Canada Revenue Agency | Agence du revenu du Canada

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Application for a Canada Revenue Agency Non-Resident Representative Number (NRRN)

Before you start:

- Submit this form if you are a non-resident representative (NRR), living in the United States (U.S.), and require access to the Represent a Client (RAC) online service.
- Do not submit this form if you have previously obtained or are eligible to obtain a social insurance number (SIN), a temporary taxation number (TTN) or an individual tax number (ITN).

Supporting Certified documents: (one of which must contain a photo)

- ☐ Valid passport
- ☐ Driver's licence
- ☐ Other (please identify): _____

Non-Resident Representative Identification

1. Name

Last name | First name | Middle name(s)

2. U.S. home address

Apartment number, street address, street name

City | State | Country | ZIP code

3. U.S. mailing address (if different from your U.S. home address)

Care of c/o – Enter the name of the organization (if any) | Apartment number, street address, street name

City | State | Country | ZIP code

4. Birth information

Date of birth (YYYY-MM-DD)

5. Other information

Telephone number

Certification of Applicant

I, _____ ,
(Please print applicant name)

certify that the information given on this form is, to the best of my knowledge, correct and complete.

_____ Date

_____ Signature of applicant (electronic signature is not accepted)

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General Instructions

Is this form for you?

Use this form if you are a non-resident representative (NRR), living in the United States (U.S.), and require access to the Represent a Client (RAC) online service.

Do not use this form if you have previously obtained or are eligible to obtain a social insurance number (SIN), a temporary taxation number (TTN) or an individual tax number (ITN).

Who can apply

You can apply if you are a NRR who resides in the United States and require a non-resident representative number (NRRN) to access the RAC online service.

Note: Do not complete Form RC391 if you already have a SIN, an ITN, or TTN.

When to apply

Apply early in order to ensure you receive your NRRN before you need to use it. Allow six to eight weeks for us to notify you in writing of your NRRN. If you have not received your NRRN at the end of the eight-week period, you may call us to find out the status of your application (see "**Telephone help**" on this page.)

How to apply

When completing Form RC391 make sure you:

- complete sections one (1) to five (5) on the application;
- provide the date and your signature in the certification section; and include certified, or notarized copies of your supporting documents.
- We do not accept photocopies of certifications.
- Signature of the certifier must be in original ink.
- The seal or ink stamp must be original.

Please keep a copy of this application form until you receive further correspondence from the CRA.

Please note that faxes and emails with scanned documents are not acceptable. Mail application and certified supporting documentation to:

Mailing address:
Attn: NRRN unit
Sudbury Tax Centre
1050 Notre Dame Ave
Sudbury ON P3A 5C1
CANADA

Courier address:
Attn: NRRN unit
Sudbury Tax Centre
1050 Notre Dame Ave
Sudbury ON P3A 5C1
CANADA

Specific instructions

Supporting certified documents – Identify the supporting documents that you have provided. Do not send any original documents.

The document(s) you provide must be current and must verify your identity. The documents must include your name, date of birth, and photograph. You may have to provide a combination of documents for this purpose. Examples of acceptable documents include: a passport, driver's licence and government issued identity card.

At a later date, we may request other supporting documentation.

Documents that are photocopied MUST be certified by a public notary, lawyer, medical doctor or chartered professional accountant (please include membership id). You cannot certify your own documents. We will not accept any photocopies that have not been certified. A certified copy is a photocopy of a document, which is then duly signed with a notation that this is a true copy of the original and the identity of the person has been verified. The person certifying must indicate their official title, address and contact number.

We will not return copies of documents.

Identification

1. **Name** – Enter your legal name as it appears on your documentation.
2. **U.S. home address** – Enter your U.S. home address**.** Include the zip code. We will use this address to send written notification of your NRRN.
3. **U.S. mailing address** – Enter your U.S. mailing address if it is different from your U.S. home address.

   Care of (c/o) – Enter the name of the organization (if any).
4. **Birth information** – Enter your date of birth in "year/ month/ day" format.
5. **Other information** – Enter your telephone number.

Telephone help

If, after reading these instructions, you are not sure how to complete your application or you still have questions, call the Sudbury Tax Centre for help at:

- **1-866-223-4403** Toll-free for calls from Canada and the United States; or
- **705-669-5130** for calls from outside Canada and the United States. We accept collect calls.

If you need help with Represent a Client, call the Individual income tax and trust enquiries line at:

- **1-800-959-8281** Toll-free for calls from Canada and the United States; or
- **1-613-940-8495** for calls from outside Canada and the United States. We accept collect calls.

Privacy Act Notice

The relevant Personal Information Bank is CRA PPU 607. Personal information is collected and used under the authority of subsection 220(1) of the Income Tax Act to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. It will be used by the Canada Revenue Agency to process applications from Non-Residents living in the United States (U.S.) who require a Non-Resident Representative Number to access the Represent a client (RAC) online Service. Information will be used to authenticate the Applicant's identity. Original documents will be returned to the applicant. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in a Non-Resident Representative Number being refused. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information and to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. The Privacy Act includes a limited right to request access, and correction of personal information. Refer to Personal Information Bank CRA PPU 607 on Info Source at **canada.ca/cra-info-source**.