Citizenship Renewal Guide:

When should I submit a Citizenship Renewal Form?

A completed Renewal Application is required if your **MNBC Citizenship Card has expired**, **or** if you need to **update your name or sex/gender** on your current card.

For all other Citizenship Card requests:

If your MNBC Citizenship Card is lost/stolen or you need to update your residential address, **please call or email the Ministry of Citizenship at:** citizenship@mnbc.ca or **1-800-940-1150 Option: 1**

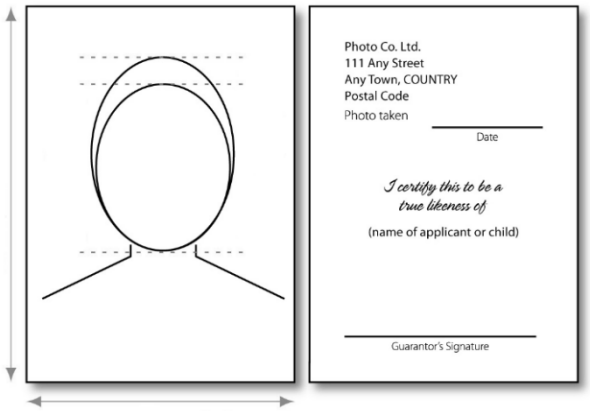
All Citizens 19 years and older must supply the following with their Renewal Form:

Required Document Checklist:

- ☐ **Passport Photo**
- ☐ **Complete Renewal Form (Pages 1 & 2)**

MNBC Citizenship cards can be used as valid pieces of identification. You must provide a photo that meets the following criteria:

- be an original photo that isn't altered or edited
- have a neutral facial expression (eyes open, mouth closed) with shoulders visible
- be in colour, plain and white background with clear contrast and even lighting
- be taken no more than 6 months before the date of renewal submission
- be taken in person by a commercial photographer or photo studio



To avoid delays: Please send the photo provided by the photographer (print copy or digital file) or the website link and code so that our team can directly download the photo.

Photos that do not meet the requirements will delay processing.

Additional Required Documents:

If you have had a name or sex/gender change, you will be required to provide supplementary documents to support the change:

- Legal Change of Name Certificate
- Marriage Registration
- Revised Birth Certificate
- Divorce Order
- Adoption Order
- Certificate of Change

Online Renewal Submission:

Want to complete your renewal online? Sign up or sign in at metishub.ca and submit your Citizenship Renewal digitally. You'll be able to:

- Update your personal details and track the status of your renewal
- View a digital version of your MNBC Citizenship Card

This page is intentionally left blank

MNBC Renewal Form

380-13401, 108 Ave, Surrey, BC V3T 5T3
1-800-940-1150 | citizenship@mnbc.ca

Citizen Information:

Legal First Name:	**Legal Middle Name(s):**		**Legal Last Name:**
Maiden and/or Previous Last Name(s):		**Sex:** ☐ Female ☐ Male ☐ X	**Citizenship Number:** (e.g. 12345678)
Preferred/Chosen Name:			**Have you changed your name or sex/gender?** ☐ Yes ☐ No
Pronouns:	**Date of Birth:** (Month/Day/Year)	**City of Birth:**	**Province of Birth:**
Email Address:	**Primary Phone Number:**		**Secondary Phone Number:**
Home Address: *Cannot be a PO Box*			
Address:	**City:**	**Province:**	**Postal Code:**
Mailing Address: *Not required if Home and Mailing Address are the same*			
Address:	**City:**	**Province:**	**Postal Code:**
Preferred Method of Contact: ☐ Email ☐ Mail ☐ Phone			

Are you an active member of the **Canadian Armed Forces (CAF)** or **RCMP**?	☐ Yes ☐ No	Is your spouse and/or legal guardian a member of the **CAF** or **RCMP**?	☐ Yes ☐ No
Are you a **Veteran** of the **CAF** or the **RCMP**?	☐ Yes ☐ No	Do you hold a **Certificate of Indian Status** issued by the Government of Canada?	☐ Yes ☐ No

Card Signature:

All Citizens Must Sign – signature must be handwritten, digitally or physically, in black within border

X

Auto-generated or typed signatures cannot be accepted and will delay the processing of your renewal.

Indigenous Services Canada Screening:

All Citizens Must Initial – section to be completed by parent/legal guardian if Citizen is under 19

I authorize MNBC to share my personal information with Indigenous Services Canada to establish that the Citizen does not hold a Certificate of Indian Status issued by the Government of Canada.

Initials:	**Date of Initial:** *(mm/dd/yyyy)*
X	

MNBC Renewal Form

380-13401, 108 Ave, Surrey, BC V3T 5T3
1-800-940-1150 | citizenship@mnbc.ca

Privacy Statement:

All Citizens Must Initial – section to be completed by parent/legal guardian if Citizen is under 19

MNBC is committed to protecting the personal information of all Citizens in accordance with British Columbia's *Personal Information Protection Act*. This Privacy Statement outlines the purposes for which the information you provide is collected, used, stored and disclosed. Your consent to the following is required to complete the MNBC Citizenship Renewal process. To view the full MNBC *Privacy Policy*, please visit mnbc.ca.

Your information is collected for the purposes of: verifying eligibility for MNBC Citizenship in accordance with MNBC *Citizenship Act*, MNBC policy and applicable bylaws, maintaining the MNBC Citizenship Registry and associated records, and to meet MNBC's legal, governance, and reporting obligations. MNBC will not use your personal information for purposes other than those described here and within the MNBC *Privacy Policy* without your prior consent, except when permitted or required by law.

In order to process your Citizenship Renewal, the personal information and supporting documentation you provide will be stored and assessed to establish your connection to the historic Métis Nation. Additional information voluntarily provided by you to support your Renewal may also be retained. Your documentation will be stored in accordance with MNBC's records retention schedule within our secure Citizen Registry system.

Upon submission, you consent to the collection, use, and disclosure of your personal information as described within this Privacy Statement and the MNBC *Privacy Policy*. Your supporting documentation provided may be used to assist with MNBC research and publications documenting the Métis. Your personal information will be shared with your MNBC Métis Chartered Community to support local level engagement. Your information may also be disclosed to MNBC staff who are involved with providing you MNBC programs and services.

MNBC employs privacy safeguards appropriate to the level of information sensitivity to protect against unauthorized access, use or disclosure. For any privacy questions, please direct your question to privacy@mnbc.ca.

I have read and understand the Privacy Statement, and consent to the collection, use, storage and disclosure of my personal information and supporting documentation as stated above:

Initials:	**Date of Initial:** *(mm/dd/yyyy)*
X	

Oath of Citizenship:

All Citizens Must Sign – section to be completed by parent/legal guardian if Citizen is under 19

I agree to Métis Nation British Columbia's *Constitution*, legislations, bylaws, and policies, as amended from time to time, and voluntarily authorize Métis Nation British Columbia to assert and advance collectively held Métis rights, interests, and claims on behalf of myself, my Chartered Métis Community and the Métis collective in British Columbia, including negotiating and arriving at agreements that advance, determine, recognize and respect Métis rights.

Full Legal Name:	**Date of Signing:** *(mm/dd/yyyy)*
Signature: **X**	

Please email the completed form to: citizenship@mnbc.ca or mail to: 380-13401, 108 Ave, Surrey, BC V3T 5T3