

IMMIGROUP INC.

Immigroup Inc. 1180 Danforth Ave, Toronto, ON M4J 1M3 **Phone:** 1-866-760-2623 **Fax:** 416-640-2650 **Email:** travelcards@immigroup.com

SEARCH OF CITIZENSHIP RECORDS

IMMIGROUP ORDER FORM

INSTRUCTIONS

Please read and follow carefully

- 1) Please complete the Search of Citizenship Records application form;
- 2) Make clear photocopies of all the necessary documents included in the SEARCH OF CITIZENSHIP RECORDS package checklist;
- 3) Fax your package to **416-640-2650** OR scan and email your package to info@immigroup.com;
- 4) An agent will contact you to discuss the details of your case;
- 5) When ready, mail or courier your original application and requested documentation to **1180 Danforth Ave, Toronto, ON M4J1M3**
- 6) In response to your application, you will receive either a:
 - No Record Letter, if no record of the applicant is found; or
 - Record Letter detailing how and when the applicant became a Canadian citizen; or
 - If a pending Canadian Citizenship application is in process.

APPLICATIONS WITHOUT THIS ORDER FORM WILL NOT BE PROCESSED

SEARCH OF CITIZENSHIP RECORDS PACKAGE CHECKLIST

Include the following documents in your SEARCH OF CITIZENSHIP RECORDS package

- SEARCH OF CITIZENSHIP RECORDS APPLICATION FORM**
- completed and signed
- PHOTOCOPY OF THE FRONT AND BACK OF TWO PHOTO IDENTIFICATIONS**
- health card, drivers license, passport, etc.
- IMMIGROUP ORDER FORM**
- PROOF OF YOUR RELATIONSHIP WITH THE APPLICANT** (If you are applying for someone other than yourself)
- marriage certificate, birth certificate, death certificate, etc.
- PROOF OF URGENCY** (if applicable)

IMPORTANT INFORMATION

- * Record Letters are issued for specific reasons and are valid for a limited time period;
- *Your search of citizenship letter is not proof of your Canadian citizenship. The only official proof of your Canadian citizenship is a citizenship certificate;
- *Your letter does not replace your passport and cannot be used to cross international borders including the Canada/U.S.A. border.

SERVICE OPTIONS

URGENT FILING (must have proof of urgency)

- \$609.50** \$450 service fees
\$58.50 HST (harmonized sales tax)
\$75 government fees
\$26 courier - persons outside of Canada may be charged additional courier fees according to international rates

Average processing times are 20-30 business days

REGULAR FILING

- \$356.37** \$249 service fees
\$32.37 HST (harmonized sales tax)
\$75 government fees
- Courier my Record Letter to me (additional \$26 within Canada)

Average processing times are 7-10 months

CREDIT CARD INFORMATION

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

Cardholder name

Card number

Expiry(mm/yy) CVW 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 a Search of Citizenship Records

Please PRINT in ink or TYPE

Protected when completed

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

2 Information on the person whose record you are asking for

A Surname/Last name	Given name(s)
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B List other names used (e.g. maiden name, alias, etc.)	<table border="1"> <tr> <td colspan="2">Date of birth</td> </tr> <tr> <td>Day</td> <td>Month Year</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Date of birth		Day	Month Year	<input type="text"/>	<input type="text"/>
Date of birth							
Day	Month Year						
<input type="text"/>	<input type="text"/>						

C Place and country of birth	<table border="1"> <tr> <td colspan="3">Date of entry into Canada</td> </tr> <tr> <td>Year</td> <td>Month</td> <td>Day</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Date of entry into Canada			Year	Month	Day	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of entry into Canada										
Year	Month	Day								
<input type="text"/>	<input type="text"/>	<input type="text"/>								

D Name on certificate of Canadian citizenship or naturalization (if known)	Canadian citizenship certificate no. (if known)	<table border="1"> <tr> <td colspan="3">Date certificate was issued (if known)</td> </tr> <tr> <td>Year</td> <td>Month</td> <td>Day</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Date certificate was issued (if known)			Year	Month	Day	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date certificate was issued (if known)											
Year	Month	Day									
<input type="text"/>	<input type="text"/>	<input type="text"/>									

IF the above person entered Canada before 1915, complete this section

E Father's surname/last name	Father's first name(s)
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When the father became a Canadian citizen,	<table border="1"> <tr> <td colspan="3">Father's date of birth</td> </tr> <tr> <td>Day</td> <td>Month</td> <td>Year</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Father's date of birth			Day	Month	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father's date of birth										
Day	Month	Year								
<input type="text"/>	<input type="text"/>	<input type="text"/>								
a) where was he living? _____										
b) what was his job? _____										

3 Information on the person asking for the search

Surname/Last name	Given name(s)
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Mailing address		
Street no.	Street	Apt. no.
<input type="text"/>	<input type="text"/>	<input type="text"/>

City/Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Telephone (home)		Telephone (work)		Extension
Area Code	Telephone no.	Area Code	Telephone no.	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4 Authorization for the release of information

A Are you the person named in Section 2?

- Yes ➔ Go to Section 5
- No ➔ Go to next question

B Does the person named in Section 2 consent to this search?

- Yes ➔ I am the person named in Section 2 and I authorize the release of information to the person making this application.

Signature	<table border="1"> <tr> <td colspan="3">Date</td> </tr> <tr> <td>Year</td> <td>Month</td> <td>Day</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Date			Year	Month	Day	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date										
Year	Month	Day								
<input type="text"/>	<input type="text"/>	<input type="text"/>								
<input type="text"/>	<input type="text"/>									

- No ➔ Go to next question

4 Authorization for the release of information (continued)**C** Is the person named in Section 2 deceased?

<input type="checkbox"/>	Yes	▶	Date of death	Year	Month	Day
<input type="checkbox"/>	No	▶	Go to next question			

Provide proof of death
(clear and legible photocopy of death certificate)

D What is your relationship to the person named in Section 2?

Provide proof (clear and legible photocopy of birth certificate, marriage certificate, etc.)

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5 Why do you need this information? (to give to a foreign government, for employment, etc.)You **must** give a valid reason(s) for requesting this information.

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**Signature of applicant**

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

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City _____

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. Failure to include the necessary documentation (e.g. 2 pieces of identification) will result in delays in processing your application.

FOR DEPARTMENTAL USE ONLY

Documents:	Office	Year	Month	Day	NR	PR
	\$.00	Receipt no.		Receipt 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.



USE OF A REPRESENTATIVE

You do not need to hire an immigration representative, it is your choice. No one can guarantee the approval of your application. All the forms and information that you need to apply are available free at www.cic.gc.ca.

A representative is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and Canada Border Services Agency (CBSA). You may have **one** representative only. If you appoint an additional representative, the previous representative will no longer be authorized to conduct business on your behalf and receive information on your case file.

Your dependent children aged 18 years or older must complete their own copy of this form if they have a representative.

- I am:
- appointing a representative. **Complete Sections A, B and D.**
 - cancelling the appointment of a representative. **Complete Section A, C and D.**

SECTION A: APPLICANT INFORMATION

1. Your full name

Family name (Surname)

Given name(s)

2. Your date of birth

Day	Month	Year

3. If you have already submitted your application:

Name of office where the application was submitted

Location of office

Type of application
(permanent residence, extension of study permit, etc.)

4. Your Citizenship and Immigration Canada Identification number (if known)

Client Identification (ID) or
Unique Client Identifier (UCI) number

SECTION B: APPOINTMENT OF REPRESENTATIVE

- I authorize the following individual to serve as my representative and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency.
- I authorize Citizenship and Immigration Canada and Canada Border Services Agency to release information from my case file and that of my dependent children under 18 years of age to my representative. This authorization is in accordance with the *Privacy Act*.
- I am aware that any information which would be subject to exemption, if I had the right of access under the *Privacy Act* or the *Access to Information Act*, will likely not be released.

5. Your representative's full name

Family name (Surname)

Given name(s)

6. Your representative: (choose one)

is **UNPAID** and is a:

- family member or friend
- member of a non-governmental or religious organization
- member of the Canadian Society of Immigration Consultants, a Canadian provincial or territorial law society, or the *Chambre des notaires du Québec*.
- other

is or will be **PAID** and is a member in good standing of:

- the Canadian Society of Immigration Consultants (CSIC)
 - ▶ Membership ID number
- a Canadian provincial or territorial law society
 - ▶ Which province or territory?
 - ▶ Membership ID number
- the *Chambre des notaires du Québec*
 - ▶ Membership ID number

7. Your representative's contact information

Name of firm or organization (if applicable)			
Mailing address			
Postal code/ZIP			
Telephone number	Country code	Area code	Number
	()	()	
Fax number	Country code	Area code	Number
	()	()	
E-mail address (if applicable)			

By indicating your representative's e-mail address, you are hereby authorizing Citizenship and Immigration Canada to transmit your file and personal information to this specific e-mail address.

8. Your representative's declaration:

- I declare that the information in Section B is truthful, complete and correct.
- I understand and accept that I am the person appointed by the applicant to conduct business on the applicant or sponsor's behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

Signature of representative

Date

Day	Month	Year

SECTION C: CANCEL THE APPOINTMENT OF A REPRESENTATIVE

I withdraw my authorization for this person to serve as my representative, to receive information on my case file and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

9. Your representative's full name

Family name (Surname)

Given name(s)

Name of firm or organization
(if applicable)
SECTION D: YOUR DECLARATION**10.**

- I declare that the information I have given is truthful, complete and correct.
- I understand all the foregoing statements, having asked for and obtained an explanation for every point that was not clear to me.

Signature of applicant

Date

Day	Month	Year

Signature of spouse or common-law partner
(if applicable)

Date

Day	Month	Year

Warning! It is a serious offence to give false or misleading information on this form.

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used in assessing your application according to the requirements of the Act. It will be retained in a Personal Information Bank identified in **Infosource**. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**