



## MANITOBA MÉTIS FEDERATION

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## Online Application Instructions For Citizenship and Harvester Cards

The Manitoba Métis Federation's Central Registry Office is proud to announce the launch of a new, highly secure online Citizenship/Harvester application form for new applicants. This will allow you to apply for a Citizenship/Harvester card in the comfort and safety of your own home, while ensuring the privacy of your information.

### Online Application Checklist

Each applicant must provide:

- Long Form Birth Certificate or Baptismal Certificate with parents' names listed (PDF)**
- Local Signature on page 10 (Contact a Regional Office for contact information)**
  - If you reside outside of Manitoba, please work with the Regional Office to obtain this signature.
- Genealogy completed by the St. Boniface Historical Society (PDF)**
  - **If using relatives' genealogy who is currently with the MMF database, you will have to provide (First Name, Last Name, Date of Birth)**
- Valid Government Issued Identification (PDF or JPEG)**
- Passport Quality Photo (JPEG)**
- Signature (Signed on blank white paper with black ink) (JPEG)**
- Application Payment (Credit Card/Visa Debit)**

### Application Documents

#### **Birth Documentation**

Applicants must provide a copy of an official document that confirms a connection between themselves and their parent(s). Applicants can use their birth certificate with parents' names listed, a baptismal certificate with parents' names listed, a long form marriage record, an official birth registration form, etc.

A birth certificates with parents' names listed can be ordered from the Vital Statistics Department of the Province in which you were born. If you were born in Manitoba, instructions for ordering Birth documents can be found here: <https://vitalstats.gov.mb.ca/>. **Please ensure the document is saved in PDF format prior to uploading.**

## Genealogy

Applicants must provide an official genealogy completed by the St. Boniface Historical Society that demonstrates a connection to the historic Red River Métis Homeland. Information about the St. Boniface Historical Society and how to apply can be found on their website: <https://shsb.mb.ca/en/genealogy>

Applicants may submit the genealogy of a relative when applying but, must provide all necessary supporting documentation to demonstrate a direct connection to a relative listed on the genealogy. If an applicant does not have a genealogy, and intends to utilize the genealogy of a relative that is already on file with the Central Registry Office, please contact the office regarding availability and any additional documentation that may be required for its use at (204 586 8474) or [citizenship@mmf.mb.ca](mailto:citizenship@mmf.mb.ca). **Please ensure the document is saved in PDF format prior to uploading.**

## Identification

Applicants must provide a copy of government issued identification (Photo ID preferred). Identification criteria can be met with a Provincial Driver's Licence, Provincial Identification Card, Passport, Possession and Acquisition Licence (PAL), etc. If an applicant does not have government issued photo identification, they may also provide a photocopy of their Provincial Health Card.

## Application Photos

A photo of the applicant is required to produce the Citizenship card and Harvester card. Passport photos from Shoppers Drug Mart, Walmart, etc. are acceptable. However, applicants can also submit a passport quality photo they have had someone take of them. Photos can be taken with a cellphone, digital camera, laptop, tablet, etc., but they must meet application specifications.

An acceptable application photo is taken the same way as you would a Canadian Passport photo. Use a neutral expression with a closed mouth, do not smile and ensure eyes are open and looking directly at the camera. Please refrain from wearing glasses, hats, large hair accessories, etc. Use a white or near white background, try to ensure that the photo is well-lit and avoid any shadows. Please incorporate the applicant's head, shoulders and chest while providing ample clearance (white space), above the applicant's head. **Please ensure the photo is saved in JPEG format prior to uploading.**

### **\*Guideline for Application Photos\***

*Acceptable Photos:*



- 50 mm wide X 70 mm high (2 inches wide X 2 3/4 inches long).
- Sized so the height of the face measures between 31 mm (1 1/4 inches) and 36 mm (1 7/16 inches) from chin to crown of head (natural top of head).

## Application Signature

Applicants who are 18 and older, require a signature to be printed onto their citizenship/harvester card, please submit your signature on a blank piece of white paper, signed with black ink. Please ensure the signature is saved in JPEG format prior to uploading.

## Application Payment

Online application payment can only be accepted via credit card or visa debit.

<b>Application and Card Ordering</b>	<b>Location</b>	<b>Reason</b>	<b>Fees</b>	<b>Notes</b>
Citizen	Manitoba	Under 55 and Youth Cards	\$10.00	Includes postage
Citizen	Manitoba	Over 55	\$ -	Free - Includes postage
Citizen & Harvester*	Manitoba	Under 55 and Youth Cards	\$20.00	Includes postage
Citizen & Harvester*	Manitoba	Over 55	\$ -	Free - Includes postage
Citizen	Canada	Under 55	\$20.00	Includes postage
Citizen	Canada	Over 55	\$10.00	Includes postage
Harvester	Canada	Under 55	\$20.00	Includes postage
Harvester	Canada	Over 55	\$10.00	Includes postage
Citizen & Harvester*	Canada	Under 55	\$30.00	Includes postage
Citizen & Harvester*	Canada	Over 55	\$10.00	Includes postage
Citizen	International	Under 55	\$40.00	Includes postage
Citizen	International	Over 55	\$30.00	Includes postage
Harvester	International	Under 55	\$40.00	Includes postage
Harvester	International	Over 55	\$30.00	Includes postage
Citizen & Harvester*	International	Under 55	\$50.00	Includes postage
Citizen & Harvester*	International	Over 55	\$30.00	Includes postage