



# Social Insurance Number Information for Temporary Foreign Workers

## Please share the following information on how to apply for Social Insurance Number with your Temporary Foreign Workers

Service Canada provides individuals with a single point of access to a wide range of government of Canada programs, services and benefits.

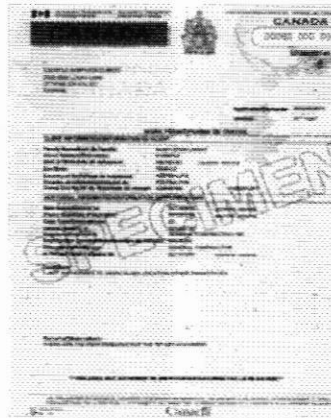
### What is a Social Insurance Number?

The Social Insurance Number (SIN) is a nine-digit number that is required to work in Canada. ***It is your responsibility, as a temporary foreign worker, to apply for your SIN.***

### What do I need to apply?

To apply for a SIN, you must provide a minimum of three documents:

1. An original valid **primary identity document** that proves your identity and your legal status in Canada



As a temporary foreign worker, you will need to provide your **work permit** issued by Immigration, Refugees and Citizenship Canada (IRCC), indicating under which conditions you are authorized to work in Canada.

2. An original valid **secondary document** to confirm your identity, such as a passport or provincial or territorial identification



Foreign Passport



Driver's License



Health Card



3. A **proof of address** with your name and address where the address matches the one indicated in your SIN application. While applying in Canada the address provided must be a Canadian address.



Bill or contract from a cell phone or other service provider

**EMPLOYMENT CONTRACT**

**The Employer:**  
 Business Name (if a business, provide key business contact name and name/last name): \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**The Employee:**  
 Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Other Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**The PARTIES agree as follows:**

**Duration of Contract**  
 1. This contract shall have duration of \_\_\_\_\_ months from the date the EMPLOYEE assumes their position (SEE TERMS OF EMPLOYMENT).  
 2. Both parties agree that this contract is conditional upon the EMPLOYEE obtaining a valid work permit pursuant to the Immigration Regulations, and neither successful entry in Canada.

**S.A.**

**IN WITNESS WHEREOF the parties state that they have read and accepted all the terms and conditions stipulated in the present contract.**

Signed at \_\_\_\_\_  
 The Employer  
 Date: \_\_\_\_\_

Signed at \_\_\_\_\_  
 The Employee  
 Date: \_\_\_\_\_

Organization ABC  
 123, Rue Avenue  
 This City, Province, X1E 5X5

This letter certifies that John Doe lives at, 456 Main Street, City, Province, A1A 1A1. Please accept this as a proof of address for the Social Insurance Number Application.

Name of Representative of Organization ABC

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Applicant's name

\_\_\_\_\_  
 Signature

Employment contract with your name and address

Letter from an organization / institution / employer attesting your address and signed by you and a representative of the organization

Note: **Complete your full name on the application form as it appears on your primary identity document.** A supporting document may be required if the name on your primary identity document is different from the name on your secondary document or SIN application form.

For more information about the documents required to apply for a SIN, visit [Canada.ca](http://Canada.ca) -> Jobs -> Apply for a Social Insurance Number (SIN) -> What you need before you apply.

**How do I apply?**



- Applying **online** is easy. Submit a SIN application online within a secure and protected environment using the eSIN portal at [sin-nas.canada.ca/en/Sin/](http://sin-nas.canada.ca/en/Sin/) and upload digital copies of your documents.

**Please consult the Social Insurance Number – What you need before you start - Canada.ca page to ensure you have all the required documents ready before you apply.**



Use your smartphone camera and scan this QR code to be immediately directed to the online SIN application.

- You can also apply for your SIN **by mail**. If you choose this option, you must provide a completed and signed [SIN application form](#) in addition to your original documents.

**Your original documents will be sent back once your application is processed.**

- If you are unable to apply [online](#) or by [mail](#), you have the option to apply in person and bring all original documents required with you.

**If you chose to apply in person, we strongly recommend that you book an appointment prior to your visit by using the online [service request form](#).**

#### Next steps?

Once you have applied you will receive your confirmation of SIN within 20 business days.

If you have not receive your SIN within that timeframe, please contact the Social Insurance Number program at 1-866-274-6627.