

Community Legal Education Ontario/Education juridique communautaire Ontario

October 7, 2025



**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

TBDSSAB – Jennifer Libble, Manager Social Assistance Programs

Kinna-aweya - Claire Littleton, Coordinator of Legal Services/Staff Lawyer

Lakehead University Community Legal Services - Rodi-Lynn Rusnick-Kinisky, Director



Getting ID and challenges accessing government services

Plan for today's presentation:

- Jennifer Lible is going to share information about TBDSSAB services and eligibility requirements related to ID
- Claire Littleton is going to talk about ID requirements for various other government services and how to get some types of ID
- Rodi-Lynn Ruskick-Kinisky will provide detailed information about accessing birth certificates and provide answers to commonly asked questions
- We will wrap up with a Q&A



TBDSSAB Service Area and Offices

- TBDSSAB delivers services in 15 municipalities and the Territories Without Municipal Organization within the District of Thunder Bay
- 8 offices throughout the District
- Program areas include
 - Social Assistance Delivery
 - Child Care and Early Years
 - Housing and Homelessness



Integrated Social Services

- Child Care and Early Years
- Housing operations
- Housing Programs
- Ontario Works



Child Care and Early Years' Service System Manager

- Manages local child care and early years learning that have purchase of service agreements with TBDSSAB
- Oversees professional learning supports for service providers and early learning professionals
- Develops policies that support local and provincial goals
- Administers the child care fee subsidy program
- Supports and monitors quality across the child care and early learning system
- Provides oversight of child care and early learning providers through monitoring and management of service contracts
- Manages local child care and early learning funding through the federal and provincial government partnership of the Canada Wide Early Learning Child Care program (CWELCC)
- Supports and monitors special needs resourcing through CCTB



Housing Operations

- To effectively address the provision of social and affordable housing through direct-owned properties, and relationships with housing providers
- To seek to meet the needs and well-being of tenants
- To reduce homelessness and eliminate chronic homelessness
- 2,471 social housing units directly operated within the District of Thunder Bay
- 811 social housing units owned by 21 non-profit housing corporations that receive funding from TBDSSAB
- 609 rent supplement units with private and non-profit landlords
- As of December 2024, the centralized waitlist has 1,424 applicants for rent-geared-to-income (RGI) for the District



Housing and Homelessness Programs

- Responsible for the administration of Non-Profit Housing Providers
- Engage with private landlords to access housing units for RGI applicants
- Administer homelessness prevention initiatives, including internal and partnership programs



Ontario Works

- Ontario Works is a social assistance program delivered by 47 Service Managers across the province
- Empowers independence and self-sufficiency
- Governed by the *Ontario Works Act, 1997* and its Regulations
- Eligibility criteria and social assistance rates are established through provincial legislation
- Current average caseload of 2564 and 4353 beneficiaries



Discretionary Benefits

- Discretionary by nature
- Overall benefits paid in 2024 is over \$825K
- Some items cover by TBDSSAB in 2024
 - Dental over \$120k
 - Funerals over \$350K
 - Psychological Assessments over \$129K



Housing Security Fund

- Requests for securing new accommodations or preventing eviction and utilities arrears
- Must qualify by income
- OW, ODSP and Non-Social Assistance recipients
- Fiscal year 2024-2025
 - 955 applications received with 51% approved
 - Over \$808K issued
 - Over \$318K for Rent (includes arrears and last months rent)
 - Over \$86K to avoid utilities cut off
 - Over \$321 on item for new accommodations



Partnerships

- Ontario Works and Kinna-aweya
- 2023
- Staff on site in Thunder Bay and clinics in Member Municipalities
- OW caseworker in Thunder Bay for the entire District



Program Personal Identification Requirements

- Child Care and Early Years – Waitlist no, Child Care Subsidy yes
- Housing operations – wait list application required
- Housing Programs – wait list application required
- Ontario Works – required



ID Requirements for Accessing Various Government Services





ID Requirements for ODSP

- ODSP applicants in receipt of OW will have provided verification to the OW office. OW recipients should not be asked to provide documentation that has already been verified by the OW office as noted on SAMS (social assistance case management system)
- ODSP applicants not in receipt of OW, ODSP staff must verify and record information provided by the applicant in SAMS
- ODSP staff can exercise discretion in how verification is completed but must ensure all information required to determine eligibility for income support has been properly verified

ODSP Identification Requirements

Information to be verified	Notes
SIN	Documentation of SIN such as CRA Notice of Assessment or letter from Service Canada
Health Number	OHIP card or other official documentation such as a letter from IRCC
Proof of ID and DOB for all members	Must be verified and a copy kept on file in SAMS. Acceptable documents include: - Birth certificate (long or short form) - Church Records - Passport (Canadian or foreign) - Immigration documents, e.g. Record of Landing/Citizenship Certificate/PR Card - Marriage certificate - School records - Status Card or Indigenous membership records (Band records or membership cards, MNO membership, etc.) - Valid driver's licence - Provincial or Territorial Photo ID Card - OHIP Card

ODSP Identification Requirements cont.

Information to be verified	Notes
Verification of Ontario residency	Acceptable documentation will include the applicant's current address and may include: - Letter from landlord, lease, or rental agreement - Mortgage statement, Property Tax assessment or proof of payment - Proof of Tenant Insurance - Statements or receipts for payment of utilities, water, sewage furnace or hot water heater rental with name and address
Verification of a person's status in Canada	Acceptable documentation includes one of the following: - Canadian birth certificate - Certificate of Canadian Citizenship - Indian Status Card - Valid Canadian Passport - Confirmation of Permanent Residence, PR Card, letter from IRCC verifying PR status - Proof of application for PR status - Determination of Eligibility for refugee status, Refugee Protection Claimant Document, Acknowledgement of Claim Form - Temporary Resident Document - Sponsorship Undertaking or electronic verification from IRCC

Special Circumstances

- For a variety of systemic reasons, some Indigenous people may not have access to birth certificates or other forms of identification. In these cases, there may be other documentation that is acceptable to verify an applicant's identity based on individual circumstances.
- Survivors and victims of human trafficking or violence may face challenges verifying their identity due to lost, withheld, or destroyed documents. Caseworkers should prioritize timely eligibility determination and assistance issuance. The requirement to verify an applicant's identity through documentation may be fulfilled after eligibility has been determined.



ID Requirements for Federal Benefits

To apply for most federal benefits (CPP, EI, OAS, GIS) you simply need your Social Insurance Number



ID Required for Canada Child Benefits

To Apply for the Canada Child Benefit, you must provide proof of birth for a child with your application if the CRA has never paid benefits for this child (unless you apply through birth registration). Proof of birth must include child's last name, given name, and date of birth. Acceptable documents include:

- Birth certificate
- Certified copy of birth registration
- Hospital record of birth or record of attending midwife
- Baptismal or cradle roll certificate or other church record
- Indian Status Card
- Passport



ID Required for Canada Child Benefit cont.

CRA may request documents to confirm marital status, residency, and citizenship and immigration status.

Type of Verification	Acceptable Documents
Marital Status	- mortgage papers or property tax bill(s), lease agreement, rent receipts or letter from the landlord, recent utility bill(s) (gas, electricity, cable, telephone) - insurance policies, registered retirement savings or employment pension plans - a complete and signed court order, decree, or separation agreement - Two letters from people with first hand knowledge of your marital status
Residency	- certificate of residency issued by the CRA - mortgage papers, property tax bill, lease agreement, rent receipts or letter from the landlord, recent utility bill(s) (gas, electricity, cable, telephone) - Bank and credit card statements, insurance policies, registered retirement savings or employment pension plans, health care coverage - Driver's license and vehicle registration (front and back) - Membership in professional, social or recreational organizations or other ties to Canada Completed - 'Determination of Residency Form' (NR74)

ID Required for Canada Child Benefit cont.

Type of Verification	Acceptable Documentation
Citizenship/Immigration Status	For Canadian Citizens: - Canadian birth certificate, Canadian citizenship certificate, Canadian passport - Hospital record of birth, or record of midwife at the birth - Indian status card Note: If you are not a Canadian citizen and are an individual who is registered, or entitled to be registered under the Indian Act, you must attach proof of registration with Indigenous and Northern Affairs Canada. For permanent residents, temporary resident or protected persons: - permanent resident card or confirmation of permanent residence - visitor's record, work permit, study permit - temporary resident permit (other than one that states "does not confer status" or "does not confer temporary resident status") - a positive notice of decision from the Immigration and Refugee Board granting convention refugee status - a positive pre-removal risk assessment decision letter from Immigration, Refugees and Citizenship Canada granting protected person status

ID Requirements for non-TBDSSAB Housing

MNO Housing/Infinity Property Services:

- leaseholder must be a Métis Citizen
- Application form asks applicants to identify as First nation, Inuit, Métis, Non-Status, or Non-Native
- Application asks for “Indigenous Number”



NPTBDC Indigenous Housing:

- 50% of the household members must be “Aboriginal” – must provide proof of Indigenous/Aboriginal ancestry for all household members where applicable. Acceptable documentation includes: Status Card, Métis Citizenship or Inuit Card, letter with Registry Number from ISC or Band
- All members of the household must be Canadian Citizens

ID Requirements for School



To enrol in primary/elementary and secondary/high school, you need to provide the following documents for the child:

- Proof of age including birth certificate, passport, or other travel or identity document
- Proof of guardianship or custody (only needed if you are not the child's parent)
- Proof of address such as Ontario Photo ID card, Driver's Licence, bank statement, utility bill or lease that shows your name and address
- Record of immunizations

NB: no immigration documents are required to enroll in school and the school cannot demand to see any

ID Required to access banking services

To open a bank account, the bank must be able to confirm your identity via:

1) **Two** documents from the following list:

- government issued ID
- recent notice of tax assessment
- recent statement of government benefits
- recent public utility bills
- recent bank account or credit card statements
- foreign passport



OR

2) Any document from a reliable source that indicates your name and DOB **and** have your identity confirmed by a person who is of good standing in the community where you are opening the account or a customer who is in good standing with the bank

Social Insurance Number



1) SIN

- There are no longer SIN cards
- To get verification of your Social Insurance Number, contact Service Canada by:
 - signing into your My Service Canada Account,
 - applying online or by mail, or
 - Applying in-person at the Service Canada office at 975 Alloy Drive

Status Card/ Secure Certificate of Indian Status



2) Status Card

- you can apply at one of the following locations:
 - the regional Indigenous Services Canada office on Fort William First Nation
 - your First Nation's office (if they offer secure status card services),
 - through a 'trusted source' that has been designated to help with registration and status cards, or
 - By accessing the application package online from the Government of Canada website and submitting the application by mail to the National SCIS Processing Unit at Indigenous Services Canada
- Documentation requirements vary depending on the applicant's personal circumstances

Ontario Health Card



3) OHIP Card

- Applications must be made in person at a Service Ontario centre.
- You need to bring a completed Registration for Ontario Health Coverage form and three separate documents that prove:
 - Canadian Citizenship or OHIP-eligible immigration status (original document required)
 - Residency in Ontario (e.g. CCB benefit statement, employer record, school transcript, Notice of Assessment, credit card statement, etc.)
 - Identity (credit card, driver's licence, Ontario Photo ID Card, immigration ID card, status card, current employee ID card, current professional association licence, student ID card, union card)

Ontario Photo ID Card



4) Ontario Photo ID Card

- only available to people who do not have a driver's licence.
- Requires valid ID that verifies name and date of birth or driver's licence expired within the last year
- Acceptable ID includes: passport (Canadian or foreign), citizenship or permanent resident card, Record of Landing, various other immigration documents. You will also need a marriage certificate if are applying under a married name.
- Application forms for new cards, renewals, and replacement cards are available at Service Ontario centres. Renewals can also be done online.



Lakehead
UNIVERSITY

Community
Legal Services

Bora Laskin Faculty of Law

Getting ID: Birth Certificates



ID Action Group

• • • THUNDER BAY

The form is titled "Ontario ServiceOntario Request for Birth Certificate" and includes the following sections:

- Request for Birth Certificate** (for birth which took place in Ontario only)
- If you have any questions, please contact the**
 - Office of the Registrar General
 - 160 West Beaver Road
 - PO Box 4000
 - Thunder Bay ON P7B 6L3
 - Telephone: 1 800 461-2756 (toll-free)
 - 416 325-8300 (in Ontario)
 - 416 325-3400 (TTY/TDD) (hearing)
 - 907 343-7456
- Please PRINT clearly in blue or black ink.**
- In the context of this form, the word "Applicant" refers to the person completing this Request. This may or may not be the "Person Named on the Birth Certificate".**
- Applicant's Name**
 - First Name
 - Last Name
- Mailing Address**
 - Organization / Firm of residence
 - Street No. Street Name
 - City
 - Country
- What Information...**

ID Action Group

- In 2012, joint project of the Thunder Bay Drug Strategy and Kinna-aweya Legal Clinic (KALC)
- In 2015, grand opening of the ID Bank at KALC
 - *Awenen Niin* ID Bank, which means, “*Who Am I?*” in Ojibwe
- ID Group was founded under the leadership of Anita Jean from NorWest Community Health Centre

ID Action Group

- 2018-2021 Funding received from the Local Poverty Reduction Fund (Ontario Trillium Foundation)
- KALC entered into MOU's with local non-profit community agencies to assist with the cost
- Roots Community Food Centre and Norwest Community Health Centre host monthly ID clinics
- As part of LUCLS' work to improve A2J, they train law students and attend at the monthly clinics to help complete applications

Importance of Identification

- Housing
- Banking
- Food Banks
- Income support
- Access to community support/services
- Taxes/Benefits
- Education
- Employment
- Voting

ID is vital to the health, stability and success of clients.

ID ensures clients have access to appropriate community support, care, benefits and services.

Reasons Assistance May Be Required

- Capacity issues – addictions, disabilities, literacy etc.
- Language/cultural barriers
- Cost
- No Address
- Unable to locate required evidence
- The form is just TOO COMPLICATED

Short vs. Long Form Birth Certificate (BUT they are the same size)

Information on Short Form Birth Certificate:

- last name
- given name(s)
- date of birth
- certificate number
- birthplace
- sex at birth
- date of registration
- registration number
- date issued

Long Form is the same as Short form with additional info:

- Parent Information

Short vs. Long Form Birth Certificate (BUT they are the same size)

BIRTH • NAISSANCE

Ontario

Birth Certificate
Certificat de naissance


CERTIFIED EXTRACT FROM
BIRTH REGISTRATION
EXTRAIT CERTIFIÉ CONFORMÉ
DE L'ENREGISTREMENT
DE NAISSANCE

Registrar General
Registraire général de l'état civil

Deputy Registrar General
Registraire générale adjointe

Name
Nom **ZHANG, EMILY WEI**

Date of Birth
Date de naissance **MARCH 7, 1992** Sex
Sexe **F**

Birthplace
Lieu de naissance **SAULT STE. MARIE**

Date of Registration
Date d'enregistrement **MARCH 20, 1992**

Registration No.
No d'enregistrement **1992-05-365291**

Date of Issue
Date de délivrance **JUN 30, 2014** Certificate No.
No de certificat **14883092-001**

 **0 N 9 8 7 6 5 4 3 2 1**

BIRTH • NAISSANCE

Ontario

Birth Certificate
Certificat de naissance


CERTIFIED EXTRACT FROM
BIRTH REGISTRATION
EXTRAIT CERTIFIÉ CONFORMÉ
DE L'ENREGISTREMENT
DE NAISSANCE

Registrar General
Registraire général de l'état civil

Deputy Registrar General
Registraire générale adjointe

Name
Nom **ZHANG, EMILY WEI**

Date of Birth
Date de naissance **MAR 7, 1992** Sex/Sexe
Sexe **F**

Place of Birth
Lieu de naissance **SAULT STE MARIE**

Date of Registration
Date d'enregistrement **MAR 20, 1992** Date Issued/Délivré le
Date d'enregistrement **MAR 20, 1992** **JUN 30, 2014**

Registration No.
No d'enregistrement **1992-05-365291** Certificate No./No de certificat
No d'enregistrement **1992-05-365291** **14883092-001**

Parent(s)/Parent(e)(s)
MAXWELL, AVERY TAYLOR
ZHANG, RILEY

Place of Birth/Lieu de naissance
UNITED KINGDOM
BRITISH COLUMBIA

 **0 N 9 8 7 6 5 4 3 2 1**

Birth Certificate for Status Card

- Need original long form birth certificate (with both parents named) for first time applying for Indian registration / status card.
- In the absence of a parent listed on the birth certificate, Indigenous Services Canada (ISC) assumes parent is non-Aboriginal when determining Indian status eligibility of the child.
- If has a status card but needs to replace birth certificate, short form should be satisfactory.

Request for Birth Certificate

(For births which took place in Ontario only)

Please print clearly in blue or black ink.

The word 'Applicant' refers to the person completing this request.

If you have any questions, please contact the

Office of the Registrar General
189 Red River Road
PO Box 4600
Thunder Bay ON P7B 6L8
Telephone: 1-800-461-2156 (within North America)
416-325-8305 (in Toronto or outside of
North America)
416-325-3408 (TTY/Teletypewriter)
Fax: 807-343-7459

Applicant's Name

First Name

SAMPLE

Last Name or Single Name

Mailing Address

Organization/Firm (if applicable)

Street Number

Street Name

Apt. No.

Buzzer No.

PO Box

City/Town/Village

Province/Territory/State

Country

Postal/Zip Code

Daytime/Primary Telephone No. (including area code) Ext.

Select what you need: See #1 on page 5

Birth Certificates Disclaimer: The Government of Ontario cannot guarantee that a birth certificate with no sex designation will be accepted by organizations in Ontario or by other jurisdictions. See instruction #2 on page 5.

☐ **Birth Certificate**

Recommended for people 16 years of age or older. Includes basic information such as name, date and place of birth, and is used for general identification purposes. Not issued for deceased persons.

☐ I do not want sex displayed on this birth certificate.First birth certificate \$25.00 \$ Or Replacement Birth Certificate \$35.00 \$ ☐ **Birth Certificate with Parental Information**

Recommended for children under the age of 16. For use where parental information is required, such as a child's passport application. Includes the information appearing on a birth certificate as well as parental information of each parent named on the birth registration. Not issued for deceased persons.

☐ I do not want sex displayed on this birth certificate.First Birth Certificate with Parental Information \$25.00 \$ Or Replacement Birth Certificate with Parental Information \$35.00 \$ ☐ **Certified Copy of Birth Registration**

Seldom required but may be used for purposes such as: applying for immigration, citizenship, visa applications, and for adopting a child abroad.

First Certified Copy of Birth Registration \$35.00 \$ Or Replacement Certified Copy of Birth Registration \$45.00 \$ ☐ **Search Letter**

Confirms whether or not a birth is registered. Applicants can provide a range of years to be searched or a specific year. If a specific year is provided a five year search will be conducted, two years prior to and two years after the year specified.

Search Letter \$15.00 for each 5 year period to be searched \$ From Year To Year

Considerations when Assisting with Birth Certificate Applications

- Paper or online? Paper then online?
- Who is paying for the birth certificate?
 - OW clients – TBDSSAB can help
 - Matawa clients – funded by Matawa
 - ID clinics – funded by host organization
- Decide your role
- Know who the applicant is
- Know if the applicant needs a short form birth certificate or a long form birth certificate

Who is the person (subject) named on the Birth Certificate? (complete all fields below) If adopted, provide names after adoption

Current Legal Last Name or Single Name (at time of birth or after adoption)		First Name (if applicable)		Middle Name(s)
Sex (If you select X, see #2 on page 5)	Date of Birth (yyyy/mm/dd)	Place of Birth (City)	Weight at Birth	No. of older siblings
☐ Male ☐ Female ☐ X				
Where did the birth take place?		Type of Attendant (You must check one box)		
☐ Hospital (name) _____		☐ Physician _____		
☐ Home		☐ Midwife _____		
☐ Birthing Centre (name) _____		☐ Undetermined		
☐ Other (specify) _____		☐ Other (specify) _____		
Name of Doctor, Midwife or Attendant (at birth)		Address of Doctor, Midwife or Attendant		

Information: Parent who gave birth Check one box ☐ Mother ☐ Parent named on the birth registration
(If adopted, or there are more than two parents on the Birth Registration, or neither parent gave birth to the child, see #3 on page 5)

Last Name or Single Name when the Parent was Born (e.g., maiden name)	First Name (if applicable)	Middle Name(s)

All other Last Name(s) or Single Name ever used (e.g. current last name) _____

Marital Status when the subject was born
☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Common Law

Parent's Address at the time of subject's birth	City	Province	Country

Parent's age when the subject was born	Parent's Date of Birth (yyyy/mm/dd)	Parent's Place of Birth (City and Province/Country)

Information: Additional Parent who is named on the birth registration (If the subject has another parent named on the Birth Registration, enter their information below. Please do not repeat the previous parent's information)

Last name or single name when the parent was born (e.g., birth name)	First Name (if applicable)	Middle Name(s)

All other last name(s) or single name ever used (e.g., current last name) _____

Parent's age when the subject was born	Parent's Date of Birth (yyyy/mm/dd)	Parent's Place of Birth (City and Province/Country)

Has a Birth Certificate been previously issued for this birth? ☐ Yes ☐ No

Has a Birth Certificate with Parental Information been previously issued for this birth? ☐ Yes ☐ No

Has a Certified Copy of the Birth Registration been previously issued for this birth? ☐ Yes ☐ No

Has the person named on the Birth Registration ever had a legal name change? ☐ Yes ☐ No (see #4 on page 5)

If 'yes', provide the previous Legal Name(s) of the subject below:

Last Name(s) or Single Name	First Name(s) (if applicable)	Middle Name(s)

What is your relationship to the person (subject) named on the certificate?

Living Subject (must check one box)

☐ Myself (You must be at least 13 years of age)

☐ Parent who gave birth and is named on the Birth Registration

☐ Parent named on the Birth Registration

☐ A person with legal custody.
(Proof of Custody is required with the application)

Deceased subject; only a Certified Copy of the Birth Registration will be issued (Check one or more boxes)

☐ The Next of Kin is the 'Applicant'. (see #5 on page 5)

Specify relationship to deceased

☐ Proof of Death attached. (see #8 on page 5)

☐ Estate Trustee is the 'Applicant'. (see #7 on page 5)
(Certificate of Appointment or similar proof required)

☐ Certificate of Appointment or similar proof attached.
(see #8 on page 5)

Reason for this Application Request You MUST check one of the following boxes:

☐ First time applying for Birth Certificate or Certified Copy

☐ Lost Birth Certificate or Certified Copy (see #9 on page 5)

☐ Stolen Birth Certificate or Certified Copy (see #9 on page 5)

☐ Damaged or destroyed Birth Certificate or Certified Copy (see #9 on page 5)

☐ Other, please specify reason: _____

I authorize the Office of the Registrar General to issue the requested document. I consent to the Ministry of Government and Consumer Services collecting information about me and the person named on the Birth Certificate, Birth Certificate with Parental Information, or Certified Copy of Birth Registration from the guarantor and such other sources as may be necessary to verify the information on this form and my entitlement to the service requested. I consent to the disclosure of such information to the Ministry of Government and Consumer Services. I am aware that it is an offence to willfully make a false statement on this form.

Signature of Applicant	Daytime/Primary Telephone Number (including area code) Ext.	Date Signed (yyyy/mm/dd)

Client must sign

Who can be used as a Guarantor?

The Guarantor

The persons described in this section are prescribed as **guarantors** for the purposes of section 45.1 of the *Vital Statistics Act*:

1. Canadian citizens who have known the applicant for at least two years and who are **currently serving** as one of the following:

- i. Judge, justice of the peace, municipal police officer, provincial police officer or officer of the Royal Canadian Mounted Police, First Nations police officers and constables.
- ii. Mayor.
- iii. Member of the Legislative Assembly of Ontario.
- iv. Minister of religion authorized under provincial law to perform marriages.
- v. Municipal clerk or treasurer who is a member of the Association of Municipal Managers, Clerks and Treasurers of Ontario.
- vi. Notary public.
- vii. Principal or vice-principal of a primary or secondary school.
- viii. Senior administrator or professor in a university or a senior administrator in a community college or in a CEGEP in Quebec.
- ix. Signing officer of a bank, caisse d'économie, caisse populaire, credit union or trust company.
- x. Chief of a band recognized under the *Indian Act (Canada)*.

Canadian citizens who have known the applicant for at least two years and **who are practicing members in good standing** of a provincial regulatory body established by law to govern one of the following professions:

- i. Chiropractor, dentist, midwife, nurse, optometrist, pharmacist, physician or surgeon, psychologist or veterinarian.
- ii. Lawyer.
- iii. Professional accountant.
- iv. Professional engineer.
- v. Social worker or social service worker.
- vi. Teacher in a primary or secondary school.

The list above is not an endorsement by the Office of the Registrar General of professional status or recognition of superior qualifications.

Please Note: if the subject person is under 9 years of age, they do NOT require a guarantor.

Finding a Guarantor

- Where have you been accessing medical care? Are you a client of a medical clinic? Can use NP or pharmacist.
- Do you belong to a First Nation community? If so, the Chief of the FN community can be used as a guarantor
- Do you receive services from a social worker?
- Do you have a lawyer? Have you used a family lawyer for anything?
- Are you in touch with any former teachers that are still teachers?

These are some helpful questions you can ask your client to help find a guarantor

After completion of Birth Certificate Application

Once the birth certificate application is sent in...

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graph TD; A[Once the birth certificate application is sent in...] --> B[Successful! Birth Certificate is mailed in 15 business days (for online apps, short form) or 6-8 weeks (for mailed apps)]; A --> C[Unsuccessful - Additional Information is required; expect a letter];
```

Successful! Birth Certificate is mailed in 15 business days (for online apps, short form) or 6-8 weeks (for mailed apps)

Unsuccessful - Additional Information is required; expect a letter

Common Reasons for Rejected Applications

- Not enough information
- Incorrect spelling/names/dates
- Applicant is not parent(s) listed on birth registration (requires custody papers or other legal papers)
- Birth was never registered

Other Provinces

- Every province has its own form – you must apply to the province the client was born in
- Always read the directions carefully – each province requires different information and has a different process

The image displays three overlapping forms for applying for birth certificates in different Canadian provinces:

- Manitoba:** Titled "Application for a Manitoba Birth Document". It includes a section for the applicant's address and another for the type of document requested (Birth Certificate with/without parents' names or Copy of registration). It also mentions fees and service levels.
- Alberta:** Titled "Application for Birth Documents". It includes a section for eligible applicant information and a note about the importance of reading the information and eligibility page as restrictions apply.
- Quebec:** Titled "BIRTH Application for a Certificate or Copy of an Act". It includes a section for information on the applicant with numbered fields (1-11) for details like surname, given name, address, province, postal code, and country. It also includes a section for the type of document requested.