

QUICK-REFERENCE – SECURE CERTIFICATE OF INDIAN STATUS APPLICATION (SCIS)

Individuals requesting an SCIS card need to go through the following steps:

- 1- Complete the attached Application for Secure Certificate of Indian Status form and return it to the Processing unit in Gatineau to the following address:

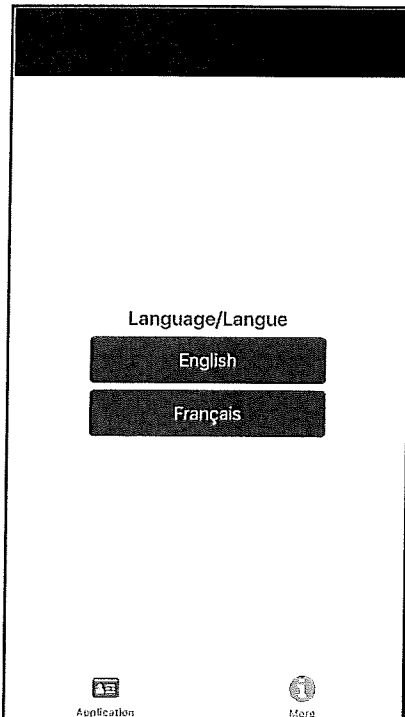
National SCIS Processing Unit
10 Wellington Street
Gatineau, Quebec K1A 0H4

- 2- Take their picture and complete the guarantor form through the SCIS photo app.

Step 1: Download the SCIS photo application on the App Store or on Google Play.

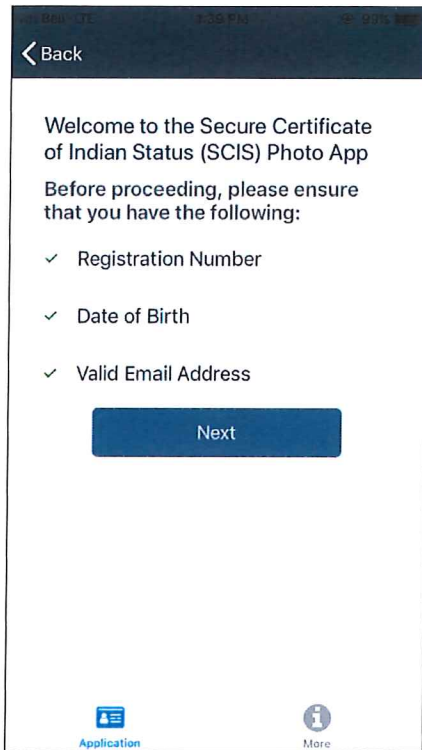


Step 2: Choose the language English or Français

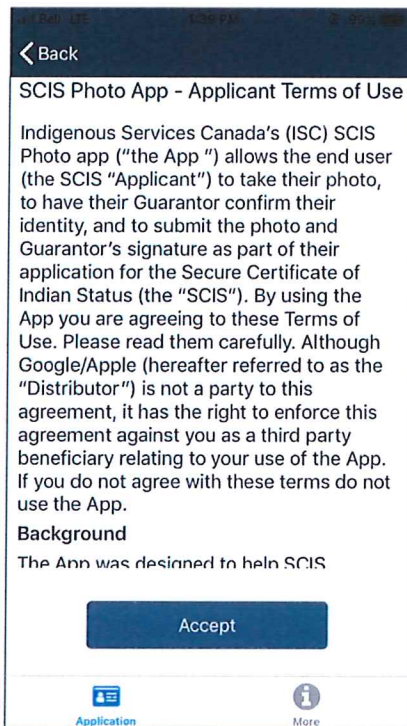




Step 3 : The Welcome page will appear. Click on “Next”.**The person acting as guarantor needs to be present.



Step 4: After reading the Applicant Terms of Use, click on “Accept”.



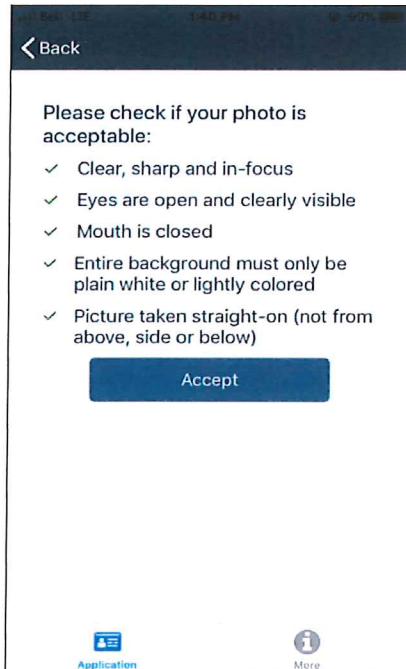
Step 5: The client must complete the SCIS cardholder information table. Please, double-check that all the information provided is valid. ** It is important to check if the Registry number provided is the right one.

A screenshot of a mobile application form titled "SCIS Cardholder Information". The form has a dark blue header with a white "Back" button. The form fields are: "Given Names" (text input), "Surname" (text input), "Date of Birth" (text input), "Registration Number" (text input with a red error message "Enter 10 digit Registration number"), "Email" (text input with "sample@email.com" and a red error message "Enter a valid email address"), and "Re-enter your email address" (text input with "sample@email.com"). A grey "Next" button is at the bottom. The footer contains "Application" and "More" icons.

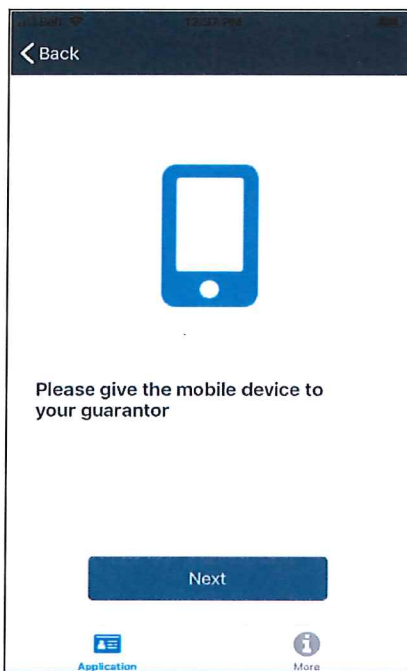
Step 6: The applicant needs to do his/her signature in the designated box using his/her finger.

A screenshot of a mobile application screen for signing. It has a dark blue header with a white "Back" button. The main area is a large white box with a horizontal line at the bottom and a right-pointing arrow on the left, labeled "Applicant sign here". Below this is a grey button labeled "Use this signature". The footer contains "Application" and "More" icons.

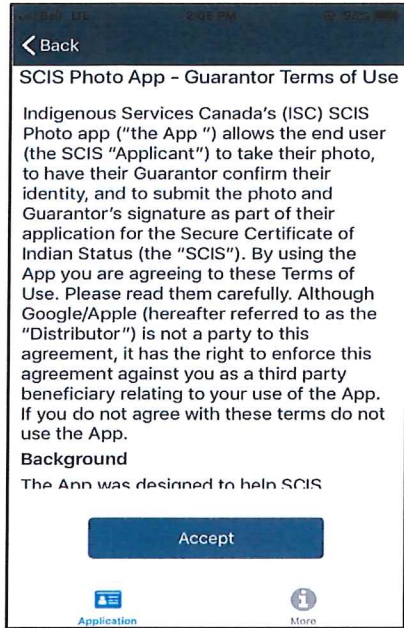
Step 7: Take the picture of the client with a white background. Click on "Next".



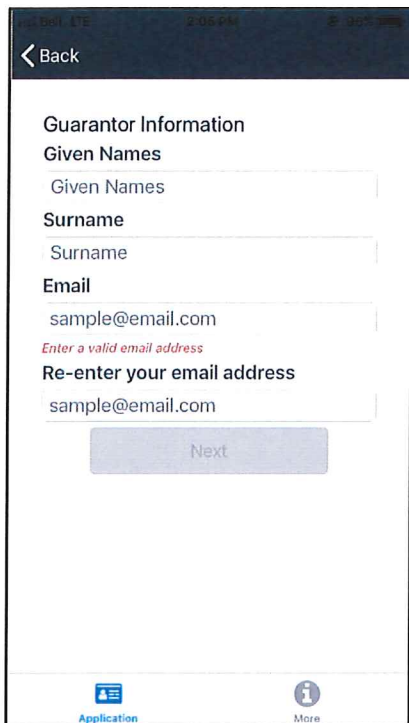
Step 8: Give the mobile/tablet to the person acting as the guarantor.



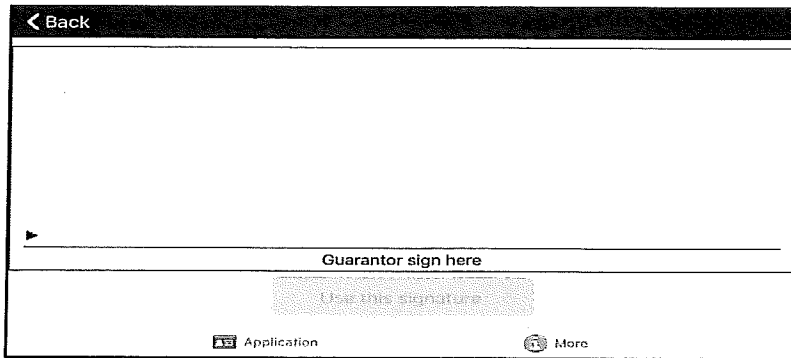
Step 9: The guarantor needs to read the Guarantor Terms of Use. The click on “Accept”.



Step 10: The guarantor must complete the Guarantor Information table. Please, double-check that all the information provided is valid. Click on “Next”.



Step 11: The guarantor must do his/her signature in the designated box using his/her finger. Click on "Use this signature".



Step 12: Review the information from the Submission Details page. Click on "Submit Photo".

Step 13: The "Success" window will open. The mobile application is now **completed**.



Step 14 : Fill out the SCIS application form (83-172SE) and send it to the following address:

**National SCIS Processing Unit
10 Wellington Street
Gatineau, Quebec K1A 0H4**

