

\* WELCOMING \*

# Baby!

A brief guide to the  
important paperwork  
for your new baby.

**Welcoming a baby can be both a joyful and overwhelming experience!**

The first few months involve a lot of change for new parents and caregivers.

This resource is intended to make the paperwork and administrative part of the journey a lot easier. This resource describes all the forms and paperwork that need to be completed in the first few months after birth to support access to essential services and programs to support your child and family.



Form	What is it? Why is it important?	Steps to Apply	Supporting Documents
 <b>BIRTH REGISTRATION STATEMENT</b>	<p><b>Birth registration</b> is needed to create a permanent record of a person's birth and to order a Birth Certificate.</p>	<p>This form will be provided to you at the hospital.</p> <p>It is the first form you need to complete. Hospital staff will help you complete it before you are discharged from the hospital.</p>	<ul style="list-style-type: none"> <li>The mother of the child, the father of the child, or where both parents are into able to, the person standing in for the parents can complete the birth registration form.</li> </ul>
 <b>BIRTH CERTIFICATE</b>	<p><b>A birth certificate</b> is an essential first piece of identification for your child. It will help to access other important programs, services, government funding and application for a passport.</p>	<p>Complete the Application for Certificate of Birth (see link/QR code) and return form with payment to the General Registrar of Vital Statistics.</p>	
 <b>CANADA CHILD BENEFITS (CCB)</b>	<p>The CCB is a tax-free monthly payment made to eligible families to help with the cost of raising children under 18 years of age. It is administered by the Canada Revenue Agency.</p>	<p>You can apply at the same time as you fill the Birth Registration Statement (see #1) of your child if you are the birth parent.</p>	<ul style="list-style-type: none"> <li>The parents/caregivers provide consent and Social Insurance Number.</li> </ul>

Fee	Important Notes	For more information
<p>There is no fee to register a birth within one year of the date of birth.</p>	<p>It is important to complete the registration within 30 days. The birth registration necessary to apply for other important documents, including the birth certificate.</p>	 <p><a href="https://www.hss.gov.nt.ca/en/services/register-birth">https://www.hss.gov.nt.ca/en/services/register-birth</a></p>
<p>A \$26 fee can be processed by credit card, cheque or money order (payable to Government of the NWT).</p>	<p>All babies can get a birth certificate but if your baby was born in a different province or territory you will need to get the birth certificate from the place where the child was born</p> <p>A birth certificate can only be issued for births that occur in the Northwest Territories.</p> <p>Make sure that the spelling of the baby's name is the way you want, and any accents and hyphens are included.</p>	 <p><a href="https://www.hss.gov.nt.ca/en/services/order-birth-certificate">https://www.hss.gov.nt.ca/en/services/order-birth-certificate</a></p>
<p>There is no fee to apply for CCB.</p>	<p>The person who is primarily responsible for the care and upbringing of the child should apply for the CCB.</p>	 <p><a href="https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/rc66.html">https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/rc66.html</a></p>

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<b>4</b>  <b>HEALTH CARE CARD</b>	<p><b>A health care card is required to receive health care benefits.</b></p>	<p>Complete and submit the NWT Application for Health Care- Newborn form. Forms are also available at hospitals, health clinics and health centres.</p> <p>Signed applications can be faxed, scanned and emailed or mailed to the Health Services Administration Office.</p> <p>When the application is approved, your baby's health care card will be mailed to you.</p>	<ul style="list-style-type: none"> <li>• NWT Health Care Card of caregiver/parent(s)</li> <li>• Copy of child's birth certificate.</li> <li>• Copy of accepted documents to confirm Indigenous status (if applicable)</li> </ul> <p><input type="checkbox"/> A copy of a status card (front and back) or a letter from Indigenous Services Canada;</p> <p><input type="checkbox"/> A copy of a letter from the applicable Inuvialuit/Inuit Registrar; or</p> <p><input type="checkbox"/> A copy of a Métis card (front and back) or a letter from a Métis Association or a Métis Local in Canada or NWT.</p> <p><i>If your baby is adopted, include a copy of the document showing that the adoption is final.</i></p>
<b>5</b>  <b>SOCIAL INSURANCE NUMBER (SIN)</b>	<p><b>A social insurance number is a 9-digit number. It is an important identity documents that will help your baby to access programs and services throughout their life.</b></p>	<p>In the Northwest Territories, you can apply for your child's SIN directly through Service Canada.</p>	<ul style="list-style-type: none"> <li>• Child's Birth Certificate (Original document. But digital copy if applying online)</li> <li>• Caregiver's Birth Certificate (Original document. But digital copy if applying online)</li> </ul>

Fee	Important Notes	For more information
There is no fee to apply for NWT health care card.	<p>If you are Indigenous, you can apply for a standard Health Care Card and send a copy of your newborn's Indigenous status once you receive it</p> <p>If you are Métis, you can apply for Métis Health Benefits. See web link and QR for information on how to apply.</p>	<p><b>NWT HEALTH CARE CARD INFORMATION:</b></p>  <p><a href="https://www.hss.gov.nt.ca/en/services/applying-health-care-my-newborn-child">https://www.hss.gov.nt.ca/en/services/applying-health-care-my-newborn-child</a></p> <p><b>MÉTIS HEALTH BENEFITS INFORMATION:</b></p>  <p><a href="https://www.hss.gov.nt.ca/en/services/applying-m%C3%A9tis-health-benefits-program">https://www.hss.gov.nt.ca/en/services/applying-m%C3%A9tis-health-benefits-program</a></p>
There is no fee to apply for your child's SIN.	<p>If you have Indigenous status under the Indian Act and want to register your status in your SIN record, you must provide your primary identity document and a Certificate of Indian Status issued by the Government of Canada.</p> <p>A primary identity document is an official document that proves your identity and status in Canada. An example is a birth certificate or certificate of Canadian citizenship.</p>	 <p><a href="https://www.canada.ca/en/employment-social-development/services/sin/apply.html">https://www.canada.ca/en/employment-social-development/services/sin/apply.html</a></p>

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<b>6</b> <b>CANADA LEARNING BOND (CLB)</b>	<b>The Canada Learning Bond is a grant of \$500 to \$2,000 from the Federal Government of Canada to help eligible families with the cost of their child's education after high school.</b>	<p>The application for CLB is completed in 3 steps:</p> <ol style="list-style-type: none"> <li>1. Open a no-cost RESP and apply for CLB online</li> <li>2. Connect with financial institution (bank) to complete application.</li> <li>3. CLB deposited into RESP.</li> </ol>	<ul style="list-style-type: none"> <li>• Email address</li> <li>• Caregiver's Social Insurance Number (SIN)</li> <li>• Child's Social Insurance Number (SIN)</li> <li>• A Registered Education Savings Plan (RESP) with a participating RESP promoter.</li> </ul>
<b>7</b> <b>INDIAN STATUS CARD</b>	<b>Identity document that confirms status as a "Registered Indian" under the Federal government's Indian Act, and gives access to a range of rights, services, programs, and benefits.</b>	<p>You can apply for a status card online, by mail, and in-person at the regional office (4923-52<sup>nd</sup> St, Yellowknife, NT, S6J-2500).</p> <p>You need a guarantor (a person who can confirm your identity) to provide a guarantor declaration.</p>	<p>Documents required for the child:</p> <ul style="list-style-type: none"> <li>• Proof of birth document</li> </ul> <p>Documents required for the parent(s) or legal guardian(s):</p> <ul style="list-style-type: none"> <li>• Supporting Identify documents</li> </ul> <p>Family Information</p> <ul style="list-style-type: none"> <li>• 2 printed photos that meet the photo requirements or a digital photo using the SCIS photo app.</li> <li>• Guarantor Declaration.</li> </ul>

Fee	Important Notes	For more information
<p>There is no fee to open a RESP or to apply for the CLB.</p>	<p>The QR code links to the free MySmartFuture online application that helps you open the Registered Education Savings Plan needed to receive the Canada Learning Bond</p> <p>A bank account is not needed to open up an RESP.</p>	 <p><a href="https://mysmartfuture.org/">https://mysmartfuture.org/</a></p>
<p>There may be fees associated with guarantor or photos required for application.</p>	<p>Note that it can take 6 months to 2 years to process a complete registration application.</p> <p>Individual Indigenous governments in the NWT have their own registration processes for membership and people should be in touch with them directly.</p>	 <p><a href="https://www.sac-isc.gc.ca/eng/1462808207464/1572460627149#s3">https://www.sac-isc.gc.ca/eng/1462808207464/1572460627149#s3</a></p>

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 <b>8 INUVIALUIT REGIONAL CORPORATION (IRC) REGISTRATION</b> (if you are from the Inuvialuit Settlement Region)	<b>Identity document that confirms Inuvialuit and/or Inuk identity and gives access to a range of programs and services.</b> <b>(This is also commonly referred to as the “N number”)</b>	<b>IRC Registration:</b> Send your registration and a copy of the child's birth certificate to:  Emily Arey, Deputy Registrar of Enrolment and Registration, Inuvialuit Regional Corporation (IRC)  Tel: (867) 777-7015 <a href="mailto:enrolment@inuvialuit.com">enrolment@inuvialuit.com</a> <b>NTI Registration:</b> Send completed form to one of the following:  Department of Inuit Programs and Services Fax: (867) 645-5414 Mail: P.O. Box 280, Rankin Inlet, NU X0C 0G0 <a href="mailto:Enrolment@tunngavik.com">Enrolment@tunngavik.com</a>	<b>IRC Registration:</b> Documents required for the parents(s) or legal guardian(s): <ul style="list-style-type: none"> <li>copy of the child's birth certificate (you can register now and provide the birth certificate later, if you don't yet have one).</li> <li>All you need is simple information about the child and their family.</li> </ul> <b>NTI Registration:</b> Documents required for the parents(s) or legal guardian(s): <ul style="list-style-type: none"> <li>Social Insurance Number, Health Care Number.</li> </ul>
 <b>9 NORTHWEST TERRITORIES METIS NATION MEMBERSHIP</b>	<b>Identity document that confirms Métis identity and gives access to a range of programs and services.</b>	Apply for membership through your local Métis Nation office in person (Fort Resolution, Fort Smith & Hay River). Complete an online form: <a href="#">Online Membership Application</a> , or you can send your completed application by mail or fax to:  Northwest Territory Métis Nation Registry Office Box 720, Fort Smith, NT XOE 0PO Phone: (867) 872-2770 Fax: (867) 872-2772	<b>Birth Certificate</b>

Fee	Important Notes	For more information
There is no fee to register	<p><b>NTI Registration:</b> To enroll an adopted Inuk child in the Nunavut Agreement, you must fill out the Adopted Inuit Children Application Form. Please sign the form, have your spouse sign the form, and send it to your Community Enrolment Committee or to NTI.</p>	 <p><a href="https://irc.inuvialuit.com/registration">https://irc.inuvialuit.com/registration</a></p>  <p><a href="https://www.tunngavik.com/initiative_pages/enrolment_program/">https://www.tunngavik.com/initiative_pages/enrolment_program/</a></p>
There is no fee to register but there may be a fee for photos should you choose to submit one.	<p>Call the NWTMN, 867-872-4044, to verify if your family history is already on file. A family chart can be completed, if not on file already. This chart is available from the Métis Nation or from the website:210118-Complete Form-PDF-Fillable-Version-Update Dec-2022.pdf</p>	 <p><a href="#">Website registration access: Forms - NWT</a></p>

If you have questions or are in need of assistance with applying for these important documents, you can contact:

For questions related to birth registration, birth certificate, NWT health care card:

**VITAL STATISTICS, DEPARTMENT OF HEALTH AND SOCIAL SERVICES**

**PHONE:** 1-800-661-0830 (toll free);

**EMAIL:** [hsa@gov.nt.ca](mailto:hsa@gov.nt.ca)

**IN PERSON:** Registrar General of Vital Statistics  
Health Services Administration Office  
Department of Health and Social Services  
107 Mackenzie Road / IDC Building, 2nd Floor

A Healthy Family Program worker or Community Health Representative can provide help to navigate the application process.

For programs and services provided by the Government of Northwest Territories and/or the Government of Canada, please contact your local Government Service Officer:

Community	Government Service Officer	Phone
Aklavik	Cassandra Paul-Greenland	(867) 978-2285
Behchokǫ̀	Vacant	(867) 392-6046
Colville Lake	Ann Kochon-Orlias	(867) 709-2047
Délı̨nę	Irene Kodakin	(867) 589-4910
Fort Providence	Alayna Krutko	(867) 699-3149

Community	Government Service Officer	Phone
Fort Good Hope	Celine Proctor	(867) 598-2179
Fort Liard	Julie Capot Blanc	(867) 770-2277
Fort McPherson	Mary Rose Tetlichi	(867) 952-2060
Fort Resolution	Eddy McKay	(867) 394-3017
Gamètì	Tina Apples	(867) 997-3106
Jean Marie River	Connie Villeneuve	(867) 809-2077
Kátł'odeeche First Nation	Sharon Pekok	(867) 874-6306
Łutselk'e	Doris Catholique	(867) 370-3386
Nahanni Butte	Priscilla Betsaka	(867) 602-2046
Paulatuk	Albert Ruben Sr.	(867) 580-3068
Sachs Harbour	Mariah Lucas	(867) 690-3812
Tsiigehtchic	Geraldine Blake	(867) 953-3726
Tuktoyaktuk	Patricia Voudrach	(867) 977-2097
Tulita	Lee-Ann McPherson	(867) 588-3002
Ulukhaktok (Holman)	Adele (Marie) Alonak	(867) 396-3084
Wekweètì	Carol Arrowmaker	(867) 713-2600
Whatì	Elizabeth Romie	(867) 573-3256

