

RIGHT OF CANADIAN CITIZENSHIP**IMMIGRATIONFACTS. CA SERVICE 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 each time we receive correspondence from CIC until a decision is reached on your application.

Please note that additional documentation may be requested on an as-needed basis. If you are missing any information or documents, send what you have and our office will advise you how to proceed.

APPLICATIONS MISSING THIS ORDER FORM WILL NOT BE PROCESSED.

DOCUMENT CHECKLIST

Include the following documents in your application package

- ☐ **IMMIGROUP ORDER FORM** (this page)
 - ☐ **RIGHT OF CITIZENSHIP APPLICATION FORM**
- duly completed and signed
 - ☐ **RESIDENCE CALCULATOR FORM**
- included in this package
 - ☐ **COPY OF THE FRONT AND BACK OF YOUR PERMANENT RESIDENT CARD**
 - ☐ **COPY OF YOUR RECORD OF LANDING**
(IMM1000)
 - ☐ **COPIES OF BIOGRAPHICAL PAGES IN ALL PASSPORTS HELD DURING THE LAST 4 YEARS**
 - ☐ **2 DOCUMENTS SHOWING PROOF OF IDENTITY** (one must have a photo - health card, driver's license, provincial ID card are all acceptable)
 - ☐ **PROOF OF LANGUAGE**
(Please see attachment for more information)
 - ☐ **2 PHOTOS** (specifications included in this package)
- IF APPLICABLE:**
- ☐ **SCHOOL RECORDS FOR YOU AND ANY DEPENDENT CHILDREN FOR LAST 4 YEARS**

CITIZENSHIP APPLICATION FEES**ADULT APPLICATIONS**☐ **\$1168.50**

\$450 service fee
\$58.50 HST (harmonized sales tax)
\$630 government fee
\$30 courier fee

MINOR (UNDER 18) APPLICATIONS☐ **\$525.50**

\$350 service fee
\$45.50 HST (harmonized sales tax)
\$100 government fee
\$30 courier fee

Family discount: 10% off each additional application

REVIEW ONLY

IMMigroup will:

- ☐ **\$337.87** - review your completed application;
- suggest changes;
- review your changes.

We will not act as your representative.

URGENT PROCESSING

☐ **\$395.50** (Includes \$45.50 HST)

CREDIT CARD INFORMATION

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

Cardholder Name Card Number Expiry Date CVV Code Cardholder Signature: **DISCLAIMER**

Applicant must sign below

By signing below I assert that I have read and agreed to the terms and conditions as listed on <http://www.immigroup.com/disclaimer.php> and agree to the following conditions:

- * Immigroup Inc is not responsible for documents or passports lost by courier companies or any government office.
- * If you require a phone consultation, you will be charged an additional \$75
- * Immigroup Inc is not responsible for applications that are rejected.
- * All fees are non-refundable once applications are submitted to the government.
- * I agree to being charged the total fees corresponding with my required service
- * I understand that cancellation of this service after my order is received by Immigroup Inc. will bear a minimum cancellation fee of \$42.50.

SIGN HERE:



APPLICATION FOR CANADIAN CITIZENSHIP ADULTS (18 years of age or older) APPLYING UNDER SUBSECTION 5(1)

Thank you for your interest in becoming a Canadian citizen!
Use this form if you are a permanent resident over 18 years of age, and would like to
apply to become a Canadian citizen.
If you are completing this form by hand and need more space for any questions,
continue answering your question on a separate sheet of paper.

1 In which language would you like to receive service? ☐ English ☐ French

2 Do you have special needs requiring accommodation? This might include ☐ No ☐ Yes
wheelchair access, sign language interpretation, braille or large print
reading material, or access for an assistant or seeing eye dog.

If yes, please select the type of accommodation required.

If you choose "Other", provide more information about your accommodation in this box.

TELL US ABOUT YOURSELF

3 a) Have you applied for Canadian Citizenship before? If you submitted an
application for citizenship that was returned to you as incomplete, answer
"no" to this question. ☐ No ☐ Yes

b) What is your Client identification (ID) # or Unique Client Identifier
(UCI) as shown exactly on your most recent immigration document? _____
Canada immigration documents include your Permanent Resident Card (PR Card), Confirmation
of Permanent Residence, or Record of Landing.

c) What date did you become a permanent resident of Canada (landed
immigrant)? Copy the date that you became a permanent resident as
it appears on your most recent immigration document: Permanent
Resident Card (PR Card), or Confirmation of Permanent Residence, or
Record of Landing. _____ (YYYY-MM-DD)

4 a) What is your name as shown exactly on your most recent immigration document? Copy your
name exactly as it appears on your most recent immigration document: Permanent Resident
Card (PR Card), or Confirmation of Permanent Residence, or Record of Landing.

Family name (Last name)

Given name(s)

b) Have you changed your name or gender designation since becoming ☐ No ☐ Yes
a permanent resident?

If your gender designation has changed, refer to [Request for a Change of Sex or Gender Identifier](#)
form.

Insert new legal name:

Family name (Last name)

Given name(s)

c) Gender

☐ F Female ☐ M Male ☐ X Another gender Height _____ cm OR _____ ft _____ in Natural eye colour _____

d) What is your date of birth as shown exactly on your most recent immigration document? Copy your date of birth as it appears
on your most recent immigration document: Permanent Resident Card (PR Card), or Confirmation of Permanent Residence, or
Record of Landing. _____ (YYYY-MM-DD)

Note: If your Date of Birth is incorrect, see Appendix B: [Date of Birth Correction in the Instruction Guide](#).

e) What is your city/town and country or territory of birth? _____
City/Town Country or territory

FOR OFFICIAL USE ONLY

UCI number

Certificate number

FOR OFFICIAL USE ONLY

Space reserved for applicant's label

- 5** List all names that you have used, including name at birth, previously married name(s), alias(es) and nicknames.

Family name (Last name)	Given name (First name)	Why was this name used

- 6** Please indicate your marital status - are you:

☐ Single (never married) ☐ Married ☐ Legally separated ☐ Divorced ☐ Widowed ☐ Common law

- 7** How can we contact you about your application?

Email address Confirm email address

Home address (residence in Canada) Apt/Unit

City Province Postal code Best phone number to reach you Other phone number

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

Mailing address Apt/Unit

City Province Postal code

- 8** 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, to either question above, 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 Québec, or the Immigration Consultants of Canada Regulatory Council (ICCRC)

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

☐ No ☐ Yes If yes complete the

ASSESSING YOUR ELIGIBILITY

Some of the information in the following section is based on the online physical presence calculator. Please fill out the calculator now if you have not already done so by visiting or

- 9** a) Are you eligible based on the Physical Presence Calculator to apply for a grant of citizenship? ☐ Yes ☐ No

If you checked NO, you should wait until you meet the physical presence requirement before completing the application.

I will provide a signed copy of: the Online Physical Presence Calculator ☐ or the How to Calculate Physical Presence form (CIT 0407) ☐

Enter the dates from the calculator here: Your five (5) year eligibility period is from **to**

b) During your five (5) year eligibility period did you have Temporary Resident or Protected Person status in Canada before becoming a permanent resident?

☐ No ☐ Yes

If yes, provide details in the chart below starting with the most recent:

Temporary resident status includes lawful authorization to enter or remain in Canada as a:

- Visitor,
- Student,
- Worker or,
- Temporary resident permit holder

Note: If you were issued work or study permits while your refugee claim and/or Pre-Removal Risk Assessment (PRRA) was being assessed, these documents did not grant you Temporary Resident status. You cannot claim Temporary Resident time for those periods.

A protected person is someone who:

- Was found to be in need of protection or a convention refugee by the Immigration and Refugee Board or,
- A person who received a positive decision on a Pre-Removal Risk Assessment from IRCC.

Note: If you are claiming time as a Protected Person, the only time allowed is the time from when you received a positive Protected Person decision on your refugee claim or PRRA application until the day before you became a permanent resident.

Status (e.g. Visitor, student, worker, temporary resident permit holder, or protected person)	Date your status was obtained/ effective (YYYY-MM-DD)	Date your status expired (YYYY-MM-DD)

c) During your five (5) year eligibility period, did you live outside of Canada as a crown servant or with your spouse or common law partner or parent who was a crown servant? Find out who is a crown servant and the specific situations that apply in the help text or instruction guide.

☐ No ☐ Yes

If you checked YES please complete and submit the print out of the Physical Presence Calculator.

with your complete application, along with your

If you checked NO please continue to the next question.

10 a) Please list all addresses inside and outside of Canada during your entire five (5) year eligibility period. Start with the most recent. If there are any missing days or periods of time, your application will be returned to you.

From (YYYY-MM)	To (YYYY-MM)	Apartment/ Suite/Unit #	Number and Street name	City/Town	Province, State or Region	Country or territory	Postal Code

b) In the past four (4) years, were you in a country or territory other than Canada for 183 days or more in a row (since the age of 18)?

☐ No ☐ Yes

If yes, list each country or territory in the chart below. You must provide a police certificate for each country or territory where you have been present for 183 days or more in a row (since the age of 18). If you cannot get a police certificate, tell us why below.

Country or territory	Explanation

Note: If you were in your country or territory of origin immediately prior to becoming a permanent resident and landing in Canada and this time falls within this four (4) year period, you are **not** required to provide a police certificate. Please indicate this in the explanation box.

The police certificate must either have been issued:

- After the last time you were in that country or territory; or
- No more than 6 months before the date you sign your citizenship application.

Consult for specific and up-to-date information on how to obtain police certificates from any country or territory.

11 Tell us what you have been doing during your five year eligibility period, inside and outside of Canada. Enter details of your employment and education history below. Please include any period of unemployment, period of retirement, period working at home as a homemaker or being self-employed. Be sure to provide information for the five year eligibility period. Start with the most recent. If there are any missing days, periods of time or if the section is left blank, your application will be returned to you.

From (YYYY-MM)	To (YYYY-MM)	Occupation, field of employment, field of studies. Also include unemployment, retirement, working in the home as a homemaker or being self-employed.	Name of employer, school, business or other	Address of the place of employment, study or other activity	City	Country or territory

From (YYYY-MM)	To (YYYY-MM)	Occupation, field of employment, field of studies. Also include unemployment, retirement, working in the home as a homemaker or being self-employed.	Name of employer, school, business or other	Address of the place of employment, study or other activity	City	Country or territory

12 a) Do you have a Social Insurance Number (SIN), Temporary Tax Number (TTN), and/or Individual Tax Number (ITN)?

Provide the most recent federally issued 9-digit number you use to file your income taxes so that we may verify with Canada Revenue Agency:

☐ Yes,

☐ No, I declare that I do not have a SIN, an ITN or a TTN and was not required to file income taxes for any of the past five (5) taxation years.

b) Tell us when you filed your income taxes in the last five (5) years using the chart below.

Tax Year	Required to file		Taxes filed	
	Yes	No	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

c) SIN, ITN OR TTN RELEASE TO THE CANADA REVENUE AGENCY (CRA)

I authorize IRCC to disclose my SIN, ITN, or TTN, as the case may be, to the CRA for the purpose of requesting my income tax information and filing history from the CRA. Additionally, I authorize the CRA to disclose my income tax information and filing history from the CRA's Income Tax and Benefit Return file to IRCC for the taxation year(s) indicated above for the purpose of assessing my citizenship application against the tax filing requirement of subparagraph 5(1)(c)(iii) of the *Citizenship Act* and the physical presence requirement of subparagraph 5(1)(c)(i) of the *Citizenship Act*.

With this consent to the sharing of your income tax filing history between IRCC and Canada Revenue Agency (CRA), IRCC will use this information to determine if you meet the income tax filing requirement and physical presence requirement of the *Citizenship Act*. **Note that if you do not provide your consent for these specific purposes, your application will be returned as incomplete and will not be processed.**

I also authorize IRCC to examine my tax information in activities to support quality assurance and integrity in the the citizenship program.

☐ Yes ☐ No

13 Do you currently, or have you ever held immigration or citizenship status in a country or territory other than Canada (this includes your country of birth)?

☐ No ☐ Yes

Complete details below.

Country or territory	Status (e.g. student, employment/worker, refugee, permanent resident or citizen)	Date Obtained/Effective date (YYYY/MM)	If your status is no longer valid indicate the end date (YY/MM). If your status is still valid indicate "current"

14 a) Have you held travel documents and/or passports during your five (5) year eligibility period?

☐ Yes, Complete details below in Table A ☐ No, Complete details below in Table B

Tell us about all of your travel documents and/or passports covering your five (5) year eligibility period. If there were any gaps between passports please explain why in Table B.

*Note you will be asked to show us the original documents during the processing of your application.

Table A

Document #	Country or territory of Issue	Place of Issue	Date Issued	Expiry Date

Document #	Country or territory of Issue	Place of Issue	Date Issued	Expiry Date

If you do not have a travel document or passport that was/is valid during your five year eligibility period or if there is a gap between your passports, please explain why here.

Table B

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b) I hereby give my consent to the Canada Border Services Agency (CBSA) to disclose the details of my history of travel to IRCC in order to assist IRCC in determining my citizenship eligibility. I also hereby authorize IRCC to collect the history of my travel ☐ Yes ☐ No from the CBSA.

*Please do not contact the CBSA to request your history of travel.

15 Language evidence:

If you are 18 to 54 years of age, you **must** submit proof that demonstrates that you have knowledge of English or French. If you are younger than 18 or older than 54, **you are NOT required** to provide language evidence.

a) If you are between 18 and 54 years of age, do you have proof of knowledge of English or French? ☐ Yes ☐ No

Did you successfully complete the LINC or CLIC courses at CLB 4/NCLC 4 or higher from January 1, 2008 to October 31, 2012? ☐ Yes ☐ No

If yes and you do not have a copy of your certificate, please check the following box and your participation will be verified in our system. ☐

b) I am hearing impaired, which prevents me from submitting the proof of language described in 15A with my application.

☐ No ☐ Yes If you check yes, you must submit supporting evidence with your application.

c) I have a disorder, disability or condition that is cognitive, psychiatric or psychological in nature which prevents me from submitting proof of language with my application.

☐ No ☐ Yes If you check yes, you must submit supporting evidence with your application.

16 Prohibitions: To be eligible to become a Canadian citizen, you cannot be prohibited under the *Citizenship Act*.

Please read the

and select the applicable statement below.

1. Are you now:

- On probation? ☐ No ☐ Yes
- On parole? ☐ No ☐ Yes
- Serving a term of imprisonment? ☐ No ☐ Yes

2. Are you now serving a sentence outside Canada for an offence? ☐ No ☐ Yes

3. Are you now charged with, on trial for, or subject to or a party to an appeal relating to:

- An offence under the *Citizenship Act* or an indictable offence in Canada? ☐ No ☐ Yes
- An offence outside Canada? ☐ No ☐ Yes

4. Are you now, or have you ever been, under a removal order (have you been asked by Canadian officials to leave Canada)? ☐ No ☐ Yes

5. Are you now under investigation for, charged with, on trial for, subject to or a party to an appeal relating to, or have you been convicted of a war crime or a crime against humanity? ☐ No ☐ Yes

6. In the five years immediately before the date of your citizenship application, were you prohibited from being granted citizenship or taking the Oath of Citizenship because of misrepresentation or withholding material circumstances? ☐ No ☐ Yes

7. In the 10 years immediately before the date of your citizenship application, was your Canadian citizenship taken away (revoked) for reasons of false representation, fraud, or knowingly concealing material circumstances? ☐ No ☐ Yes

8. In the 4 years immediately before the date of your citizenship application, have you:

- Been convicted of an indictable offence under any Act of Parliament or an offence under the *Citizenship Act*? ☐ No ☐ Yes
- Been convicted of an offence outside Canada, regardless of whether you were pardoned or otherwise granted amnesty for the offence? ☐ No ☐ Yes

9. While a permanent resident, have you:

- Been convicted in Canada of terrorism, high treason, treason, or spying offences? ☐ No ☐ Yes
- Been convicted outside Canada of terrorism? ☐ No ☐ Yes
- Served as a member of an armed force of a country or territory or an organized armed group and that country or territory or group engaged in armed conflict with Canada? ☐ No ☐ Yes

☐ a) I have read and understand the prohibitions under the *Citizenship Act*.

b) If you have checked "YES" to any of the questions listed above, provide details. You may need to provide fingerprints and/or court documents and/or attend an in-person interview to make sure you are not prohibited under the *Citizenship Act*.

17 Consent to Disclose Personal Information after you acquire citizenship

a) CONGRATULATORY LETTER

Request for authorization

Federal Members of Parliament (MPs) send a letter of congratulations to new citizens in their ridings. **Do you authorize IRCC to forward your name, home (residential) address, and preferred official language to your Member of Parliament? No other information will be forwarded.**

☐ Yes ☐ No

b) NATIONAL REGISTER OF ELECTORS

Request for authorization

Canadian citizens who are 18 years of age or older have the right to vote in federal elections and referendums. Elections Canada needs your authorization to add your name to the National Register of Electors which is used to produce the voters lists for federal elections and referendums.

Do you authorize IRCC to give your name, home (residential) and mailing addresses, gender, date of birth, Unique Client Identifier (UCI), and the date your citizenship was granted to Elections Canada, after you acquire citizenship, so that Elections Canada can include this information in the National Register of Electors?

☐ Yes ☐ No

Whether you answer "**Yes**" or "**No**" is completely your choice. Your answer will not affect your citizenship application. Inclusion in the National Register of Electors is optional.

If you answer yes, your information will automatically be included on the lists of electors during a federal election and you will receive a voter information card during the elections to inform you when and where to vote.

If you answer no, you will still be able to vote, but you will have to register at your local Elections Canada office during the election, or at your polling station.

Your information will be used only for purposes permitted under the *Canada Elections Act*, which includes sharing it with provincial and territorial election agencies, members of Parliament, political parties and candidates at election time. The UCI and the date your citizenship was granted will only be used by Elections Canada for administrative purposes, and will not be shared by Elections Canada except as required by law.

For more information, please refer to Section 17 of the instruction guide. If you have any other questions, please call Elections Canada at **1-800-463-6868** or visit

c) QUÉBEC'S PERMANENT LIST OF ELECTORS

Request for authorization

In Québec, the permanent list of electors is used to compile the lists of electors used in provincial, municipal and school elections. If you are 18 years of age and older and reside in Québec, to make sure that you are on the lists of electors (voters), the Chief Electoral Officer of Québec needs your authorization to add your name to Québec's permanent list of electors.

Do you authorize IRCC to forward your name, home (residential) address and the date at which you started to reside at that address, gender, date of birth, Unique Client Identifier (UCI), and the date your citizenship was granted to the Chief Electoral Officer of Québec so that this information can be added to the permanent list of electors?

☐ Yes ☐ No

Whether you answer "**yes**" or "**no**" is completely your choice. Your answer will not affect your citizenship application. Inclusion in the permanent list is not mandatory. No information will be forwarded until you acquire Canadian citizenship. Your information will be used only for purposes permitted under the (RLRQ, C. E-3.3).

18 SIGNATURE OF APPLICANT

I agree to advise Immigration, Refugees and Citizenship Canada (IRCC) if any information on this form changes before I take the Oath of Citizenship. I understand the content of this form. I declare that the information provided is true, correct and complete, and that the photographs enclosed are a true likeness of me. I understand that if I or someone on my behalf, makes a false representation, or commits fraud or conceals any material circumstances relevant to my application, I could be prohibited from becoming a citizen for 5 years, my citizenship could be revoked and I could be charged with an offence as provided for under the *Citizenship Act* or the *Criminal Code*.

Notice: IRCC may verify the authenticity and accuracy of any documents you have provided in support of your application for an adult grant of citizenship with the body that issued the documents.

IMPORTANT NOTE:

Remember to make sure that you are eligible to apply for citizenship on the day **BEFORE** you sign this application.

Signature of applicant

City

Date (YYYY-MM-DD)

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* or 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 [InfoSource](#) is also available at public libraries across Canada.

Congratulations on completing your application form for an adult grant of Canadian citizenship! If you have not already started, you should begin studying for your Canadian citizenship test.

Next Steps:

- 1) Pay your application fee (\$630 per applicant 18 years of age and older) and print receipt
- 2) Complete the document checklist, to submit with the application
- 3) If you are applying with your family, include all applications in the one envelope
- 4) Print and send your application and documents to:

Regular Mail	Courier Address
Case Processing Centre-Sydney GRANTS Adults P.O. Box 7000 SYDNEY, NS B1P 6V6	Case Processing Centre-Sydney GRANTS Adults 49 Dorchester Street Sydney, Nova Scotia B1P 5Z2



Government
of Canada

Gouvernement
du Canada

[Home](#) → [Immigration and citizenship](#) → [Application forms and guides](#)

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.

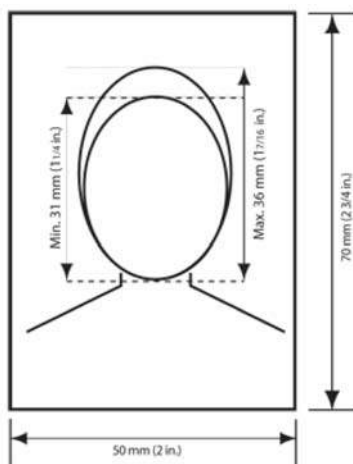
Requirements

- 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").
- The photographs must show the full front view of the head, with the face in the middle of the photograph, and include the top of the shoulders.
- The size of the head, from chin to crown, must be between 31 mm (1 1/4") and 36 mm (1 1/8").

- Crown means the top of the head or (if obscured by hair or a head covering) where the top of the head or skull would be if it could be seen.
- If the photographs do not meet the specifications, you will have to provide new photographs before your application can be processed.

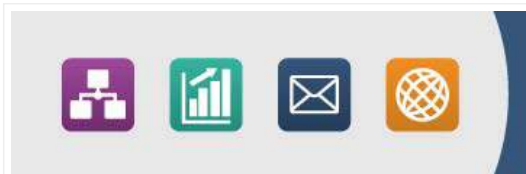
Date Modified:

2017-08-23

[Check application status \(/english/my_application/status.asp\)](/english/my_application/status.asp)[Find forms and guides \(/english/information/applications/index.asp\)](/english/information/applications/index.asp)[Check processing times \(/english/information/times/index.asp\)](/english/information/times/index.asp)[My account \(/english/e-services/account.asp\)](/english/e-services/account.asp)[Pay your fees \(/english/information/fees/index.asp\)](/english/information/fees/index.asp)[Change your address with IRCC \(/english/information/change-address.asp\)](/english/information/change-address.asp)[Get medical or police checks \(/english/my_application/checks.asp\)](/english/my_application/checks.asp)

Government of Canada activities and initiatives

Gallery of mobile and web-based applications



(http://open.canada.ca/en/apps?_ga=2.119480777.1582349726.1503424264-1037109847.1501179108)

Browse and download apps that were built both by the Canadian public and the Government of Canada that use open data.

Leaders Today Canada Newsletter



(https://www.canada.ca/en/campaign/prime-ministers-youth-council/youth-newsletter/2017/august.html?utm_source=pm_eng&utm_medium=priority&utm_campaign=august)

The newsletter for young people taking action to create a better Canada and a better world.

Wildfires in British Columbia



(<https://www.canada.ca/en/campaign/wildfires-in-british-columbia.html>)

Forest and wildfires can cause extensive damage and put lives in danger.



Language abilities

As of November 1, 2012, if you are between 18 and 54, you will have to send [proof of your ability to speak and listen in English or French](#) with your citizenship application. Some examples of this proof can be:

- The results of a CIC-approved third-party test; **or**
- Transcripts or a diploma from a secondary or post-secondary education in English or French, in Canada or abroad; **or**
- Evidence of achieving [Canadian Language Benchmark \(CLB\)/Niveau de compétence linguistique canadien \(NCLC\)](#) level 4 or higher in certain government-funded language training programs.

Important: Applications received **on or after November 1, 2012** must have proof of language included in the application package. If your application is received after November 1, 2012 without the acceptable proof, it will be considered **incomplete** and will be returned to you.

Where do I go?

<http://www.celpiptest.ca/>

Why CELPIP?

- Completely Computer-Delivered
- Easy Online Registration
- Quick Online Results (within 8 business days!)
- Uses Canadian Accents

The **CELPIP-General Test** is a complete English language testing program that assesses general levels of functional competency. The test is completely computer-delivered and consists of following components:

- Listening
- Speaking
- General Reading and Writing



How much does it cost?

The Basic English Language proficiency test is \$150.00 plus taxes. Coarse code: CELPIP General – LS.

The Canadian Test

The CELPIP-General Test uses the English variety spoken in Canada. Individuals wishing to immigrate to and adapt to life in Canada relate more to understanding and using Canadian English than other varieties of English used in other comparable testing systems.

1. Allows test candidates to complete all components of the test in just one three-hour sitting. The Speaking component requires no additional appointments with an examiner. This allows test candidates to demonstrate their English proficiency without the confounding effects associated with human interaction as used in other testing systems.
2. Completing the test with a keyboard and mouse rather than paper and pen can provide a considerable advantage to the test candidate, especially in the Writing component.
3. The use of a headset for the Listening component allows test candidates to adjust the volume to suit their own needs.
4. The Writing component includes an automatic “word count” function.
5. Each component of the test includes a timer, which allows test candidates to keep track of their own time.

Test Locations & Dates:

<http://www.celiptest.ca/registration-information/test-dates-and-locations/>

Test Format & Scoring:

<http://www.celiptest.ca/about-celip-g/test-format-and-scoring/>



RESIDENCE OUTSIDE CANADA

FOR ADULT CITIZENSHIP APPLICANTS DECLARING RESIDENCE OUTSIDE CANADA AS A CROWN SERVANT OR WITH A CROWN SERVANT FAMILY MEMBER (SPOUSE, COMMON-LAW PARTNER OR PARENT)

Surname	Given name(s)	Date of birth (YYYY-MM-DD)
---------	---------------	----------------------------

Complete either Section A or Section B, as applicable.

SECTION A – CROWN SERVANT FAMILY MEMBER

Complete this section if you were residing outside Canada with your Canadian spouse or common-law partner, or your permanent resident spouse, common-law-partner, or parent, who was employed outside Canada in or with the Canadian Armed Forces, the federal public administration or the public service of a province or territory, otherwise than as a locally engaged person.

Citizenship applicants who are minors (under 18 years of age) at the time of application do not need to complete this form.

Attach clearly legible **photocopies** of the following documents:

- ☐ Proof of your spouse, common-law partner, or parent's employment in or with the Canadian Armed Forces, the public service of Canada or a province/territory.
Note: The proof of employment must confirm that your spouse, common-law partner, or parent is not a locally engaged person.

One of the following:

- ☐ Marriage certificate, or
- ☐ Statutory declaration of common-law union (CIT 0458), or
- ☐ Proof of parent-child relationship, for example your long form birth certificate or adoption order

One of the following:

- ☐ Proof of spouse or common-law partner's citizenship, for example a certificate of Canadian citizenship or a provincial/territorial birth certificate, or
- ☐ Proof of spouse, common-law partner, or parent's permanent resident status, for example their Record of Landing (IMM1000), Confirmation of Permanent Residence (IMM 5292 or IMM 5688), or Permanent Resident Card

1. Name of spouse, common-law partner, or parent you were living with during the relevant period immediately before the date of your application for citizenship:

--

2. Relationship to you: ☐ Spouse ☐ Common-law partner ☐ Parent

Note: A common-law partner is a person you have been living with for at least 12 consecutive months in a conjugal relationship (a relationship like a marriage). That means living together for one year without any long periods where you did not see each other. Either partner may have left the home for work or business travel, family obligations, and so on. However, that separation must have been temporary and short. A common-law relationship ends when at least one partner does not intend to continue it.

3. With whom was your spouse, common-law partner, or parent employed and in what capacity? Specify the duration of the posting and the department or agency, whether federal or provincial/territorial, and the title of the position. If the employment was with the Canadian Armed Forces, indicate the unit and location.

Details of employment	From (YYYY-MM-DD)	To (YYYY-MM-DD)

4. Provide details of your residence outside Canada during the relevant period immediately before the date of your application. Include trips outside of the country (or countries) of residence and if the purpose was to accompany your family member for their work (e.g., business trip, official leave/rest and relaxation) or for purposes other than for their work (e.g., vacation).

From (YYYY-MM-DD)	To (YYYY-MM-DD)	City, country	Were you in this location with your eligible family member for their employment?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Was the marriage or common-law union valid at all times during this period (i.e., you did not divorce, both common-law partners intended to continue the relationship)? ☐ Yes ☐ No ☐ Not applicable

6. When did the common-law relationship begin (YYYY/MM/DD)?

Note: This must be at least one year after you began living together in a conjugal relationship.

☐ Not applicable

SECTION B – CROWN SERVANT APPLICANT

Complete this section if you were employed outside Canada as a permanent resident in or with the Canadian Armed Forces, the federal public administration or the public service of a province or territory, otherwise than as a locally engaged person.

Attach clearly legible **photocopies** of the following documents:

- ☐ Proof of your employment in or with the Canadian Armed Forces, the public service of Canada or a province/territory.
Note: The proof of employment must confirm that you were not a locally engaged person.

1. With whom were you employed and in what capacity? Specify the duration and the department or agency, whether federal or provincial/territorial, and the title of the position. If the employment was with the Canadian Armed Forces, indicate the unit and location.

Details of employment	From (YYYY-MM-DD)	To (YYYY-MM-DD)

2. Provide details of your residence outside Canada during the relevant period immediately before the date of your application. Include trips outside of the country (or countries) of residence and if the purpose was for your work (e.g., business trip, official leave/rest and relaxation) or for purposes other than for your work (e.g., vacation).

From (YYYY-MM-DD)	To (YYYY-MM-DD)	City, country	Were you in this location for your employment?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION C – SIGNATURE OF APPLICANT

I understand the contents of this form. I declare that the information provided is true, correct, and complete. I understand that if I, or someone on my behalf, makes a false representation, or commit fraud or conceal any material circumstances relevant to my application, I could be prohibited from becoming a citizen and reapplying for citizenship for five (5) years, my Canadian citizenship could be revoked, and I could be charged with an offence as provided for under the *Citizenship Act* or the *Criminal Code*.

Note: CIC may verify the authenticity and accuracy of any documents you have provided in support of your application for an adult grant of citizenship with the body that issued the documents.

Signature

Date (YYYY-MM-DD)

7. Your representative's contact information

Name of firm or organization (if applicable)			
If student-at-law, write the name of the supervising lawyer			Supervising lawyer membership ID
Mailing address			
Postal code/ZIP			
Telephone number	Country code	Area code	Number
	()		
Fax number	Country code	Area code	Number
	()		
Email 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.

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and the *Citizenship 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**. The information may be shared with other organizations such as the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security and Intelligence Service (CSIS), where there is an agreement or arrangement with a foreign government, in accordance with subsection 8(2) of the *Privacy Act*. Pursuant to the *Immigration and Refugee Protection Regulations* and the *Citizenship Regulations*, the information may also be shared with a regulatory body that is responsible for governing or investigating the conduct of representatives, such as a provincial and territorial law society, the *Chambre des Notaires du Québec* and the Immigration Consultants of Canada Regulatory Council (ICCRC). 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. **Infosource is also available in Canadian public libraries.**



APPLICATION FOR CANADIAN CITIZENSHIP - MINORS (under 18 years of age) under subsection 5(2)

IMPORTANT INFORMATION:

The parent or guardian applying on behalf of a minor (under 18) who is a permanent resident should complete this form.

Do not use this form if your child is eligible for citizenship through birth outside Canada to a Canadian parent (citizenship by descent).

Before you start, read the instructions.

Complete the form on a computer or by hand in block letters with black ink.

For official use only

UCI no.

Certificate no.

1 I want service in ☐ English OR ☐ French Please check ☐ one

2 Does the child have special needs that require accommodation? ☐ No ☐ Yes ▶ If yes, explain:

3 Have you applied for the child to obtain citizenship in the past? ☐ No ☐ Yes ▶ When?
Year

4 a) The person applying for the child is the ☐ Parent OR ☐ Guardian
Print your name

b) Is the child legally adopted? ☐ No ☐ Yes

Note: Guardians can apply but one of the natural or adoptive parents must be a Canadian citizen or applying to become a Canadian citizen. You must provide a birth certificate, adoption order or a legal document showing guardianship (see instructions about Quebec issued documents in the section on documents).

For official use only

5 A. What is the child's client ID# or Unique Client Identifier (UCI) as shown exactly on the child's most recent immigration document?

B Child's name (exactly as it appears on the immigration document)

Surname/Last name

Given name(s)

C The child's current name, if different from 5B. Note: You must provide supporting documents for any change in the child's name. Consult "Step 1. Gather documents" in the instruction guide.

Surname/Last name

Given name(s)

D. List any other names the child has used in the past or now uses (i.e. alias, birth name, nickname). These names will not appear on the child's certificate of citizenship.

Surname/Last name

Given name(s)

6 A Birth details (as shown on the immigration document) Date City, town, etc. Country or Territory

B Indicate the child's current citizenship

C Personal information Sex ☐ Male OR ☐ Female Height cm OR ft in Colour of eyes

Marital status ☐ Single ☐ Married ☐ Common-law ☐ Widowed ☐ Divorced ☐ Separated

7 A Home address Postal code

B Mailing address (if different from home address) Postal code

C Telephone no.(s) Home Work Ext. Cell

D E-mail address (if applicable)
* If you provide us with your email address, we may correspond with you via email.

8 DETAILS OF CHILD'S PARENTS

PARENT

A Surname/Last name (Maiden name if applicable)		Given name(s)	
Other name(s) used <input type="text"/>			
B Country or territory of birth	Date of birth (YYYY-MM-DD)	C Was the child's grandparent(s) a Canadian citizen at the time of their parent's birth <input type="checkbox"/> No <input type="checkbox"/> Yes	
D Proof of Canadian citizenship	Certificate number <input type="text"/>	Date on certificate (YYYY-MM-DD)	E Indicate whether the child's parent is the natural or adoptive parent <input type="checkbox"/> Natural <input type="checkbox"/> Adoptive
F Did the parent leave Canada for more than 1 year before February 15th, 1977? (see instructions in the guide) <input type="checkbox"/> No <input type="checkbox"/> Yes		From (YYYY-MM)	To (YYYY-MM)
		Destination (Country or Territory)	
G Was the parent employed outside Canada as a Crown servant (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 the child's birth or adoption? <input type="checkbox"/> No <input type="checkbox"/> Yes		H Were either of the child's grandparents employed outside Canada as a Crown servant (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 the parent's birth or adoption? <input type="checkbox"/> No <input type="checkbox"/> Yes	

PARENT

A Surname/Last name (Maiden name if applicable)		Given name(s)	
Other name(s) used <input type="text"/>			
B Country or territory of birth	Date of birth (YYYY-MM-DD)	C Was the child grandparent(s) a Canadian citizen at the time of their parent's birth <input type="checkbox"/> No <input type="checkbox"/> Yes	
D Proof of Canadian citizenship	Certificate number <input type="text"/>	Date on certificate (YYYY-MM-DD)	E Indicate whether the child's parent is the natural or adoptive parent <input type="checkbox"/> Natural <input type="checkbox"/> Adoptive
F Did the parent leave Canada for more than 1 year before February 15th, 1977? (see instructions in the guide) <input type="checkbox"/> No <input type="checkbox"/> Yes		From (YYYY-MM)	To (YYYY-MM)
		Destination (Country or Territory)	
G Was the parent employed outside Canada as a Crown servant (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 the child's birth or adoption? <input type="checkbox"/> No <input type="checkbox"/> Yes		H Were either of the child's grandparents employed outside Canada as a Crown servant (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 the parent's birth or adoption? <input type="checkbox"/> No <input type="checkbox"/> Yes	

9

A When did the child become a permanent resident of Canada?

Date (YYYY-MM-DD)

B Has the child left Canada for a total of 6 months or longer since becoming a permanent resident?

☐ Yes

☐ No

If yes, give details of the time the child spent away from Canada.

FROM (YYYY-MM-DD)	TO (YYYY-MM-DD)	DESTINATION What country or territory did the child go to?	REASON Why did the child go to this country or territory?	Number of days absent
				days
				days
				days
				days
				days
				days
				days
				days
				days
				days
				days
				days
				days

Use another piece of paper if you need more space.

TOTAL

days

C You must include photocopies of the biographical pages of any passports or travel documents covering the five (5) years immediately before the date of the child's application, or since the child became a permanent resident, if the child became a permanent resident within the past five years.

Do you have all of the required photocopies?

☐ Yes

☐ No

► If no, explain why these documents are not in your possession in the box below.
Note: if your passport validity was extended, include a photocopy of the page(s) containing the extension stamp(s).

D Are there any gaps in time in the validity period of the child's passports or travel documents during the past five (5) years, or since the child became a permanent resident, within the past five years?

☐ No

☐ Yes

► If yes, explain why the child's passports or travel documents do not cover the entire period of time in the box below. If you do not provide an explanation for any period when your child did not have a valid passport, your application will be returned to you.

E In the past four (4) years, was the child present in a country or territory other than Canada for a total of 183 days or more while the child was 14 years of age or older?

☐ Yes

☐ No

☐ Not applicable (child under 14 years of age)

If you have checked "YES", indicate each country or territory in the box below. You must provide police certificates for each country or territory where the child has been present for 183 days or more. If the child cannot get a police certificate from a country or territory, provide an explanation in the box below.

10 PROHIBITIONS UNDER THE CITIZENSHIP ACT

- A** Is the child now:
- on probation in Canada? ► ☐ No ☐ Yes
 - on parole in Canada? ► ☐ No ☐ Yes
 - serving a term of imprisonment in Canada? ► ☐ No ☐ Yes
- B** Is the child now serving a sentence outside Canada for an offence? ► ☐ No ☐ Yes
- C** Is the child now charged with, on trial for, or subject to or a party to an appeal relating to an offence under the *Citizenship Act* or an indictable offence in Canada? ► ☐ No ☐ Yes
- D** Is the child now charged with, on trial for, or subject to or a party to an appeal relating to an offence committed outside Canada? ► ☐ No ☐ Yes
- E** Is the child now, or has the child ever been, under a removal order (has the child been asked by Canadian officials to leave Canada)? ► ☐ No ☐ Yes
- F** Is the child now under investigation for, charged with, on trial for, subject to or a party to an appeal relating to or has the child ever been convicted of a war crime or a crime against humanity? ► ☐ No ☐ Yes
- G** In the past five (5) years, was the child prohibited from being granted citizenship or taking the Oath of Citizenship for reasons of misrepresentation or withholding of material circumstances? ► ☐ No ☐ Yes
- H** In the past four (4) years, has the child been convicted in Canada of an indictable offence under any Act of Parliament or an offence under the *Citizenship Act*? ► ☐ No ☐ Yes
- I** In the past four (4) years, has the child been convicted outside Canada of an offence, regardless of whether the child was pardoned or otherwise granted amnesty for the offence? ► ☐ No ☐ Yes
- J** While a permanent resident, has the child:
- been convicted in Canada of terrorism, high treason, treason, or spying offences? ► ☐ No ☐ Yes
 - been convicted outside Canada of terrorism? ► ☐ No ☐ Yes
 - served as a member of an armed force of a country or territory OR organized armed group and that country or territory or group engaged in armed conflict with Canada? ► ☐ No ☐ Yes

I am the parent or guardian of this child. I have read and understand the prohibitions under the *Citizenship Act*.

If you have checked "YES" to any of the prohibitions listed above, provide details below. If applicable, attach court documents.

11 APPOINTMENT OF A REPRESENTATIVE

Are you appointing an individual, firm or organization as your representative? ► ☐ No ☐ Yes ► If yes, the *Use of a Representative* form (IMM 5476) must be completed and included with your application.

12 SIGNATURE(S)

I agree to advise Immigration, Refugees and Citizenship Canada (IRCC) if any information on this form changes before the child takes the Oath of Citizenship. I understand the content of this form. I declare that the information provided is true, correct and complete, and that the photographs enclosed are a true likeness of the child. I understand that if I or someone on my behalf, make a false representation, or commit fraud or conceal any material circumstances relevant to the child's application, the child could be prohibited from becoming a citizen and reapplying for citizenship for five years, the child's citizenship could be revoked and I could be charged with an offence as provided for under the *Citizenship Act*, or the *Criminal Code*.

Note: IRCC may verify the authenticity and accuracy of any documents you have provided in support of your application for a minor grant of citizenship with the body that issued the documents.

I have read and understand the prohibitions under the *Citizenship Act*.

**PARENT'S/GUARDIAN'S Signature**

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

City

Date (YYYY-MM-DD)

Children (14 years of age and older) must also sign this application:

**CHILD'S Signature**

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

City

Date (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 his/her 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.



USE OF A REPRESENTATIVE

You do not need to hire a 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 for free at www.cic.gc.ca.

A representative is someone who has provided advice or guidance to you at any stage of the application process, whether that person received consideration (i.e. compensation) or not. Following the submission of your application, that person may conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA) if you appoint them as your representative by filling out this form. The preceding includes Express Entry submissions. You may have **one** representative only per application. 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.

Note: You must use this form to appoint a paid or unpaid representative to conduct business with CIC or the CBSA on your behalf. You must also use this form to: 1. notify CIC if your representative's contact information changes, 2. if you wish to cancel the appointment of your current representative and represent yourself, or, 3. if you wish to cancel the appointment of your current representative and appoint a new 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 (YYYY-MM-DD)

3. If you have already submitted your application:

Name of office where the application was submitted

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

4. Your Client Identification (ID) or Unique Client Identifier (UCI) number identification number (if known)

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. **Note:** Even if a representative is being paid or compensated by someone other than you (the applicant), the representative is still considered to be a compensated representative.
- 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 UNCOMPENSATED and is a:

☐ Friend or family member

☐ member of the Immigration Consultants of Canada Regulatory Council (ICCRC) or member of the Ordre des notaires du Québec

Is or will be COMPENSATED and is a member in good standing of:

☐ the Immigration Consultants of Canada Regulatory Council (ICCRC)

☐ a Canadian provincial or territorial law society

☐ the *Chambre des notaires du Québec*

7. Your representative's contact information

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.