

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

MINOR (UNDER 18) APPLICATIONS
 \$324.87 \$199 service fees
 \$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	



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.

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

 **Signature of INDIVIDUAL**

Date

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, at 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.

A	
B	
C	
D	
E	

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.

F	
G	
H	
I	
J	
K	
L	

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



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

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

5A 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) _____

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) _____

You must provide a clear and legible copy of the legal change of name document. (See instructions in Section 5 about Quebec issued documents)

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, at www.cic.gc.ca, at the local CIC offices, at the CIC Call Centre and at any Canadian public library.

Citizenship application photograph specifications

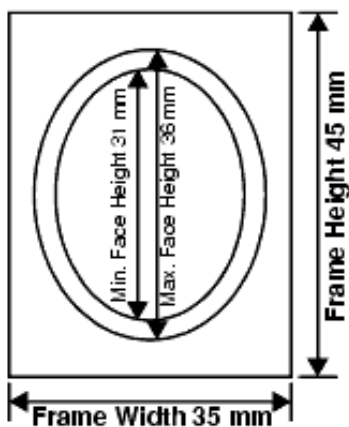
Requirements

- Provide two (2) identical citizenship photographs.
- Photographs must be printed on quality photographic paper.
- Provide the name of the photographer or the studio, the studio address and the date the photos were taken on the back of the photos
- Print the name of the person on the back of the photos.

Specifications

- The photographs must be identical and taken within the last six months. They may be either black and white or colour.
- The photographs must be clear, well defined and taken against a plain white or light-coloured background.
- If the photographs are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.

Photograph and head size specifications



- The frame size must be at least 35 mm x 45 mm (1 3/8" x 1 3/4").
- The photographs must show the full front view of the head, with the face in the middle of the photograph, and include the top of the shoulders.
- The size of the head, from chin to crown, must be between 31 mm (1 1/4") and 36 mm (1 7/16"). Crown means the top of the head or (if obscured by hair or a head covering) where the top of the head or skull would be if it could be seen.