



Type of law:
CIVIL LAW

A 2020 Alberta Guide to the Law

Replacing ID



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GENERAL

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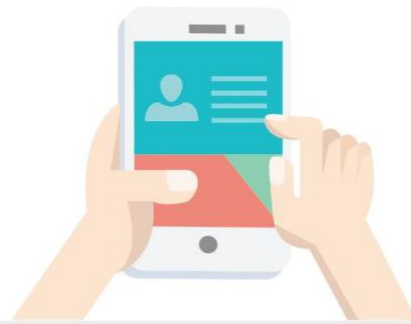
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Getting ID



My ID is lost or stolen!

Step 1: Report

-Any missing ID to the Edmonton Police Service at (780) 423-4567

-A missing credit card to your provider: VISA 1-800-847-2911, MasterCard 1-800-307-7309, American Express 1-800-668-2639

-A missing debit card to your bank: TD 1-866-222-3456, ATB 1-800-332-8383, BMO 1-877-225-5266, Scotiabank 1-800-472-6842, CIBC 1-800-465-2422



-A missing passport to Passport Canada at 1-800-567-6868

Step 2: Replace

-This pamphlet contains instructions on how to replace various types of ID

I don't have a safe place my for ID!

Boyle Street Community Services has an ID bank where you can store your ID in a secure place for free!

Address: 10116 105 Ave, Edmonton AB
Phone: (780) 424-4106



I don't have any ID to use in order to get more ID!

You can apply for some types of ID without needing any other ID cards to verify you're you.

Examples include:

Birth Certificate

Someone you have known for more than one year who has their own valid ID can apply on your behalf.

Provincial ID Card

If you access a homeless shelter you can ask staff to vouch for your identity using a "Identity Certification Form" and an "Address Authorization Form".

Alberta Personal Health Card

You can receive a new card if you provide your name, date of birth, mailing address, and personal health care number over the phone.

Once you receive these ID cards, you can use them to apply for further ID like a Driver's License.



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ALBERTA PERSONAL HEALTH CARD



Documents Required to Replace a Lost Card

You do not need any documentation or identification to apply for an Alberta Personal Health Card **if** you are able to give Alberta Health the following information:

1. Your full name
2. Your date of birth
3. Your mailing address
 - If you are currently homeless, you can ask staff at a shelter or drop-in centre if it is possible to have the mail sent to their facility for you to pick up.
4. Your telephone number
5. Your personal health card number
 - **If you have forgotten your health card number**, you may be able to get it from a doctor, social worker, support worker, addictions counselor, or someone else who knows you and has your number on file.

Cost: Free

Where to Apply

By phone:
Alberta Health Care Insurance Plan
(780) 427-1432
Monday- Friday 8:15am - 4:30pm



In person:
Any registry agent in your area
To find a local registry agent call: (780) 427-7013 (Inside the Edmonton area)
or 310-0000 then (780) 427-7013 (Outside the Edmonton area)

By mail:
Alberta Health
Attn: Alberta Health Care Insurance Plan
P.O. Box 1360, Station Main
Edmonton, AB T5J 2N3



When the New Card Will Arrive

Cards applied for by phone or in person are generally received in 1-2 weeks.
Cards applied for by mail are generally received in 4-6 weeks.

BIRTH CERTIFICATE



Documents Required to Apply

1. The application form (found online at www.servicealberta.ca)

AND

2. One original (not a photocopy) government issued ID that is currently valid, and has your photo, first & last name, and an identification number.

Examples:

- Driver's license, provincial ID card, passport, certificate of Canadian citizenship, permanent resident card, treaty status card, Canada immigration Visa

***If you do not have ID**, someone can apply for your birth certificate on your behalf **if** they have known you for more than one year and have valid ID for themselves.

Cost

\$20.00 plus a Registry Agent Service Fee



Where to Apply

In person:

Any registry agent in your area

To find a local registry agent call: (780) 427-7013 (Inside the Edmonton area)
or 310-0000 then (780) 427-7013 (Outside the Edmonton area)

When the New Card Will Arrive

Certificates are mailed to you 2-3 business days after you have applied.



PROVINCIAL ID CARD



Documents Required to Apply

1. One original (not a photocopy) **government issued ID** with your photo, first & last name, and date of birth.

Examples:

- Driver's license, Provincial ID Card, Passport, Métis Nations of Alberta card, Secure Certificate of Indian Status (SCIS) Card

***If you are homeless** and do not have valid government ID, you can satisfy this requirement (*for a provincial ID card application only*) by completing an "Identity Certification Form". This is a form that a staff member working at a shelter or drop-in center must complete with you. It can be found at: http://humanservices.alberta.ca/documents/Identity_Certification_Form.pdf

AND

2. One original (not a photocopy) **support document** that shows 2 things about you (example: name, date of birth, address, signature).

Examples:

- Birth certificate, utility bill, income tax receipt, insurance policy, income support cheque, a different piece of photo ID.

AND

3. A document to prove you live in Alberta (example: a bill mailed to your house, a lease)

***If you are homeless**, you can satisfy this requirement by completing an "Address Authorization Form". This form must be completed with a staff member working at a shelter or drop-in center. It can be found at: http://humanservices.alberta.ca/documents/Address_Authorization_Form.pdf

****If you are under 18 years old**, you must bring a parent or guardian with you for their consent.

Cost

To receive your first card, or renew a card that has expired, the price depends on how long you would like the new card to be valid for:

1 year:	\$8.00*
2 years:	\$16.00*
3 years:	\$24.00*
4 years:	\$32.00*
5 years:	\$40.00*

Replacement card (lost, stolen, damaged, address/name change): \$13.00*

*costs do *not* include a registry agent service fee - up to an additional \$9.00.

Where to Apply

In person:

Any registry agent in your area

To find a local registry agent call: (780) 427-7013 (Inside the Edmonton area)
or 310-0000 then (780) 427-7013 (Outside the Edmonton area)

DRIVER'S LICENSE



Documents Required to Apply

1. One original (not a photocopy) government issued ID with your photo, first name, last name, and date of birth.

Examples:

- Driver's license, provincial ID card, passport, permanent resident card, Métis Nations of Alberta card, Secure Certificate of Indian Status (SCIS) Card

***If you are homeless** and do not have valid government ID, you *cannot* use an "Identity Certification Form" to satisfy this requirement. You can use this form to apply for a provincial ID card, and then use the provincial ID card to meet this requirement.

AND

2. One original (not a photocopy) support document with 2 of the following pieces of information: name, date of birth, address, signature.

Examples:

- Birth certificate, marriage certificate, utility bill, income tax receipt, insurance policy, income support cheque, a different piece of photo ID.

AND

3. A document to prove you live in Alberta (example: a bill mailed to your house, a lease)

****If you are under 18 years old**, you must bring a parent or guardian with you.

Cost

To replace a lost or stolen card: \$13.00*

To receive your first card, or renew a card that has expired, the price depends on how long you would like the new card to be valid for:

- 1 year: \$15.00*
- 2 years: \$30.00*
- 3 years: \$45.00*
- 4 years: \$60.00*
- 5 years: \$75.00*



*costs do *not* include a registry agent service fee that will be added (up to \$9.00)

Where to Apply

In person:

Any registry agent in your area

To find a local registry agent call:
(780) 427-7013 (inside the Edmonton area)

OR 310-0000 then (780) 427-7013
(outside of the Edmonton area)



CANADIAN PASSPORT

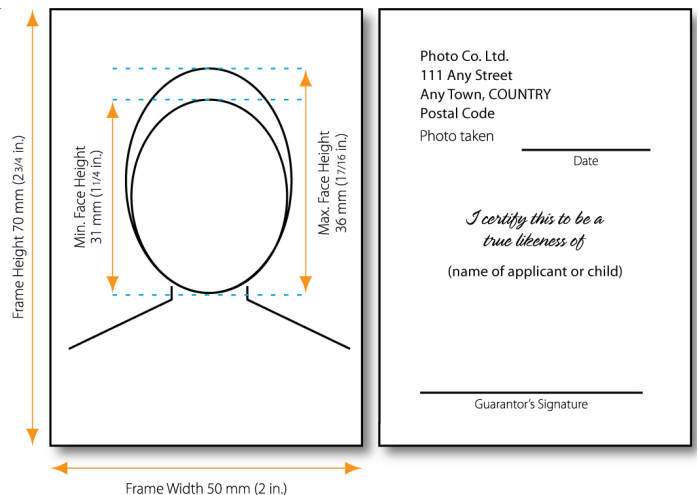


Documents Required to Apply

1. Application form
 - This can be found online (<http://www.cic.gc.ca>) or at the Passport Canada office
- AND**
2. Proof of Canadian citizenship (i.e. birth certificate, certificate of citizenship)
- AND**
3. Valid government issued ID that includes your name, sex, date of birth, photo, & signature.
*If you do not have one piece of ID that meets all of these requirements, you can show multiple pieces that, taken together, meet all the requirements.
Examples include:
 - Driver's license, provincial ID card, military ID, Secure Certificate of Indian Status

AND

4. Two identical passport-style photographs
- AND**
5. Contact information for two references who have known you for 2+ years, are over 18 years old, and are *not* family members.
- AND**
6. Your application, photos, and copies of your ID must be signed by a guarantor - "I certify this to be a true likeness of (your name)"



A guarantor is someone who:

1. Has known you for 2+ years
2. Is a Canadian citizen over 18 years old
3. Has their own valid passport (or only expired for less than a year)
4. Is *not* one of your two references

Complete application instructions are available online at: www.cic.gc.ca/english/passport

Cost

Passport valid for 5 years: \$120
Passport valid for 10 years: \$160

If you are replacing a lost or stolen passport there will be an additional \$45 replacement fee.
*You need to report a lost or stolen passport to Passport Canada at 1-800-567-6868

Where to Apply

Passport Canada Office
Canada Place Building, 9700 Jasper Ave, Suite 126
Edmonton AB, T5J 4C1



SECURE CERTIFICATE OF INDIAN STATUS CARD

Documents Required to Apply

1. An application form (available online at www.aadnc-aandc.gc.ca)

AND

2. Your original (not a photocopy) birth certificate (long or short form)

AND

3. Two passport-style photographs

AND

4. A guarantor declaration (only if applying by mail OR replacing a lost or stolen card)

AND

5. Your marriage certificate or change of name document (only required *if* you have taken your spouse's last name)

AND

6. Valid ID

One of the following:

- Passport, enhanced driver's license*, enhanced identification card*, NEXUS or FAST card

*An enhanced driver's or identification card is only issued to persons in British Columbia, Ontario, Manitoba, and Quebec. They are not available in Alberta.

OR

Two of the following:

- Driver's license, other government issued ID (with name, photo, & signature)

Complete application instructions available online at: www.aadnc-aandc.gc.ca

Cost: Free

Where to Apply

In person OR by mail:

Aboriginal Affairs and Northern Development Canada (AANDC)

Canada Place

9700 Jasper Ave

Edmonton, AB, T5J 4C1

(780) 495-2773



When the New Card Will Arrive

Cards take approximately 10-12 weeks to arrive.





Documents Required to Apply

1. An application form (available online at www.albertametis.com)

AND

2. Your family tree genealogy dating back to the mid 1800's

AND

3. One piece of photo ID (Example: passport, driver's license)

AND

4. Proof you have been a resident of Alberta for at least 90 days in a row (ex. lease agreement)

AND

5. Your large form birth certificate,

OR

Your baptism paper and your wallet size birth certificate

OR

Your live birth registration

Complete application instructions available online at: www.albertametis.com

Cost

To receive your first card: free

To replace a lost or stolen card: \$40.00

Where to Apply

Métis Nation of Alberta
Métis Nation Registry
100 Delia Gray Building
11738 Kingsway Ave
Edmonton, AB T5G 0X5
(780) 455-2200



WHERE CAN I SAFELY STORE MY ID FOR FREE?



Boyle Street Drop-In Centre ID Bank
 10616-105 Ave
 (780) 424-4106
www.boylestreet.org

WHERE CAN I GET HELP OR MORE INFORMATION AND HELP?



<p>Find a Registry Agent</p>	<p>Inside Edmonton: 780-427-7013 Outside Edmonton: 310-0000 then 780-427-7013</p>
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In Alberta, you must go to a registry agency if you are looking to obtain your **birth certificate, provincial ID card, and/or driver's license.**

<p>Aboriginal Affairs and Northern Development Canada (AANDC) Alberta Region Head Office 630 Canada Place, 9700 Jasper Avenue Edmonton, AB T5J 4G2</p>	<p>Contact: Ph: 780-495-2773</p>
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AANDC is the organization where you can apply for a Secure Certificate of Indian Status Card.

<p>Alberta Health Services – ID Program Royal Alexandra Hospital #CSC 154, 10240 Kingsway Ave NW, Edmonton, AB T5H 3V9</p>	<p>Contact: Ph: 780-613-5556 Web: www.humanservices.alberta.ca/homelessness</p>
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This program is provided to homeless Albertans who are experiencing difficulty in obtaining appropriate ID. The program helps individuals obtain an **Alberta Identification Card**. The program runs from 8:30 AM to 12:00 PM, Monday through Thursday.

The following agencies are recognized as certifying agencies, meaning they can certify the applicant's identity to aid in obtaining ID: Bissell Centre, Boyle Street Community Services, Boyle McCauley Community Health Centre, E4C Communities, Hope Mission, Jasper Place Health and Wellness, McCullough Centre, Mustard Seed, Operation Friendship Seniors Society, Urban Manor, Salvation Army

<p>Métis Nation of Alberta #100-11738 Kingsway Avenue Edmonton, AB T5G 0X5</p>	<p>Contact: Ph: 780-455-2200 Web: www.albertametis.com</p>
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If you are looking to obtain a Métis Nation of Alberta Membership Card, apply through this organization.

<p>Service Canada Various Locations Downtown: Main Floor, Canada Place 9700 Jasper Avenue Edmonton, AB T5J 4C1</p>	<p>Contact: SIN Card: 1-800-206-7218 (select option "3") Passport/Canadian Citizenship Program: 1-800-567-6868</p>
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Service Canada is a starting point for individuals seeking to access federal government services and benefits, such as employment insurance and passports.