IMMIGROUP INC.

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

IMMIGROUP
57 Westchester Drive, London, ON N6G 2K6
Your immigration specialist may ask you to send the documents to a different address

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.

SEARCH OF CITIZENSHIP RECORDS PACKAGE CHECKLIST

Include the following documents in your 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 Record 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)

☐ **$415.75**

$275 service fees
$35.75 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 times are 20-30 business days

REGULAR FILING

☐ **$216.25**

$125 service fees
$16.25 HST
$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

Card number

Cardholder name

Expiry (mm/yy) 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 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.
* 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

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)

B

List other names used (e.g. maiden name, alias, etc.)	Date of birth (YYYY-MM-DD)

C

Place and country of birth	Date of entry into Canada (YYYY-MM-DD)

D

Name on certificate of Canadian citizenship or naturalization (if known)	Canadian citizenship certificate no. (if known)	Date certificate was issued (if known) (YYYY-MM-DD)

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

E

Father's surname/last name	Father's given name(s)

When the father became a Canadian citizen,

a) where was he living? _____

b) what was his job? _____

Father's date of birth (YYYY-MM-DD)

3 Information on the person asking for the search

Surname/Last name	Given name(s)

Mailing address

Street no.	Street	Apt. no.

City/Town	Province	Postal Code

Telephone (home) | Telephone (work)

Area code and telephone no.	Area code and telephone no.	Extension

E-mail address (if applicable)

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	Date (YYYY-MM-DD)

☐ No ► Go to next question

4 Authorization for the release of information (continued)

C Is the person named in Section 2 deceased?

☐ Yes ► Date of death (YYYY-MM-DD) _____ Provide proof of death (clear and legible photocopy of death certificate)

☐ No ► Go to next question

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

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

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.

Signature of applicant
(you must sign inside the white 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. 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.

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.