

SCIS Applications

1. Application Form

Must be completed by Applicant, Parents or Legal Guardian.
Be sure to read the application instructions thoroughly.

2. Documents Required

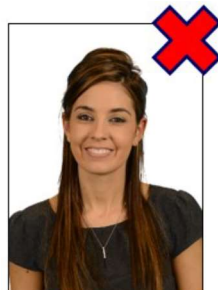
- Completed **application**
- Valid **photo identification** (photocopy both sides, guarantor must sign and date both copies of the ID)
- Complete **Guarantor Form** (if applicable)
- Guarantor (if applicable) must **sign and date photocopy of the ID.**
- **Copy of applicable documents**; marriage, death certificate, name linking document, sole custody or court order of guardianship documents.
- Two (2) unaltered, identical, Canadian Passport-style **Photos.**

OR

- Use the **SCIS Photo App** using a mobile phone. (see included instructions). For applications using the SCIS Photo App, please write **“SCIS PHOTO APP”** on top right hand corner of the application form.

3. Remember - Photos must not:

- Be blurry or pixelated
- Be coloured/coloured background (background must be plain white or beige)
- Head cannot be turned to the side or tilted
- No sunglasses
- No head coverings (except for religious or medical purposes)
- No smiling or frowning
- No shadows
- No squinting or closing eyes
- No glares



4. Please mail application to:

Indigenous Services Canada (ISC)
Manitoba Region
Registration / SCIS Card
365 Hargrave Street
Winnipeg, Manitoba
R3B 3A3

1 DOWNLOAD THE APP
Download from the Google Play or Apple stores for free.
Users can download the SCIS Photo App on any iPhone or Android device **free of charge** by visiting their App Store.

2 ARE YOU READY?
Applicant must have the following information available in order to be able to complete the submission of the photo:
✓ Registration Number
✓ Valid Email address
✓ Guarantor present with a valid email address

3 CLICK ON THE APP TO LAUNCH
Select your desired language (English or French).
Follow the on-screen prompts.
Accept the End User License Agreement (EULA) to continue.

4 PHOTO TIME!
Have guarantor present and ready to provide their **signature and email**, once prompted. Acceptable photos must adhere to the following guidelines:
✓ Clear, sharp and in focus
✓ Taken with a neutral facial expression (eyes open and clearly visible, mouth closed)
✓ Taken straight on with face and shoulders centered and squared to the camera
✓ Taken in front of a plain white or a light-colored background, with a clear difference between the face and background.

5 BEFORE YOU SUBMIT
Ensure that photo guidelines have been met and information is correct.
Once confirmed, click **submit photo**.
Upon successful photo submission, you and your guarantor will receive a confirmation email.

For further support, and questions related to the SCIS Photo App, visit our FAQ page www.linkgoeshere.com

