

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. 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 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 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.

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.

**Expired Permanent Resident Cards and expired out-of-province driving permits issued by a Canadian province or territory may be used for identity purposes.*



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 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 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.

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

Type of Document ^a	Identification Element						
	Birth Date	Identity				Manitoba Residency and Permanent Address ²	Entitlement to be in Canada
Legal Surname ¹		Legal Given Name(s)	Signature	Photograph			
<i>^aAll forms of identification must be valid. Exceptions are: Expired Permanent Resident Cards and expired out-of-province driving permits issued by a Canadian province or territory may be used for identity purposes.</i>							
Out-of-province driving permit issued by a Canadian province or territory				•	•		
Birth certificate issued by a vital statistics agency of a Canadian province or territory ^{3,4}	•	•	•				•
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)				•	•		
Canadian passport	•	•	•	•	•		•
Foreign passport with Government of Canada immigration document or other acceptable evidence showing entitlement to be in Canada	•	•	•	•	•		•
United States passport card	•	•	•		•		
United States birth certificate issued by an American government	•						
Secure Certificate of Indian Status issued by the Government of Canada	•	•	•	•	•		•
Certificate of Indian Status issued by the Government of Canada (other than Secure Certificate of Indian Status)		•	•	•	•		•
Certificate of Citizenship issued under The Citizenship Act (Canada) — Card (issued prior to Feb. 1, 2012)	•	•	•	•	•		•
Certificate of Citizenship issued under The Citizenship Act (Canada) — Paper (issued prior to Feb. 1, 2012)	•	•	•				•
Certificate of Citizenship issued under The Citizenship Act (Canada) — Paper (issued after Jan. 31, 2012) ⁵	•	•	•		•		•
Certificate of Naturalization as defined in The Citizenship Act (Canada)	•	•	•				•
Certificate of Retention of Citizenship or Certificate of Registration of Birth Abroad issued under The Citizenship Act (Canada) or a predecessor of that Act	•	•	•				•
Permanent Resident Card issued under The Immigration and Refugee Protection Act (Canada) — With signature (issued prior to Feb. 4, 2012)	•	•	•	•	•		•
Permanent Resident Card issued under The Immigration and Refugee Protection Act (Canada) — Without signature (issued after Feb. 3, 2012)	•	•	•		•		•
Record of Landing issued under The Immigration and Refugee Protection Act (Canada)	•	•	•	•			•

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

Type of Document ^a	Identification Element						
	Birth Date	Identity				Manitoba Residency and Permanent Address ²	Entitlement to be in Canada
Legal Surname ¹		Legal Given Name(s)	Signature	Photograph			
Study Permit issued under The Immigration and Refugee Protection Act (Canada)	●	●	●				●
Work Permit issued under The Immigration and Refugee Protection Act (Canada)	●	●	●				●
Visitor Record issued under The Immigration and Refugee Protection Act (Canada)	●	●	●				●
Temporary Resident Permit issued under The Immigration and Refugee Protection Act (Canada)	●	●	●				●
Refugee Protection Claimant Document issued under The Immigration and Refugee Protection Act (Canada)				●	●		
National Defence Canadian Forces Identification Card — Active/Reserve (NDI 20)	●	●	●	●	●		
National Defence Civilian Identification Card (NDI 21)	●	●	●	●	●		
National Defence Driver's Licence (DND 404)	●	●	●	●	●		
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 Change of Name issued under The Change of Name Act (or comparable certificate issued by a Canadian province or territory)		●	●				
Certificate of Election of Surname or Certificate of Resumption of Surname issued under The Change of Name Act (or comparable certificate issued by a Canadian province or territory)		●					
Marriage certificate issued by a Canadian province or territory		●					
Bank statement or cancelled cheque or void cheque with the applicant's home address						●	
Employment confirmation						●	
Manitoba Health card						●	
Mortgage document or Residential lease						●	
Personal income tax document with the applicant's home address						●	
Vehicle registration card						●	
Social assistance benefit confirmation						●	
Utility bill						●	
Guarantor Declaration (See brochure or mpi.mb.ca for more information.)				●	●	●	

¹ 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.

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. If rural customers do not have two supporting documents containing their physical address, the second document can contain their mailing address.

³ Manitoba Division/District Registrar birth certificates are not accepted.

⁴ Information on Manitoba issued birth certificates will be verified by the Manitoba Vital Statistics Agency.

⁵ Information on Certificates of Citizenship will be verified by Immigration, Refugees and Citizenship Canada.

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

Type of Document ^o	Identification Element						
	Birth Date	Identity				Manitoba Residency and Permanent Address ²	Canadian Citizenship
		Legal Surname ¹	Legal Given Name(s)	Signature	Photograph		
^o All forms of identification must be valid. Exceptions are: Expired out-of-province driving permits issued by a Canadian province or territory may be used for identity purposes.							
Out-of-province driving permit issued by a Canadian province or territory				•	•		
Birth certificate issued by a vital statistics agency of a Canadian province or territory ^{3,4}	•	•	•				•
Ontario Health Card or Quebec Health Insurance Card (displaying the holder's photograph)				•	•		
Canadian passport	•	•	•	•	•		
Secure Certificate of Indian Status issued by the Government of Canada	•	•	•	•	•		
Certificate of Indian Status issued by the Government of Canada (other than Secure Certificate of Indian Status)		•	•	•	•		
Certificate of Citizenship issued under The Citizenship Act (Canada) — Card (issued prior to Feb. 1, 2012)	•	•	•	•	•		•
Certificate of Citizenship issued under The Citizenship Act (Canada) — Paper (issued prior to Feb. 1, 2012)	•	•	•				•
Certificate of Citizenship issued under The Citizenship Act (Canada) — Paper (issued after Jan. 31, 2012) ⁵	•	•	•		•		•
Certificate of Naturalization as defined in The Citizenship Act (Canada)	•	•	•				•
Certificate of Retention of Citizenship or Certificate of Registration of Birth Abroad issued under The Citizenship Act (Canada) or a predecessor of that Act	•	•	•				•

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

Type of Document ^a	Identification Element					
	Birth Date	Identity			Manitoba Residency and Permanent Address ²	Canadian Citizenship
		Legal Surname ¹	Legal Given Name(s)	Signature		
<i>^aAll forms of identification must be valid. Exceptions are: Expired out-of-province driving permits issued by a Canadian province or territory may be used for identity purposes.</i>						
Certificate of Election of Surname or Certificate of Resumption of Surname issued under The Change of Name Act (or comparable certificate issued by a Canadian province or territory)		●				
Marriage certificate issued by a Canadian province or territory		●				
Bank statement or cancelled cheque or void cheque with the applicant's home address					●	
Employment confirmation					●	
Manitoba Health card					●	
Mortgage document or Residential lease					●	
Personal income tax document with the applicant's home address					●	
Vehicle registration card					●	
Social assistance benefit confirmation					●	
Utility bill					●	
Guarantor Declaration (See brochure or mpi.mb.ca for more information.)				●	●	●

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