

# Establishing your identity

If applying for a

- *Manitoba Driver's Licence*
- *Manitoba Enhanced Driver's Licence*
- *Manitoba Identification Card*
- *Manitoba Enhanced Identification Card*



**Manitoba  
Public Insurance**

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

This requirement under Manitoba law is aligned with North American standards. Verifying identity before we issue a driver's licence or identification card helps to 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.

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

- **Birth date**
- **Legal name**
- **Signature**
- **Photograph**
- **Manitoba residence\***; and
- **Entitlement to be in Canada**

**NOTE:** If you are applying for an Enhanced Driver's Licence (EDL) or Enhanced Identification Card (EIC), you will also need to establish your citizenship. Please see the *EDL and EIC Applicant's Guide* for more information.

### Acceptable documents

You can use a wide range of documents to prove each part of your identity. Each document must be from an authority such as a federal government, province or federal agency. They must also be 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 an acceptable document with your photograph or signature, the Registrar of Motor Vehicles may accept a completed Guarantor Declaration instead. The Guarantor Declaration Form can also be used with one other document to prove residency. The form is available on the Manitoba Public Insurance website, [www.mpi.mb.ca](http://www.mpi.mb.ca).

\* Please note that at least two supporting documents are required to prove that you reside in Manitoba.

## Identification Cards and Driver's Licences

Type of Document	Identification Element					
	Birth Date	Identity			Manitoba Residency and Permanent Address <sup>2</sup>	Entitlement to be in Canada
		Legal Name	Signature	Photograph		
• Out-of-province <b>driving permit</b> issued by a Canadian province or territory			●	●		
• <b>Valid Canadian passport</b>	●	●	●	●		●
• <b>Birth Certificate</b> issued by a Canadian province or territory <sup>1</sup>	●	●				●
• <b>Ontario/Quebec health card</b> (displaying the holder's photograph)			●	●		
• <b>Marriage Certificate</b> , or <b>Certificate of Common-law Relationship</b> issued under <i>The Vital Statistics Act</i> (or comparable certificate from another jurisdiction)		●				
• <b>Certificate of Change of Name, Certificate of Election of Surname</b> or <b>Certificate of Resumption of Surname</b> issued under <i>The Change of Name Act</i>		●				
• <b>Court order</b> containing the applicant's birth date and legal name, and sealed with the court's seal	●	●				
• <b>Certificate of Indian Status</b> issued by the Government of Canada		●	●	●		●
• <b>Secure Certificate of Indian Status</b> issued by the Government of Canada	●	●	●	●		●
• <b>Record of Landing</b> issued under the <i>Immigration and Refugee Protection Act</i> (Canada)	●	●	●			●
• <b>Permanent Resident Card</b> issued under the <i>Immigration and Refugee Protection Act</i> (Canada)	●	●	●	●		●
• <b>Certificate of Citizenship</b> issued under the <i>Citizenship Act (Canada)</i> —Card	●	●	●	●		●
• <b>Certificate of Citizenship</b> issued under the <i>Citizenship Act (Canada)</i> —Paper	●	●				●
• <b>Certificate of Naturalization</b> as defined in the <i>Citizenship Act</i> (Canada)	●	●				●
• <b>Certificate of Retention of Citizenship</b> issued under the <i>Citizenship Act</i> (Canada)	●	●				●

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

<sup>2</sup> Other documents may be accepted by special arrangement.

Type of Document	Identification Element					
	Birth Date	Identity			Manitoba Residency and Permanent Address <sup>2</sup>	Entitlement to be in Canada
	Legal Name	Signature	Photograph			
• <b>Certificate of Registration</b> of Birth Abroad issued under the <i>Citizenship Act</i> (Canada)	●	●				●
• <b>Study Permit</b> issued under the <i>Immigration and Refugee Protection Act</i> (Canada)	●	●	●	●		●
• <b>Work Permit</b> issued under the <i>Immigration and Refugee Protection Act</i> (Canada)	●	●	●	●		●
• <b>Visitor Record</b> issued under the <i>Immigration and Refugee Protection Act</i> (Canada)	●	●	●	●		●
• <b>Temporary Resident Permit</b> issued under the <i>Immigration and Refugee Protection Act</i> (Canada)	●	●	●	●		●
• <b>Refugee Protection Claimant Document</b> issued under the <i>Immigration and Refugee Protection Act</i> (Canada)			●	●		
• <b>Valid foreign passport</b> with Government of Canada immigration document or other acceptable evidence showing entitlement to be in Canada	●	●	●	●		●
• <b>Utility bill</b>					●	
• <b>Guarantor Declaration Form</b>			●	●	●	
• <b>Vehicle registration card</b>					●	
• <b>Bank statement</b> or <b>cancelled cheque</b> or <b>void cheque</b> with the applicant's home address					●	
• <b>Mortgage document</b>					●	
• <b>Residential lease</b>					●	
• <b>Personal income tax document</b> with the applicant's address					●	
• <b>Employment confirmation</b>					●	
• <b>Social assistance benefit confirmation</b>					●	
• <b>Manitoba Health card</b> ( See further information on next panel )					●	

<sup>2</sup> Other documents may be accepted by special arrangement.

## Manitoba Health card

### Protecting your personal health information

You can choose to use your Manitoba Health Card as proof of residency. Also, if you are 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; and,
- On the photocopy, block out any personal information that does not belong to you (e.g. name, birth date, Personal Health Identification Number, registration 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.

### Protection of your personal privacy

The *Freedom of Information and Protection of Privacy Act* (FIPPA), the *Personal Health Information Act* (PHIA), and the *Drivers and Vehicles Act* (DVA) 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, or contact the Manitoba Public Insurance Access and Privacy Coordinator 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.**

Please see other side for Enhanced Driver's Licence and Enhanced Identification Card document requirements.

# Manitoba Enhanced Driver's Licence and Enhanced Identification Card

Type of Document	Identification Element					Manitoba Residency and Permanent Address <sup>2</sup>	Canadian Citizenship
	Birth Date	Legal Name	Signature	Photograph	Identity		
• Out-of-province <b>driving permit</b> issued by a Canadian province or territory			●	●			
• <b>Valid Canadian passport</b>	●	●	●	●			
• <b>Birth Certificate</b> issued by a vital statistics agency of a Canadian province or territory <sup>1</sup>	●	●					●
• <b>Marriage Certificate</b> , or <b>Certificate of Common-law Relationship</b> issued under <i>The Vital Statistics Act</i> (or comparable certificate from another jurisdiction)		●					
• <b>Certificate of Change of Name, Certificate of Election of Surname</b> or <b>Certificate of Resumption of Surname</b> issued under Manitoba's <i>Change of Name Act</i>		●					
• <b>Court order</b> that contains the applicant's birth date and legal name and is sealed with the court's seal	●	●					
• <b>Certificate of Indian Status</b> issued by the Government of Canada		●	●	●			
• <b>Secure Certificate of Indian Status</b> issued by the Government of Canada	●	●	●	●			
• <b>Manitoba Health Card</b>						●	
• <b>Ontario Health Card</b> (displaying the holder's photograph)			●	●			
• <b>Quebec Health Insurance Card</b> (displaying the holder's photograph)			●	●			
• <b>Certificate of Citizenship</b> issued under the <i>Citizenship Act</i> (Canada)—Card	●	●	●	●			●
• <b>Certificate of Citizenship</b> issued under the <i>Citizenship Act</i> (Canada)—Paper	●	●					●
• <b>Certificate of Naturalization</b> (issued before January 1, 1947)	●	●					●

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

<sup>2</sup> Other documents may be accepted by special arrangement.

Type of Document	Identification Element					
	Birth Date	Identity			Manitoba Residency and Permanent Address <sup>2</sup>	Canadian Citizenship
	Legal Name	Signature	Photograph			
<ul style="list-style-type: none"> <li>• <b>Certificate of Retention of Citizenship</b> (issued between January 1, 1947 and February 14, 1977); or</li> <li>• <b>Certificate of Registration of Birth Abroad</b> (issued between January 1, 1947 and February 14, 1977 by Canadian Citizenship authorities)</li> </ul>						
<ul style="list-style-type: none"> <li>• <b>Utility bill</b></li> </ul>						
<ul style="list-style-type: none"> <li>• <b>Guarantor Declaration</b> (as explained below)</li> </ul>						
<ul style="list-style-type: none"> <li>• <b>Vehicle registration card</b></li> </ul>						
<ul style="list-style-type: none"> <li>• <b>Bank statement, cancelled cheque or void cheque</b> with the applicant's home address</li> </ul>						
<ul style="list-style-type: none"> <li>• <b>Mortgage document</b></li> </ul>						
<ul style="list-style-type: none"> <li>• <b>Residential lease</b></li> </ul>						
<ul style="list-style-type: none"> <li>• <b>Personal income tax document</b> with the applicant's address</li> </ul>						
<ul style="list-style-type: none"> <li>• <b>Employment confirmation</b></li> </ul>						
<ul style="list-style-type: none"> <li>• <b>Social assistance benefit confirmation</b></li> </ul>						

## Use of a Guarantor

If you are unable to produce any of the documents in the list above to prove your signature, photograph or Manitoba residency/permanent address, Manitoba Public Insurance may accept that a guarantor attest to these identity and Manitoba residency elements on your behalf.

The guarantor will be required to fill out and sign a Guarantor Declaration form, available on the Manitoba Public Insurance website at [www.mpi.mb.ca/english/forms/forms.html](http://www.mpi.mb.ca/english/forms/forms.html), or by visiting any Autopac agent or Manitoba Public Insurance Service Centre.

If using a guarantor, please be aware that he or she must:

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

<sup>2</sup> Other documents may be accepted by special arrangement.

**Need more information?**

Visit [www.mpi.mb.ca](http://www.mpi.mb.ca)

**Call us**

In Winnipeg 985-7000

Outside Winnipeg toll-free 1-800-665-2410

Deaf Access TTY/TDD 985-8832



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