Establishing your identity

Documents you need for a:
- Driver’s licence
- Identification card
- Enhanced driver’s licence
- Enhanced identification card
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 these key elements:

- birth date
- legal name*
- 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. If rural customers do not have two supporting documents containing their physical address, the second document can contain their mailing address.

Note: If you are applying for an enhanced product, you will need to establish your signature and your Canadian citizenship in addition to the 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 you may want an enhanced driver’s licence (EDL), which you can use as a travel document to cross the United States border by land or water. (A passport is required to enter the United States 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 United States 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.

For a list of documents that may be used to establish your identity, as well as the identify elements that each supports, please see the insert. 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 (for enhanced cards) or address, in exceptional cases Manitoba Public Insurance may accept a completed Guarantor Declaration form instead. See “Use of a guarantor” on page 6.

*Expired Permanent Resident Cards and expired out-of-province driving permits issued by a Canadian province or territory may be used for identity purposes.
### Basic Acceptable Verifiable Resource List (AVRL)

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Identification Elements</th>
<th>Manitoba Health Card</th>
<th>Security Features</th>
<th>LegalSignature</th>
<th>LegalSignature</th>
<th>Photo</th>
<th>BackSignature</th>
<th>Address</th>
<th>Beneficiary Identification Number</th>
<th>Verification Source</th>
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**Enhanced Acceptable Verifiable Resource List (AVRL)**

Acceptable documents for enhanced driver’s licence or enhanced identification card

- **Identification Elements**
  - Manitoba Health Card
  - Security Features
  - LegalSignature
  - LegalSignature
  - Photo
  - BackSignature
  - Address
  - Beneficiary Identification Number

- **Verification Source**
  - Manitoba Health

#### Acceptable documents for a Manitoba license or identification card

- **Identification Elements**
  - Manitoba Health Card

#### Acceptable documents for enhanced driver’s licence or enhanced identification card

- **Identification Elements**
  - Manitoba Health Card
  - Security Features
  - LegalSignature
  - LegalSignature
  - Photo
  - BackSignature
  - Address
  - Beneficiary Identification Number

- **Verification Source**
  - Manitoba Health
  - Vital Statistics Agency (for Manitoba issued birth certificates)
  - Immigration, Refugees and Citizenship Canada (for certificates of citizenship, certificates of Indian status, visitor record, record of landing, refugee protection claimant document, certificate of retention of citizenship, temporary resident permit, permanent resident card)
  - Foreign Affairs, Trade and Development Canada (for certificates of naturalization)
  - Veterans Affairs Canada

#### Required information on certificates

- A Guarantor Declaration must be signed by a person who can verify the applicant’s permanent address and must be an individual or entity that has a business registered in Manitoba or a permanent address.

#### Additional information

- Two supporting documents are required to prove you reside in Manitoba and they must be dated within 90 days of the date of application. If rural customers do not have two supporting documents containing their permanent address, they can present a Guarantor Declaration. A Guarantor Declaration must be signed by a person who can verify the applicant’s permanent address and must be an individual or entity that has a business registered in Manitoba or a permanent address.

- All forms of identification must be valid.

- A Guarantor Declaration must be signed by a person who can verify the applicant’s permanent address and must be an individual or entity that has a business registered in Manitoba or a permanent address.

- Certificate of Citizenship

- Certificate of Indian Status

- Secure Certificate of Indian Status

- Birth certificate

- Photo BC Services Card

- Provincial Identification Card

- Out-of-province driver’s licence

- Out-of-province identification card

- Voter registration card

- Certificate of Change of Name

- Certificate of Resumption of Surname

- Certificate of Retention of Citizenship

- Paper Card

- Certificate of Canadian Citizenship

- Certificate of Retention of Citizenship

- Certificate of Citizenship

- Visitor Record

- Permanent Resident Card

- Refugee Protection Claimant Document

- Refugee Protection Card

- Temporary Resident Permit

- Visitor Record

- Permanent Resident Card

- Refugee Protection Claimant Document

- Refugee Protection Card

- Temporary Resident Permit

- Visitor Record

- Permanent Resident Card

- Refugee Protection Claimant Document

- Refugee Protection Card

- Temporary Resident Permit

- Visitor Record
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
- electronically scan and transmit the photocopy through a secure encrypted connection to Manitoba Public Insurance, where personal information that does not belong to you will be blacked out before the information is stored
- return the photocopy to you

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 Officer by phone at 204–985–8770 ext. 7384 or by mail at 702–234 Donald Street, Box 6300, Winnipeg, MB, R3C 4A4.

It is important to note if entering the United States 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 photograph, signature (for enhanced cards) 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 Canadian citizen who resides in 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

*The 90-day rule for proving Manitoba residency does not apply if you are using a Guarantor Declaration form, as the form has no expiry date.
Ce document existe aussi en français.