



SIMPLIFIED RENEWAL – SECURE CERTIFICATE OF INDIAN STATUS (SCIS)

APPLICATION FOR ALREADY REGISTERED ADULTS

Who can use this form

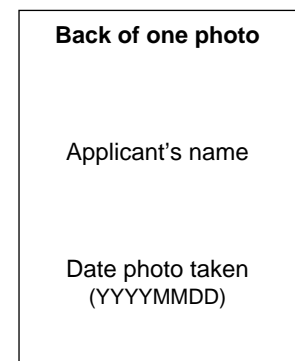
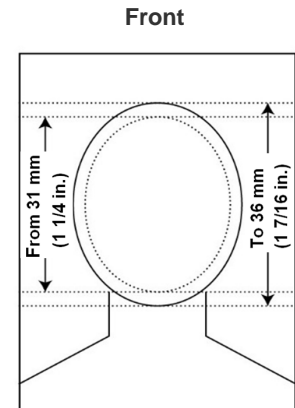
- ▶ **SCIS** stands for Secure Certificate of Indian Status.
- ▶ **This form can be used by already registered adults ONLY if these 4 conditions are met:**
 1. You were 16 or older when you last applied for your SCIS.
 2. The following personal information has not changed since your last SCIS was issued: your family name, given names, date of birth, First Nation affiliation and registration number.
 3. Your last SCIS was not revoked or reported lost, stolen or damaged.
 4. You are applying no more than 1 year before and no later than the renewal date on the front of your SCIS.
- ▶ **If you do not meet these conditions**, complete the Secure Certificate of Indian Status Application for Already Registered Persons ([83-172E](#)). Forms are available at www.canada.ca/indian-status-forms.

Instructions

- ▶ Do not forget to **sign and date** your application to avoid delays.
- ▶ The gender designation selected on the form will be recorded as *Male*, *Female* or *Another Gender* on the Indian Register and displayed on your SCIS as *M*, *F* or *X*. The gender designation selected on the form does not need to match the gender designation displayed on the documents submitted with your application or previously submitted to Indigenous Services Canada.
- ▶ **Provide the following with your application:**
 - Your Secure Certificate of Indian Status (SCIS) (original SCIS or a copy of the front and back of your SCIS).
 - Take your own photo and submit it from your smartphone free of charge using the SCIS Photo App OR submit 2 printed identical and unaltered passport-style quality photos.
- ▶ **Submit your application:**
 - **In person** at a regional office (see link below for locations). It is recommended that you call ahead to make an appointment.
 - **In person** at a First Nation office, if the service is available. Contact the First Nation office first.
 - **By mail:** National SCIS Processing Unit - Indigenous Services Canada
10 rue Wellington, Gatineau QC K1A 0H4
- ▶ For more information, visit www.canada.ca/indian-status-card or call 1-800-567-9604.

Photo requirements

- ▶ Photos can be in colour or black and white and can be taken by anyone, and must be:
 - clear, sharp and in focus;
 - taken with a neutral facial expression, that is, eyes open and clearly visible, mouth closed;
 - taken with even 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-coloured background, with a clear difference between the face and the background;
 - must represent natural skin tones;
 - 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, cultural or medical reasons. If worn, the head covering must not cast any shadows and the full face must be clearly visible. Hair can be worn down;
 - taken within no more than 12 months before the date you submit the application and must reflect your current appearance;
 - must be original photos and not taken from an existing photo.
- ▶ **Printed photos** must meet these specifications:
 - 50 mm wide x 70 mm high (2 inches wide x 2 3/4 inches high) in size;
 - length of the face must be between 31 mm (1 1/4 inches) and 36 mm (1 7/16 inches) from chin to natural top of head;
 - printed on plain, high-quality photographic paper;
 - **on the back of 1 photo:** write your name and the date the photo was taken.



(Not actual size)



SIMPLIFIED RENEWAL – SECURE CERTIFICATE OF INDIAN STATUS (SCIS) APPLICATION FOR ALREADY REGISTERED ADULTS

Privacy statement

Personal information is collected, used and disclosed by Indigenous Services Canada in accordance with the [Privacy Act](https://laws-lois.justice.gc.ca/eng/acts/P-21/) (https://laws-lois.justice.gc.ca/eng/acts/P-21/). Only information needed to administer the Indian Registration and the Secure Certificate of Indian Status programs is collected. The authority to collect and use personal information is derived from the [Indian Act](https://laws-lois.justice.gc.ca/eng/acts/i-5/) (https://laws-lois.justice.gc.ca/eng/acts/i-5/). The information collected is used to determine entitlement to registration on the Indian Register and membership in a First Nation whose membership 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 to those who are registered. The description of this personal information collection (ISC PPU 110, ISC PPU 220) is available at [Info Source](https://www.sac-isc.gc.ca/eng/1639748667069/1639748703555) (https://www.sac-isc.gc.ca/eng/1639748667069/1639748703555). You have the right to access and request corrections to your personal information by contacting the department's Privacy Coordinator at 819-997-8277. For more information on privacy issues, complaints and the *Privacy Act* in general, you may consult the Office of the Privacy Commissioner of Canada at 1-800-282-1376.

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.

► Complete the form on-screen or write in block letters using black or dark blue ink.

Section 1: Personal information

Family name		Given names	
Alias/Cultural name (optional)		Gender: <input type="radio"/> M (male) <input type="radio"/> F (female) <input type="radio"/> X (another gender)	
Date of birth (YYYYMMDD)	Registration number (10 digits)	First Nation name	
Telephone number (daytime)	Telephone number (other)	Email address	
Permanent address		Number, street, apartment, P.O. box	
<input type="radio"/> On reserve <input type="radio"/> Off reserve			
City	Country	Province/Territory/State	Postal/ZIP code

Mailing address (if different from permanent address)

Section 2: Declaration and signature

Declaration: I request to be issued a Secure Certificate of Indian Status (SCIS) and solemnly declare that the information provided with respect to this application and any supporting document is true. I declare that the photo is a true likeness of me and has not been altered. I have read and understand the Notice to applicants and the Privacy statement. I understand that as soon as I receive my new SCIS, I am to destroy and discard the old one.

<p>► Sign and date the application.</p> <p>The signature will be displayed on your Secure Certificate of Indian Status.</p> <p>You may sign with an "X", in syllabics or another language, as long as it is your usual signature.</p> <p>Date (YYYYMMDD)</p>	<p>Sign inside the box without touching the border</p> <div style="border: 2px solid black; height: 150px; margin: 10px auto;"></div>
--	--

For administrative use only (to be completed by a trusted source, if applicable)

Family name and given names		Organization (if applicable)
First Nation number or initiator code (if applicable)		Email address
Telephone number (daytime)	Date (YYYYMMDD)	Trusted source signature ►