

# Manitoba's Enhanced Driver's Licence (EDL) and Enhanced Identification Card (EIC) Program

A voluntary, affordable alternative for travelling  
to the United States by land or water

## APPLICANT'S GUIDE



## Manitoba's

# Enhanced Driver's Licences and Enhanced Identification Cards

**Thank you for your interest in Manitoba's Enhanced Driver's Licence (EDL) and Enhanced Identification Card (EIC) Program.**

The EDL and EIC are:

- less expensive than a passport for travel to the United States by land and water\*
- convenient — they fit in your wallet
- made with advanced technology-based security features

\*A passport or other approved document is required to travel to the United States by air and to travel to other countries.

**Before you apply for a Manitoba EDL or EIC, it is important that you read this guide so that you understand, and are comfortable with, the application process, the questions you will be asked and how your personal information will be used and shared with Canadian and United States authorities.**

The EDL and EIC are voluntary. There are a number of options available to you if you want to travel to the United States by land or water. New document requirements for travel into the United States by land and water took effect on June 1, 2009. A Canadian passport or other approved document is still needed for air travel to the United States (and to other countries) under these requirements. For more information about acceptable travel documents, visit the Canada Border Services Agency website at [cbsa-asfc.gc.ca](http://cbsa-asfc.gc.ca).

If you have any questions about this guide, Manitoba's EDL and EIC Program, the EDL or EIC application processes or the sharing of your personal information with Canadian and United States authorities as part of the program, you can:

- visit the Manitoba Public Insurance website at [mpi.mb.ca](http://mpi.mb.ca)
- call or visit an Autopac agent or Manitoba Public Insurance Service Centre

To help explain Manitoba's EDL and EIC Program, answer questions you might have, and help you decide if the EDL or EIC is right for you, this guide has been organized as follows:

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**Get it  
and go!**

## Making travel easier for Manitobans

The Western Hemisphere Travel Initiative (WHTI) requires travellers, including United States and Canadian citizens, to present a valid passport or other approved secure document when entering the United States from within the western hemisphere. The WHTI document requirements were implemented for air travel in January 2007 and for land and water ports of entry on June 1, 2009<sup>1</sup>. For details on the WHTI and a list of acceptable documents to enter the United States, visit the Canada Border Services Agency website at [cbsa-asfc.gc.ca](http://cbsa-asfc.gc.ca).

Many Manitobans travel to the United States for short trips like shopping weekends, sports events or concerts. To make crossing the border easier, the Government of Manitoba and Manitoba Public Insurance have worked with the governments of Canada and the United States to develop alternative documents that meet the

WHTI requirements — the Enhanced Driver's Licence (EDL) and the Enhanced Identification Card (EIC). A Manitoba EDL or EIC is an acceptable document to present for entry at all land and water border crossings from Canada into the United States and vice versa, including border crossings outside Manitoba. You can also use our EDL or EIC as evidence of identity and citizenship when you return to Canada.

**It is important to note that Manitoba EDLs and EICs are acceptable for travel to the United States by land and water only. A passport or other secure, approved document is still needed for air travel to the United States. Also, if you are not a Canadian citizen, you must present your passport whenever you enter the United States. For more information on these requirements, visit the United States Department of Homeland Security's website at [dhs.gov/crossing-us-borders](http://dhs.gov/crossing-us-borders).**

## Choosing the right card

There are a number of driver's licence and identification card options available to you. These include:

- driver's licence
- enhanced driver's licence
- identification card
- enhanced identification card

For more information on choosing the right one see the *Establishing Your Identity* brochure at [mpi.mb.ca](http://mpi.mb.ca). Paper copies are available at Autopac agents and Manitoba Public Insurance Service Centres.

To protect privacy and the integrity of Manitoba identification card and driver licensing systems, there are restrictions on the number of cards a person may hold. Non-drivers could choose to hold **either** a Manitoba Identification Card or EIC but **not both**. Drivers could choose to hold **either** a driver's licence or an EDL but **not both**, or a driver's licence **and** an EIC.

<sup>1</sup>For travel to the w by land or water Canadian citizens 15 years of age or under only require proof of citizenship, such as an original or a copy of a birth certificate or a Canadian citizenship card. Canadian citizens 18 years of age or under who are travelling with a school or other organized group, under adult supervision with parental/guardian consent, may also present proof of citizenship alone.

## Changing cards

You may choose to trade in one card for another at any time — the choice is yours, as long as you meet the eligibility requirements. Some charges will apply and an interview may be necessary.

### Trading your EIC for an EDL

Any Manitoba driver who holds an EIC may choose to trade it for an EDL at any time. This will require an interview and will cost \$30.

### Trading your EDL for a Manitoba driver's licence

There is a \$10 replacement fee.

### Trading your EDL for a Manitoba Identification Card

There is a \$10 replacement fee (no charge for people 65 and over).

### Trading your EDL for an EIC

This requires an interview and will cost \$30 (no charge for people 65 and over).

### Trading an EIC for a Manitoba Identification Card

There is a \$10 replacement fee.

### Trading your Manitoba driver's licence for a Manitoba Identification Card

There is a \$10 administration fee. If you are 65 and over, you can surrender your driver's licence and obtain a Manitoba Identification Card for free.

## Are you eligible for a Manitoba EDL or EIC?

To be eligible for a Manitoba EDL or EIC, you must meet **all** of the following criteria. Please review the list carefully.

- You must be eligible to drive (EDL only).
- You must be a resident of Manitoba.
- You must be a Canadian citizen.
- You must be 18 years of age or older. Children 16 and 17 years of age are also eligible for an EDL or EIC as long as the application and consent forms required to obtain the card are signed by their parents or legal guardians. The same parent or legal guardian must also attend all interviews associated with the child's EDL or EIC application. A legal guardian must also bring their court order document(s) with

him/her to apply for an EDL or EIC and to the associated EDL or EIC interview.



- You must be able to present a combination of valid documents that prove your date of birth, identity, Manitoba residency and citizenship as required. The *Establishing Your Identity* brochure provides a list of the various documents that can be combined to provide the necessary proof. This brochure is available at [mpi.mb.ca](http://mpi.mb.ca). All documents you present must be originals, not copies.
- You must have a digital photograph taken when you book and pay for your interview, which will be included on the face of your EDL or EIC. To verify your identity, Manitoba Public Insurance will run a Facial Recognition System (FRS) security check on your photograph. A detailed explanation of FRS and the purpose for using it in the Manitoba EDL or EIC program is provided on page 17 of this guide and also in the *Facial Recognition* brochure available at [mpi.mb.ca](http://mpi.mb.ca).
- You must complete a questionnaire confirming that your Canadian citizenship has not been renounced or cancelled. You will be assisted in completing the *Citizenship Questionnaire* during the interview for your EDL or EIC application. For your information, a copy of the questionnaire is included as **Appendix A**.

**You are not eligible for a Manitoba EDL or EIC if any of the following apply:**

- You do not meet all of the eligibility criteria listed above.
- You are in arrears with respect to family maintenance payments and/or you have a Manitoba Justice enforcement hold on your account.
- There are outstanding criminal charges against you for an indictable offence in Canada.
- You are forbidden to leave Canada based on conditions imposed by a Canadian court or a parole board in Canada or by law.
- You are currently subject to a sentence of imprisonment in Canada.

During the interview for your EDL or EIC application, you will be required to complete and sign an *Entitlement-to-Travel Questionnaire* confirming that you are eligible for a Manitoba EDL or EIC. For your information, a copy of the questionnaire is included as **Appendix B**. If you are unsure as to whether or not you have a travel restriction, you should seek legal advice prior to proceeding with your EDL or EIC application.

**If at any point after your interview or after you have received your card you are no longer eligible for an EDL or EIC, you are required to notify Manitoba Public Insurance immediately of the change.**

**Consent for sharing personal information required**

To be eligible to receive an EDL or EIC, you must consent to Manitoba Public Insurance sharing your personal information with Canadian authorities and to the Canada Border Services Agency sharing your personal information with United States authorities when you attempt to enter the United States using your EDL or EIC. You will be required to sign a *Consent to Information Sharing Form* during the interview for your EDL or EIC application. A detailed explanation of information collection, use and sharing under the Manitoba EDL and EIC Program is provided on page 19. For your information, a copy of the *Consent to Information Sharing Form* is included as **Appendix C**.

Before you apply for an EDL or EIC, it is important that you read the *EDL and EIC Applicant's Guide* so that you understand and are comfortable with the application process, the questions you will be asked and how your personal information will be used and shared with Canadian and United States authorities.

**Manitoba and Canadian privacy laws apply to personal information shared with Canadian authorities. These laws do not apply to your personal information in the United States Border Crossing Information (BCI) system or to any other information in the custody or control of United States authorities. Your personal information in the United States may be used for purposes other than those relating to border crossing and will be kept for 75 years.**

If you present a Manitoba birth certificate as proof of your date of birth, legal name or Canadian citizenship you will be asked to provide your written consent to Manitoba Public Insurance verifying your birth certificate information with the Manitoba Vital Statistics Agency as part of your application for an EDL or EIC. For your information, copies of the *New Enhanced Driver's Licence Application Form*, *New Enhanced Identification Card Application Form* and the *Consent to Manitoba Public Insurance and the Manitoba Vital Statistics Agency Sharing My Information Form* are included as **Appendices F, J, G and K**. If you present a Manitoba birth certificate as part of your application, but do not provide this consent, you will not be eligible to receive an EDL or EIC.

### **Grounds to refuse, suspend or cancel a Manitoba EDL or EIC**

If the personal information or documents you presented are found to be inaccurate or invalid, Manitoba Public Insurance can refuse to issue you an EDL or EIC. Similarly, if you cease to be eligible for an EDL or EIC or if your driving privileges are suspended after you receive your card, your EDL or EIC may be suspended or cancelled. The application fee for a Manitoba EDL or EIC is non-refundable — even for cases when issuance is refused or the card is suspended or cancelled.

Situations that could lead to refusal, suspension or cancellation of a Manitoba EDL or EIC include the following:

- The person has their driving privileges suspended (EDL only).\*
- Manitoba Public Insurance has reason to believe that the person does not meet all the eligibility criteria for the EDL or EIC (e.g., the person is not, in fact, a Canadian citizen or Manitoba resident or the documents presented in support of the application were fraudulent.)
- The person is, or becomes, subject to a travel restriction that prevents him or her from leaving Canada.
- Manitoba Public Insurance receives notice that the person is in arrears with respect to family maintenance payments and/or has a Manitoba Justice enforcement hold on their account.
- The person did not list his or her full legal name, correct date of birth or correct address in the application.
- The person changes his or her name or address and does not notify Manitoba Public Insurance.
- The person does not activate his or her EDL or EIC within the 40-day activation period.
- Manitoba Public Insurance has reason to believe that the person has used his or her EDL or EIC inappropriately or that the person is likely to use his or her EDL or EIC inappropriately if one is issued.

\*If your EDL is cancelled or driving privileges are suspended and you still wish to hold an enhanced card, you can apply for an EIC. In this event you must re-apply and pay all applicable fees.

# How to apply

## Step 1.

Read this guide and the forms you will be asked to sign.

The EDL and EIC are voluntary. There are a number of options available to you if you want to travel to the United States by land or by water. You need to be satisfied that it is the right option for you.

**So, before you decide to apply for an EDL or EIC it is important that you read the information in this guide, including the forms that you will be required to sign. This will help you understand the questions you will be asked as part of your application, what information about you will be shared with Canadian and United States authorities when you enter the United States and return to Canada using your EDL or EIC and what consents you will be required to give.**

Samples of the required forms are found at the back of this guide:

- *New Enhanced Driver's Licence Application Form (Appendix F), New Enhanced Identification Card Application Form (Appendix J) and Consent to Manitoba Public Insurance and the Manitoba Vital Statistics Agency Sharing My Information Form (Appendices G and K)*
- *Application for Enhanced Driver's Licence Interview and Privacy Notice (Appendices H and I), Application for Enhanced Identification Card Interview and Privacy Notice (Appendices L and M)*
- *Citizenship Questionnaire (Appendix A)*
- *Entitlement-to-Travel Questionnaire (Appendix B)*
- *Consent to Information Sharing Form (Appendix C)*
- *Parental Consent form — only for applicants 16 and 17 years of age (Appendix D)*

Also attached is an *Optional Consent Form for Future Contact for Client Surveys (Appendix E)*, which you may choose to sign or not sign at your interview. This consent is not a requirement of the EDL or EIC Program and your eligibility for the card will not be affected if you choose not to provide consent for client surveys.

If you have questions about the application process or these forms or about the EDL or EIC Program, you can:

- visit the Manitoba Public Insurance website at [mpi.mb.ca](http://mpi.mb.ca)
- call or visit an Autopac agent or Manitoba Public Insurance Service Centre



## Step 2.

Gather together the documents proving your date of birth, identity, Manitoba residency and Canadian citizenship.

### **If you have, or ever had, a Manitoba driver's licence** (i.e., you have an existing record with Manitoba Public Insurance)

If you have a Manitoba driver's licence, this document can be used as your proof of identity and Manitoba residency. That means that if you apply for an EDL or EIC, you only have to establish your Canadian citizenship.

Refer to the *Establishing Your Identity* brochure for a list of documents that can be used to prove your Canadian citizenship.

The document you present **must be the original**, not a copy.

### **If you have never had a Manitoba driver's licence** (i.e., you do not have an existing record with Manitoba Public Insurance)

If you do not have a Manitoba driver's licence, you will need to present a combination of valid documents that prove your date of birth, identity, Manitoba residency and Canadian citizenship. Refer to the *Establishing Your Identity* brochure for a list of the various documents that can be combined to provide the necessary proof.

It is important to note that you must present **two (2)** documents from the list that prove Manitoba residency — not just one. These documents must be dated within 90 days of the date of application.

All documents you present **must be originals**, not copies.

### **Full legal name requirements**

All EDL and EIC applicants must present documents that support their current legal name. If your current legal name is different from the name on your proof of citizenship document 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 two 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

Once you have the proper document or combination of documents — including any necessary "linking" documents — you will need to bring it/them with you when you visit an Autopac agent or Manitoba Public Insurance Service Centre to book your interview (Step 3) and when you attend your interview with one of Manitoba Public Insurance's specialized EDL and EIC interviewers (Step 4).

## Step 3.

Visit an Autopac agent or Manitoba Public Insurance Service Centre to apply and to book your interview.

Once you have decided to apply for a Manitoba EDL or EIC, you can visit any Autopac agent or Manitoba Public Insurance Service Centre throughout the province to begin the application process and book your interview. A complete listing of Autopac agents and Manitoba Public Insurance Service Centres is available at [mpi.mb.ca](http://mpi.mb.ca).

Remember to bring all the documents you gathered (in Step 2) with you.

### **If you have, or ever had, a Manitoba driver's licence (i.e., you have an existing record with Manitoba Public Insurance)**

The Autopac agent or Manitoba Public Insurance representative will ask you for your customer number in order to retrieve your customer record.

He or she will then ask if any updates need to be made to your personal information on file, which consists of:

- title (e.g., Mr. or Mrs.) (optional — only included at the customer's request)
- full legal name (i.e., last name and given name(s))
- permanent address
- mailing address (if different from above)
- home phone (optional)
- business phone (optional)
- e-mail address (optional)
- date of birth
- language (preference for service in either official language)
- gender
- eye colour
- height

If you do not know your customer number, the Autopac agent can contact Manitoba Public Insurance's Broker Enquiries department to find out what it is.

It is also important to check that the name Manitoba Public Insurance has listed in your customer record is your current legal name (as shown on the documents you will be presenting). If the names are different, have your customer record updated so that it reflects your current legal name.

**If you have never had a Manitoba driver's licence**  
(i.e., you do not have an existing record with Manitoba Public Insurance)

The Autopac agent or Manitoba Public Insurance representative will need to collect the following personal information to create your Manitoba Public Insurance customer record. This consists of:

- title (e.g., Mr. or Mrs.) (optional — only included at the customer's request)
- full legal name (i.e., last name and given name(s))
- permanent address
- mailing address (if different from above)
- home phone (optional)
- business phone (optional)
- e-mail address (optional)
- date of birth
- language (preference for service in either official language)
- gender
- eye colour
- height

After your customer record has been created or updated, present your documents (including any "linking" documents, if required) to the Autopac agent or Manitoba Public Insurance representative who will do a preliminary manual inspection of them and let you know if they are acceptable.

If you have presented a Manitoba birth certificate as proof of your birth date, legal name or Canadian citizenship, the Autopac agent or Manitoba Public Insurance representative will enter the following additional information into your customer record:

- birth registration number
- birth registration date
- birth certificate number
- birth certificate issue date

This additional birth certificate information is needed so that Manitoba Public Insurance can electronically verify what you present against Manitoba's Vital Statistics Agency (VSA) records. This is an added security measure against fraudulent EDL or EIC applications. As noted on page 5, you will be asked to provide written consent to Manitoba Public Insurance verifying your birth certificate information with VSA as part of your application for an EDL or EIC (see **Appendices G** and **K**). If you do not provide this consent, you will not be eligible to receive an EDL or EIC. The Autopac agent or Manitoba Public Insurance representative will explain this consent and can answer any questions you have about it.

If Manitoba Public Insurance has not taken a digital photograph of you in the past six months, your photo will be taken and your signature will be digitally captured. Both your photo and signature will be visible on the face of your EDL or EIC.

The Autopac agent or Manitoba Public Insurance representative will then book the date and time of your interview and will collect your application fee. A detailed explanation of the fee for a Manitoba EDL or EIC is provided on page 14.

Once your interview has been booked and the application fee has been paid, an *Enhanced Driver's Licence Application Form* or *Enhanced Identification Card Application Form* and an *Application for Enhanced Driver's Licence Interview Form* or *Application for Enhanced Identification Card Interview Form* will be printed out for you to sign. If you presented a Manitoba birth certificate, the package of forms will also include the *Consent to Manitoba Public Insurance and the Manitoba Vital Statistics Agency Sharing My Information Form*.

Once you have signed the required forms, the Autopac agent or Manitoba Public Insurance representative will digitally scan them, as well as the original identity and citizenship documents (and any "linking" documents) you presented, into the Manitoba Public Insurance customer database via a secure, encrypted network connection.

The paper copies of the required forms, as well as the identity and citizenship documents (and any "linking" documents) you presented, will then be returned to you. Autopac agents and Manitoba Public Insurance interview locations are not permitted to retain copies of any information or documents you provide as part of your EDL or EIC application (see page 11).

These include:

- your customer record (including Manitoba birth certificate information for Manitoba-born applicants)
- the scanned copy of your *Enhanced Driver's Licence Application Form* or *Enhanced Identification Card Application Form* and *Application for Enhanced Driver's Licence Interview Form* or *Application for Enhanced Identification Card Interview Form* and the *Consent to Manitoba Public Insurance and the Manitoba Vital Statistics Agency Sharing My Information Form* (if applicable)
- the scanned copies of the identity and citizenship documents — as well as any “linking” documents — you presented
- your digital photograph and signature

**Autopac agents and Manitoba Public Insurance representatives do not have direct access to the customer database or any of the information entered into it — and can only access your customer record when you provide your customer number for a product or service. Autopac agents and Manitoba Public Insurance representatives must not retain any copies of the forms you signed or the documents you presented as part of your application for the Manitoba EDL and EIC Program.** Autopac agents and staff at Manitoba Public Insurance Service Centres do not decide if you are eligible to receive an EDL or EIC.

More information about how your personal information is protected throughout the EDL or EIC application process and once you receive your card is provided in the “Handling your personal information” section on page 21, and “Protecting your personal information and privacy” section on page 23.

Note: If you visit an Autopac agent, you may also be asked if you consent to the agent maintaining some specific personal information about you on file for marketing purposes (e.g., for notifications, information on new products or services, etc.), such as:

- your customer number (assigned by Manitoba Public Insurance)
- your name, email address, phone and fax numbers
- the date of your last visit to the agent's office
- the renewal date for your EDL or EIC
- your mailing address

This marketing consent is optional and is separate from the EDL or EIC application process and any consents required to obtain an EDL or EIC. You are not required to consent to the Autopac agent keeping any of your information on file; if you refuse this consent, it will not affect your eligibility for an EDL or EIC.

## Step 4.

Meet with one of Manitoba Public Insurance's specialized EDL and EIC interviewers.

The last step in your application is to meet with a member of Manitoba Public Insurance's EDL and EIC interview staff who has been trained and screened for special security clearances as part of the Manitoba EDL and EIC Program. Remember to bring all the documents you gathered (in Step 2) with you.

The interviewer will walk you through the questionnaires and the *Consent to Information Sharing Form* that you are required to sign in order to determine your eligibility for a Manitoba EDL or EIC. The interviewer will make sure that you fully understand each of the documents before you sign them and can answer any questions you may have.

As an added security measure to prevent fraudulent applications the EDL and EIC interviewer will also re-inspect the citizenship and any associated document(s) proving birth date, identity, Manitoba residency and citizenship that were scanned during your initial visit to an Autopac agent or Manitoba Public Insurance Service Centre — so be sure to bring the same documents with you that were scanned at that initial visit to apply for and book your interview.

The interview is expected to last less than 30 minutes and you are asked to arrive 15 minutes ahead of your scheduled appointment time. You must give notice at least one business day in advance if you need to cancel or reschedule your interview; otherwise you will have to repay the application fee. If you are late for your interview, you may lose your appointment and have to repay the fee and reschedule your interview.

Interviews are held at a select number of secure Manitoba Public Insurance locations across the province, as listed below:

In Winnipeg:  
Manitoba Public Insurance Service Centre  
Main floor, cityplace, 234 Donald Street

In Brandon:  
731 1st Street

In Steinbach:  
91 North Front Drive

In Winkler:  
355 Boundary Trail

In Thompson:  
53 Commercial Place

**Note: Should you need to reschedule your interview date or time, you may simply call an Autopac agent or Manitoba Public Insurance representative to do so. To ensure that you do not have to repay the application fee, please provide notice at least one full business day prior to your interview when calling to cancel or re-schedule.**

## Step 5.

### Activate your card.

Once you have completed your interview, all personal information has been verified, and your application is successful, your EDL or EIC will be mailed to you within seven to 10 business days.

Once you receive your EDL or EIC in the mail, instructions will be included on how to activate the card before you use it. **You must activate your card at least 24 hours before using it for travel purposes** by calling 1-866-303-7437 and entering your personal activation code (similar to the process for activating a credit card). The unique, confidential activation code will have been printed on your original *Enhanced Driver's Licence Application Form* or *Enhanced Identification Card Application Form* and you will have been reminded of it by your EDL and EIC interviewer during the interview.

For security reasons, the card will have a 40-day activation period and the instructions mailed out with your card will include the date on which your activation period expires — after which it will be invalidated.

If your EDL or EIC is invalidated, your driver's licence will be cancelled (for an EDL) and you will need to go through the application process again and pay the fee to replace your new card.

**Once issued and activated, an EDL or EIC is an important document denoting identity and citizenship. It is imperative that you maintain adequate control of your EDL or EIC to ensure it is used only as intended. You should keep it secure and in its protective sleeve for your privacy protection as explained on page 16. Any use of your EDL or EIC is your responsibility, unless it has been lost or stolen.**



## How long are EDLs and EICs valid?

If this is your first enhanced card, how long it is valid depends on your circumstances. This is because you may need to be transitioned to Manitoba Public Insurance's staggered renewal system, where the renewal date of your first card will depend on your date of birth and whether you are in the middle of a renewal cycle of any other

products. However, all subsequent cards will be valid for five years.

If you currently have or recently held a Manitoba driver's licence or identification card with an expiry date in the future, the expiry date of your EDL or EIC will show the same expiry date.

## What does a Manitoba EDL or EIC cost?

Fees for the Manitoba EDL or EIC are as follows:

**For drivers:** \$30

*(in addition to regular driver's licence fees)*

**For non-drivers:** \$50

If you are 65 and over, you can choose to surrender your EDL and obtain an EIC at no charge.

These fees are non-refundable, even for cases when Manitoba Public Insurance refuses to issue a card or when the card is suspended or cancelled.

**Renewals:** The cost to renew your EDL or EIC will be the same as the original fee — \$30 for drivers (in addition to regular driver's licence fees) and \$50 for non-drivers.

**Replacement of lost or stolen cards:** No replacement charge for a stolen card with a police report. Otherwise, a \$15 replacement fee will apply to lost or stolen cards with no police report.

**Replacement for address or name change:** A \$15 replacement fee will also apply for name or address changes that have to be made to a person's EDL or EIC.



# Features of the Manitoba EDL and EIC

The front of the Manitoba EDL and EIC shows the cardholder's:

- full name
- address
- birth date<sup>2</sup>
- gender
- height
- eye colour
- photograph
- signature
- driver's licence number, class stage, endorsements and restrictions (for EDL holders only)

The word "Enhanced" and the letters "CAN" identify the card as an EDL or EIC for a Canadian citizen. The Manitoba logo shows that Manitoba is the issuing jurisdiction. The card number, its issue date and expiry date are also displayed.

Embedded in the Manitoba EDL and EIC is a Radio Frequency Identification (RFID) chip — a United States requirement for all EDLs and EICs developed for entry into the United States by land or water. Information on RFID technology for the Manitoba EDL and EIC is included on page 16.

The back of the Manitoba EDL and EIC contains:

- a 2D bar code
- a unique card serial number (assigned by the card producer)
- driver's licence restriction information (for EDL holders only)
- a Machine Readable Zone (MRZ) similar to what is found on a Canadian passport — composed of letters and numbers

Machine-readable technology, such as a bar code or MRZ, is a requirement under secure document standards that provinces and territories across Canada are working to implement. An MRZ is also required for all EDLs and EICs developed for entry into the United States by land or water.

Both the bar code and MRZ contain only personal information that is visible on the front of the EDL or EIC. The MRZ also contains a unique Encoded Document Number, so that your information can still be accessed if an RFID scanner is not in use at the border crossing where you are entering the United States. More information on the Encoded Document Number is provided in the section on RFID technology on page 16.

A number of additional security features are also built into the Manitoba EDL and EIC to prevent document tampering and counterfeiting.

<sup>2</sup>The cardholder's birth date also includes an "18 on..." identifier if the cardholder is a minor.

## Radio Frequency Identification (RFID) Chip

Radio frequency identification, or RFID, is a generic term for technologies that use radio waves to automatically identify objects. There are several methods of identification, but the most common is to store a number that identifies an object on a microchip that is attached to an antenna (the chip and the antenna together are called an RFID transponder or an RFID tag).

The antenna enables the chip to transmit the identification number to a scanner when it is polled. The scanner converts the radio waves reflected back from the RFID tag into digital information that can then be passed on to computers that can make use of it.

Each Manitoba EDL or EIC has a RFID chip embedded in it to help speed up processing when you arrive at United States and Canadian border crossings with RFID scanners.

As you approach the border at a land or water port of entry into the United States, an RFID scanner will read your unique identifier number in your card's RFID chip (called the RFID Tag Value) at a maximum distance of 4.5 metres. The United States or Canadian border agent can then use your unique identifier number to quickly retrieve the personal information about you stored in a secure database that he or she needs in order to verify your identity and citizenship and to help determine whether or not you will be allowed to enter the United States or Canada.

**It is important to note that the RFID chip contains one piece of personal information** — the RFID Tag Value that points to your EDL or EIC record. EDL and EIC records for all provinces issuing the cards are kept in a secure database located in Canada and maintained by the Canada Border Services Agency (CBSA).

To deter and detect fraudulent EDLs and EICs, your RFID chip is engraved with a Tag Identifier (TID) that uniquely identifies each RFID chip and prevents cloning. Your EDL or EIC card is manufactured utilizing multiple layers of the highest quality plastics making it counterfeit resistant. It will also withstand ultraviolet (UV) rays and will not fade with age.

If there are no RFID scanners at the border crossing where you are entering the United States or Canada, the border agent can swipe the MRZ on the back of your EDL or EIC to access your unique Encoded Document Number. Your Encoded Document Number performs the same function as the RFID Tag Value — allowing the border agent to quickly access personal information about you from your EDL or EIC record in the CBSA's secure, Canadian database — but the actual numbers of the RFID Tag Value and Encoded Document Number are different for added security.

### Protective sleeve for your privacy protection

Your EDL or EIC will come with a protective sleeve to help prevent tracking of your movements by an unintended RFID scanner. **It is essential for your privacy protection that you keep your EDL or EIC in this sleeve** to block the ability that any RFID scanner would have to read the chip on your card without your knowledge.

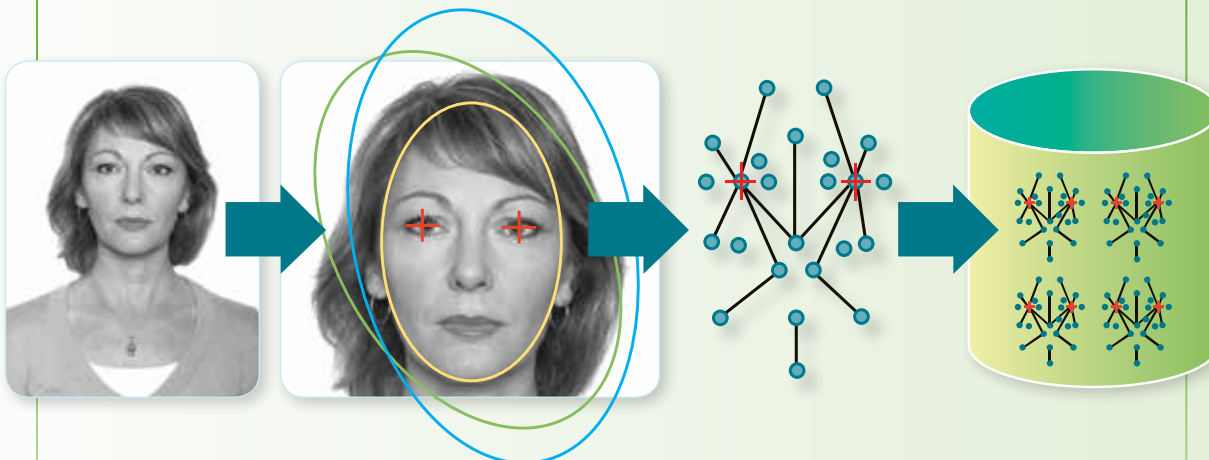
However, if your RFID chip is read by an unintended scanner, the scanner would be able to retrieve the RFID Tag Value only; that number could not be used to access your personal information stored on the secure CBSA database. For more information see the *RFID Technology* brochure at [mpi.mb.ca](http://mpi.mb.ca).

Your personal information is safely transmitted from the secure CBSA database through a secure encrypted network connection to the United States Border Crossing Information (BCI) system.

Manitoba EDLs and EICs are also mailed in a protective envelope to prevent any possibility of the RFID chip being read during delivery to the cardholder.

**It is important that your protective sleeve is not torn or otherwise damaged as it could potentially allow reading of the card by an unintended scanner. If the protective sleeve becomes damaged, immediately obtain a replacement sleeve free of charge from an Autopac agent or any Manitoba Public Insurance Service Centre.**

## Facial Recognition System (FRS)



As an added security feature in the card issuing process, a Facial Recognition System (FRS) has been implemented for Manitoba EDLs, EICs, driver's licences and identification cards.

FRS helps to prevent the production of fraudulent cards and protect cardholders' identities by using a person's digital photo to measure his or her unchanging facial characteristics. Using a complex

mathematical formula, the FRS converts these measurements into a unique "face print" (similar to a fingerprint) that can then be used to verify the identity of that person throughout his or her lifetime. It is important to note that, once FRS is used, the face print it creates cannot be used to re-construct that person's photo (meaning the FRS process only works one way).

### Will my personal information be safe?

If your photograph and signature are processed by an Autopac agent, the agent will not retain, copy or store this personal information. Your personal information will be transmitted through an encrypted secure connection to Manitoba Public Insurance. Your photo and signature are then stored on a separate Manitoba Public Insurance database on its own secure server.

Manitoba Public Insurance will run an FRS check on the photo to create your unique “face print” template. The template is then checked against all the FRS templates in

Manitoba Public Insurance’s database to ensure that your “face print” is not already on file under another name and that it matches any previous versions of your “face print” that may already be in the database (for example, if you’ve had your photo taken by Manitoba Public Insurance and it has been checked using FRS before). Only specially-trained and security-checked Manitoba Public Insurance staff have access to this database.

Additional information on FRS and its use for the Manitoba EDL and EIC Program is found in the *Facial Recognition* brochure at [mpi.mb.ca](http://mpi.mb.ca).

## Using your EDL or EIC to enter the United States

When you arrive at a land border crossing, an RFID scanner will be located at the stop sign as you approach the United States Customs booth. Remove your EDL or EIC from its protective sleeve and hold it up to the RFID scanner. You will then need to present your card to the United States border officer.

When the RFID chip in your EDL or EIC is scanned, the United States border software system will send your unique RFID Tag Value on the chip to the CBSA’s secure Canadian database where EDL or EIC cardholder information is stored. This is done via a secure, encrypted network connection. If the RFID Tag Value from the chip matches your EDL or EIC record in the CBSA database, the personal information about you that the border officer needs to verify your identity

and citizenship, and to help determine whether or not you will be allowed to enter the United States, will be sent back to the United States border information system. For a list of all the personal information that is shared with United States Customs and Border Protection (CBP) when you use your EDL or EIC to enter the United States, please refer to **Appendix C**.

As noted above, if there are no RFID scanners at the border crossing where you are entering the United States, the border officer will swipe the MRZ on the back of your card. The Encoded Document Number will be used in the same manner as the RFID Tag Value. An inquiry will be sent to the CBSA database and your EDL or EIC information will be sent to CBP.

CBP will store all the information about you that is shared with them in the existing secure United States Border Crossing Information (BCI) system, along with the time and location of your entry into the United States. It is important to note that CBP already collects and stores this type of information in the BCI system when you cross the United States border from the documents that you currently present to prove your identity and citizenship.

The Canadian and United States governments have signed an agreement to establish security and privacy protocols for the transmission of EDL and EIC information, as well as its storage, use, access, disclosure, protection and disposal.

A more detailed explanation of how the information being shared with United States authorities is being protected is included on page 23.

## Returning to Canada

It is important to note that document requirements and procedures to enter Canada have not changed. However, you can use the Manitoba EDL or EIC for re-entry into Canada, as it denotes identity and citizenship. Starting in 2016, RFID scanners will be installed at some Canadian border crossings.

The process of scanning the RFID chip on the Canadian side of the border mirrors the one used to cross into the United States. For further information, you may contact the Canada Border Services Agency at 1-800-461-9999 or visit [cbsa-asfc.gc.ca](http://cbsa-asfc.gc.ca).

## Who we share personal information with and why

With your consent and as part of the application process, issuance or use of your Manitoba EDL or EIC, it will be necessary to share specific personal information about you with the following organizations and agencies:

- **Manitoba Vital Statistics Agency (VSA)**, to electronically verify the accuracy of birth certificate information — if you present a Manitoba birth certificate as proof of your birth date, legal name or Canadian citizenship — and to assist Manitoba Public Insurance in determining your eligibility for an EDL or EIC.
- **Citizenship and Immigration Canada (CIC)**, to conduct quality assurance reviews on Manitoba Public Insurance's examination of the documentary evidence of Canadian citizenship status you provided (i.e., your citizenship document(s) and the citizenship questionnaire you completed).
- **Canada Border Services Agency (CBSA)**, so that the CBSA:
  - Will store your personal information in a secure database. Your information will be sent to United States CBP when you arrive at a United States land or water border crossing and present your EDL or EIC for entry into the United States.

- Will store, if needed, in its secure Lost Stolen Fraudulent Document (LSFD) database. This database is located in Canada and will contain information about EDLs and EICs that are reported lost or stolen; are cancelled, fraudulently issued or fraudulently obtained; or where the cardholder is reported as deceased, in order for Canadian border agents to identify these documents if someone is trying to use them to enter the country.
- Will use your information for border crossing purposes when an EDL or EIC holder is returning from the United States.
- Can monitor and evaluate Manitoba's EDL and EIC Program as necessary.
- Can monitor and evaluate Manitoba's EDL and EIC Program as necessary.
- **United States Customs and Border Protection (CBP)**, to verify your identity and citizenship and to help determine whether or not you will be allowed to enter the United States when you present your EDL or EIC at a United States land or water border crossing.
  - CBP will store the information about you that is shared with them — other than your EDL or EIC card status at the time you enter the United States (e.g., active, suspended, cancelled, surrendered) — in the existing, secure United States Border Crossing Information (BCI) system.
  - It is important to note that Manitoba and Canadian privacy laws do not apply to your information in the United States BCI system or to any other information in the custody or control of United States authorities.

In each case of information sharing noted above, only the minimum amount of information necessary will be shared. The Government of Manitoba, Manitoba Public

Insurance and the Government of Canada have entered into written agreements with each of the organizations and agencies that receive EDL or EIC information. The Canadian and United States governments have signed an agreement to establish security and privacy protocols for the transmission of EDL or EIC information, as well as its storage, use, access, disclosure, protection and disposal.

During your interview (in Step 4), the EDL and EIC interviewer will carefully review the *Consent to Information Sharing Form* with you, which outlines:

- The specific information that will be shared with CIC, CBSA and United States CBP.
- The purpose for which information is being shared.

**Copies of the *Consent to Information Sharing Form* and the *Consent to Manitoba Public Insurance and the Manitoba Vital Statistics Agency Sharing My Information Form* are included as **Appendices C, G and K**. It is suggested that you review the forms carefully to ensure you are comfortable with the level of disclosure that is necessary for the Manitoba EDL and EIC Program.**

### **Optional consent to future contact for client surveys**

In order to determine if the Manitoba EDL and EIC Program is successful in meeting its goals, Manitoba Public Insurance and/or the Canada Border Services Agency may need to carry out client surveys.

If you are willing to be contacted to participate in client surveys, you will be asked to sign a consent form (sample attached as **Appendix E**). It is important to note that your consent to be contacted about participating in client surveys is voluntary and does not affect your eligibility for an EDL or EIC.

# Handling your personal information

Manitoba Public Insurance is committed to protecting your privacy by keeping your personal information and your personal health information accurate, confidential and secure. The Freedom of Information and Protection of Privacy Act (FIPPA), The Personal Health Information Act (PHIA) and The Drivers and Vehicles Act (DVA) set the rules for how we may collect, use and disclose your information.

## Collection and use of personal information

As part of the Manitoba EDL and EIC Program, Manitoba Public Insurance needs to collect personal information about you for the following purposes:

- to verify your identity and citizenship and to determine your eligibility for a Manitoba EDL or EIC
- to issue you an EDL or EIC that will be acceptable for crossing the United States border by land or water and ensure the integrity of your EDL or EIC
- to evaluate and monitor the Manitoba EDL and EIC Program and to carry out research and planning with respect to it
- to ensure the integrity of Manitoba identification card and driver licensing systems and prevent abuses of these systems
- to administer and enforce the provisions of The Drivers and Vehicles Act and the regulations under that Act

Manitoba Public Insurance is authorized to collect your personal information for these purposes by Part 8.1 of The Drivers and Vehicles Act and the regulations under that Act and by sections 36(1)(a), (b) and (c) of Manitoba's Freedom of Information and Protection of Privacy Act.

Manitoba Public Insurance cannot use or share your personal information (outside of Manitoba Public Insurance) for purposes other than those stated above unless you consent or Manitoba Public Insurance is authorized to do so by Manitoba's Drivers and Vehicles Act, the regulations under that Act or Manitoba's Freedom of Information and Protection of Privacy Act.



## Retention of personal information

Information that is collected about you as part of this program will be kept by Manitoba Public Insurance to maintain your EDL or EIC record for as long as your card is valid and, even if your application was denied or your card expires or is cancelled, to prevent identity theft and fraudulent applications for Manitoba EDLs and EICs. This information will be kept in accordance with the requirements of Manitoba's Freedom of Information and Protection of Privacy Act and Manitoba's Archives and Recordkeeping Act.

### Sharing of personal information

Information that is shared with the CBSA, CIC and United States CBP can also be kept by those agencies, based on requirements put in place by the Canadian and United States governments:

- For CBSA, information for "active" EDLs and EICs (i.e., ones that can be used to cross the United States border) will be stored in CBSA's EDL and EIC database for as long as the card remains active. If your card becomes "inactive" (for example, it is lost, stolen, cancelled, etc.), the CBSA will keep your information in its database for two years. If there has been no activity on the card over the two-year period, the information will then be removed from the EDL and EIC database according to the Government of Canada's secure disposal requirements.
- If you use your EDL or EIC to return to Canada, CBSA also creates a passage history record, which is subject to privacy law and subject to Canadian requirements for secure collection, use, disclosure, retention and disposal of personal information.
- Information shared with CIC for its quality assurance reviews will be kept by CIC for two years following the review — regardless of whether the EDL or EIC application was approved or denied or whether the EDL or EIC has been active or became inactive in that time. After two years, CIC will destroy the information according to the Government of Canada's secure disposal requirements.
- If you have used your EDL or EIC to enter the United States, United States CBP will have stored information that was sent to it by CBSA when you crossed in its Border Crossing Information (BCI) system. The BCI system is subject to the retention requirements of the United States government, which require that information on Canadian citizens (and other foreign nationals) be maintained by CBP for 75 years for border-screening and law enforcement purposes. Regardless of whether you used an EDL, an EIC or a passport to cross the border, information from the document(s) that you presented will be stored in the BCI and subject to the same 75 year retention requirement. The only sure way to avoid having United States authorities collect your information and retain it is to not travel to the United States.



## Protecting your personal information and privacy

Manitoba's Drivers and Vehicles Act includes requirements that Manitoba Public Insurance adopt administrative, technical and physical safeguards to protect your privacy, as well as the confidentiality, security, accuracy and integrity of your personal information.

This Act also requires that Manitoba Public Insurance include provisions to safeguard personal information and privacy in its contracts with Autopac agents, the EDL and EIC card production vendor and others.

Manitoba Public Insurance and the Manitoba Vital Statistics Agency have entered into an information-sharing agreement that sets out strict requirements and protections for the personal information about you that is shared in order to verify your birth certificate information if you present a Manitoba birth certificate as proof of your birth date, legal name or Canadian citizenship. The Manitoba Vital Statistics Agency must not use or disclose the personal information it receives from Manitoba Public Insurance for other purposes unless you consent or unless it is authorized to do so by Manitoba's Vital Statistics Act, the regulations under that Act or Manitoba's Freedom of Information and Protection of Privacy Act.

Agreements signed between the Governments of Canada and the United States, and by the Governments of Canada and Manitoba, set out detailed security requirements and protections for the personal information that is collected, used, retained or disclosed with respect to the Manitoba EDL and EIC Program.

In addition to requirements in these agreements, information shared with the Canada Border Services Agency (CBSA) and Citizenship and Immigration Canada (CIC) is also protected under laws and policies of the Government of Canada, including the Privacy Act (Canada), Immigration and Refugee Protection Act and Customs Act.

**Again, it is important to note that Manitoba and Canadian privacy laws do not apply to information in the custody or control of United States authorities.**

### Special handling of third party information

In some instances a document will contain the personal information of another individual. If this is the case, the Autopac agent or Manitoba Public Insurance customer service representative will perform the following actions to protect your personal information:

- Photocopy the entire document.
- Return the original to you.
- Electronically scan and transmit the photocopy through a secure encrypted connection to Manitoba Public Insurance, where personal information that does not belong to you will be blacked out before the information is stored.
- Return the photocopy to you.

## Access to your personal information

You have right of access to personal information collected about you by Manitoba Public Insurance under Manitoba's Freedom of Information and Protection of Privacy Act, subject to specific, limited exceptions set out in that Act. You also have right of access to:

- personal information held by CBSA or CIC under two federal statutes: the Privacy Act and Access to Information Act, subject to the specific and limited exceptions set out in those Acts
- personal information held by United States Customs and Border Protection (as part of their BCI system) under the United States Privacy Act, subject to the limits set out in that Act

If you want to request access to your information, please contact Manitoba Public Insurance's Access and Privacy Officer at 204-985-8770 ext. 7384. The officer can help walk you through the process to apply for access to information held by Manitoba Public Insurance and can help you find out how to apply for access to information held by CBSA, CIC and CBP.

## Additional privacy information and how to raise a privacy concern

If you believe that your privacy rights are being violated or if you have a privacy concern, you should start by calling Manitoba Public Insurance's Access and Privacy Officer at 204-985-8770 ext. 7384. The officer will review your concerns and try to resolve them.

If you are dissatisfied with the results or the process as it relates to administrative fairness, you may raise the issue with Manitoba's Ombudsman.

The Manitoba Ombudsman's office is also available if you have a concern about the handling of your personal information.

For information on the complaints process and Manitoba Ombudsman, contact:

Manitoba Ombudsman  
750-500 Portage Avenue  
Winnipeg, MB, R3C 3X1  
Phone: 204-982-9130  
Toll free: 1-800-665-0531  
Fax: 204-942-7803  
[ombudsman.mb.ca](http://ombudsman.mb.ca)

# Changes to your Manitoba EDL or EIC

Some events require that the status of your EDL or EIC or information on your EDL or EIC be changed, such as:

- a name change
- an address change
- a change to your citizenship status
- if the EDL or EIC is lost or stolen

For any of these events, you must visit any Autopac agent or Manitoba Public Insurance Service Centre across the province **in person**. No appointment is necessary.

You will not be asked to sign a new *Consent to Information Sharing Form* or repeat the interview; however, if you are requesting a name change, you will be required to present acceptable name change documentation. Refer to “Full legal name requirements” on page 7 for information on name changes. A new photograph will also be taken for any change you are reporting, as an FRS check will be run on the new photo to ensure it matches your previous photo(s) on Manitoba Public Insurance’s files (as an added measure to prevent identity theft).

If your card is lost or stolen, Manitoba Public Insurance will transmit this information to CBSA through the same secure, encrypted network that is used to send cardholder information to CBSA when a person’s EDL or EIC is activated. The CBSA will then log the

unique serial number of your EDL or EIC, the date of card issuance, the issuing province (i.e., Manitoba) and a “reason code” (to indicate whether the card is “lost” or “stolen”) in its Lost Stolen Fraudulent Database. This database is used by Canadian Border Officers to identify and stop people who are attempting to cross the Canadian border using a stolen or fraudulently obtained document. None of your other EDL or EIC information will be included in this database. Subsequently, your replacement EDL or EIC will be produced and mailed to you for activation.

You may also choose to surrender your Manitoba EDL or EIC at any time. If you no longer want to hold a Manitoba EDL or EIC, you may visit any Autopac agent or Manitoba Public Insurance service location across the province **in person**. No appointment is necessary. It is important to note, however, that if you want Manitoba Public Insurance to destroy your card securely (to prevent identity theft) you must go to a Manitoba Public Insurance Service Centre to surrender the EDL or EIC. If you go to an Autopac agent, your card cannot be taken from you and you will need to destroy it on your own.

It is also important to note that if you surrender your EDL or EIC, your personal information will still be kept for the retention periods noted on page 22.

## You may be refused an EDL or EIC, or your card can be suspended or cancelled

Manitoba Public Insurance may refuse to issue you an EDL or EIC or may suspend or cancel your card after it's been issued. The reasons for these actions are described below, along with your options for launching an appeal of the decision.

### **Grounds that can be appealed to the Licence Suspension Appeal Board**

Manitoba Public Insurance may suspend, cancel or refuse to issue an EDL or EIC where there is reason to believe, based on your past conduct or on offences you have committed, that you have misused, or that you are likely to misuse, an EDL or EIC.

Manitoba Public Insurance may suspend, cancel or refuse to issue an EDL where there is reason to believe, based on your past conduct or on offences you have committed, that you have a history of contravening or are likely to contravene specific offences under Manitoba legislation related to the fraudulent use of a driver's licence or registration; or offences under The Highway Traffic Act, The Drivers and Vehicles Act or The Manitoba Public Insurance Corporation Act related to making false statements and reports.

You may appeal a decision to refuse to issue or to suspend or cancel an EDL or EIC for the above reasons to the Licence Suspension Appeal Board, but you must do so within six months of Manitoba Public Insurance's decision. You can contact the Board by phone at 204-945-7350 or by mail at 200-301 Weston Street, Winnipeg, MB, R3E 3H4.

### **Grounds that cannot be appealed**

When you do not meet the eligibility criteria for an EDL or EIC, Manitoba Public Insurance may refuse to issue or may suspend or cancel your card after it's been issued.

Manitoba Public Insurance's decision is final and not subject to appeal.

If your EDL is suspended, you may still be eligible to obtain a non-enhanced driver's licence.

### Offences related to an EDL or EIC

It is an offence under The Drivers and Vehicles Act, with respect to an identification card, to:

- make a false or misleading statement in your application
- permit another person to use your card
- use another person's card
- possess another person's card without their permission (a parent or legal guardian may retain or hold an EIC for their child)
- alter a card so as to be misleading or to falsify a card
- possess or use an altered or falsified card
- possess or use a fictitious document purporting to be an EDL or EIC

It is an offence under The Highway Traffic Act, with respect to a driver's licence, to:

- apply for or obtain a new licence:
  - if your licence is suspended or you are disqualified from holding a licence
  - if you have not reinstated your licence and right to hold a licence after a suspension or cancellation
- use a driver's licence that is not valid
- hold, at any time:
  - both a valid Manitoba driver's licence and valid out-of-province driving permit
  - more than one valid out-of-province driving permit

Manitoba Public Insurance or a peace officer may seize an EDL or EIC if there are reasonable grounds to believe it has been altered or falsified, is not accurate or valid, is not lawfully in the possession of the person who provided or produced it or has been provided or produced to mislead Manitoba Public Insurance or a peace officer or for another fraudulent or unlawful purpose.

If you believe that your privacy rights are being violated, or if you have a privacy concern, please see page 24 for information on who to contact about your concern.



## Appendices

Appendix A - Sample Citizenship Questionnaire for an EDL or EIC

Appendix B - Sample Entitlement-to-Travel Questionnaire for the EDL or EIC

Appendix C - Sample Consent to Information Sharing Form for the EDL or EIC

Appendix D - Sample Parental Consent Form for the EDL or EIC

Appendix E - Sample Optional Consent Form for Future Contact for Client Survey  
about the EDL or EIC

Appendix F - Sample New Enhanced Driver's Licence Application

Appendix G - Sample Consent to Manitoba Public Insurance and the Manitoba Vital  
Statistics Agency Sharing My Information (*for EDL*)

Appendix H - Sample Application for EDL Interview

Appendix I - Sample Privacy Notice (*for EDL*)

Appendix J - Sample New Enhanced Identification Card Application

Appendix K - Sample Consent to Manitoba Public Insurance and the Manitoba Vital  
Statistics Agency Sharing My Information (*for EIC*)

Appendix L - Sample Application for EIC Interview

Appendix M - Sample Privacy Notice (*for EIC*)

## Appendix A

### Sample Citizenship Questionnaire for a Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)



Manitoba  
Public Insurance



#### Citizenship Questionnaire for a Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)

Developed by Citizenship & Immigration Canada (CIC)

1. Print your name and date of birth as they appear on your document (see list of acceptable documents in section 3 below).

SURNAME/LAST NAME	DATE OF BIRTH:  Y Y Y Y M M D D
GIVEN NAME(S)	

2. List **all** other names you have used in the past or that you are now using.

SURNAME(S)/ LAST NAME(S)
GIVEN NAME(S)

3. You must present **one of the following original documents** as evidence of citizenship when you attend your interview to apply for an EDL or EIC. Check the one that you will present and provide the document details below:

- Provincial or Territorial Birth Certificate (persons born in Canada)
- Citizenship Certificate (Certificate of Canadian Citizenship)
- Retention Certificate (issued between January 1, 1947 and February 14, 1977)
- Naturalization Certificate (issued before January 1, 1947)
- Registration of Birth Abroad Certificate (issued between January 1, 1947 and February 14, 1977 by Canadian citizenship authorities)

Provide the following information exactly as it appears on your document:

**Registration number (if applicable):**

**Certificate number:**

**Date of issue:** |Y|Y|Y|Y|M|M|D|D|

4. Complete question 1 (**all applicants**).

<p>1. Did you renounce (give up) your Canadian citizenship, i.e. applied to renounce your Canadian citizenship with the Canadian government? If yes, write the date you renounced:  Y Y Y Y M M D D </p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Complete question 2 if you were <b>born in Canada</b>.</p> <p>2. At the time of your birth, was one of your parents employed in Canada by a foreign government or international organization and did that parent have diplomatic status in Canada?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Complete questions 3 <b>and</b> 4 if you were born in Canada before 1947 <b>or</b> if you are presenting a Naturalization Certificate issued before 1947.</p> <p>3. Did you become a naturalized citizen of another country before 1947 and while you were 21 years of age or <b>older</b>? If yes, write the date you were naturalized:  Y Y Y Y M M D D </p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. Did one (or both) of your parents become a naturalized citizen of another country before 1947 and while you were under 21 years of age? If yes, write the date(s) they were naturalized:  Y Y Y Y M M D D </p>	<input type="checkbox"/> Yes <input type="checkbox"/> No



Sample Citizenship Questionnaire for a Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)



**Citizenship Questionnaire for a Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)**

Developed by Citizenship & Immigration Canada (CIC)

Complete questions 5, 6 and 7 if you were **born outside Canada**.

5. Has the Canadian Government revoked (taken away) your Canadian citizenship?

If yes, write the date your citizenship was revoked: | Y | Y | Y | Y | M | M | D | D |

Yes  
 No

6. Are all of the following statements true?

- you were born outside Canada to a Canadian parent between January 1, 1947 and February 14, 1977;
- your documentary evidence of citizenship was issued before February 15, 1977;
- you turned 24 years old before February 15, 1977 and you were residing outside Canada on your 24<sup>th</sup> birthday;
- you did not obtain citizenship through the naturalization process (you have not been granted Canadian citizenship after immigrating to Canada);
- your parents were born outside Canada;
- at least one of your parents was born to a Canadian parent; and
- your parents did not obtain citizenship through the naturalization process before you were born (i.e. neither parent was granted Canadian citizenship after immigrating to Canada before you were born).

Yes  
 No

7. Are all of the following statements true?

- you were born outside Canada to a Canadian parent between February 15, 1977 and April 16, 1981;
- your Citizenship Certificate was issued before January 1, 2007;
- you do not have a retention certificate issued on or after February 15, 1977;
- you did not obtain citizenship through the naturalization process (you have not been granted Canadian citizenship after immigrating to Canada);
- your parents were born outside Canada;
- at least one of your parents was born to a Canadian parent and your parent's birth was not registered with citizenship authorities until February 15, 1977 or later; and
- your parents did not obtain citizenship through the naturalization process before you were born (i.e. neither parent was granted Canadian citizenship after immigrating to Canada before you were born).

Yes  
 No

I declare that the information I have provided on this questionnaire is true and correct to the best of my knowledge and that I have not supplied false or misleading information concerning my citizenship to Manitoba Public Insurance. I will inform Manitoba Public Insurance of any changes to my citizenship status from now until the date my EDL or EIC expires.

SIGNATURE

(to be signed before Manitoba Public Insurance)

DATE: | Y | Y | Y | Y | M | M | D | D |

## Appendix A

### Sample Citizenship Questionnaire for a Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)



#### Citizenship Questionnaire for a Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)

Developed by Citizenship & Immigration Canada (CIC)

##### Acceptable Documentary Evidence of Citizenship

After completing **Section 4** of the questionnaire, see below to find out if you have an acceptable document as evidence of your citizenship.

If you answered "**no**" to **all questions in section 4 that you were required to complete**, you can attend your interview with Manitoba Public Insurance. You must present one of the following documents when you apply for an EDL or EIC: Provincial or Territorial Birth Certificate, Citizenship Certificate, Retention Certificate, Naturalization Certificate or Registration of Birth Abroad Certificate.

If you answered "**yes**" to one or more of the **questions in section 4**, please read the following instructions:

- If you answered "**yes**" to one or more of the **questions 1, 3, 4, or 5**, the issue date on your documentary evidence of citizenship must not precede the date (or dates) you indicated in questions 1, 3, 4, or 5. Acceptable documents include: a Citizenship Certificate, Retention Certificate, Naturalization Certificate or Registration of Birth Abroad Certificate. If you do not have a document issued after the date (or dates) you indicated, you must obtain a new Citizenship Certificate before you attend an interview for an EDL or EIC.
- If you answered "**yes**" to **question 2**, you must present a Citizenship Certificate. If you do not have one, you must take the necessary steps to obtain one before you attend an interview for an EDL or EIC.
- If you answered "**yes**" to **question 6 (i.e. all statements in the list are true)**, you must present one of the following documents: a Retention Certificate issued between January 1, 1947 and February 14, 1977; a Citizenship Certificate issued after your 24th birthday; or a Citizenship Certificate issued on or after February 15, 1977. If you do not have one of these documents, you must obtain a new Citizenship Certificate before you attend an interview for an EDL or EIC.
- If you answered "**yes**" to **question 7 (i.e. all statements in the list are true)**, you must present a Citizenship Certificate issued after January 1, 2007 or take the necessary steps to obtain one before you attend an interview for an EDL or EIC.

To apply for a Citizenship Certificate, you must complete an *Application for a Citizenship Certificate* and pay the applicable fees. You can download and print the application from the Citizenship and Immigration Canada (CIC) website at [www.cic.gc.ca](http://www.cic.gc.ca) or call the CIC Call Centre at 1-888-242-2100 to have an application mailed to you. For more information about Canadian citizenship please visit the CIC website.

Sample Entitlement-to-Travel Questionnaire for the Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)



**Entitlement-to-Travel Questionnaire for the Manitoba Enhanced Driver's Licence (EDL) or Enhanced Identification Card (EIC)**

Developed by Canada Border Services Agency (CBSA)

Please answer the following questions by indicating with an "X" in the appropriate box.

<b>QUESTION A.</b>	Are there outstanding criminal charges against you for an indictable offence in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>B.</b>	Are you forbidden to leave Canada based on conditions imposed by a Canadian court or a parole board in Canada or by law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>C.</b>	Are you currently subject to a sentence of imprisonment in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I attest that the information I have supplied on this form is true and correct to the best of my knowledge. I understand it is an offence to supply false or misleading information in the process of an application for a Manitoba EDL or EIC.

I understand that if I answer, "yes" to any of the above questions, or should my status change, and my answer become "yes" to any of the above questions, my Manitoba EDL or EIC may be refused, suspended or cancelled.

**I understand that it is my responsibility to inform Manitoba Public Insurance immediately should my status change, and my answer become "yes" to any of the above questions, at any time during my application or after a Manitoba EDL or EIC has been issued to me.**

Please print.

SURNAME/LAST NAME	
GIVEN NAME(S)	
SIGNATURE	DATE:  Y Y Y Y M M D D

## Appendix C

### Sample Consent to Information Sharing Form for the Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)

This is a sample of the Consent to Information Sharing Form you will be asked to sign at your interview for a Manitoba EDL or EIC. Please read it carefully before you apply to make sure you understand it and that you are comfortable with the level of information sharing involved.

If you have questions about the sharing of your personal information or about privacy protection, contact Manitoba Public Insurance's Access and Privacy Co-ordinator at 204-985-7384.

At your interview, the interviewer will review the information in this consent form with you to ensure you understand it. You will then be asked to sign the form to indicate your consent.



#### Consent to Information Sharing Form for the Manitoba Enhanced Driver's Licence (EDL) or Enhanced Identification Card (EIC)

By signing this form, you will be giving Manitoba Public Insurance and other government agencies your consent to deal with your personal information, as necessary to:

- process your EDL or EIC application
- verify your identity and eligibility to receive an EDL or EIC
- ensure that you can use the card to cross the U.S. border by land or water

This includes:

- consenting to Manitoba Public Insurance sharing specific personal information about you with the Canada Border Services Agency and Citizenship and Immigration Canada
- consenting to the Canada Border Services Agency sharing specific personal information about you with the United States Customs and Border Protection

The information-sharing arrangements with the government agencies described above are governed by written agreements — all of which require that reasonable safeguards be in place to protect the confidentiality, security and integrity of your personal information and your privacy.

This form also contains important information about the collection of your personal information and how your personal information will be used by Manitoba Public Insurance and others. **Please read the following information carefully and sign where indicated if you consent.**

#### Collection and use of your personal information by Manitoba Public Insurance:

Providing your personal information to Manitoba Public Insurance is voluntary. But, if you do not provide all the information requested, you will not be eligible to receive a Manitoba EDL or EIC.

Manitoba Public Insurance will collect the following personal information **from you** during the EDL or EIC application process:

- title (e.g., Mr., Ms, Dr., etc.) (optional — only if you request this information be included in your record)
- full legal name (i.e., your last name and given name(s))
- permanent address
- mailing address (if different from permanent address)
- home phone (optional)
- business phone (optional)
- e-mail address (optional)
- birth date
- language (preference for service in either official language)
- gender
- eye colour
- height
- digital photograph
- digital signature

- scanned copy/copies of the documents you present as proof of your birth date, identity, Manitoba residency and Canadian citizenship
- scanned copy/copies of the document(s) you present to show the "link" between your current legal name and the legal name on your proof of citizenship document (only required if the two legal names are different)
- scanned copy of your completed *New Enhanced Driver's Licence Application Form* or *New Enhanced Identification Card Application Form*
- scanned copy of your completed *Consent to Manitoba Public Insurance and the Manitoba Vital Statistics Agency Sharing My Information Form* (if you presented a Manitoba birth certificate to prove your date of birth, legal name or Canadian citizenship)
- scanned copy of your completed *Citizenship Questionnaire*
- scanned copy of your completed *Entitlement-to-Travel Questionnaire*
- scanned copy of this *Consent to Information Sharing Form*, with your signature
- scanned copy of the *Parental Consent Form* (if you are 16 or 17 years of age)
- scanned copy of your completed *Optional Consent Form for Future Contact for Client Surveys* (this consent is optional — the form will only be scanned if you provide your consent)

If you present a Manitoba birth certificate as proof of your birth date, legal name or Canadian citizenship the following additional information will be collected:

- birth registration number
- birth registration date
- birth certificate number (if available)
- birth certificate issue date (if available)

Manitoba Public Insurance will also need to collect the following information **about you** from other sources during the application process:

- If you provide a Manitoba birth certificate as proof of birth date, legal name or Canadian citizenship, Manitoba Public Insurance will request that Manitoba Vital Statistics Agency (MVSA) verify the birth certificate information you provide. (Reminder: you signed a separate consent authorizing Manitoba Public Insurance and MVSA to share information about you for this purpose when you applied for your EDL or EIC).
- If you need a Guarantor to attest to your photograph, signature or Manitoba residency (as you were unable to provide the required pieces of identification), he or she will be required to provide personal information about you on the *Guarantor Declaration Form* and may be contacted by Manitoba Public Insurance.

## Sample Consent to Information Sharing Form for the Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)



### Consent to Information Sharing Form for the Manitoba Enhanced Driver's Licence (EDL) or Enhanced Identification Card (EIC)

Your personal information is being collected, and will be used, by Manitoba Public Insurance for the following purposes:

- to verify your identity and determine your eligibility for an EDL or EIC. This includes using your personal information:
  - » to verify your identity (including through the use of Facial Recognition System (FRS) checks, as described in the *EDL and EIC Applicant's Guide*)
  - » to determine your eligibility (e.g., by examining the proof of Canadian citizenship you provide and the entitlement-to-travel information you provide)
- to issue you an EDL or EIC that will be an acceptable document to present for entry into the U.S. by land or water and ensure the integrity of your Manitoba EDL or EIC
- to evaluate the Manitoba EDL and EIC program and to carry out research and planning with respect to it
- to ensure the integrity of the Manitoba EDL and EIC and driver licence systems and prevent abuses of these systems
- to administer and enforce the provisions in *The Drivers and Vehicles Act* and the regulations under that Act.

Manitoba Public Insurance is authorized to collect your personal information for these purposes by sections 150.2(1) and 150.2(2) of *The Drivers and Vehicles Act (DVA)* and the Identification Card Regulation with respect to an Enhanced Identification Card (EIC) and sections 10 and 12 of *The Drivers and Vehicles Act (DVA)* and the Driver Licensing Regulation with respect to an Enhanced Driver's Licence (EDL), and by sections 36(1)(a), (b), and (c) of *The Freedom of Information and Protection of Privacy Act*. The personal information collected about you is limited to the minimum amount necessary to carry out these purposes.

Note: Manitoba Public Insurance may not use or disclose your personal information for other, unrelated purposes without your consent, unless authorized to do so by *The Drivers and Vehicles Act* or the regulations under that Act, or by Manitoba's *Freedom of Information and Protection of Privacy Act*.

#### Information sharing with the Canada Border Services Agency (CBSA)

##### CBSA EDL and EIC database

If your application for a Manitoba EDL or EIC is approved, Manitoba Public Insurance will disclose certain information about you and your EDL or EIC to the Canada Border Services Agency, to be stored in a separate, secure database located

in Canada that contains information about all EDL and EIC holders across Canada. The information disclosed is the minimum necessary to carry out the purposes described below, and involves the following:

Personal information you have provided:

- full name (i.e., first name, last name)
- birth date
- gender
- cardholder's photo
- citizenship (i.e., Canadian)

Personal and other information generated by Manitoba Public Insurance as part of the card-issuing process:

- document type (i.e., EDL or EIC)
- issuing province or territory (i.e., Manitoba)
- issuing country (i.e., Canada)
- card issuance date
- card expiration date
- Radio Frequency Identification (RFID) Tag Value (explained in the *EDL and EIC Applicant's Guide*)
- Tag Identifier (TID) (explained in the *EDL and EIC Applicant's Guide*)
- Encoded Document Number (EDN) (explained in the *EDL and EIC Applicant's Guide*)
- Card Status Reason Code (i.e., the EDL or EIC card status: "active", "cancelled", etc.)
- serial number (explained in the *EDL and EIC Applicant's Guide*)
- message type (note that this is not personal information, simply an indicator of the type of message being sent from Manitoba Public Insurance to the CBSA for database maintenance purposes — e.g., "ADD" EDL or EIC cardholder record, "UPDATE" record, etc.)
- message origin (note that this is not personal information, simply an indicator of the EDL or EIC issuing jurisdiction sending the "message" to the CBSA database. This is also needed for CBSA's database maintenance purposes.)

Note: Your EDL or EIC will contain an embedded Radio Frequency Identification (RFID) chip to facilitate entering the U.S. or Canada at a land or water border crossing. The RFID chip contains a unique identifier number that points to your EDL or EIC record in a secure database located in Canada and maintained by CBSA. The RFID chip does not contain any other information about you. For more information about the Manitoba EDL and EIC RFID chip, Tag Identifier (TID) and Machine Readable Zone (MRZ) of your card, see the EDL and EIC Applicant's Guide and the RFID Technology brochure.

Your personal information will be transmitted by Manitoba Public Insurance to the CBSA by a secure, encrypted network.

## Appendix C

### Sample Consent to Information Sharing Form for the Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)



Manitoba  
Public Insurance

Manitoba 

#### Consent to Information Sharing Form for the Manitoba Enhanced Driver's Licence (EDL) or Enhanced Identification Card (EIC)

##### Purposes for sharing your personal information and EDL or EIC information with CBSA

The Governments of Canada and the United States have entered into an agreement under which U.S. Customs and Border Protection will accept your Manitoba EDL or EIC as an alternative document to the passport for entry into the U.S. by land or water — but only if strict security standards have been met. Under this agreement, Manitoba Public Insurance must provide the above information to the Canada Border Services Agency to confirm that your card has been issued in accordance with these security standards and that you are eligible to use your EDL or EIC to cross the U.S. border by land or water.

The governments of Manitoba and Canada have also entered into a separate agreement in which the Canada Border Services Agency has agreed to:

- put in place reasonable safeguards to protect the confidentiality, security, accuracy and integrity of your personal information and your privacy (this requirement is also in Manitoba's Drivers and Vehicles Act)
- only use and disclose your personal information and EDL or EIC card information for the following purposes:
  - » to store it in the CBSA EDL and EIC database and disclose it to U.S. Customs and Border Protection (U.S. CBP) when you present your EDL or EIC at a U.S. land or water border crossing. The U.S. border agent will use the personal information received from the CBSA EDL and EIC database to establish your identity and citizenship, and to help determine whether or not you will be allowed to enter the U.S.
  - » for border crossing purposes, including storing some of your information in CBSA's Lost Stolen Fraudulent Document (LSFD) Database if you ever report your card as having been lost or stolen. The LSFD Database is a separate, secure database located in Canada and already in use by the CBSA to identify invalid or fraudulent cards when they are presented for entry into Canada. It is important to note that if your EDL or EIC is lost or stolen, the information that would be copied into the LSFD Database is only card-specific — and none of your personal information is copied
  - » to monitor and evaluate Manitoba's EDL and EIC Program

Under the agreement between the governments of Manitoba and Canada, any other use or disclosure of your personal information by the Canada Border Services Agency must be with your consent or must be authorized by The Canadian Charter of Rights and Freedoms, The Privacy Act, The Immigration and Refugee Protection Act, The Citizenship Act, The Customs Act, and all Regulations made under these Acts, as applicable.

The Canada Border Services Agency will disclose information about you to Manitoba Public Insurance to the extent necessary to carry out the purposes set out above.

##### Disclosure to U.S. Customs and Border Protection

When you present your EDL or EIC to enter the U.S. by land or water, the agreement between Canada and the U.S. requires the Canada Border Services Agency to disclose certain information about you and your card to U.S. Customs and Border Protection. This is necessary to confirm that your card has been issued in accordance with the agreed upon security standards, and assist U.S. Customs and Border Protection in determining whether or not you will be allowed to enter the U.S.

The following lists identify the information that will be disclosed.

Personal information, provided by the applicant:

- full name (i.e., first name, last name)
- birth date
- gender
- cardholder's photo
- citizenship (i.e., Canadian)

Personal information generated by Manitoba Public Insurance as part of the card issuance process:

- document type (i.e., EDL or EIC)
- issuing province or territory (i.e., Manitoba)
- issuing country (i.e., Canada)
- card expiration date
- Radio Frequency Identification (RFID) Tag Value (explained in the *EDL and EIC Applicant's Guide*)
- Tag Identifier (TID) (explained in the *EDL and EIC Applicant's Guide*)
- Encoded Document Number (EDN) (explained in the *EDL and EIC Applicant's Guide*)
- Card Status Reason Code (i.e., the EDL or EIC card status: "active", "cancelled", etc.)

Under the agreement between the governments of Canada and the United States, U.S. Customs and Border Protection (CBP) will send a request to the CBSA EDL and EIC Database and will receive the information listed above each time, and only when, you present your EDL or EIC at a land or water crossing for entry into the U.S. The information CBP receives is used to establish your identity and citizenship, and assist in determining whether or not you will be allowed to enter the United States.

For the foreseeable future, the information that the CBSA discloses to CBP — with the exception of your Card Status Reason Code — will be stored in CBP's secure U.S. Border Crossing Information (BCI) system, along with the time and

## Sample Consent to Information Sharing Form for the Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)



### Consent to Information Sharing Form for the Manitoba Enhanced Driver's Licence (EDL) or Enhanced Identification Card (EIC)

border crossing location. This information can be used for border crossing purposes and for any other purposes that are authorized by U.S. law.

**Remember: Manitoba and Canadian privacy laws do not apply to the U.S. government or its agencies and do not apply to any information about you that is in the custody or control of the U.S. government or its agencies.**

#### Information sharing with Citizenship and Immigration Canada (CIC)

Manitoba Public Insurance needs to disclose the following personal information about you to Citizenship and Immigration Canada:

- full name (first name, last name)
- birth date
- gender
- EDL or EIC application number
- date the Manitoba Public Insurance employee completed his/her review of the documents you provided in support of your Canadian citizenship status, including the *Citizenship Questionnaire*
- your Manitoba Public Insurance interview location
- decision made (i.e., to issue or refuse your EDL or EIC)
- one scanned copy of your completed *Citizenship Questionnaire*
- one scanned copy of this signed *Consent to Information Sharing Form*
- one scanned copy of each identity and citizenship document you provided as proof of your identity and citizenship (and of any documents you provided to show the link between your current legal name and the name on these documents, where they are different).

This is the minimum amount of information necessary to carry out the purpose described below. Your information will be sent by Manitoba Public Insurance to Canadian Citizenship and Immigration in a secure manner and format.

- This information will be disclosed to Citizenship and Immigration Canada to enable Citizenship and Immigration Canada to carry out quality assurance reviews of the Manitoba EDL and EIC Program as it relates to Manitoba Public Insurance's examination of the documents you provided to support your identity and Canadian citizenship. These quality assurance reviews are required under the agreement between the governments of Manitoba and Canada to ensure the integrity, viability and security of Manitoba's EDL and EIC program.

Citizenship and Immigration Canada (CIC) will limit disclosure of personal information to Manitoba Public Insurance to situations where, during a quality assurance review, an EDL or EIC holder's citizenship status is in question. CIC will limit the information disclosed to Manitoba Public Insurance to the applicant's full name and EDL or EIC application number.

Under the agreement between the governments of Manitoba and Canada, any other use or disclosure of your personal information by Citizenship and Immigration Canada must be authorized by The Canadian Charter of Rights and Freedoms, The Privacy Act, The Immigration and Refugee Protection Act, The Citizenship Act, The Customs Act, or a Regulation made under these Acts, as applicable.

#### Withdrawing (revoking) your consent

You may withdraw your consent to information sharing at any time, in writing. But if you do, you will no longer be eligible to hold a Manitoba EDL or EIC.

If you withdraw your consent, Manitoba Public Insurance will still need to retain your personal information to ensure the integrity of the identification card system and the driver's licence system (e.g., to ensure that a fraudulent application using your personal information is not made in the future). Manitoba Public Insurance will retain your information in accordance with the requirements of Manitoba's Freedom of Information and Protection of Privacy Act and Manitoba's Archives and Recordkeeping Act.

In addition, even if you withdraw your consent, once your personal information has been disclosed to the Canada Border Services Agency and to Citizenship and Immigration Canada, they will retain it for a period of two years after its last administrative use, in accordance with the requirements of The Privacy Act (Canada) and The Library and Archives Act (Canada). Also, withdrawing your consent will not affect the continuing use, storage and disclosure of any information that has been disclosed to U.S. Customs and Border Protection in connection with the verification of your identity and eligibility to enter the U.S.

**Manitoba and Canadian privacy laws do not apply to your personal information in the U.S. Border Crossing Information (BCI) system or to any other information in the custody or control of U.S. authorities. Your personal information in the U.S. may be used for purposes other than those relating to border crossing and will be kept for 75 years.**

## Appendix C

### Sample Consent to Information Sharing Form for the Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)



#### Consent to Information Sharing Form for the Manitoba Enhanced Driver's Licence (EDL) or Enhanced Identification Card (EIC)

##### Your consent

##### I consent to the following:

i. I consent to **Manitoba Public Insurance** and the **Canada Border Services Agency** disclosing personal information about me to each other, and obtaining personal information about me from each other — as detailed under "**Information Sharing with the Canada Border Services Agency (CBSA)**" above, for the following purposes:

- to store it in the CBSA EDL and EIC database and disclose it to U.S. Customs and Border Protection (U.S. CBP) when I present my EDL or EIC to establish my identity and citizenship at a U.S. land or water border crossing, and to assist U.S. CBP in determining my admissibility into the United States
- for border crossing purposes, including storing my card-specific information in the CBSA's Lost Stolen Fraudulent Document (LSFD) Database should I ever report my card as lost or stolen
- to monitor and evaluate Manitoba's EDL and EIC Program
- to enable Manitoba Public Insurance to carry out the purposes described under "Collection and Use of Your Personal Information by Manitoba Public Insurance"

ii. I consent to the **Canada Border Services Agency** disclosing personal information about me to **U.S. Customs and Border Protection**, as detailed under "Disclosure to U.S. Customs and Border Protection", when I present my EDL or EIC to establish my identity and citizenship, for the purpose of assisting U.S. Customs and Border Protection in determining my admissibility into the United States.

iii. I consent to **Manitoba Public Insurance** and **Citizenship and Immigration Canada** disclosing personal information about me to each other and obtaining personal information about me from each other — as detailed under "Information Sharing with Citizenship and Immigration Canada":

- to enable Citizenship and Immigration Canada to carry out the quality assurance reviews described under "Information Sharing with Citizenship and Immigration Canada"
- to enable Manitoba Public Insurance to carry out the purposes described under "Collection and Use of Your Personal Information by Manitoba Public Insurance"

I understand that disclosure of my personal information by Manitoba Public Insurance, Citizenship and Immigration Canada and the Canada Border Services Agency will be limited to the minimum amount of information necessary to accomplish these purposes.

I also understand that the Government of Manitoba and Manitoba Public Insurance have no control over how U.S. Customs and Border Protection and other U.S. authorities may store, use and disclose my personal information once it is disclosed to them, and that Manitoba and Canadian privacy laws do not apply to the U.S. government or its agencies.

I acknowledge that I have had an opportunity to ask questions about the *EDL and EIC Applicant's Guide*, this consent form, and the Manitoba EDL and EIC Program in general, and that my questions have been answered.

I further agree to maintain control of an EDL or EIC issued to me and seek to ensure that it is only used for the purposes for which it is intended.

Please print.

SURNAME/LAST NAME

GIVEN NAME(S)

SIGNATURE

DATE: |Y|Y|Y|Y|M|M|D|D|



**Sample Parental Consent Form for the Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)**



**Parental Consent Form for the Manitoba Enhanced Driver's Licence (EDL) or Enhanced Identification Card (EIC)**

**Parental or Legal Guardian consent for a person under 18 years of age to apply for a Manitoba EDL or EIC.**

Note: This form must be completed and submitted with all other required forms (please print).

I, the undersigned, am the  parent, or  legal guardian, and I have provided Manitoba Public Insurance with a copy of my court appointment as legal guardian, of

\_\_\_\_\_ (Child's full name)

whose date of birth is: |Y|Y|Y|Y|M|M|D|D|

**I consent to my child's application for a Manitoba EDL or EIC. I understand that this document will include a digital photograph of my child and contain a Radio Frequency Identification (RFID) chip.**  
**I understand that the card must always be kept in an intact protective sleeve for the protection of my child's privacy.**

Signature of parent or legal guardian \_\_\_\_\_

Date: |Y|Y|Y|Y|M|M|D|D|

<p><b>For office use only</b>                  (Fill in only when applicant's name is different from the above)</p>
<p>Applicant's full name                  (As in identification, e.g., birth certificate, passport, etc.)</p>

## Appendix E

### Sample Optional Consent Form for Future Contact for Client Surveys about the Manitoba Enhanced Driver's Licence (EDL) or Manitoba Enhanced Identification Card (EIC)



#### Optional Consent Form for Future Contact for Client Surveys about the Manitoba Enhanced Driver's Licence (EDL) or Enhanced Identification Card (EIC)

In order to determine if Manitoba's EDL and EIC Program is successful in meeting its goals, Manitoba Public Insurance or the Canada Border Services Agency, or both, may need to carry out client surveys.

Your experience and views will be very helpful to us. But, your consent to being contacted to participate in any surveys is **entirely voluntary**. If you do not consent, this will **not** affect your eligibility to receive a Manitoba EDL or EIC.

Please sign below if you consent to:

- Manitoba Public Insurance, the Canada Border Services Agency, and their agents, contacting you in the future with respect to client surveys relating to the Manitoba EDL and EIC Program; and
- Manitoba Public Insurance providing your name, address and phone number to its agents, and to the Canada Border Services Agency, and its agents, for the purpose of client surveys relating to Manitoba's EDL and EIC Program.

This consent is limited to five years after the date of your application for a Manitoba EDL or EIC.

You may withdraw this consent at any time, in writing to:

Manitoba Public Insurance  
Box 6300  
Winnipeg, MB R3C 4A4

As noted above, your consent to being contacted about client surveys is **voluntary** and **does not affect your eligibility** to receive a Manitoba EDL or EIC.

Please print.

SURNAME/LAST NAME	
GIVEN NAME(S)	
SIGNATURE	DATE:  Y Y Y Y M M D D

Sample New Enhanced Driver's Licence Application



**Manitoba Société d'assurance  
Public Québec  
Insurance du Manitoba**

**NEW  
ENHANCED DRIVER'S  
LICENCE APPLICATION**  
Important Notice:



Manitoba's Enhanced Driver's Licence is a voluntary card. In order to be eligible to receive it, and to be able to use it for land and water border crossing purposes, at your MPI interview you will be required to complete a citizenship questionnaire and an entitlement to travel questionnaire, and to give your consent to Manitoba Public Insurance sharing personal information about you with Canadian and U.S. authorities.

**Before you apply for an Enhanced Driver's Licence**, it is important that you read the Manitoba EDL and EIC Applicant's Guide, so that you understand, and are comfortable with, the application process, the questions you will be asked and how your personal information will be used and shared with Canadian and U.S. authorities. Manitoba and Canadian privacy laws do not apply to information in the custody or control of U.S. authorities. Information from the documents you present are subject to a 75 year retention in the U.S. Border Crossing Information System.

Customer: 22222222  
JANE EDWARD DOE  
456 ANYWHERE STREET  
WINNIPEG, MB R1R 1R1

**Operating Time/Date: 3:43 PM Feb 26, 2009**  
Birth Date: November 24, 1972 Height: 173 cm  
Gender: Female Eye Colour: Blue  
Anniversary: December 20 Transaction: 123456789  
Permanent Address: **456 ANYWHERE STREET  
WINNIPEG, MB R1R 1R1**

Driver's Licence Number: DO-E\*-J-E284RS  
Driver's Licence Class/Stage: 5 / Full

Driver's Licence Effective Time/Date: 1:57 PM November 17, 2006  
Driver's Licence Expiry Time/Date: MIDNIGHT March 23, 2007  
Rating Term Expiry Date: MIDNIGHT March 23, 2007  
Driver's Licence Restrictions: Automatic Transmission  
Corrective Lenses  
Power Steering  
Daytime Only  
See D/L Certificate for complete list

Tested: 1988  
Endorsement: Not Authorized  
Driver's Licence Conditions Expiry Date:

	NET	PRORATED
<b>DRIVER LICENCE CHARGE</b>	\$20	\$20
<b>DRIVER LICENCE BASIC INSURANCE PREMIUM</b>	\$45	\$19
<b>DEMERIT POINT ADDITIONAL PREMIUM</b>	\$200	\$200
<b>AT-FAULT ACCIDENT ADDITIONAL PREMIUM</b>	\$150	\$150
<b>TOTAL PAYABLE</b>		<b>\$389</b>

**Full Legal Name**  
JOHN  
EDWARD  
DOE

**Important Reminders**  
**To help prevent unintended reading of the card, it is essential for your privacy protection that the card is kept in an intact protective sleeve.**  
This form should be retained as the following code is needed in order to activate your new Enhanced Driver's Licence:  
1234

**Supporting Documents**  
MPI USE 13:57 081110 86 2059000012

I hereby apply for a Manitoba Enhanced Driver's Licence to operate a motor vehicle under the Drivers and Vehicles Act and Regulations. All information in this application and declarations made are true and complete. I understand that misrepresentations of any of the facts or declarations may cause my Enhanced Driver's Licence to be cancelled. I declare:

- My driving privileges are not cancelled or suspended and I am not disqualified from holding a driver's licence or prohibited by court from driving a motor vehicle.
- I have never had lung or heart trouble, eye disease, stroke, seizures, blackouts, diabetes treated with oral medication or injectable insulin, mental disorder, or permanent limitation of motion, nor have I ever had any other medical condition or physical disability that may affect my ability to operate a motor vehicle safely; OR I have previously reported my medical condition(s) to Manitoba Public Insurance.
- I do not hold a valid driver's licence or permit issued by any authority outside Manitoba.
- I understand and acknowledge the restrictions and/or conditions that have been placed on my driver's licence.
- When driving I require corrective lenses (glasses or contacts).
- The name shown above is my full legal name.
- I am a resident of Manitoba and my legal address is as indicated on this application.
- All medical conditions or physical disabilities that may affect the operation of a motor vehicle must be reported to MPI immediately.
- I acknowledge that any vehicle I operate will be with strict adherence to my noted conditions.
- I understand that failure to comply with any of my conditions could result in the suspension of my driving privilege and/or demerits and charges applied against my driver's licence.
- I am co-signing this application because I am the applicant's parent or legal guardian and the applicant is under 18 years of age.
- I am aware and understand the conditions listed on my conditions addendum and/or appeal board order, if applicable.
- I understand that I must advise the Registrar of Motor Vehicles if, at any point, my name or address changes, or any other change occurs that affects my eligibility to hold an Enhanced Driver's Licence.
- Where payment of my driver's licence is by cheque and that cheque becomes dishonored, I understand that my driver's licence to operate a motor vehicle may be suspended without further notice.
- I understand that if my account falls into arrears, I will no longer be able to renew my Driver's licence until the outstanding debt is cleared.
- I also understand that, in order to be eligible for a Manitoba Enhanced Driver's Licence, I must sign the attached consent form permitting MPI to verify my birth certificate information with the Manitoba Vital Statistics Agency.
- I understand that this card will include a Radio Frequency Identification (RFID) chip and so I must keep my card in an intact protective sleeve for my privacy protection.
- I am a Canadian Citizen.
- Driving contrary to my conditional driver's licence may invalidate the insurance of any vehicle I operate and may result in the impoundment of the vehicle.
- I am over the age of 16 years or 15 years 6 months and enrolled in an MPI approved Driver's Education program.
- I am under 18 years of age and this application for a driver's licence has been approved and signed by one or both of my parents; or my legal guardian; or a person deemed responsible and suitable by the registrar.
- I have surrendered all valid Driver's Licences or permits in my possession.
- I have provided Manitoba Public Insurance with any name changes within the last five years.

Signature of Customer: \_\_\_\_\_  Co-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C

### Sample Consent to Manitoba Public Insurance and the Manitoba Vital Statistics Agency Sharing My Information

#### CONSENT TO MANITOBA PUBLIC INSURANCE AND THE MANITOBA VITAL STATISTICS AGENCY SHARING MY INFORMATION

##### What am I consenting to?

1. If you use a Manitoba birth certificate to prove your name and date of birth, or of your right to be in Canada, Manitoba Public Insurance must check the accuracy of:
  - last name and all of your given names as they appear on your birth certificate,
  - date of birth,
  - sex
  - birth registration number,
  - birth registration date,
  - birth certificate number, and
  - date your birth certificate was issued.
2. Manitoba Public Insurance will share the information you provide with the Manitoba Vital Statistics Agency to check its accuracy. The Manitoba Vital Statistics Agency will only advise Manitoba Public Insurance that:
  - information provided by Manitoba Public Insurance matches information in Manitoba Vital Statistics Agency's records; or
  - the information provided by Manitoba Public Insurance does not match information in Manitoba Vital Statistics Agency's records; or
  - the information provided by Manitoba Public Insurance matches information in Manitoba Vital Statistics Agency's records, but the Agency's records show the person named in that birth certificate is deceased.
3. The Manitoba Vital Statistics Agency will keep a record of Manitoba Public Insurance's request and the Agency's response for auditing purposes. The Manitoba Vital Statistics Agency may also use this information to assist you if you are refused a Manitoba Enhanced Driver's Licence because of a mismatch between your birth certificate information and the Manitoba Vital Statistics Agency's records.
4. The Manitoba Vital Statistics Agency may not use or share your personal information for other, unrelated purposes, unless authorized to do so by The Vital Statistics Act or the regulations under that Act, or by The Freedom of Information and Protection of Privacy Act .

##### What if I change my mind?

5. Before signing this consent, be sure that you want to apply for a Manitoba Enhanced Driver's Licence and that you consent to the information sharing described above. Once your application and consent are complete, the information sharing will occur very quickly, usually in a matter of seconds.
6. You may withdraw your consent to this information sharing, in writing. This will stop any future information sharing, but can't undo any information sharing that has already occurred. If you withdraw your consent before your card has been issued, Manitoba Public Insurance will cancel your Manitoba Enhanced Driver's Licence application.
7. Also you withdraw your consent:
  - (a) Manitoba Public Insurance still needs to keep your personal information in its records to ensure the integrity of the identification card system and the driver's licence system (for example, to ensure that a fraudulent application using your personal information is not made in the future). Manitoba Public Insurance will keep your information in accordance with the requirements of The Freedom of Information and Protection of Privacy Act and The Archives and Recordkeeping Act; and
  - (b) The Manitoba Vital Statistics Agency still needs to keep the information described in paragraph 1 for the purposes stated in paragraph 3. The Manitoba Vital Statistics Agency will keep your information in accordance with the requirements of The Vital Statistics Act, The Freedom of Information and Protection of Privacy Act and The Archives and Recordkeeping Act.

##### Consent

I have had an opportunity to ask questions about this consent, and the proposed sharing of my personal information between Manitoba Public Insurance and the Manitoba Vital Statistics Agency. I consent to Manitoba Public Insurance and the Manitoba Vital Statistics Agency sharing personal information about me as detailed above to verify my birth certificate information and my eligibility for a Manitoba Enhanced Driver's Licence.

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sample Application for Enhanced Driver's Licence (EDL) Interview



**Manitoba** Société d'assurance  
**Public** publique  
**Insurance** du Manitoba

APPLICATION FOR  
ENHANCED DRIVER'S LICENCE  
(EDL) INTERVIEW



Operating Time: Date: 12:50 PM February 13, 2008

Transaction: 18406131

Applicant	customer number
Customer Name	
Mailing Address	
Town Province Postal Code	

Permanent Address [ Civic Address

#	Service #	Service Description	Amount
1)	1562255	Enhanced Identification Application – English	\$30

Total Payable

\$30

**Full Legal Name**

First Name  
Middle Name(s)  
Last Name

**Appointment Information**

1) March 2008 3:30 Enhanced Centre, Main floor, cityplace, 234 Donald St Winnipeg

**Reminders**

- ° You must arrive 15 minutes ahead of your scheduled interview time to check in. If you are late, you may have to reschedule your interview and pay the application fee again.
- ° If you need to cancel or reschedule your interview, you must notify your Autopac agent at least one business day in advance. Otherwise, you will have to repay the application fee.
- ° At the interview, you must provide the same proof of identity and citizenship documents you provided when you scheduled the interview. These must all be original documents, not copies.

**Required Citizenship & Identity Documentation**

Canadian Birth Certificate

MPI USE 12:50 080213 35 1540000066

I hereby apply for a Manitoba Enhanced Driver's Licence. Caution: it is an offence under The Drivers and Vehicles Act of Manitoba to knowingly provide false information when applying for an Enhanced Driver's Licence.

I declare that:

- The name shown above is my full legal name.
- I am a resident of Manitoba.
- My primary residence is the address shown above.
- I am a Canadian Citizen.
- I understand that I must advise the Registrar of Motor Vehicles if, at any point, my name or address changes, or any other change occurs that affects my eligibility to hold an Enhanced Driver's Licence.
- I am not in default of any obligations contained in an order that is covered under the provisions of The Family Maintenance Act. I understand that the word 'order' has the meaning set out in Section 52 of The Family Maintenance Act

x \_\_\_\_\_  
Signature of Customer:

x \_\_\_\_\_  
Co-signature:

\_\_\_\_\_  
Date:

## Appendix I

### Sample Privacy Notice



**Manitoba** *Société d'assurance*  
**Public** *publique*  
**Insurance** *du Manitoba*

#### APPLICATION FOR ENHANCED DRIVER'S LICENCE

#### PRIVACY NOTICE

##### **Notice of Collection of Your Personal Information by MPI**

As part of the Manitoba Enhanced Driver's Licence Program, Manitoba Public Insurance needs to collect personal information about you for the following purposes:

1. to verify your identity and citizenship and to determine your eligibility for a Manitoba Enhanced Driver's Licence;
2. to issue you an Enhanced Driver's Licence that will be accepted as an alternative document to a Canadian Passport for crossing the United States Border by land or water;
3. to evaluate and monitor the Manitoba Enhanced Driver's Licence Program and to carry out research and planning with respect to it; to ensure the integrity of the Manitoba identification card and driver licence systems, and prevent abuses of these systems; and
5. to administer and enforce the provisions of **The Drivers and Vehicles Act** and the regulations under that Act.

The personal information of the applicant collected on this form is for the purpose of determining the applicant's eligibility for the licence. It is collected under the authority of The Drivers and Vehicles Act, sections 10 and 12 and of The Freedom of Information and Protection of Privacy Act, section 36(1)(a) (information collection authorized under an enactment), (b) (information related directly to and is necessary for a program operated by MPI) and (c) (law enforcement purposes).

Manitoba Public Insurance cannot use or disclose your personal information for purposes other than those stated above unless you consent or Manitoba Public Insurance is authorized to do so by The Drivers and Vehicles Act (or the Regulations under that Act) or The Freedom of Information and Protection of Privacy Act.

For more information about protecting your personal information and privacy, see the Manitoba EDL and EIC Applicant's Guide and Manitoba Public Insurance's "Protecting Your Privacy" brochure. If you have any questions about the collection of your personal information, or your privacy, please contact Manitoba Public Insurance's Access and Privacy Coordinator at (204) 985-7384 or at 702-234 Donald Street, Box 6300, Winnipeg MB R3C 4A4.

##### **The Role of the Autopac Agent**

If you are making your application for a Manitoba Enhanced Driver's Licence through your Autopac agent, the Autopac agent is collecting your personal information, and your consent to verify your Manitoba birth certificate information with the Manitoba Vital Statistics Agency, on behalf of Manitoba Public Insurance. The information collected by the Autopac agent is entered or scanned directly into a secure Manitoba Public Insurance database by way of a secure, encrypted network connection. Autopac agents must not retain any copies of your information, nor do they have access – at any time – to any of your personal information. Your Autopac agent may ask you if you consent to some specific personal information about you being kept on the Agent's files for marketing purposes (for example, for notifications, information on new products or services, etc.). This information is:

- Your MPI customer number (assigned by Manitoba Public Insurance);
- Your full legal name, email address, telephone and fax numbers
- The date of your last visit to the Autopac agent's office;
- The renewal date for your Manitoba Enhanced Driver's Licence; and
- Your mailing address.

It is important to note that you are not required to consent to the Autopac agent keeping any of your information on file, and, if you refuse this consent, it will not affect your eligibility for a Manitoba Enhanced Driver's Licence.

## Sample New Enhanced Identification Card Application



**Manitoba Société d'assurance  
Public publique  
Insurance du Manitoba**

**NEW  
ENHANCED IDENTIFICATION  
CARD APPLICATION**



**Important Notice:**

Manitoba's Enhanced Identification Card is a voluntary card. In order to be eligible to receive it, and to be able to use it for land and water border crossing purposes, at your MPI interview you will be required to complete a citizenship questionnaire and an entitlement to travel questionnaire, and to give your consent to Manitoba Public Insurance sharing personal information about you with Canadian and U.S. authorities.

**Before you apply for an Enhanced Identification Card**, it is important that you read the Manitoba EDL and EIC Applicant's Guide, so that you understand, and are comfortable with, the application process, the questions you will be asked and how your personal information will be used and shared with Canadian and U.S. authorities. Manitoba and Canadian privacy laws do not apply to information in the custody or control of U.S. authorities. Information from the documents you present are subject to a 75 year retention in the U.S. Border Crossing Information System.

Applicant: 15064715	<b>Operating Time/Date: 12:05 AM February 02,2009</b>
JANE Q DOE 986-234 DONALD STREET WINNIPEG, MB R3C 4A4	Transaction: 64358
Permanent Address	986-234 DONALD STREET WINNIPEG, MB R3C 4A4

DESCRIPTION	NET	PRORATED
Identification Card Charge	\$20	\$20

**TOTAL PAYABLE**

**\$20**

<b>Full Legal name</b> JANE QUINCY DOE	
<b>Important Reminders</b> <p>To help prevent unintended reading of the card, it is essential for your privacy protection that the card is kept in an intact protective sleeve.</p> <p>This form should be retained as the following Code is needed in order to activate your new Enhanced Identification Card:</p> 7179	<b>Supporting Documents</b>  MPI USE 00:05 090202 86 1810020196

I hereby apply for a Manitoba Enhanced Identification Card. Caution: it is an offence under *The Drivers and Vehicles Act* of Manitoba to knowingly provide false information when applying for an Enhanced Identification Card. I declare that:

- The name shown above is my full legal name.
- I am a resident of Manitoba.
- My primary residence is the address shown above.
- I understand that I must advise the Registrar of Motor Vehicles if, at any point, my name or address changes, or any other change occurs that affects my eligibility to hold an Enhanced Identification Card.
- I am a Canadian Citizen.
- I understand that this card will include a Radio Frequency Identification (RFID) chip and so I must keep my card in an intact protective sleeve for my privacy protection.

X \_\_\_\_\_ X \_\_\_\_\_ \_\_\_\_\_  
 Signature of Customer Co-signature Date

## Appendix K

### Sample Consent to Manitoba Public Insurance and the Manitoba Vital Statistics Agency Sharing My Information

#### CONSENT TO MANITOBA PUBLIC INSURANCE AND THE MANITOBA VITAL STATISTICS AGENCY SHARING MY INFORMATION

##### What am I consenting to?

1. If you use a Manitoba birth certificate to prove your name and date of birth, or of your right to be in Canada, Manitoba Public Insurance must check the accuracy of:
  - your last name and all of your given names as they appear on your birth certificate,
  - your date of birth,
  - your sex,
  - your birth registration number,
  - your birth registration date,
  - your birth certificate number, and
  - the date your birth certificate was issued.
2. Manitoba Public Insurance will share the information you provide with the Manitoba Vital Statistics Agency to check its accuracy. The Manitoba Vital Statistics Agency will only advise Manitoba Public Insurance that:
  - the information provided by Manitoba Public Insurance matches information in Manitoba Vital Statistics Agency's records; or
  - the information provided by Manitoba Public Insurance does not match information in Manitoba Vital Statistics Agency's records; or
  - the information provided by Manitoba Public Insurance matches information in Manitoba Vital Statistics Agency's records, but the Agency's records show the person named in that birth certificate is deceased.
3. The Manitoba Vital Statistics Agency will keep a record of Manitoba Public Insurance's request and the Agency's response for auditing purposes. The Manitoba Vital Statistics Agency may also use this information to assist you if you are refused a Manitoba Enhanced Identification Card because of a mismatch between your birth certificate information and the Manitoba Vital Statistics Agency's records.
4. The Manitoba Vital Statistics Agency may not use or share your personal information for other, unrelated purposes, unless authorized to do so by The Vital Statistics Act or the regulations under that Act, or by The Freedom of Information and Protection of Privacy Act .

##### What if I change my mind?

5. Before signing this consent, be sure that you want to apply for a Manitoba Enhanced Identification Card and that you consent to the information sharing described above. Once your application and consent are complete, the information sharing will occur very quickly, usually in a matter of seconds.
6. You may withdraw your consent to this information sharing, in writing. This will stop any future information sharing, but can't undo any information sharing that has already occurred. If you withdraw your consent before your card has been issued, Manitoba Public Insurance will cancel your Manitoba Enhanced Identification Card application.
7. Also, if you withdraw your consent:
  - a. Manitoba Public Insurance still needs to keep your personal information in its records to ensure the integrity of the identification card system and the driver's licence system (for example, to ensure that a fraudulent application using your personal information is not made in the future). Manitoba Public Insurance will keep your information in accordance with the requirements of The Freedom of Information and Protection of Privacy Act and The Archives and Recordkeeping Act; and
  - b. The Manitoba Vital Statistics Agency still needs to keep the information described in paragraph 1 for the purposes stated in paragraph 3. The Manitoba Vital Statistics Agency will keep your information in accordance with the requirements of The Vital Statistics Act , The Freedom of Information and Protection of Privacy Act and The Archives and Recordkeeping Act .

##### Consent

I have had an opportunity to ask questions about this consent, and the proposed sharing of my personal information between Manitoba Public Insurance and the Manitoba Vital Statistics Agency. I consent to Manitoba Public Insurance and the Manitoba Vital Statistics Agency sharing personal information about me as detailed above to verify my birth certificate information and my eligibility for a Manitoba Enhanced Identification Card.

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Sample Application for Enhanced Identification Card (EIC) Interview



**Manitoba Société d'assurance  
Public publique  
Insurance du Manitoba**

**APPLICATION FOR  
ENHANCED IDENTIFICATION CARD  
(EIC) INTERVIEW**



Operating Time/Date: 12:10 AM February 02, 2009

Transaction: 64363

Applicant	15064715
JANE Q DOE 986-234 DONALD STREET WINNIPEG, MB R3C 4A4	

Permanent Address 986-234 DONALD STREET  
WINNIPEG, MB R3C 4A4

#	Service #	Service Description	Amount
1)	148	Enhanced Identification Application – English	\$30

**TOTAL PAYABLE**

**\$30**

<b>Full Legal Name</b> JANE QUINCY DOE	
<b>Appointment Information</b> 1) Monday Feb 2, 2009 8:00 AM Winnipeg Enhanced ID Centre, Main floor, cityplace, 234 Donald St Winnipeg	
<b>Reminders</b> <ul style="list-style-type: none"> <li>You must arrive 15 minutes ahead of your scheduled interview time to check in. If you are late, you may have to reschedule your interview and pay the application fee again.</li> <li>If you need to cancel or reschedule your interview, you must notify your Autopac agent at least one business day in advance. Otherwise, you will have to repay the application fee.</li> <li>At the interview, you must provide the same proof of identity and citizenship documents you provided when you scheduled the interview. These must all be original documents, not copies.</li> </ul>	<b>Required Citizenship &amp; Identity Documentation</b> Canadian Birth Certificate Valid Canadian Passport  MPI USE 00:10 090202 86 1810020196

I hereby apply for a Manitoba Enhanced Identification Card. Caution: it is an offence under The Drivers and Vehicles Act of Manitoba to knowingly provide false information when applying for an Enhanced Identification Card.  
I declare that:

- The name shown above is my full legal name.
- I am a resident of Manitoba.
- My primary residence is the address shown above.
- I understand that I must advise the Registrar of Motor Vehicles if, at any point, my name or address changes, or any other change occurs that affects my eligibility to hold an Enhanced Identification Card.
- I am not in default of any obligations contained in an order that is covered under the provisions of The Family Maintenance Act. I understand that the word 'order' has the meaning set out in Section 52 of the Family Maintenance Act.
- I am a Canadian Citizen.

X

Signature of Customer

X

Co-signature

Date

## Appendix M

### Sample Privacy Notice



**Manitoba Société d'assurance  
Public publique  
Insurance du Manitoba**

#### **APPLICATION FOR ENHANCED IDENTIFICATION CARD (EIC) INTERVIEW**

#### **PRIVACY NOTICE**

##### **Notice of Collection of Your Personal Information by MPI**

As part of the Manitoba Enhanced Identification Card Program, Manitoba Public Insurance needs to collect personal information about you for the following purposes:

1. to verify your identity and citizenship and to determine your eligibility for a Manitoba Enhanced Identification Card;
2. to issue you an Enhanced Identification Card that will be accepted as an alternative document to a Canadian Passport for crossing the U.S. Border by land or water;
3. to evaluate and monitor the Manitoba Enhanced Identification Card Program and to carry out research and planning with respect to it;
4. to ensure the integrity of the Manitoba identification card and driver licence systems, and prevent abuses of these systems; and
5. to administer and enforce the provisions of The Drivers and Vehicles Act and the regulations under that Act.

The personal information of the applicant collected on this form is for the purpose of determining the applicant's eligibility for the identification card. It is collected under the authority of The Drivers and Vehicles Act, Section 150.5 and of The Freedom of Information and Protection of Privacy Act, section 36(1)(a) (information collection authorized under an enactment, (b) (information relates directly to and is necessary for a program operated by MPI) and (c) (law enforcement purposes).

Manitoba Public Insurance cannot use or disclose your personal information for purposes other than those stated above unless you consent or Manitoba Public Insurance is authorized to do so by The Drivers and Vehicles Act (or the Regulations under that Act) or The Freedom of Information and Protection of Privacy Act.

For more information about protecting your personal information and privacy, see the Manitoba EDL and EIC Applicant's Guide and Manitoba Public Insurance's "Protecting Your Privacy" brochure. If you have any questions about the collection of your personal information, or your privacy, please contact Manitoba Public Insurance's Access and Privacy Coordinator at (204) 985-7384 or at 702-234 Donald Street, Winnipeg, MB, R3C 4A4.

##### **The Role of the Autopac Agent**

If you are making your application for an Enhanced Identification Card through your Autopac agent, the Autopac agent is collecting your personal information, and your consent to verify your Manitoba birth certificate information with the Manitoba Vital Statistics Agency, on behalf of Manitoba Public Insurance. The information collected by the Autopac agent is entered or scanned directly into a secure Manitoba Public Insurance database by way of a secure, encrypted network connection. Autopac agents must not retain any copies of your information, nor do they have access – at any time – to any of your personal information.

Your Autopac agent may ask you if you consent to some specific personal information about you being kept on the Agent's files for marketing purposes (for example, for notifications, information on new products for services, etc.). This information is:

- Your MPI customer number (assigned by Manitoba Public Insurance);
- Your full legal name, email address, telephone and fax numbers
- The date of your last visit to the Autopac agent's office;
- The renewal date for your Enhanced Identification Card; and
- Your mailing address.

It is important to note that you are not required to consent to the Autopac agent keeping any of your information on file, and, if you refuse this consent, it will not effect your eligibility for an Enhanced Identification Card.



If you decide to apply for a Manitoba EDL or EIC, you can visit any Autopac agent or Manitoba Public Insurance Service Centre to begin the application process and book your in-person application interview. A complete listing of Autopac agents and Manitoba Public Insurance Service Centres in Manitoba is available at [mpi.mb.ca](http://mpi.mb.ca).

**Application interviews for the Manitoba EDL and EIC will be scheduled at the following Manitoba Public Insurance locations:**

**In Winnipeg:**

Manitoba Public Insurance Service Centre  
Main floor, cityplace, 234 Donald Street

**In Brandon:**

731 1st Street

**In Steinbach:**

91 North Front Drive

**In Winkler:**

355 Boundary Trail

**In Thompson:**

53 Commercial Place

10/17  
FBR0155

*Ce document existe aussi en français.*

**[mpi.mb.ca](http://mpi.mb.ca)**