

**RIGHT OF CANADIAN CITIZENSHIP**

**SERVICE ORDER FORM**

**INSTRUCTIONS**

Read all instructions and follow carefully

1. Please complete your Right of citizenship application and have two citizenship card photos taken (photo specification page included in this package).
2. Fax your Right of Citizenship application, a copy of two (2) pieces of photo identification, a copy of your record of landing, a copy of your Permanent resident card, and this order form to **416-640-2650**.
3. An agent will call you to confirm the receipt of your fax and discuss your case.
4. Once we have instructed you to do so, courier your entire application package to us at: **1180 DANFORTH AVE, TORONTO, ON M4J 1M3, CANADA**
5. We will contact you when you are called to appear for your citizenship test. Your notice will be emailed or faxed to you.

**DOCUMENT CHECKLIST**

Include the following documents in your application package

- RIGHT OF CITIZENSHIP APPLICATION FORM**  
-duly completed and signed
- RESIDENCE CALCULATOR FORM**  
-included in this package
- COPY OF YOUR LANDING PAPER**
- COPY OF THE FRONT AND BACK OF YOUR PERMANENT RESIDENT CARD**
- 2 PIECES OF PHOTO IDENTIFICATION**  
-drivers licence, health card, passport etc.
- SERVICE ORDER FORM**
- 2 CITIZENSHIP CARD PHOTOS**  
-specification page included in this package

**APPLICATIONS MISSING THIS ORDER FORM WILL NOT BE PROCESSED.**

**Don't have the proper identification? We can still assist you. Call us today 1-866-760-2623**

**CITIZENSHIP APPLICATION FEES**

**ADULT APPLICATIONS**  
\$199 service fees  
**\$424.87** \$25.87 HST (harmonized sales tax)  
\$200 government fees

**MINOR (UNDER 18) APPLICATIONS**  
\$199 service fees  
**\$324.87** \$25.87 HST (harmonized sales tax)  
\$100 government fees

**PROCESS AND TIMELINES**

1. After submission, your application is reviewed to ensure that you meet the residency requirements (5 months on average)
2. Your application is reviewed to ensure completion and proper document support (1 month on average)
3. Your application is forwarded to the CIC office closest to you for further processing. This includes a citizenship test schedule or a judge's decision (3-6 months on average)
4. If you meet the requirements, you will be called to take your Oath of Citizenship (1-3 months on average)

**TOTAL PROCESSING TIME 13-16 months on average**

Your Right of Citizenship application cannot be expedited

**CREDIT CARD INFORMATION**

\*We accept Visa, Mastercard, American Express, bank drafts and bank transfers

Cardholder Name

Card Number

Expiry Date  CVV Code

Cardholder Signature:

**DISCLAIMER**

*Applicant must sign below*

\*By signing below I assert that I have read and agreed to the terms and conditions as listed on <http://www.immigroup.com/disclaimer.php> and agree to the following conditions:  
 \*Immigroup Inc is not responsible for documents or passports lost by courier companies or any government office.  
 \*If you require a phone consultation, you will be charged an additional \$75  
 \*Immigroup Inc is not responsible for applications that are rejected.  
 \*All fees are non-refundable once applications are submitted to the government.  
 \*I agree to being charged the total fees corresponding with my required service

SIGN HERE:



# APPLICATION FOR CANADIAN CITIZENSHIP - ADULTS (18 years of age and older) UNDER SUBSECTION 5(1)

FOR OFFICIAL USE ONLY	
UCI no.	
Certificate no.	

**NOTE:** The information you provide should not be limited by the space allowed to answer a question. If you need more space, attach another sheet of paper. Indicate the number of the question you are answering.

Refer to the guide for specific instructions. Please PRINT in ink or TYPE.

FOR OFFICIAL USE ONLY
Space reserved for applicant's label

**1. A Language you prefer for:**

Service:  English  French

**B I have special needs**

No  Yes ► If yes, explain:

**2. I have applied for Canadian citizenship before**

No  Yes ► When?   
Year

**3. A Name (exactly as it is shown on my immigration document)**

Last name (surname/family name)   
Given name(s)

**B Request for a different name to appear on certificate (subject to approval by Citizenship and Immigration Canada)**

Last name (surname/family name)   
Given name(s)

**C List any other names used including name at birth, maiden name, previous married name(s), aliases and nicknames. These names will not appear on your citizenship certificate.**

Provide details:

Last name (surname/family name)   
Given name(s)

**4. A Birth details as shown on my immigration document**

Date ►  Day  Month  Year  Place ► Town/City   
Country

**B Personal information**

Sex ►  Male  Female Height ►  cm OR  ft  in Colour of eyes ►   
Marital status ►  Never married  Married  Common-law  Widowed  Divorced  Legally separated

**5. A Home address**

**B Mailing address (if different from home address)**

No. and street		Apt. no.	No. and street		Apt. no.
City/Village		Province		City/Village	
Country		Postal code		Country	



**5. C Telephone number(s)**

Home

Area code	No.
(    )	-

Work

Area code	No.
(    )	-

Cell

Area code	No.
(    )	-

**D I have lived at this address**

	year(s)		month(s)
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**6. A Date you became a permanent resident (landed immigrant)?**

Year	Month	Day

**B When did you first come to live in Canada if different from "A"?**

Year	Month	Day

**C Are you a citizen of any other countries?**

No  Yes ► If yes, list the country(ies).

--

**D Do you have permanent resident status in any other country?**

No  Yes ► If yes, list the country(ies) and provide the dates you acquired this status.

Country	Date		
	Year	Month	Day

**E Addresses in the last 4 years:**

List all of your addresses in Canada and foreign addresses in the last 4 years. If you were residing, employed or attending school outside Canada in the last 4 years, you **must** also indicate all your foreign addresses.

From	To	Address	City/Province/Country
Y M	Y M		



**8. CONSENT TO DISCLOSE PERSONAL INFORMATION****A CONGRATULATORY LETTER****Request for authorization**

Federal Members of Parliament (MPs) send a letter of congratulations to new citizens in their ridings. Do you authorize Citizenship and Immigration Canada to forward your name, address, gender and preferred official language to your Member of Parliament? No other information will be forwarded.

Yes  No

This information will be disclosed once your Canadian citizenship is granted.

**B NATIONAL REGISTER OF ELECTORS****Request for authorization**

Canadian citizens who are 18 years of age or older have the right to vote in federal elections and referendums. Elections Canada needs your authorization to add your name to the National Register of Electors which is used to produce the voters lists for federal elections and referendums.

**Do you authorize Citizenship and Immigration Canada to give your name, address, gender and date of birth to Elections Canada, after you obtain your citizenship, so that Elections Canada can include this information in the National Register of Electors?**

Yes  No

Whether you answer "yes" or "no" is completely your choice. Your information will be used only for purposes permitted under the *Canada Elections Act*, which include sharing the information with provincial and territorial election agencies, members of Parliament and political parties, as well as candidates at election time. Your answer will not affect your citizenship application.

For more information, please refer to Section 8 of the instruction guide. If you have any other questions, please call Elections Canada at 1-800-463-6868 or visit our Web site at [www.elections.ca](http://www.elections.ca).

**C QUÉBEC'S PERMANENT LIST OF ELECTORS**

Do you reside in Québec?  Yes  No

**Request for authorization**

To make sure that you are on the list of electors (voters) for provincial, municipal or school elections, the Chief Electoral Officer of Québec needs to add your name to Québec's Permanent list of electors.

**Do you authorize Citizenship and Immigration Canada to forward your name, address, gender and date of birth to the Chief Electoral Officer of Québec so that this information can be added to the permanent list?**

Yes  No

No information will be forwarded until you acquire Canadian citizenship. By law this information will be used for electoral purposes only. For more information, please refer to Section 8 of *How to complete this Form*.

**9. SIGNATURE OF APPLICANT**

**I agree to advise Citizenship and Immigration Canada if any information on this form changes before I take the Oath of Citizenship. I understand the contents of this form. I declare that the information provided is true, correct, and complete, and that the photographs enclosed are a true likeness of me. I understand that if I make a false declaration, or fail to disclose all information material to my application, I could lose my Canadian citizenship and be charged under the *Citizenship Act*.**

I have indicated in Section 7 of this form whether the prohibitions apply to me.

I hereby acknowledge that Section 10 below must be completed if an individual, firm or organization assisted me in the completion of this application. If Section 10 is blank, I confirm that I completed this form myself without any help.

**IMPORTANT NOTE:**

**Remember to make sure that you are eligible to apply for citizenship on the day BEFORE you sign this application.**

(you must sign inside the white box in black ink only)

 **Signature of APPLICANT**

City


Date

Year	Month	Day

Did you receive assistance in completing this form  No  Yes

**If yes, have the individual, firm or organization complete the following Section 10.**

**10. INDIVIDUAL, FIRM OR ORGANIZATION WHO ASSISTED IN THE COMPLETION OF THIS APPLICATION**  
(The applicant does not complete this section)

Name of individual who assisted in completing this application form	Name of firm, organization
Address	
 <b>Signature of INDIVIDUAL</b>	<input type="text"/>
	<b>Date</b> Year    Month    Day             

**Protected Information**  
**Personal Information Bank CIC PPU 050**

The information you provided on the application is collected under the authority of the *Citizenship Act* and is required to determine whether your citizenship application may be approved. The information will be retained in the Personal Information Bank CIC PPU 050 identified in Infosource. It may be shared with other organizations in accordance or disclosed, without notice or consent, pursuant to s. 8(2) of the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act*, individuals have the right to protection of, access to and correction of their personal information. Details of these matters are available at [Infosource.gc.ca](http://Infosource.gc.ca), at [www.cic.gc.ca](http://www.cic.gc.ca), at the local CIC offices, at the CIC Call Centre and at any Canadian public library.





# Application for Canadian Citizenship - Minors (under 18 years of age) Under Paragraph 5(2)(a)

UCI no.	
Certificate no.	

**Before you start, read the instructions**  
Please PRINT in ink or TYPE Protected when completed

**1** I want service in English  OR French  Please check (✓) one

**2** Does the child have special needs? No  Yes  If yes, explain: \_\_\_\_\_

**3** Have you applied for the child to obtain Canadian citizenship before? No  Yes  When? \_\_\_\_\_ Year

**4** a) The person applying for the child is the Parent  OR Guardian  \_\_\_\_\_ Print your name

b) Is the child adopted? No  Yes

**Note: guardians can apply but one of the natural or adoptive parents must be a Canadian citizen or applying to become a Canadian citizen. You must provide a birth certificate, adoption order or a legal document showing guardianship (see instructions about Quebec issued documents in the section on documents).**

**For official use only**

**5 A** Child's name (exactly as it appears on the immigration document)  
Surname/Last name \_\_\_\_\_  
Given name(s) \_\_\_\_\_

**B** Name to appear on citizenship certificate (supporting documentation required)  
Surname/Last name \_\_\_\_\_  
Given name(s) \_\_\_\_\_  
**You must provide a clear and legible copy of the legal change of name document.** (See instructions in Section 5 about Quebec issued documents)

**C** List any other names the child has used in the past or now uses (i.e. alias, birth name, nickname) These names will not appear on the child's certificate of citizenship  
Surname/Last name \_\_\_\_\_  
Given name(s) \_\_\_\_\_

**6 A** Birth details (as shown on the immigration document)  
Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
Place: City, town, etc. \_\_\_\_\_ Country \_\_\_\_\_

**B** Indicate the child's current citizenship \_\_\_\_\_

**C Personal information**  
Sex Male  OR Female  Height \_\_\_\_\_ cm OR \_\_\_\_\_ ft in Colour of eyes \_\_\_\_\_  
Marital status Single  Married  Common-law  Widowed  Divorced  Separated

**7 A** Home address \_\_\_\_\_  
Postal code \_\_\_\_\_

**B** Mailing address (if different from home address) \_\_\_\_\_  
Postal code \_\_\_\_\_

**C** Telephone number(s) Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_





**11 SIGNATURE(S)**

I agree to advise Citizenship and Immigration Canada if any information on this form changes before the child takes the Oath of Citizenship. I understand the contents of this form. I declare that the information provided is true, correct and complete, and that the photographs enclosed are a true likeness of the child. I understand that if I make a false declaration, or fail to disclose all information material to the child's application, the child could lose his/her Canadian citizenship and I could be charged under the *Citizenship Act*.

I have indicated in Section 10 whether the prohibitions apply to the child.



**PARENT'S/GUARDIAN'S signature**  
(you must sign inside the white box in black ink only)

City \_\_\_\_\_

Date

Year	Month	Day

Children (14 years of age and older) must also sign this application:



**CHILD'S signature**  
(you must sign inside the white box in black ink only)

City \_\_\_\_\_

Date

Year	Month	Day

**12 INDIVIDUAL, FIRM OR ORGANIZATION WHO ASSISTED IN THE COMPLETION OF THIS APPLICATION**  
(The applicant does not complete this section)

Name of individual who assisted in completing this application form: \_\_\_\_\_

Name of firm, organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_



Signature of Individual \_\_\_\_\_

Date

Year	Month	Day

**REMEMBER:**

**If you are sending more than one application, send all of them together in one envelope.  
The applications will be processed together.**

**Protected Information  
Personal Information Bank CIC PPU 050**

The information you provided on the application is collected under the authority of the *Citizenship Act* and is required to determine whether your citizenship application may be approved. The information will be retained in the Personal Information Bank CIC PPU 050 identified in Infosource. It may be shared with other organizations in accordance or disclosed, without notice or consent, pursuant to s. 8(2) of the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act*, individuals have the right to protection of, access to and correction of their personal information. Details of these matters are available at [Infosource.gc.ca](http://Infosource.gc.ca), at [www.cic.gc.ca](http://www.cic.gc.ca), at the local CIC offices, at the CIC Call Centre and at any Canadian public library.

**SECTION 1 CALCULATION OF TIME AFTER PERMANENT RESIDENT STATUS**

Everyone must complete this section.

- A** Enter the date you became a permanent resident on Line A.  
(See box 45 on your IMM 1000 or box 46 on your IMM 5292 or the back of your PR Card).  
**Note: If you have been a permanent resident for more than 4 years, enter 1460 on Line C.**
- B** Enter the date you will sign your application on Line B.
- C** Total the number of days between the date you became a permanent resident (A) and the date you will sign your application (B). Enter this number on Line C.  
**IMPORTANT: If this number is more than 1460 (4 years) then enter 1460 on Line C. If this number is less than 730 days, you are not eligible yet.**
- D** If you were outside Canada between the date in A and the date in B, enter the total number of days absent on Line D.  
**Note: If you have been a permanent resident for more than 4 years, enter on line D the total number of days you have been absent from Canada in the four year period immediately before the date in B.**
- E** Subtract Line D from Line C ( $C - D = E$ ). Enter this number on Line E.  
**If this number is at least 1095 days, you do not have to complete Section 2. You are eligible to apply for citizenship. If the total is less than 1095 days, go to Section 2.**

<b>A</b>	
<b>B</b>	
<b>C</b>	
<b>D</b>	
<b>E</b>	

**SECTION 2 CALCULATION OF TIME BEFORE PERMANENT RESIDENT STATUS**

Complete all of Section 2 if you were in Canada before becoming a permanent resident.  
**Remember: You count only the 4 years preceding the date you will sign your application.**  
If you were not in Canada prior to becoming a permanent resident, write "0" on Line K and complete Line L.

- F** On Line F enter either the date you arrived in Canada or the date 4 years prior to the date on Line B if you arrived in Canada more than 4 years ago.  
**Example: The date you arrived in Canada was October 20, 2003. The date on Line B is November 1, 2008 and 4 years prior to this date is November 1, 2004. November 1, 2004 is the date you enter on Line F.**
- G** Enter the date you became a permanent resident on Line G.  
**(Same date as Line A)**
- H** Total the number of days between the date in F and the date in G. Enter this number on Line H.  
**If this number is more than 730 (2 years), enter 730 on Line H.**
- I** If you were outside Canada between the date in F and the date in G, enter the total number of days absent on Line I.
- J** Subtract Line I from Line H ( $H - I = J$ ). Enter this number on Line J.
- K** Divide the number in J by 2 ( $J \div 2 = K$ ). Enter this number on Line K.  
**If this number is more than 365, the calculation has not been done correctly.**
- L** Add the number of days in E to the number of days in K ( $E + K = L$ ).  
**If this number is at least 1095 days, you are eligible to apply.**

<b>F</b>	
<b>G</b>	
<b>H</b>	
<b>I</b>	
<b>J</b>	
<b>K</b>	
<b>L</b>	

The *Citizenship Act* requires a person to have accumulated 3 years (1095 days) in the past 4 years on the day before the application. If you have less than 1095 days in Canada because of absences outside of Canada you may still apply for citizenship. It will be up to a judge to determine if those absences affect your application. There is no refund of the processing fee if your application is not approved because you do not meet the residence requirement.

**WARNING**

If you send an application containing misleading or fraudulent information, you can be charged with a criminal offence and your citizenship application can be refused.

**DECLARATION**

I understand the content of this form. I declare that the information provided is true, correct and complete.



Signature of applicant \_\_\_\_\_

Date

Year	Month	Day



# CITIZENSHIP PHOTOGRAPHS SPECIFICATIONS

TAKE THIS PAGE WITH YOU TO THE PHOTOGRAPHER

- Citizenship photos are not the same as passport photos.

## Notes to the photographer

### Please make sure that you provide:

- 2 identical photos, (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera;
- the name of the photographer or the studio, the studio address and the date the photos were taken on the back of the photos.

### The photos must:

- show a full front view of the person's head centered in the middle of the photo;
- have a plain white background;
- a plain white signature strip (no more than 10mm and no less than 6mm deep) at the bottom;
- be produced on single weight matte paper.

### The photos must measure:

- 35mm x 53mm finished size;
- between 25mm and 35mm from chin to crown.

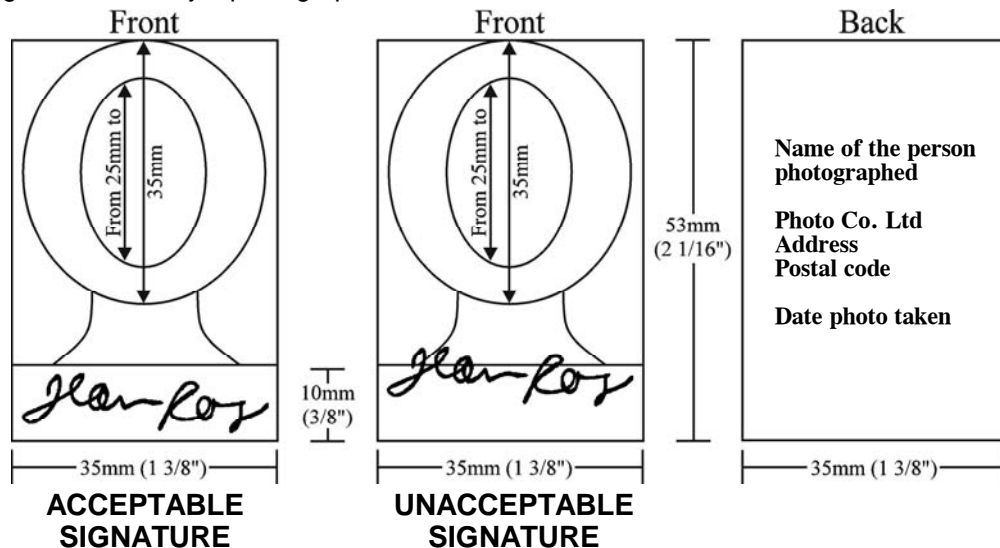
## Notes to the applicant

- citizenship photos must have been taken within 12 months of the date of the application;
- do not wear a head covering unless you wear one because of your religion;
- print the name of the person on the back of the photos;
- adults and children 14 years of age and older must **sign** their name in black or blue ink in the white signature area below each photo. **Do not print.** For children under 14 years of age, leave the signature strip blank and print the name of the child on the back of the photos;
- put both signed photos in an envelope.

**Do not staple, glue or otherwise attach the photos directly to the application.**

**Applicants 14 years of age and over must sign within the white signature strip below each photo. For applicants under 14 years of age leave signature strip blank. Parent must NOT sign child's photo.**

**Note:** In the case of a child under 12 months of age, photos do not need to meet the citizenship specifications. The photo must be of the child only and must clearly show the face of the child. The photos do not need to be signed or dated by a photographer.



**Your signature must fit entirely within the white signature strip that appears at the bottom of your photos. Your photos will be returned to you if any portion of your signature extends outside the white strip.**

Date: \_\_\_\_\_

**Attention: Citizenship and Immigration Canada**

## **AUTHORIZATION**

I, \_\_\_\_\_, born on \_\_\_\_\_, and living at: \_\_\_\_\_ do hereby authorize Kevin Rodrigues (CSIC ID# M063707) of Immigroup Immigration Services, 1180 Danforth Ave, Toronto, Ontario M4J 1M3, Tel: 416-962-2623, to act on my behalf as my legal representative with respect to my Application for Canadian Citizenship Certificate.

Please if you have any questions with respect to the above application, call my representative, Kevin Rodrigues at 416-962-2623.

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Signature



# DOCUMENT CHECKLIST

## APPLICATION FOR CANADIAN CITIZENSHIP UNDER SUBSECTION 5(1) ADULTS (18 YEARS OF AGE AND OLDER)

Send the following documents with your application. Check  each box once you enclose the item.

**Failure to provide the necessary documents will result in delays in the processing of your application.**

Form		
1	Application for a Canadian Citizenship - Adults (CIT 0002) - completed, signed and dated	<input type="checkbox"/>
<p><b>Photocopies of identity and immigration documents</b> Do not send original documents of the following as they will <b>not</b> be returned promptly.</p> <p><b>Note:</b> If supporting documents are not in English or French (for example, a marriage certificate issued in another country) you must supply a photocopy of each original document, a translation and an affidavit from the person who completed the translation. Translations from family members are not acceptable.</p>		
1	Canadian immigration record/paper (either your <i>Record of Landing</i> (IMM 1000) or <i>Confirmation of Permanent Residence</i> (IMM 5292)), and both sides of your Permanent Resident Card (PRC) if you have one.	<input type="checkbox"/>
2	Two (2) pieces of personal identification, one of which <b>must have your photo</b> on it. If you do not have a piece of photo identification, you must explain why. You can use a separate piece of paper to explain.  Examples of photo identification: Canadian driver's licence, Canadian health insurance card, the page of your passport containing your photo and personal information.	<input type="checkbox"/>
Photos		
1	Two (2) citizenship photos (refer to the form <i>Citizenship Photograph Specifications</i> - CIT 0021)  Write the name of the person on the back of the photos. <b>Sign</b> your name in black or blue ink in the white signature area below each photo. <b>Do not print.</b> Put both signed photos in the small envelope provided or in your own envelope. <b>Do not staple, glue or otherwise attach the photos directly to the application.</b>	<input type="checkbox"/>
Fee		
1	Copy 2 of the <i>Receipt</i> form showing the amount paid No other form of payment is acceptable.	<input type="checkbox"/>
Other		
1	This <i>Document Checklist</i> (CIT 0462)	<input type="checkbox"/>
<p><b>You have addressed the envelope with correct postage to:</b> Case Processing Centre, Sydney-Grant Adults, Box 7000, Sydney, Nova Scotia, B1P 6V6</p>		<input type="checkbox"/>