Social Insurance Number (SIN)

In order to work in Canada, you will require a Social Insurance Number. A Social Insurance Number (SIN) is a confidential nine digit number issued by the Canadian government to those who work in Canada, pay taxes, and receive income benefits or services from government programs. Effective March 31, 2014, Service Canada stopped issuing plastic SIN cards in favour of paper format, confirmation of SIN letters. A SIN so does not give you permission to work in Canada; but it is required in order for you to be paid. It is illegal for anyone to employ you without a SIN.

You are responsible for protecting your SIN. Don’t keep it with you. It should be kept in a safe, secure location and only given to organizations or programs permitted to ask for it.

Note: SINs that begin with a ‘9’ are issued to temporary residents who are not Canadian citizens or permanent residents. The SIN will be valid until the end of the person’s authorized stay in Canada, as determined by Citizenship and Immigration Canada.

Applying for a SIN

Temporary Foreign Workers and new permanent residents will need to apply for a Social Insurance Number at a Service Canada office, in person, since original immigration documentation (e.g. work permit or confirmation of permanent residence letter) must be provided. You will need to complete an application form, which can be obtained from a Service Canada Office or downloaded. There is no fee for new applications or to change the expiry date on a temporary SIN. In some instances, applications by mail may be possible. You will need to provide a primary document that proves your identity and status in Canada, and a supporting document, if the name on your primary document is different from the one you are currently using. It is important that documents are originals and that they are written in English or French.

If you are submitting an application on behalf of someone else, you must provide original documents that prove the identity and status for both yourself and the person you are applying for. Children who are twelve years of age or older may apply for their own SIN, or have their parent or legal guardian apply for them. For children under 12 years of age, the parent or legal guardian must provide documents for both themselves and their child. On applying for the SIN in person, you will be issued a letter with your social insurance number on it, that same day. Please provide your Employee Records Coordinator in York’s Department of Human Resources with a copy of the letter and the expiry date (if applicable) as soon as you obtain them.
If you are working at York with a temporary work permit and you need to extend your SIN card’s expiration date, you will need a renewed work permit. You will be required to provide your York appointment letter. Note: If you have a work permit, and then gain permanent residence status, you **must apply** for a **permanent** SIN.

**Service Canada Office Locations**
To find a Service Canada office close to home, please visit [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

For more information on Social Insurance Numbers, please visit the [Service Canada](http://www.servicecanada.gc.ca) Web site or telephone 1-800-O-Canada (1-800-622-6232).