

# ESTATE SERVICES FOR FIRST NATIONS

## DECEASED ESTATES

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FREQUENTLY ASKED  
QUESTIONS (FAQs)



Indigenous Services  
Canada

Services aux  
Autochtones Canada

Canada 

## My loved one was living on a reserve and has died. Who can help me with their estate?

If your loved one was living on a reserve and has died, Indigenous Services Canada (ISC) and Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) are responsible for helping you with their estate.

Under the *Indian Act*, ISC and CIRNAC are only involved with the estates of deceased First Nations individuals who usually lived on a reserve when they died. This includes someone who may have temporarily lived off-reserve prior to death for education purposes or to obtain health care or services not available on a reserve.

ISC is responsible for estate services in all provinces. CIRNAC is responsible for estate services in the Yukon and Northwest Territories.

## My loved one was living off-reserve and has died. Who can help me with their estate?

If a First Nations person was living off-reserve when they died, the estate is the responsibility of the province, territory or country where they lived.

You will need to contact the appropriate provincial or territorial government office for information on the next steps.



- Alberta: [\*\*What to do when someone dies\*\*](#)
- British Columbia: [\*\*What to do when someone dies\*\*](#)
- Manitoba: [\*\*Dealing with death\*\*](#)
- New Brunswick: [\*\*Service New Brunswick Vital Statistics Unit\*\*](#)
- Newfoundland & Labrador: [\*\*Government Services Vital Statistics Division\*\*](#)
- Northwest Territories: [\*\*Registrar General of Vital Statistics\*\*](#)
- Nova Scotia: [\*\*Nova Scotia Vital Statistics\*\*](#)
- Nunavut: [\*\*Nunavut Vital Statistics\*\*](#)
- Ontario: [\*\*What to do when someone dies\*\*](#)
- Prince Edward Island: [\*\*Vital Statistics\*\*](#)
- Quebec: [\*\*What to do in the event of a death\*\*](#)
- Saskatchewan: [\*\*Dealing with death\*\*](#)
- Yukon: [\*\*Vital Statistics\*\*](#)

You may also wish to visit [\*\*Canada Revenue Agency: What to do following a death\*\*](#)

## How can Estate Services help me with the estate process?

Estate Services helps by

- Providing general information about estate services
- Providing estate forms
- Accepting documents, such as the proof of death and completed forms
- Obtaining contact information for the next of kin of the deceased
- Referring your information and documents to the regional offices so they can appoint an administrator for the estate

**Contact Estate Services at**  
[aadnc.estates-successions.aandc@canada.ca](mailto:aadnc.estates-successions.aandc@canada.ca)

## How can the Public Enquiries Contact Centre help me with the estate process?

Generally, the Public Enquiries Contact Centre provides information about:

- Indian status applications and cards, as well as Temporary Confirmation of Registration Documents
- ISC and CIRNAC's programs and services
- free publications related to programs and services
- requests for statistical information

When you contact the Public Enquiries Contact Centre regarding an estate, they may ask questions to confirm the identity of the deceased and obtain your general contact information.

Public Enquiries will then refer your request to Estate Services or to a regional office, depending on what you need, and they will follow up with you.

## CONTACT THE PUBLIC ENQUIRIES CONTACT CENTRE



Monday to Friday from 10 am to 6 pm Eastern time  
1-800-567-9604

[aadnc.infopubs.aandc@canada.ca](mailto:aadnc.infopubs.aandc@canada.ca)

## How can the regional offices at ISC or CIRNAC help me with the estate process?

Regional estates staff perform many duties, some of which are:

- approving wills
- appointing executors and administrators for estates
- administering the estate as a last resort if the family or friends of the deceased are unavailable to administer

The regional office that will be responsible for the estate depends on the province or territory where the individual died. For example, if a member of an Alberta First Nation lived on a reserve in British Columbia and passed away there, the regional office in British Columbia will help with the estate.

For more information about the regional offices visit:

<https://www.sac-isc.gc.ca/eng/1100100016936/1534342668402>

The mailing addresses for the regional offices are listed at the end of this document.

## My loved one was living on a reserve and has died. How do I begin the estate process?

To begin the estate process, provide the following information to ISC or CIRNAC:

- The full name, date of birth, date of death and 10 digit registration (Indian status) number of the deceased
- Proof of death document, such as: a vital statistics death record or extract; church death certificate; coroner's report or burial permit or internment certificate
- Where the deceased lived at the time of death – on or off-reserve
- Names and contact information for the family of the deceased – mailing addresses, email addresses, and phone numbers
- Whether the deceased had a will – if there was a will, the original will need to be provided to the appropriate regional office for approval along with a completed application for approval of will form.

## Does ISC or CIRNAC charge a fee to appoint an administrator or executor for an estate?

No, ISC or CIRNAC do not charge a fee to appoint administrators or executors of estates.

## SEND THE INFORMATION

✉ Estate Services  
[aadnc.estates-successions.aandc@canada.ca](mailto:aadnc.estates-successions.aandc@canada.ca)

✉ Public Enquiries Contact Centre  
[aadnc.infopubs.aandc@canada.ca](mailto:aadnc.infopubs.aandc@canada.ca)

If you do not have access to a computer or to the internet, provide the information by phone to:

☎ Public Enquiries Contact Centre  
**[1-800-567-9604](tel:1-800-567-9604)**

### OR

By regular mail to the ISC or CIRNAC regional office in the province where the person died. The addresses for the regional offices are included at the end of this document.

### Some estate forms need to be signed by a Commissioner for Oaths. Where can I find one who can witness and sign my forms?

If you need documents or forms to be notarized or commissioned, check online, in the Yellow Pages, or consult with your local library on how to locate a notary or commissioner in your community.

### I need a Commissioner of Oaths for the Appointment of Administrator application form.

### I do not have access to a service to have this completed OR I live in a remote community and it is almost impossible to have this completed. How can I get this completed?

When the commissioning of oaths is not possible, application forms may be accepted without being commissioned subject to the following:

- When an application form is not commissioned, an individual over the age of majority (according to your province/territory) should witness the applicant's signature, include their name as witness, and sign the application along with the applicant.
- Include a statement with the application that indicates that the document has not been commissioned due to the established COVID-19 pandemic measures currently in place in the province/territory.

**INDIGENOUS SERVICES CANADA/CROWN-INDIGENOUS RELATIONS  
AND NORTHERN AFFAIRS CANADA - REGIONAL OFFICES -  
MAILING ADDRESSES AND PHONE NUMBERS**

## **ALBERTA REGION**

Attention: Manager of Estates  
Indigenous Services Canada  
630 Canada Place, 9700 Jasper Avenue  
Edmonton, AB T5J 4G2  
Reception: 1-780-495-2773

## **ATLANTIC REGION**

(NEW BRUNSWICK, NOVA SCOTIA, PRINCE EDWARD  
ISLAND AND NEWFOUNDLAND AND LABRADOR)

Attention: Manager of Estates, Atlantic Region  
Indigenous Services Canada  
40 Havelock Street, PO Box 160  
Amherst, NS B4H 3Z3  
Reception: 1-902 661-6209

## **BRITISH COLUMBIA REGION**

Attention: Manager of Estates  
Indigenous Services Canada  
1138 Melville Street, Suite 600  
Vancouver, BC V6E 4S3  
Reception: 1-604-775-7114 OR 1-604-775-5100

## **MANITOBA REGION**

Attention: Manager of Estates  
Indigenous Services Canada  
365 Hargrave Street, Room 200  
Winnipeg, MB R3B 3A3  
Reception: 1-833-983-5910

## **NORTHWEST TERRITORIES REGION**

Attention: Indian and Inuit Services Directorate, NT Region  
Crown-Indigenous Relations and Northern Affairs Canada  
4923-52nd Street Gallery Building, PO BOX 1500  
Yellowknife, NT X1A 2R3  
Reception: 1-867-669-2500

## **ONTARIO REGION**

### **Brantford office**

Attention: Estates Program  
Indigenous Services Canada  
195 Henry Street Unit 6A  
Brantford, ON N3S 5C9

### **Fort William First Nation office**

Attention: Manager of Estates  
Indigenous Services Canada  
100 Anemki Place, Suite 101  
Fort William First Nation, ON P7J 1A5

### **Sudbury office**

Attention: Estates Program  
Indigenous Services Canada  
760 Notre Dame Ave Unit M  
Sudbury, ON P3A 2T4

Reception: 1-416-973-6234

## **QUEBEC REGION**

### **Quebec City office**

Attention: Manager of Estates, Quebec Region  
Indigenous Services Canada  
320 St. Joseph Street E. Bureau 400  
Quebec City, QC G1K 9J2

### **Kahnawake office**

Attention: Estates Program  
Indigenous Services Canada  
River Road, PO Box 250  
Kahnawake, QC J0L 1B0

Reception: 1-800-263-5592

# SASKATCHEWAN REGION

## **Regina office**

Attention: Manager of Estates  
Indigenous Services Canada  
1827 Albert Street  
Regina, SK S4P 2S9

## **North Central District office**

Attention: Manager of Estates  
Indigenous Services Canada  
Prince Albert Grand Council  
110 - 3601 5th Avenue East  
Prince Albert, SK S6W 0A2

Reception: 1-306-780-5392

# YUKON REGION

Attention: Estates Program  
Crown-Indigenous Relations and Northern Affairs Canada  
300 Main Street, Room 415C  
Whitehorse, Yukon Y1A 2B5  
Reception: 1-867-667-3888