



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)

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 four to six weeks for us to notify you in writing of your NRRN. If you have not received your NRRN at the end of the six-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 original, certified, or notarized copies of your supporting documents.

Refer to "**Specific instructions**" on this page for more information.

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 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.

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 or driver's licence.

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

Documents that are photocopied **MUST** be certified by a professional such as a public notary, lawyer, doctor or chartered professional accountant (please include membership id). 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 person certifying must indicate his or her official title, address and contact number.

We will return any original documents that you submit. 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 return your original documents and 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.
- 4. Care of (c/o)** – Enter the name of the organization (if any).
- 5. Birth information** – Enter your date of birth in "year/month/day" format.
- 6. 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** for calls from Canada and the United States; or
- **1-705-669-5130** for calls from outside Canada and the United States. We accept collect calls.

Privacy Act Notice

Personal information is collected under the authority of subsection 220(1) of the Income Tax Act. It will be used by the Canada Revenue Agency to process applications for a non-resident representative applying for a non-resident representative number. Supporting identity documents will be used only to authenticate the applicant. Original documents will be returned to the applicant; copies will be retained for two years and then destroyed. The Privacy Act includes a limited right to request access to and correction of personal information.

The relevant Personal Information Bank is CRA PPU 607.