

FIRST 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
P.O. Box 27060 Masonville PO London, ON N5X 3W0
5. Our office will contact you when your new citizenship certificate is ready. You may pick up the document in person if you live in Toronto. If you live outside Toronto, our office will contact you to confirm the address and shipping method you would like to have your certificate sent.

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)
- ☐ **CERTIFIED COPIES OF 2 VALID GOVERNMENT ISSUED IDs, ONE OF WHICH MUST BEAR A PHOTO** (US or Canadian Driver's License, Provincial Photo ID Card, Health Card, Passport, Canadian Notice of Assessment, College/University ID)
- ☐ **2 CITIZENSHIP CERTIFICATE PHOTOS** (photo specification page included in this package)
- ☐ **LONG FORM BIRTH CERTIFICATE OF APPLICANT** (must show full names of parents)
- ☐ **COPY OF PROOF OF ONE OR BOTH PARENT'S CANADIAN CITIZENSHIP AT TIME OF APPLICANT'S BIRTH** (birth certificate, citizenship certificate)

If applicable:

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

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

Do you want to apply for the citizenship certificate, but don't have the proper identification? Do you need help obtaining proof of your parent's citizenship?

WE CAN HELP! 1-866-760-2623

SERVICE OPTIONS

REGULAR FILING

\$726.50

U.S. Clients: USD\$655

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

Urgent filing (2-3 months): An additional \$280+HST

Average processing time is 6 months

CREDIT CARD INFORMATION

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

Cardholder Name	<input type="text"/>
Card Number	<input type="text"/>
Expiry Date	<input type="text"/> C V V Code <input type="text"/>
Cardholder Signature	<input type="text"/>

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:



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

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

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?)

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

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.

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) ☐ I want a different gender to appear on my citizenship certificate.

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

Details

Surname/Last name

Given name(s)

Other names used by parent (name at birth, maiden name, etc.)

Parent's country or territory of birth

Date of birth (YYYY-MM-DD)

Canadian birth certificate registration number, if applicable

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

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?

Parent 2

Details

Surname/Last name

Given name(s)

Other names used by parent (name at birth, maiden name, etc.)

Parent's country or territory of birth

Date of birth (YYYY-MM-DD)

Canadian birth certificate registration number, if applicable

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

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)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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	Parent 2 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? <input type="checkbox"/> Not applicable, I was born in Canada <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, give details <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>	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? <input type="checkbox"/> Not applicable, I was born in Canada <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, give details <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>

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	Parent B) of parent 1								
Surname/Last name <div style="border: 1px solid black; height: 18px; width: 100%;"></div>	Surname/Last name <div style="border: 1px solid black; height: 18px; width: 100%;"></div>								
Given name(s) <div style="border: 1px solid black; height: 18px; width: 100%;"></div>	Given name(s) <div style="border: 1px solid black; height: 18px; width: 100%;"></div>								
Other names used (name at birth, maiden name) <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	Other names used (name at birth, maiden name) <div style="border: 1px solid black; height: 60px; width: 100%;"></div>								
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Canadian birth certificate number (if applicable/known)	Canadian citizenship certificate number (if applicable/known)								
<div style="border: 1px solid black; height: 18px; width: 100%;"></div>	<div style="border: 1px solid black; height: 18px; width: 100%;"></div>								
Details on how this grandparent obtained Canadian citizenship <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	Details on how this grandparent obtained Canadian citizenship <div style="border: 1px solid black; height: 60px; width: 100%;"></div>								
Details on Crown Service (if applicable) <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	Details on Crown Service (if applicable) <div style="border: 1px solid black; height: 60px; width: 100%;"></div>								

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

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 of Crown Service (if applicable)

Parent B) of parent 2

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 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 ☐ No ☐ Yes (such as an immigration consultant, lawyer, friend or family member) to do business with us for you?

☐ No ☐ Yes If yes complete the

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.

Follow the step-by-step instructions below to complete the application form.

Important Information

- Make sure that you **read the** to help you complete your application.
- If a section does not apply to you, write “Not Applicable” or “NA”. If your application is incomplete it may be returned to you and this will delay processing.
- If you're completing this application for a minor under 18 years of age, remember **all questions are about the minor and you should answer as though you are the minor**.
- If you need more space to answer any questions, use an extra sheet of paper and indicate the number and/or letter of the question you're answering.
- All of your **answers must be complete and true**.

Section 1 - Language of service

- Would you like to receive service) in English or in French? Your correspondence will be in the language that you choose. Please check one.

Section 2 - Unique Client Identifier

- Please enter your UCI or 'Unique Client Identifier', the 8 or 10 digit number that is unique to your IRCC immigration and citizenship records.
- If you do not have a UCI, enter 'not applicable' or 'NA'. If you do not know your UCI, enter 'unknown'.

Section 3 - Reason for application

- Check a 'Yes' response if you have had a previous Canadian citizenship certificate and are applying to replace it. Otherwise, check 'No' and proceed to section 4.
- If you check 'Yes', you'll need to complete all the questions in this section. Enter certificate number or, if unknown, enter 'unknown'. Indicate the surname/last name(s) and given name(s) on the certificate.
- Indicate why you're applying to replace your certificate by checking the applicable box in this section. If it was stolen, lost or destroyed, describe the circumstances (indicate if the theft/loss was reported to the police by checking a 'Yes' or 'No' response to that questions) and provide details the theft/loss or destruction in the space provided.
- If you're applying for a replacement because you want to update the information on the certificate, you'll need to return the previous certificate.

Section 4 - Tell us about yourself

Important Information: As this is the **first time** you are applying for a citizenship certificate, the name, date of birth and gender on your citizenship certificate will be the **same as the information that appears on your birth certificate unless you request a change** to that information in section 5.

- Please enter the following information from your birth certificate in the spaces provided:
 - family/last name(s) and given names(s)
 - date of birth
 - place and country or territory of birth (e.g. Paris, France)
 - gender (please check either 'F Female' or 'M Male' as per birth certificate or previous citizenship certificate).
- Enter your current height and natural eye colour.
- Enter any other names by which you are known, or have been known (for example previous family names, other given names, aliases, nicknames).

Note: Your height, eye colour, other names, and country or territory of birth will not appear on your citizenship certificate but are recorded so that other service providers, such as Passport Canada, can confirm your identity.

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

In this section you can request a change to the personal details that appear on your previous citizenship certificate or, if this will be your first certificate, the personal details that appear on your birth certificate.

- ▶ If you want to change your name(s) or your date of birth or your gender, please check the 'Yes' response. Otherwise, check the 'No' response and proceed to section 6.
- ▶ If you check 'Yes', you'll need to check the box that describes your change of personal details request, and then enter the requested information in the spaces provided.
 - **Request for a different name:** If you want a name that is different from the name(s) you provided in section 3, or section 4 if this is your first certificate, enter the requested surname/last name and given name(s) in the spaces provided. Include the required supporting documents with your application. Refer to *Appendix C: Name Change* of the instruction guide to find out which documents you need.
 - **Request for a different date of birth:** If you want a date of birth that is different from the date of birth you provided in section 3, or section 4 if this is your first certificate, enter the requested date of birth in the space provided. Include the required supporting documents with your application. Refer to *Appendix D: Date of Birth Correction* of the instruction guide to find out which documents you need.
 - **Request for different gender:** If you want a different gender to appear on your citizenship certificate, check the requested gender (F Female, M Male, X Another Gender). Refer to Request form for a Change of Sex or Gender form.

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

Explain why your birth certificate was changed or replaced, or provide reasons why you don't know.
Provide an explanation letter if you need more space.

Section 7 - Tell us about your parents

Important Information: We collect information about your parents and your grandparents because it helps us accurately determine what section of the Citizenship Act describes your claim to citizenship. If you are claiming citizenship by descent through a parent, complete information will help us search for citizenship records.

It is important that you provide the **fullest and most accurate** information about your parents and grandparents. If we don't have enough information about your parents, your application may be delayed or we may not be able to assess your claim.

If you do not know the information requested on the form, enter 'unknown'. If the information requested does not apply, enter 'not applicable' or 'NA'.

In the following section, you need to answer each question for Parent 1 (first column) and for Parent 2 (second column).

Reminder: If you are filling out this application for your minor child, then you are the parent referred to in this section.

Parent's personal information

- ▶ Please provide full and accurate information about your parents: names, date of birth, country or territory of birth, other names, and date and place of marriage. If you do not know the information requested on the form, enter 'unknown' in the spaces provided. If it does not apply to your parents, enter 'not applicable' or 'NA'.
- ▶ If your parent was born in Canada, please provide the registration number found on their Canadian birth certificate.

Note: Canadian birth certificates include two numbers: a certificate number and a registration number. For the purpose of this application, please make sure to provide the registration number.

7A - Relationship to you

Select ONE option:

“biological parent” (means you have a genetic or gestational connection to that parent)

- select “biological parent” if your parent is both your biological AND legal parent at birth, or
- your parent has a biological connection to you and they are NOT listed on your birth certificate but you have birth records and documents that recognize your parent(s).
(ex. pre-birth orders, court orders, surrogacy agreements, hospital records, etc.)
- **Note:** After submitting your application, IRCC might request a DNA test to confirm parentage. IRCC will also provide a list of accredited laboratories to complete the DNA test. In these cases, DNA results must have an accuracy of 99.8% or higher.

“adoptive parent” (means that you were legally adopted after you were born)

“legal parent at birth” (means that your biological or non-biological parent was listed on the original birth certificate or birth record issued at the time of your birth)

- your parent was listed on your original birth certificate issued at the time of your birth, **and / or**
- you have birth records and documents that recognize your parent(s) at the time of your birth (ex. pre-birth orders, court orders, surrogacy agreements, hospital records, etc.)
- **does not** include adoptive parents (even those recognized right after birth) or legal guardians.

7B - Parent's citizenship status

- ▶ Indicate your parent's citizenship status by checking one of the three boxes provided.
 - If you check parent is not/was not a Canadian citizen, you can proceed to section 7C, or
 - If you check parent's status is unknown, explain the circumstances in the box provided - you should also try to provide as much information as possible about Parent 1 in the spaces provided in the rest of 7B, well as in 7C and 7D, or
 - If you check parent is/was a Canadian citizen, tell us how they obtained citizenship in the box provided - for example, 'born in Canada' or 'granted citizenship' or 'born outside Canada to a Canadian parent'.
- ▶ Enter number of parent's citizenship certificate in space provided - if you do not know the number, enter 'unknown', or if no citizenship certificate was issued to your parent enter 'not applicable' or 'NA'.
- ▶ Enter date parent first entered Canada to live - please provide the most accurate date you can - for example, the date from a parent's passport or from another immigration record. If you are not certain, provide your best estimate of the month and year this parent entered Canada.
- ▶ Check a 'Yes' or 'No' response to indicate:
 - if your parent was outside Canada for more than 1 year before 1977. If you check 'Yes', provide details in the table provided. If you are not certain of the dates, provide your best estimate of the month and year.
 - if your parent was a citizen of a country or territory other than Canada before 1977. If you check 'Yes', provide details in the space provided.
 - if your parent was born in Canada before January 1, 1947 (or in Newfoundland and Labrador before April 1, 1949).
 - if your parent was naturalized as a British subject in Canada before January 1, 1947 (or in Newfoundland and Labrador before April 1, 1949).
 - if your parent was a British subject and a resident of Canada on January 1, 1947 (or of Newfoundland and Labrador before April 1, 1949).

7C - Foreign government employment

- ▶ Check 'Not applicable', or 'Yes', or 'No' to indicate:
 - if your parent was employed in Canada by a foreign government or international agency.
 - if your parent's parent (your grandparent) was employed in Canada by a foreign government or international agency.
 - if your parent was employed outside Canada as a Crown servant of Canada.
- ▶ If you check a 'Yes' response to any of the three questions, provide details in the space provided.

Section 8 - Tell us about your grandparents

In the following section, there is an area to provide information about both of Parent 1's parents and about both of Parent 2's parents. Whether or not full personal details for all four grandparents will be required depends on your responses to the initial 'Yes' or 'No' questions.

If you do not know the information requested, enter 'unknown'. If the information requested does not apply, enter 'not applicable' or 'NA'.

Reminder: If you are filling out this application for your minor child, then you (and your child's other parent) are the Parent 1 and Parent 2 who will be named in this section.

Parent 1's Parents

- ▶ Enter the full name of Parent 1 (same parent named as Parent 1 in section 7).
- ▶ Check 'Yes' or 'No' to the **first question** to indicate if Parent 1 was born outside Canada.
- ▶ If you check 'No' to the first question, no further information about this set of grandparents is required and you can proceed to the area in section 8 about Parent 2's parents.
- ▶ If you check 'Yes' to the first question, proceed to the **second question** and check a 'Yes' or 'No' response there to indicate if either of your grandparents were Canadian.

- ▶ If you check 'No' to the second question, no further information about this set of grandparents is required and you can proceed to the area in section 8 about Parent 2's parents.
- ▶ If you have checked 'Yes' to both questions 1 and 2, you will need to provide full and accurate information about Parent 1's parents, including:
 - all known names
 - country or territory of birth and date of birth
 - the registration number found on their Canadian birth certificate
 - citizenship certificate number
 - date and place of marriage
 - details on how Canadian citizenship was obtained
 - details on Crown service.

Enter the information in the spaces provided. If you do not know the information requested on the form, enter 'unknown'. If the information requested does not apply, enter 'not applicable' or 'NA'.

Parent 2's Parents

- ▶ Enter the full name of Parent 2 (same as Parent 2, first column, in section 7)
- ▶ Follow the same steps as you did for Parent 1's parents.

Section 9 - Additional citizenship information

Important Information: The information collected in this section, and in section 10 and section 11, will allow a citizenship official to accurately determine what section of the Citizenship Act describes your claim to Canadian citizenship today.

- ▶ Check a 'Yes' or 'No' response to indicate if you have ever lived in Canada. If 'No', you can proceed to section 10 now. If 'Yes', enter the date you came to live in Canada. You can also check 'Since birth', if applicable.
- ▶ If you are not certain of exact dates, provide your best estimate of the month and year.

Section 10 - Were you born before 1977?

If you were born before February 15, 1977, you need to complete this section. If you were born on or after February 15, 1977, you do not need to provide this information - you can check the 'No' response and proceed to section 12.

- ▶ If you give a 'Yes' response to the first question, and you have had absences of more than one year before 1977, provide details about those absences in the table provided (if you are not certain of exact dates, provide your best estimate of the month and year).
- ▶ Check a 'Yes' or 'No' response to indicate if you were a citizen of any countries other than Canada before 1977. If 'Yes', provide details in the space provided - country or territory (or countries) of citizenship, date of citizenship, and how citizenship was acquired.

Section 11 - Were you born before 1949?

If you were born before April 1, 1949, you need to complete this section. If you were born on or after April 1, 1949, you do not need to provide this information - you can check the 'No' response and proceed to section 12.

- ▶ If you give a 'Yes' response to the first question, answer all questions in this section.

Section 12 - Contact information

In this section you must provide the contact information for the applicant.

- ▶ Provide an email address where you can be reached. If the email address is that of a representative, you must indicate their e-mail address in this section and complete the IMM 5476 form.

If applicable, write your e-mail address using a format similar to the following: name@provider.net

Note: By indicating your e-mail address, you're hereby authorizing us to transmit correspondence, including file and personal information to this specific e-mail address.

- ▶ Provide your current home address including your postal code.

- If your mailing address is different from your home address, indicate your mailing address.

If the mailing address is that of a representative, you must indicate their mailing address in this section and complete the IMM 5476 form.

Note: We only send mail to Canadian and US addresses. If you live outside of Canada and the United States, correspondence will be sent to the Canadian embassy, high commission or consulate where you applied (unless you provided an email address). If you do not want your certificate sent to a mission you need to provide a Canadian or US mailing address.

- We may need to contact you by phone. Provide the telephone number(s) where you can be reached.

Section 13 - Representative

- Tell us if someone helped you fill out your forms.
- If you appoint an individual, firm or organization as your representative, you must complete the
 Note that once you appoint a representative, all correspondence from us regarding your application will be directed to them and not to you.

For help completing the _____, see:

Section 14 - Declarations/Permissions/Signatures

- Read and check off each of the five declarations. If you can attest to the declarations truthfully, **sign** and **date** the application form with the signature you currently use on your other official documents.
- If the application is for a person under 14 years of age, it must be signed by a parent or guardian in the space provided.

Note: Your application will be returned to you if:

- the form is not signed and dated
- stale-dated (dated more than 90 days before we receive it)
- post-dated (dated into the future)
- you have appointed an individual, firm or organization as your representative and did not submit the *Use of a Representative* form (IMM 5476) with your application or this form was submitted incomplete.
- you appoint a compensated representative who is not a member of the following designated bodies:
 - Immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
 - Lawyers and paralegals who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision; or
 - Notaries who are members in good standing of the *Chambre des notaries du Québec* and students-at-law under their supervision.

Name of firm or organization (if applicable)

If student-at-law, write the name of the supervising lawyer

Supervising lawyer membership ID

Mailing address

Apt/Unit

Street no.

Street name

City/Town

Province/State/Territory

Country or territory

Postal code/ZIP

Telephone number

Country Code

Area Code and Telephone number

Fax number

Country Code

Area Code and Telephone 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 email 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 (YYYY-MM-DD)

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. 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.



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[Canada.ca](#) > [Immigration and citizenship](#) > [My immigration or citizenship application](#)

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Citizenship application photograph specifications

Photograph and head size specifications



- The face must be square to the camera with a neutral expression, neither frowning nor smiling, with the mouth closed.
- If the photographs do not meet the specifications, you will have to provide new photographs before your application can be processed.

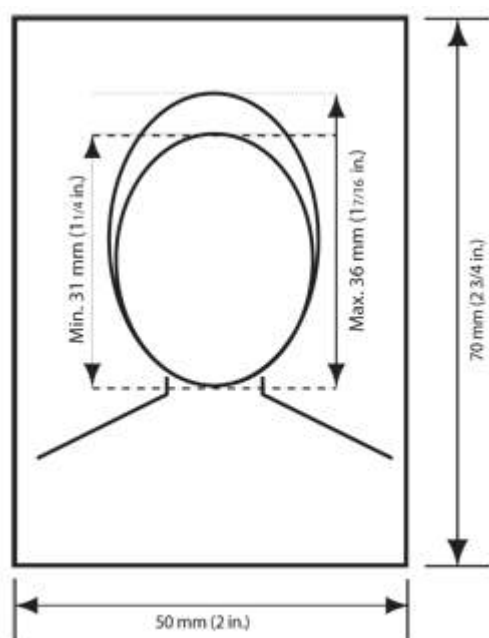
Requirements

- Provide two (2) identical citizenship photographs (except Renunciation applications, where only one (1) photo is required.)
- Your photographs must comply with the specifications below. If the photographs do not meet the specifications, you will have to provide new photographs before your application can be processed.
- 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 50 mm x 70 mm (2" x 2 3/4").