

Establishing Your Identity



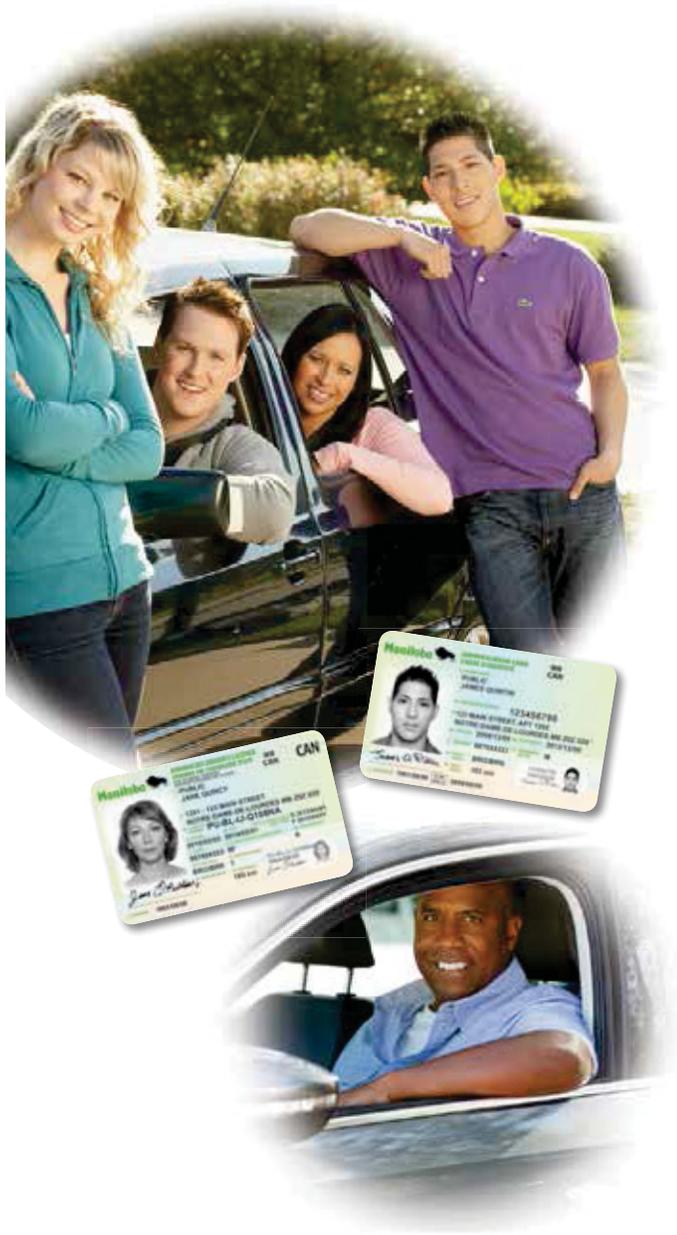
Documents you need for a:

- Driver's licence
- Identification card
- Enhanced driver's licence
- Enhanced identification card



**Manitoba
Public Insurance**

The first time you apply for a Manitoba driver's licence, identification card, enhanced driver's licence (EDL) or enhanced identification card (EIC) you will be asked to show documents that prove your identity.



How to prove your identity

Verifying identity before a driver's licence or identification card is issued helps protect all Manitobans from identity theft. It also ensures that Manitoba driver's licences or identification cards are issued only to those who are in Canada legally, whether as citizens, permanent residents or visitors. This requirement under Manitoba law is aligned with North American standards.

To prove your identity, you will need supporting documents that establish six key elements:

- birth date
- legal name**
- signature
- photograph
- Manitoba residency and permanent address**
- entitlement to be in Canada

**If your current legal name is different from the name on the proof of legal name document you provide, or if your driver's licence does not show your current legal name (in full), you will also need to present one or more documents to show the link between those names. These "linking" documents could include:*

- a marriage certificate issued by a vital statistics agency (as applicable)
- a certificate of resumption of surname or a certificate of election of surname
- a change of name certificate

***Two supporting documents are required to prove that you reside in Manitoba. Any supporting address document must be dated within 90 days of the date of application.*

NOTE: If you are applying for an enhanced product, you will need to establish your Canadian citizenship in addition to the six key identity elements listed above. For more information on enhanced products see the *EDL and EIC Program Applicant's Guide* or visit mpi.mb.ca.

Which driver's licence or identification card is right for me?

There are a few driver's licence and identification options that can serve different purposes based on your needs.

Driver's licence

If you want a regular driver's licence it costs \$20, plus your annual driver's licence premium, which is based on your driving record. It is valid for up to five years.

If you frequently visit the United States (U.S.) you may want an enhanced driver's licence (EDL), which you can use as a travel document to cross the U.S. border by land or water. (A passport is required to enter the U.S. by air.) The EDL is available to Canadian citizens who reside in Manitoba (some restrictions apply). If you already have a driver's licence, the cost is \$30. If you don't, the cost is \$50. This charge is in addition to your annual driver's licence premium. It is valid for up to five years. The application process for the EDL includes an in-person interview.

Identification card

If you don't drive but you need legal identification that includes a photograph, an identification card may be the right choice.

A Manitoba identification card is a voluntary, government-issued, secure photo identification card you can use to prove your identity, age and Manitoba residency. It costs \$20 and is valid for five years. For more information see the *Manitoba Identification Card* brochure at mpi.mb.ca.

An enhanced identification card (EIC) is similar to the Manitoba identification card, but like the EDL, you can use it for travel to the U.S. by land or water. The EIC is available to all Canadian citizens 16 years of age and older who reside in Manitoba (some restrictions apply). If you already have a driver's licence or Manitoba identification card, the cost is \$30. If you don't, the cost is \$50. The card is valid for up to five years. The application process for an EIC includes an in-person interview.

To protect your privacy and the integrity of Manitoba identification card and driver licensing systems, there are restrictions on the number of cards a person can hold.

- Drivers can hold a driver's licence or an EDL (but not both) or a driver's licence and an EIC.
- Non-drivers can hold either a Manitoba Identification Card or an EIC (but not both).

Acceptable documents

Once you have chosen the driver's licence and/or identification card that's right for you, there is a wide range of acceptable documents you can use to satisfy the required identity elements. Each document must be from an authority such as a federal government, federal agency or province.

Please see the tables in this brochure (pages 7-10 for a driver's licence or identification card and pages 11-14 for an enhanced driver's licence or enhanced identification card) for a list of the various documents that can be used, as well as which identity elements each supports. The documents must also be valid originals — not photocopies. Electronic scans of these documents will be retained on file in a secure Manitoba Public Insurance database, in keeping with Canadian standards.

If you don't have acceptable documents with your photograph, signature or address, in exceptional cases Manitoba Public Insurance may accept a completed Guarantor Declaration form instead. See "Use of a guarantor" on page 6.



Protecting your personal health information

You can choose to use your Manitoba Health card as proof of residency. If you're under 18 years of age, your parent or legal guardian's Manitoba Health card can be used as proof of your Manitoba residency provided you are listed on the back of the card as a dependant. In some instances the Manitoba Health card will contain personal information of another individual. In both instances, the Autopac agent or Manitoba Public Insurance customer service representative is required to:

- photocopy the entire Manitoba Health card
- return the original to you
- on the photocopy, block out your Manitoba Health registration number and the personal health identification number
- on the photocopy, block out any personal information that does not belong to you (e.g. name, birth date, registration number, personal health identification number)

You will be asked to initial the marked-up photocopy. The photocopy will be electronically scanned and transmitted through an encrypted secure connection to Manitoba Public Insurance. The photocopy will be provided to you for safekeeping.

The same process will be followed for other documents that contain third party personal information.



Protecting your personal privacy

The Freedom of Information and Protection of Privacy Act, The Personal Health Information Act and The Drivers and Vehicles Act set the rules for how Manitoba Public Insurance and Autopac agents may collect, use, share and must safeguard your personal information. For more information, see the *Protecting Your Privacy* brochure at mpi.mb.ca.

You can also contact the Manitoba Public Insurance Access and Privacy Co-ordinator at 204-985-7384 or at 702-234 Donald Street, Box 6300, Winnipeg, MB, R3C 4A4.

It is important to note if entering the U.S. that Manitoba and Canadian privacy laws do not apply to information in the custody or control of U.S. authorities.

Use of a guarantor

If you are unable to produce the documents required to prove your signature, photograph or Manitoba residency/permanent address, in exceptional cases Manitoba Public Insurance may accept that a guarantor attest to these elements on your behalf.

The guarantor will be required to fill out and sign a Guarantor Declaration form, available at mpi.mb.ca or by visiting any Autopac agent or Manitoba Public Insurance Service Centre.

The Guarantor Declaration form may also be used as a second supporting document for Manitoba residency if you only have one acceptable document with your address on it.

Please be aware the guarantor must:

- be a resident of Canada
- have known you for at least two years
- be a member of an eligible profession from the list set out in the Guarantor Declaration form

Acceptable documents for a Manitoba driver's licence or identification card

| Type of Document * | Identification Element | | | | | | |
|--|----------------------------|-------------------|---|-----------|---|-----------------------------|------------|
| | Birth Date | Identity | | | Manitoba Residency and Permanent Address ² | Entitlement to be in Canada | |
| | | Legal Name | | Signature | | | Photograph |
| | Legal Surname ⁵ | Legal Given Names | | | | | |
| Out-of-province driving permit issued by a Canadian province or territory | | | | ● | ● | | |
| Canadian passport | ● | ● | ● | ● | ● | | ● |
| Birth certificate issued by a Canadian province or territory ^{1, 3} | ● | ● | ● | | | | ● |
| Provincial identification card issued by a Canadian province or territory other than Manitoba | | | | ● | ● | | |
| Ontario Health card or Quebec Health Insurance card (displaying the holder's photograph) | | | | ● | ● | | |
| U.S. passport card | ● | ● | ● | | ● | | |
| Marriage certificate issued by a Canadian province or territory | | ● | | | | | |
| Certificate of Change of Name issued under <i>The Change of Name Act</i> (or comparable certificate issued by a Canadian province or territory) | | ● | ● | | | | |
| Certificate of Election of Surname or Certificate of Resumption of Surname issued under <i>The Change of Name Act</i> (or comparable certificate issued by a Canadian province or territory) | | ● | | | | | |
| Order of a Canadian court containing the applicant's birth date, legal surname and legal given names, and sealed with the court's seal | ● | ● | ● | | | | |
| Certificate of Indian Status issued by the Government of Canada (other than Secure Certificate of Indian Status) | | ● | ● | ● | ● | | ● |
| Secure Certificate of Indian Status issued by the Government of Canada | ● | ● | ● | ● | ● | | ● |
| Record of Landing issued under <i>The Immigration and Refugee Protection Act</i> (Canada) | ● | ● | ● | ● | | | ● |
| Permanent Resident Card issued under <i>The Immigration and Refugee Protection Act</i> (Canada) with signature (issued prior to Feb. 4, 2012) | ● | ● | ● | ● | ● | | ● |
| Permanent Resident Card issued under <i>The Immigration and Refugee Protection Act</i> (Canada) without signature (issued after Feb. 3, 2012) | ● | ● | ● | | ● | | ● |
| Certificate of Citizenship issued under <i>The Citizenship Act</i> (Canada) – Card (issued prior to Feb. 1, 2012) | ● | ● | ● | ● | ● | | ● |

1 Manitoba Division/District Registrar birth certificates are not accepted.

2 Two supporting documents are required to prove you reside in Manitoba and they must be dated within 90 days of the date of application.

3 Information on Manitoba issued birth certificates will be verified by the Manitoba Vital Statistics Agency.

4 Information on Certificate of Citizenship will be verified by Citizenship and Immigration Canada (CIC).

5 If you are using a previous surname due to marriage termination or death of your spouse, you must present a divorce certificate, decree absolute or other Canadian court order or a death certificate as proof you are entitled to revert to your previous surname.

* All forms of identification must be valid.

Acceptable documents for a Manitoba driver's licence or identification card

| Type of Document * | Identification Element | | | | | | | |
|---|------------------------|----------------------------|---|-------------------|-----------|------------|---|-----------------------------|
| | Birth Date | Identity | | | Signature | Photograph | Manitoba Residency and Permanent Address ² | Entitlement to be in Canada |
| | | Legal Name | | Legal Given Names | | | | |
| | | Legal Surname ⁵ | | | | | | |
| Certificate of Citizenship issued under <i>The Citizenship Act</i> (Canada) – Paper (issued prior to Feb. 1, 2012) | ● | ● | ● | | | | ● | |
| Certificate of Citizenship issued under <i>The Citizenship Act</i> (Canada) – Paper (issued after Jan. 31, 2012) ⁴ | ● | ● | ● | | ● | | ● | |
| Certificate of Naturalization as defined in <i>The Citizenship Act</i> (Canada) | ● | ● | ● | | | | ● | |
| Certificate of Retention of Citizenship or Certificate of Registration of Birth Abroad issued under <i>The Citizenship Act</i> (Canada) or a predecessor of that Act | ● | ● | ● | | | | ● | |
| Study Permit issued under <i>The Immigration and Refugee Protection Act</i> (Canada) | ● | ● | ● | ● | ● | | ● | |
| Work Permit issued under <i>The Immigration and Refugee Protection Act</i> (Canada) | ● | ● | ● | ● | ● | | ● | |
| Visitor Record issued under <i>The Immigration and Refugee Protection Act</i> (Canada) | ● | ● | ● | ● | ● | | ● | |
| Temporary Resident Permit issued under <i>The Immigration and Refugee Protection Act</i> (Canada) | ● | ● | ● | ● | ● | | ● | |
| Refugee Protection Claimant Document issued under <i>The Immigration and Refugee Protection Act</i> (Canada) | ● | ● | ● | ● | ● | | ● | |
| Foreign passport with Government of Canada immigration document or other acceptable evidence showing entitlement to be in Canada | ● | ● | ● | ● | ● | | ● | |
| Guarantor Declaration (See page 6 for more information.) | | | | ● | ● | ● | | |
| Utility bill | | | | | | ● | | |
| Vehicle registration card | | | | | | ● | | |
| Bank statement or cancelled cheque or void cheque with the applicant's home address | | | | | | ● | | |
| Mortgage document | | | | | | ● | | |
| Residential lease | | | | | | ● | | |
| Personal income tax document with the applicant's address | | | | | | ● | | |
| Employment confirmation | | | | | | ● | | |
| Social assistance benefit confirmation | | | | | | ● | | |
| Manitoba Health card (See page 5 for more information.) | | | | | | ● | | |

Acceptable documents for an enhanced driver's licence or enhanced identification card

| Type of Document ** | Identification Element | | | | | | |
|---|------------------------|----------------------------|-------------------|-----------|---|----------------------|------------|
| | Birth Date | Identity | | | Manitoba Residency and Permanent Address ² | Canadian Citizenship | |
| | | Legal Name | | Signature | | | Photograph |
| | | Legal Surname ⁵ | Legal Given Names | | | | |
| Out-of-province driving permit issued by a Canadian province or territory | | | | ● | ● | | |
| Canadian passport | ● | ● | ● | ● | ● | | |
| Birth certificate issued by a vital statistics agency of a Canadian province or territory ^{1,2} | ● | ● | ● | | | | ● |
| Marriage certificate issued by a Canadian province or territory | | ● | | | | | |
| Certificate of Change of Name issued under <i>The Change of Name Act</i> (or comparable certificate issued by a Canadian province or territory) | | ● | ● | | | | |
| Certificate of Election of Surname or Certificate of Resumption of Surname issued under <i>The Change of Name Act</i> (or comparable certificate issued by a Canadian province or territory) | | ● | | | | | |
| Order of a Canadian court containing the applicant's birth date, legal surname and legal given names, and sealed with the court's seal | ● | ● | ● | | | | |
| Certificate of Indian Status issued by the Government of Canada (other than Secure Certificate of Indian Status) | | ● | ● | ● | ● | | |
| Secure Certificate of Indian Status issued by the Government of Canada | ● | ● | ● | ● | ● | | |
| Ontario Health card or Quebec Health Insurance card (displaying the holder's photograph) | | | | ● | ● | | |
| Certificate of Citizenship issued under <i>The Citizenship Act</i> (Canada) – Card (issued prior to Feb. 1, 2012) | ● | ● | ● | ● | ● | | ● |
| Certificate of Citizenship issued under <i>The Citizenship Act</i> (Canada) – Paper (issued prior to Feb. 1, 2012) | ● | ● | ● | | | | ● |
| Certificate of Citizenship issued under <i>The Citizenship Act</i> (Canada) – Paper (issued after Jan. 31, 2012) ⁴ | ● | ● | ● | | ● | | ● |

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4 Information on Certificate of Citizenship will be verified by Citizenship and Immigration Canada (CIC).

5 If you are using a previous surname due to marriage termination or death of your spouse, you must present a divorce certificate, decree absolute or other Canadian court order or a death certificate as proof you are entitled to revert to your previous surname.

* All forms of identification must be valid.

Acceptable documents for an enhanced driver's licence or enhanced identification card

| Type of Document * | Identification Element | | | | | | |
|---|----------------------------|-------------------|---|-----------|---|----------------------|------------|
| | Birth Date | Identity | | | Manitoba Residency and Permanent Address ² | Canadian Citizenship | |
| | | Legal Name | | Signature | | | Photograph |
| | Legal Surname ⁵ | Legal Given Names | | | | | |
| Certificate of Naturalization (issued before Jan. 1, 1947) | ● | ● | ● | | | | ● |
| Certificate of Retention of Citizenship or Certificate of Registration of Birth Abroad issued under <i>The Citizenship Act</i> (Canada) or a predecessor of that Act | ● | ● | ● | | | | ● |
| Guarantor Declaration (See page 6 for more information.) | | | | ● | ● | ● | |
| Utility bill | | | | | | ● | |
| Vehicle registration card | | | | | | ● | |
| Bank statement, cancelled cheque or void cheque with the applicant's home address | | | | | | ● | |
| Mortgage document | | | | | | ● | |
| Residential lease | | | | | | ● | |
| Personal income tax document with the applicant's address | | | | | | ● | |
| Employment confirmation | | | | | | ● | |
| Social assistance benefit confirmation | | | | | | ● | |
| Manitoba Health card (See page 5 for more information.) | | | | | | ● | |



**Manitoba
Public Insurance**



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