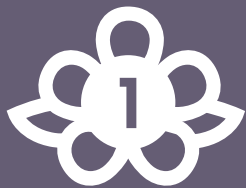




First Nations Child and Family Services  
and Jordan's Principle Settlement

# How to submit a Claim



Removed  
Child Class



Removed Child  
Family Class



# How to submit a Claim

The Claims Period for the Removed Child Class and the Removed Child Family Class opened on March 10, 2025. If you're part of these Classes or a representative of someone who is part of these Classes, you can submit a Claim for compensation. Individuals who are part of both Classes will need to submit separate Claim Forms for each of these Classes.

This booklet explains the steps Claimants and representatives can take to submit a Claim, including:

- Identifying the Class that applies to you or the person you represent
- Finding the right Claim Form
- Gathering the required identification (ID), information and documents
- Submitting your Claim

It also includes information about what happens after you submit a Claim.

## Step 1: Identify the Class that applies to you



### Removed Child Class

- ✓ First Nations individuals
- ✓ Removed from home as a Child between April 1, 1991, and March 31, 2022, by Child Welfare Authorities
- ✓ The removal from home happened while the Child or their Caregiving Parents or Caregiving Grandparents were Ordinarily Resident on Reserve\* or living in the Yukon
- ✓ Placed into care funded by Indigenous Services Canada

#### Not eligible

- Métis or Inuit Children
- Children removed from their homes in the Northwest Territories or Nunavut

*\* Ordinarily Resident on Reserve means you lived most of the year on a First Nations reserve. You may have been temporarily living off reserve for education or work or to receive social services or other essential care, but if your main home was on reserve, you are considered to have been Ordinarily Resident on Reserve.*



### Removed Child Family Class

Caregiving Parents and Caregiving Grandparents of a Removed Child who:

- ✓ Are the biological or adoptive parents, biological or adoptive grandparents, or Stepparents who are First Nations
- ✓ Lived with, assumed and exercised parental responsibilities over the Removed Child at the time the Child was removed
- ✓ Were the ones the Removed Child was first removed from

#### Not eligible

- Foster parents
- All other family members of the Removed Child who were not Caregiving Parents or Caregiving Grandparents (e.g., brothers, sisters, non-Caregiving Parents and non-Caregiving Grandparents)
- Caregiving Parents and Caregiving Grandparents who committed Abuse (as defined by the Settlement Agreement) that led to the removal of the Child

More details about each Class can be found at [www.FNChildClaims.ca](http://www.FNChildClaims.ca).

If you're unsure whether these Classes apply to you, please call the Administrator toll-free at **1-833-852-0755**.

If neither of these Classes apply to you, you may be eligible to submit a Claim under one of the other seven Classes. The Claims Periods for these Classes will open at a later date as each requires court approval. Information about each Class can be found at [www.FNChildClaims.ca/The-Class](http://www.FNChildClaims.ca/The-Class).

## Step 2: Find the right Claim Form

There are two different Claim Forms for each of these two Classes. The Claim Form that you'll need to fill out depends on whether you're submitting a Claim for yourself or as a representative of a Person Under Disability, or submitting a Claim for someone who passed away. Claim Forms can be found at [www.FNChildClaims.ca/Claims/Forms](http://www.FNChildClaims.ca/Claims/Forms).

Some individuals may be eligible for compensation as both a Removed Child Class Member and a Removed Child Family Class Member. If this describes your situation, you'll need to submit separate Claim Forms for each of these two Classes.

### Representatives

Every person must submit their own Claim. The exception is if the Claimant is unable to manage their own financial and legal affairs due to mental incapacity or has passed away. In such cases, a representative may submit a Claim on their behalf.

Representatives include:

- A legally appointed Personal Representative of a Person Under Disability
- The executor of the estate of a Deceased Claimant or their eligible heir

To learn about who qualifies as a representative, visit [www.FNChildClaims.ca](http://www.FNChildClaims.ca).



## Step 3: Gather the required ID and documents

To submit a Claim, you need to provide information or supporting documents based on your specific situation. Representatives must meet all requirements for the Claimant as well as all requirements for the representative.

Information or Documents	Removed Child Class	Representative of Removed Child Class	Removed Child Family Class	Representative of Removed Child Family Class
<b>Current mailing address</b>	yes	yes	yes	yes
<b>Active bank account</b> (for direct deposit only)	yes	yes	yes	yes
<b>Valid government-issued ID</b>	yes	yes	yes	yes
<b>Proof of familial relationship</b> If you are First Nations or have a biological relationship, proof may not be required. Administrator will contact you if supporting documents are necessary.	no	only heirs	yes	Claimants and heirs
<b>Child welfare records</b>	no	no	no	no
<b>Proof of representation</b> Required when representing Claimants who are Persons Under Disability or who are deceased.	no	yes	no	yes
<b>Information about Child's removal</b> Includes removal year, if the Child was placed on or off reserve and who they were placed with.	no	no	yes	yes

### Approved forms of identification

The Administrator will accept most forms of ID issued by:

- Provincial/territorial governments (like a driver's licence)
- First Nations governments (like a Certificate of Tribal Membership)
- Federal government (like a Certificate of Indian Status card or passport)
- Identification issued by foreign governments (like a U.S. State Identification card)



A list of acceptable forms of ID can be found at [www.FNChildClaims.ca/Identification](http://www.FNChildClaims.ca/Identification), or you can call the Administrator toll-free at 1-833-852-0755.

**Important: Do not include original identification or other documents with your Claim Form. Make and send copies (photocopy, scan or photo). Please send images of both sides of all identification and documents and ensure images are not blurry, too light or too dark to read.**

## Step 4: Submit your Claim

If you are an adult or within two years of reaching the Age of Majority, you can submit your Claim now. In Canada, the Age of Majority is either 18 or 19, depending on the province or territory you currently live in. For more information about the Age of Majority, visit [www.FNChildClaims.ca/AOM](http://www.FNChildClaims.ca/AOM).

There are two ways to submit Claims

### 1) Through the online Claims Portal

Visit [Portal.FNChildClaims.ca](http://Portal.FNChildClaims.ca) to create an account and complete a Claim Form online.

### 2) By email, fax or mail

To submit a Claim by email, fax or mail, you'll need to download the appropriate Claim Form to your computer before filling it out. You can then save or print it. Claim Forms are available at [www.FNChildClaims.ca/Claims/Forms](http://www.FNChildClaims.ca/Claims/Forms).

Once you've completed, signed and dated the Claim Form, submit it along with a copy of your ID and any required supporting documentation to the Administrator by:

- Email: [Claims@Admin.FNChildClaims.ca](mailto:Claims@Admin.FNChildClaims.ca)
- Fax: **1-416-815-2723**
- Mail: Settlement Administrator  
PO Box 2500 STN MAIN  
Newmarket, Ontario L3Y 0H9

Please do not courier your Claim Form as the Administrator cannot accept courier deliveries.

 **Reminder: Before you submit your Claim Form, double-check to make sure you've included the necessary information for all relevant sections and the information is correct.**

### Need help completing your Claim Form?

**You do not have to pay anyone to submit a Claim or receive payment under this Settlement.**

Free resources and supports are available to help you complete your Claim Form.

Step-by-step guides and instructional videos are available at [www.FNChildClaims.ca](http://www.FNChildClaims.ca). You can also call the Administrator toll-free at **1-833-852-0755** if you have questions or to walk you through the Claim Form.

If you require additional help, the Administrator may connect you to a Claims Helper who can help you complete your Claim Form, learn how to obtain identification, and connect you to cultural and wellness resources and supports.



## After you submit your Claim

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Once you've submitted a Claim, the Administrator will review your Claim Form to make sure all the required information has been provided. If anything is missing, they will contact you.

The Administrator will assess eligibility and send you a letter to let you know if you're eligible for compensation.

If eligible, you'll be asked to decide if you want to have your compensation payment as a direct deposit into a bank account in your name or by a mailed cheque.



**Important: If any of your contact details change, such as your address, please be sure to update the Administrator so they can contact you about your Claim.**

## How long will it take to receive your compensation?

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The time it takes to receive compensation depends on what Class you submit a Claim under and your individual circumstances.

For the Removed Child Class, compensation will be sent to eligible Claimants as their Claims are processed.

For the Removed Child Family Class, Claims will be processed **after** the Ultimate Claims Deadline, which is four years from when the Claims Period opened (or if you were a minor on March 10, 2025, four years from when you become an adult). The four-year timeframe includes the three-year Claims Period plus an additional year for extension requests. This timeline ensures that any competing Claims—where more than two Caregiving Parents or Caregiving Grandparents submitted a Claim for the same Removed Child—can be resolved.

In all cases, compensation will only be provided to eligible Claimants who are the Age of Majority. This means that Claimants who submit a Claim within two years of reaching the Age of Majority will need to wait until they become an adult before they can receive payment.



## Be aware. Don't share.

Watch out for people pretending to represent the Settlement in order to steal your personal information. If you're unsure whether the request for your personal information is legitimate, or to report fraudulent activity, contact the Administrator at **1-833-852-0755**.

You do not have to pay anyone to help you submit a Claim. Resources and supports are available to you at no cost.





## First Nations Child and Family Services and Jordan's Principle Settlement

### Learn more:

Visit [www.FNChildClaims.ca](http://www.FNChildClaims.ca)

Call the Administrator at 1-833-852-0755

### Free mental health and wellness support:

Hope For Wellness Helpline

1-855-242-3310 • [www.HopeForWellness.ca](http://www.HopeForWellness.ca)

Kids Help Phone

1-800-668-6868 • Text 686868

