Secure Certificate of Indian Status.  
(Print Name of Adult, Dependent Adult or Child)

If applying to replace a lost, stolen, damaged or destroyed SCIS: I declare that I have not given my Secure Certificate of Indian Status (SCIS) to another person or disposed of it in an unauthorized manner. I understand that an SCIS reported lost, stolen, damaged or destroyed is no longer valid and can no longer be used. Should I regain possession of my SCIS, I understand that I am to destroy it immediately.

Signature of Adult Applicant (16 years of age or older) or Parent/Legal Guardian	Date (YYYYMMDD)
X	

**SECTION 7: 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	



## 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 photocopies 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 reachable for verification by the Department.
- 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 (First Nations; RCMP; municipal, provincial, territorial police)
- 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 [www.canada.ca/indian-status](http://www.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 reachable for verification by the Department.
- 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.



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

**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 on 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 <http://www.aadnc-aandc.gc.ca/eng/1100100011039/1100100011040>). 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.

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

**Applicant Information**

► For the purposes of this form, the applicant is the adult (16 years of age or older) 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.

Family Name	Given Name(s)		
Alias / Cultural Name (if applicable)	Date of Birth (YYYYMMDD)	Registration Number (10 digits) (if applicable)	
<i>I certify that I am the person (applicant) named above</i>	Signature of Applicant		Date (YYYYMMDD)
	X		

**Name of Child/Dependent Adult (if applicable)**

Family Name	Given Name(s)
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**Guarantor Information and Declaration**

Family Name	Given Name(s)
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**Permanent Address**

Number, Street, Apartment, P.O. Box			
City/Town	Province/Territory (Canada)	State (USA)	Postal/ZIP Code
SCIS Serial Number (on the back of the card)		Occupation (if guarantor does not have an SCIS)	
Applicant known for _____ years (minimum 2 years)		Telephone Number (Daytime)	Name of Firm/Organization (if applicable)

**Instructions for guarantor:** As needed, you must **sign** and **date** the photocopies 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 photocopy 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 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.

Signature of Guarantor	Date (YYYYMMDD)
X	