Print Form

Immigroup Inc 57 Westchester Drive, London, Ontario N6G 2K6 **Phone** 1-866-760-2623 **Fax:** 416-640-2650 **Email:** info@immigroup.com

REPLACEMENT CANADIAN CITIZENSHIP CERTIFICATE

IMMIGROUP ORDER FORM

INSTRUCTIONS

Read all instructions and follow carefully

1. Please complete the order form and application forms included herein. Make sure to include your telephone number and email address where you can be contacted.

2. Fax or scan and email all forms and documents in the document checklist to our office for review at 416-640-2650 or **info@immigroup.com**

3. You will be contacted within 1- 2 business days regarding your application. **If you have not been contacted after 2 business days, please contact our office at** 1-866-760-2623 to confirm we have received your order.

4. After we have reviewed your forms and documents, we will advise you to send the original forms and copies of documents to our office at:

57 Westchester Drive, London, Ontario N6G 2K6

Your immigration specialist may ask you to send the documents to a different address

5. Our office will contact you when your new citizenship certificate is ready. Your citizenship certificate may be mailed to our office or your residential address at the discretion of CIC.

Please note that as of February 1, 2012 Citizenship and Immigration Canada no longer issues Citizenship Cards; all proof of Canadian Citizenship is issued in the form of a paper certificate.

DOCUMENT CHECKLIST

Include the following documents in your application package

- ☐ **IMMIGROUP ORDER FORM (this page)**
- ☐ **CITIZENSHIP CERTIFICATE APPLICATION FORM** duly completed and signed, including last page
- ☐ **COPIES OF 2 VALID, GOVERNMENT ISSUED IDs, ONE OF WHICH MUST BEAR A PHOTO** (US or Canadian Driver's License, Provincial Photo Card, Health Card, Passport, Canadian Notice of Assessment, University/College Photo ID)
- ☐ **2 CITIZENSHIP CERTIFICATE PHOTOS** -specification page included in this package

If applicable, include:

- ☐ If your name has changed since you became a Canadian citizen, you must also include a copy of your **MARRIAGE CERTIFICATE OR LEGAL NAME CHANGE**
- ☐ **PROOF OF URGENCY** (for urgent filing)

Please note that additional documentation may be requested on an as-needed basis

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

SERVICE OPTIONS

All processing times are subject to change without notice; processing is not guaranteed but is at the discretion of IRCC.

REGULAR FILING

☐ **$415.75**

$275 service fees
$31.10 HST (harmonized sales tax)
$75 government fees
$30 courier*

Use a copy of your application to apply for your Canadian passport.

Average processing time is 6 months

URGENT FILING

(must have proof of urgency)

☐ **$726.50**

$550 service fees
$71.50 HST (harmonized sales tax)
$75 government fees
$30 courier*

*persons outside of Canada may be charged additional courier fees according to international rates

Average processing is 20-30 business days

TOP PRIORITY FILING (must have proof of urgency)

☐ **$1009**

$800 service fees
$104 HST (harmonized sales tax)
$75 government fees
$30 courier*

Average processing times are 10-20 business days.

This service ensures that we drop everything and give your application top priority. An agent will call you within an hour of your fax at the number you provide below to review your application. You can then send your original application by courier to be received the next day.

*persons outside of Canada may be charged additional courier fees according to international rates

Direct contact number: _____

CREDIT CARD INFORMATION

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

Cardholder Name _____

Card Number _____

Expiry Date _____ C V V 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 https://www.immigroup.com/terms-conditions 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: _____

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APPLICATION FOR CITIZENSHIP CERTIFICATE FOR ADULTS AND MINORS

(Proof of Citizenship) Under Section 3 of the *Citizenship Act*

IMPORTANT

The parent or guardian applying for a citizenship certificate on behalf of a minor (under 18) should complete this form.
Do not use this form if you or your child is a **permanent resident** applying to be granted Canadian citizenship.

Do any of these apply to you?

- ☐ **I need to replace my citizenship certificate;**
- ☐ **I want to pass down my Canadian citizenship to my child born outside Canada** AND I was born in Canada or naturalized in Canada before my child was born; I didn't adopt my child.
- ☐ **I never had a citizenship certificate and I was born outside Canada** to a Canadian parent who was born in Canada or naturalized in Canada before I was born; I wasn't adopted by my Canadian parent.
- ☐ **I think I am Canadian** and want to know for sure.

☐ Yes: proceed to the application ☐ No: you may need a different type of application

NOTE: If you (or the child you are applying for) was adopted outside of Canada by a Canadian citizen, you can only use this application for a **replacement** certificate. If your adopted child was never granted Canadian citizenship, you can apply for Canadian citizenship for an adopted person.

Instructions below apply to your child or minor as the applicant if you are filling out the form on their behalf.

FOR OFFICIAL USE ONLY	
UCI No.	
Current Act	Former Act
Certificate no.	
☐ Return original document(s)	☐ Approved
Signature	
YYYY-MM-DD	
☐ Notify	
Send certificate to	

1 Language

I want service in: ☐ English ☐ French Please check ☑ One

2

Provide your Unique Client Identifier (UCI) if you have one:

3 Reason for application

Are you applying to replace your citizenship certificate? ☐ Yes ☐ No - skip to section 4

If yes, give information that appears on the certificate

Certificate no.

Date of certificate (YYYY-MM-DD)

Surname/Last name

Given name(s)

I am applying for a replacement because I need to

☐ Update certificate (previous certificate enclosed) ☐ Replace a stolen/lost/destroyed certificate

Was the theft/loss reported to the police? ☐ Yes ☐ No

Give details of the theft/loss/destruction (when, where and how?)

4 Tell us about yourself (or the minor you are applying for)

Surname/Last name (as it appears on your birth certificate)

Given name(s) (as it/they appear on your birth certificate)

Date of birth (YYYY-MM-DD)

Place of birth

Country of birth or territory

Specify (if not on list)

Gender

☐ F Female ☐ M Male ☐ X Another gender

Height cm **OR** ft in

Natural eye colour

List any other names (include current or former married name(s), aliases and nicknames). These names will not appear on your citizenship certificate

5 Are you requesting a change to the personal details you have provided above?

☐ Yes ☐ No No - skip to section 6

If Yes, please specify

☐ **I want a different name** to appear on my citizenship certificate. (please consult the instruction guide for required supporting documentation)

Requested Surname/Last name

Requested Given name(s)

☐ **I want a different date of birth** to appear on my citizenship certificate. New date of birth (YYYY-MM-DD) _____

(please consult the instruction guide for required supporting documentation)

☐ **I want a different gender** to appear on my citizenship certificate. (please consult the instruction guide for required supporting documentation)

What gender would you like to appear? ☐ F Female ☐ M Male ☐ X Another Gender

6 Details about your birth certificate (or the minor you are applying for)

Will you provide a birth certificate that was **changed** or **replaced**?

☐ Yes ☐ No – my birth certificate is the original record on file since the time of my birth (skip to section 7) ☐ I don't know

If 'Yes' or 'I don't know', explain why your birth certificate was changed, replaced or the reasons why you don't know. (ex. my document was changed to include my step parent; my original birth certificate was destroyed and I received a new one, etc). Provide an explanation letter if you need more space.

7 Tell us about your parents - (If you do not know the information requested, enter 'unknown'. If the information does not apply, enter 'not applicable' or 'NA'.)

Parent 1	**Parent 2**
Details	Details
Surname/Last name	Surname/Last name
Given name(s)	Given name(s)
Other names used by parent (name at birth, maiden name, etc.)	Other names used by parent (name at birth, maiden name, etc.)
Parent's country or territory of birth / Date of birth (YYYY-MM-DD)	Parent's country or territory of birth / Date of birth (YYYY-MM-DD)
Canadian birth certificate registration number, if applicable	Canadian birth certificate registration number, if applicable
Date of marriage (YYYY-MM-DD) / Place of marriage	Date of marriage (YYYY-MM-DD) / Place of marriage

A - Relationship to you (select one) – See page 10 definition

* Select **biological parent** if biological AND legal parent at birth

This parent is my ☐ biological parent ☐ adoptive parent ☐ legal parent at birth

A - Relationship to you (select one) – See page 10 definition

* Select **biological parent** if biological AND legal parent at birth

This parent is my ☐ biological parent ☐ adoptive parent ☐ legal parent at birth

B - Parent 1's Citizenship Status

☐ Parent 1 is **not** / was **not** a Canadian citizen - skip to section C

☐ I am not sure if parent 1 is (or was ever) a Canadian citizen

Please tell us the circumstances

☐ Parent 1 is/was a Canadian citizen

How did parent 1 obtain Canadian citizenship?

B - Parent 2's Citizenship Status

☐ Parent 2 is **not** / was **not** a Canadian citizen - skip to section C

☐ I am not sure if parent 2 is (or was ever) a Canadian citizen

Please tell us the circumstances

☐ Parent 2 is/was a Canadian citizen

How did parent 2 obtain Canadian citizenship?

7 Tell us about your parents - Continued

Parent 1 continued

B - Parent 1's Citizenship Status - Continued

Parent 1's citizenship certificate number, if applicable

On what date did parent 1 first enter Canada to live? (YYYY-MM-DD)

Did parent 1 leave Canada for more than 1 year before 1977? ☐ Yes ☐ No

If Yes, give details

From (YYYY-MM-DD)	To (YYYY-MM-DD)	Destination (Country or territory)

Is (or was) parent 1 a citizen of a country or territory other than Canada before 1977? ☐ No ☐ Yes

If Yes, give details: (country or territory, date of citizenship, description of how citizenship/nationality was obtained and/or recognized, etc.)

Was parent 1 born in Canada before January 1, 1947 or in Newfoundland and Labrador before April 1, 1949? ☐ No ☐ Yes

Was parent 1 naturalized as a British subject in Canada before January 1, 1947 or in Newfoundland and Labrador before April 1, 1949? ☐ No ☐ Yes

Was parent 1 a British subject and living in Canada on January 1, 1947 or Newfoundland and Labrador before April 1, 1949? ☐ No ☐ Yes

C - Foreign Government Employment

If you were born in Canada, was parent 1 employed in Canada by a foreign government or international agency at the time of your birth?

☐ Not applicable, not born in Canada ☐ No ☐ Yes

If Yes, give details

If parent 1 was born in Canada, was one of their parents (i.e. your grandparents) employed in Canada by a foreign government or international agency?

☐ Not applicable, not born in Canada ☐ No ☐ Yes

If Yes, give details

Parent 2 continued

B - Parent 2's Citizenship Status - Continued

Parent 2's citizenship certificate number, if applicable

On what date did parent 2 first enter Canada to live? (YYYY-MM-DD)

Did parent 2 leave Canada for more than 1 year before 1977? ☐ Yes ☐ No

If Yes, give details

From (YYYY-MM-DD)	To (YYYY-MM-DD)	Destination (Country or territory)

Is (or was) parent 2 a citizen of a country or territory other than Canada before 1977? ☐ No ☐ Yes

If Yes, give details: (country or territory, date of citizenship, description of how citizenship/nationality was obtained and/or recognized, etc.)

Was parent 2 born in Canada before January 1, 1947 or in Newfoundland and Labrador before April 1, 1949? ☐ No ☐ Yes

Was parent 2 naturalized as a British subject in Canada before January 1, 1947 or in Newfoundland and Labrador before April 1, 1949? ☐ No ☐ Yes

Was parent 2 a British subject and living in Canada on January 1, 1947 or Newfoundland and Labrador before April 1, 1949? ☐ No ☐ Yes

C - Foreign Government Employment

If you were born in Canada, was parent 2 employed in Canada by a foreign government or international agency at the time of your birth?

☐ Not applicable, not born in Canada ☐ No ☐ Yes

If Yes, give details

If parent 2 was born in Canada, was one of their parents (i.e. your grandparents) employed in Canada by a foreign government or international agency?

☐ Not applicable, not born in Canada ☐ No ☐ Yes

If Yes, give details

7 Tell us about your parents - Continued

Parent 1 continued

D - Canadian Crown Service

If you were born outside Canada, was parent 1 employed outside Canada in or with the Canadian Armed Forces, the federal public administration, or the public service of a province or territory, other than as a locally engaged person at the time of your birth?

☐ Not applicable, I was born in Canada ☐ No ☐ Yes

If Yes, give details

Parent 2 continued

D - Canadian Crown Service

If you were born outside Canada, was parent 2 employed outside Canada in or with the Canadian Armed Forces, the federal public administration, or the public service of a province or territory, other than as a locally engaged person at the time of your birth?

☐ Not applicable, I was born in Canada ☐ No ☐ Yes

If Yes, give details

8 Tell us about your grandparents - (If you do not know the information requested, enter 'unknown'. If the information does not apply, enter 'not applicable' or 'NA'.)

Full name of Parent 1

If parent 1 was born outside Canada, was one of parent 1's parents (i.e. your grandparents) a Canadian citizen and/or a Crown servant of Canada at the time of this parent's birth or adoption?

Was parent 1 born outside Canada? ☐ No: skip to parent 2 ☐ Yes

Was one of parent 1's parents (your grandparents) Canadian? ☐ No: skip to parent 2 ☐ Yes

If you chose a 'Yes' response, please provide the following details

Parent A) of parent 1

Surname/Last name

Given name(s)

Other names used (name at birth, maiden name)

Country or territory of birth

Date of birth (YYYY-MM-DD)

Canadian birth certificate number (if applicable/known)

Canadian citizenship certificate number (if applicable/known)

Details on how this grandparent obtained Canadian citizenship

Details on Crown Service (if applicable)

Parent B) of parent 1

Surname/Last name

Given name(s)

Other names used (name at birth, maiden name)

Country or territory of birth

Date of birth (YYYY-MM-DD)

Canadian birth certificate number (if applicable/known)

Canadian citizenship certificate number (if applicable/known)

Details on how this grandparent obtained Canadian citizenship

Details on Crown Service (if applicable)

8 Tell us about your grandparents - Continued

Full name of Parent 2

If parent 2 was born outside Canada, was one of parent 2's parents (i.e. your grandparents) a Canadian citizen and/or a Crown servant of Canada at the time of this parent's birth or adoption?

Was parent 2 born outside Canada? ☐ No: skip to section 9 ☐ Yes

Was one of parent 2's parents (your grandparents) Canadian? ☐ No: skip to section 9 ☐ Yes

If you chose a 'Yes' response, please provide the following details

Parent A) of parent 2	**Parent B) of parent 2**
Surname/Last name	Surname/Last name
Given name(s)	Given name(s)
Other names used (name at birth, maiden name)	Other names used (name at birth, maiden name)
Country or territory of birth	Country or territory of birth
Date of birth (YYYY-MM-DD)	Date of birth (YYYY-MM-DD)
Canadian birth certificate number (if applicable/known)	Canadian birth certificate number (if applicable/known)
Canadian citizenship certificate number (if applicable/known)	Canadian citizenship certificate number (if applicable/known)
Details on how this grandparent obtained Canadian citizenship	Details on how this grandparent obtained Canadian citizenship
Details of Crown Service (if applicable)	Details of Crown Service (if applicable)

9 Additional citizenship information

Have you ever lived in Canada? ☐ No: skip to section 10 ☐ Yes

If Yes, on what date did you first enter Canada to live ☐ Date (YYYY-MM-DD) _____ or ☐ I was born in Canada

10 Were you born before 1977?

☐ No: skip to section 12 ☐ Yes: fill out this section

Were you absent from Canada for 1 year or longer before 1977? ☐ No ☐ Yes: fill out this section

From (YYYY-MM-DD)	To (YYYY-MM-DD)	Destination (Country or territory)	Reason

10 Were you born before 1977? - Continued

Were you a citizen of one or more countries other than Canada before 1977? ☐ No ☐ Yes

If Yes, give details (country or territory, date of citizenship, description of how citizenship/nationality was obtained and/or recognized)

11 Were you born before 1950?

☐ No: skip to section 12 ☐ Yes: fill out this section

Were you born in Canada before January 1, 1947 or in Newfoundland and Labrador before April 1, 1949? ☐ No ☐ Yes

Were you naturalized in Canada before January 1, 1947 or in Newfoundland and Labrador before April 1, 1949? ☐ No ☐ Yes

Were you a British subject and a resident of Canada on January 1, 1947 or in Newfoundland and Labrador before April 1, 1949? ☐ No ☐ Yes

Were you married before January 1, 1947 to a man who was born in Canada or naturalized as a British subject in Canada?

☐ Yes

☐ No, I was not married before 1947

☐ Yes, I was married before 1947 but not to a man born or naturalized in Canada

If you selected a Yes response, please provide details: (husband's name, husband's country or territory of birth, his date of birth, nationalities obtained or lost (if applicable), details on naturalization certificate (if applicable), country or territory of marriage, date of marriage)

12 Contact Information

How can we contact you about your application?

Surname/Last name

Given name(s)

Email address

Confirm email address

Home address

No. and street

Apt./Unit

City

Province

Country or territory

Postal code

Is the mailing address the same as the home address? ☐ Yes ☐ No

No. and street

Apt./Unit

City

Province

Country or territory

Postal code

If you are applying from outside Canada and the U.S., your documents will be sent to the Canadian embassy, high commission, or consulate nearest you. If you know which Canadian embassy, high commission, or consulate you would like your documents sent to, please provide the details

Telephone numbers

Home (Area code and number)

Work (Area code and number)

Extension

Cell (Area code and number)

13 Representative

Is someone helping you fill out this form? ☐ No ☐ Yes

Are you paying someone to help you fill out this form? ☐ No ☐ Yes

If yes complete the following details about the person helping you:

Family name (last name)	Given name(s)	Company name

Note: A representative can be paid or not. If your representative is paid, they must be a member in good standing of: a law society of a province or territory, the Chambre des notaires du Quebec, or the Immigration Consultants of Canada Regulatory Council (ICCRC)

Would you like to name a representative (such as an immigration consultant, lawyer, friend or family member) to do business with us for you?

☐ No ☐ Yes If yes complete the Use of a Representative Form (IMM 5476).

14 Declarations/Permissions/Signatures

☐ I agree to advise IRCC if any information on this form changes before the processing of my application is complete.

☐ I understand the content of this form.

☐ I declare that the information provided is true, correct and complete.

☐ I declare that the photographs enclosed are a true likeness of me.

☐ I understand that if I, or someone on my behalf, make a false representation, commit fraud or conceal any material circumstances relevant to my application, my application could be denied, my citizenship certificate could be taken away, and I could be charged with an offence as provided for under the *Citizenship Act* or the Criminal Code.

☐ I declare that I am NOT using this form to apply for a grant of Canadian citizenship for a person adopted outside of Canada by a Canadian citizen. I understand that persons adopted outside of Canada can only use this form to apply for a replacement certificate.

APPLICANT'S Signature
(you must sign inside the box in black ink only)

City _____ Date (YYYY-MM-DD) _____

If applicant is under 14 years of age, signature of parent/guardian

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

City _____ Date (YYYY-MM-DD) _____

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 provide on this form is collected under the authority of the *Citizenship Act* to determine whether your citizenship application may be approved. It will be stored in the Personal Information Bank (CIC PPU 050 entitled Application and Assessment for Canadian Citizenship). The information may be shared with other Canadian government institutions such as the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security Intelligence Service (CSIS), and foreign governments in accordance with the *Citizenship Regulations* and subsection 8(2) of the *Privacy Act*. Information may also be disclosed to foreign governments, law enforcement bodies and detaining authorities with respect to the administration and enforcement of citizenship legislation where such sharing of information may not put the individual and/or their family at risk. Information may also be systematically validated by other Canadian government institutions under the terms of an agreement or arrangement for the purposes of validating status and identity to administer their programs. In accordance with the *Privacy Act* and the *Access to Information Act*, individuals have a right to protection of, access to and correction of their personal information. Details on these matters are available at the InfoSource Website at http://infosource.gc.ca. InfoSource is also available at public libraries across Canada.

SECTION D: YOUR DECLARATION

10. Your declaration

- I declare that I have fully and truthfully answered all questions on this form and any attached application (if applicable).
- I also declare that I have read and understood all the statements on this form, having asked and obtained an explanation for every point that was not clear to me.

Signature of applicant	Date (YYYY-MM-DD)
Signature of spouse or common-law partner for sponsorship application	Date (YYYY-MM-DD)

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

Personal information provided on this form is collected by Immigration, Refugees, and Citizenship Canada (IRCC) under the authority of the *Immigration and Refugee Protection Act* (IRPA) and of the Citizenship Act. The personal information of the applicant is used for identification and authorization purposes. The personal information of the immigration representative is used to verify that the representative is authorized to offer representation services according to the provisions of IRPA and of the Citizenship Act.

The personal information of both the applicant and the representative may be disclosed to other federal government institutions, non-governmental and inter-governmental organizations, regulatory bodies, investigative bodies, and provincial/territorial governments for the purposes of validating identity, information, and supporting an investigation.

Personal information of both the applicant and the representative may be used for other purposes including research, statistics, program and policy evaluation, internal audit, compliance, risk management, strategy development and reporting.

Failure to complete the form in full will result in a delay to processing. The *Privacy Act* gives individuals the right of access to, protection, and correction of their personal information. If you are not satisfied with the manner in which IRCC handles your personal information, you may exercise your right to file a complaint to the Office of the Privacy Commissioner of Canada. The collection, use, disclosure and retention of your personal information is further described in IRCC's Personal Information Bank - IRCC PPU 013, 042, 054, 068.