

Establishing your identity

Documents you need for a:

- Driver's licence
- Identification card



MANITOBA
PUBLIC INSURANCE

You will be asked to show documents that prove your identity when you apply for a Manitoba driver's licence or identification card for the first time, or when you move to Manitoba from another jurisdiction.



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*
- *a valid Canadian passport*

***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.*

Card options

Driver's licence

A Manitoba driver's licence costs \$20, plus your annual driver's licence premium, which is based on your driving record. It is valid for up to five years.

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.

You cannot hold both a driver's licence and an identification card. For more information, see the *Manitoba Identification Card* brochure at mpi.mb.ca.

Acceptable documents

A wide range of acceptable documents can be used 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 or use the *Proving My Identity* tool at mpi.mb.ca.

The documents must be valid* originals — not photocopies. Electronic scans of these documents will be retained on file in a secure database, in keeping with Canadian standards.

If you don't have acceptable documents with your photograph or address, in exceptional cases MPI may accept a completed Guarantor Declaration form instead.

**These cards can be accepted for identity purposes when expired: Permanent Resident Cards, out-of-province driving permits issued by a Canadian province or territory, Certificate of Indian Status and Secure Certificate of Indian Status.*

Use of a guarantor

If you are unable to produce the documents required to prove your 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. An Applicant photo with Guarantor signature must be attached to the form.

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
- Hold a valid Manitoba driver's licence or identification card at time of application and have held same at least 2 years

**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.*

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 MPI 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 is stored within our secure servers. You may choose to black out any personal information
- 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* page at mpi.mb.ca.

You can also contact the Manitoba Public Insurance Privacy, Information & Corporate Access 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.



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*Ce document existe
aussi en français.*

mpi.mb.ca

Acceptable Verifiable Resource List (AVRL)

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

Type of Document	Identification Element					
<i>All forms of identification must be valid. Exceptions: Out-of-province driving permits and Provincial Identification Cards issued by a Canadian province or territory, Photo BC Services Cards, BC Driver's Licence & Services Cards, Ontario Health Cards, Quebec Health Insurance Cards and Permanent Resident Cards are acceptable when expired.</i>	Birth Date	Identity			Manitoba Residency and Permanent Address ²	Entitlement to be in Canada
		Legal Surname ¹	Legal Given Name(s)	Photo		
Aviation Document issued by Transport Canada				●		
Manitoba Métis Federation Citizenship Card				●		
Out-of-province driving permit issued by a Canadian province or territory				●		
Provincial Identification Card issued by a Canadian province or territory other than Manitoba				●		
Photo BC Services Card				●		
BC Driver's Licence & Services Card				●		
Ontario Health Card or Quebec Health Insurance Card (displaying the holder's photograph)				●		
Proof of Inuit Land Claim Beneficiary Enrolment						●
Birth certificate issued by a vital statistics agency of a Canadian province or territory ³	●	●	●			●
Canadian passport	●	●	●	●		●
Foreign passport with Government of Canada immigration document or Government of Canada Acceptance Counterfoil (showing Consular Status)	●	●	●	●		●
Foreign passport and Travel Itinerary or Boarding Pass showing date of entry to Canada	●	●	●	●		●
United States Passport Card	●	●	●	●		
United States birth certificate issued by an American government	●					
NEXUS Card displaying Canadian citizenship	●			●		●
NEXUS Card displaying non-Canadian citizenship	●			●		
FAST/EXPRES Card displaying Canadian citizenship	●			●		●
FAST/EXPRES Card displaying non-Canadian citizenship	●			●		
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) ⁴	●	●	●	●		●
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	●	●	●			●
Confirmation of Permanent Residence (without valid passport)	●	●	●			●
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)	●	●	●			●
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)	●	●	●	●		
Department of National Defence — Driver Licence Card (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 with the applicant's home address					●	
CNIB card (with customer name & address)					●	
Credit Card Statement (with customer name & address)					●	
Educational Confirmation or Enrolment Letter (with customer name & address)					●	
Employment confirmation					●	
Home/Tenant Insurance Policy (with customer name & address)					●	
Manitoba Health card					●	
Mortgage document or Residential lease					●	
Personal income tax document with the applicant's home address					●	
Property Tax Assessment (with customer name & address)					●	
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 Certificates of Citizenship will be verified by Immigration, Refugees and Citizenship Canada.

Revised: December 2, 2024 (24-101-5660)