Services provided at Service Canada clinics

Social Insurance Number (SIN) application

Canadian Dental Care Plan application

Employment Insurance application

My Service Canada Account registration

Information on existing files for:

- Old Age Security (OAS)
- Guaranteed Income Supplement (GIS)
- Canada Pension Plan (CPP)
- Employment Insurance (EI)
- Canadian Dental Care Plan

Address and direct deposit update for:

- Canada Pension Plan (CPP)
- Employment Insurance (EI)

Completed applications for CPP, OAS and GIS will be accepted at the clinic. We will review and send the applications to the processing centre.

Guidance and help completing applications is also offered.

Required documents:

For SIN applications:

Primary proof-of-identity documents: (originals only)

- For Canadian citizens: birth certificate (if born in Canada), Certificate of Canadian Citizenship, Certificate of Registration of Birth Abroad
- For Permanent Residents of Canada: PR Card, Confirmation of Permanent Residence
- For Temporary Residents of Canada: Work Permit, Study Permit

Secondary proof-of-identity: (originals only)

One valid, government-issued document containing legal name and date of birth, for example:

- Passport
- Provincial ID or driver's license
- Provincial health card
- Certificate of Indian Status

Supporting proof-of-identity documents (originals only)

Only required if the name on primary proof-of-identity or secondary proof-of-identity is different than the name you're currently using. For example:

- Marriage certificate
- Legal Change of Name Certificate or Court Order
- Adoption order
- Divorce Decree

For the Canadian Dental Care Plan application:

- Your Social Insurance Number (SIN) and your spouse or common-law partner SIN (if applicable)
- Your Date of birth and your spouse or common-law partner date of birth (if applicable)
- Your Full name and your spouse or common-law partner full name (if applicable)
- Home and mailing address
- List of dental coverage through government social programs (if applicable)
- You and your spouse or common-law partner (if applicable) must have filed your tax return for the previous year, and have received your Notice of Assessment

For My Service Canada Account registration:

- Your SIN number (no need to see the SIN card, just know the number)
- A valid government issued photo ID

For information on existing CPP, OAS, GIS, Canadian Dental Care Plan, EI files and address and direct deposit updates, you need to have:

- Your SIN number (no need to see the SIN card, just know the number)
- A valid government issued photo ID

Please note, to access existing files, or to help with My Service Canada account registration, we will be asking some security questions to properly authenticate clients.