

## 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](mailto: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 **2558 Danforth Ave, #202, Toronto, ON M4C1L3**
- 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.

**APPLICATIONS WITHOUT THIS ORDER FORM WILL NOT BE PROCESSED**

#### 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)

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

Average processing times are 20-30 business days

##### REGULAR FILING

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

Average processing times are 7-10 months

#### CREDIT CARD INFORMATION

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

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 <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 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

<b>A</b>	Surname/Last name	Given name(s)
<b>B</b>	List other names used (e.g. maiden name, alias, etc.)	Date of birth (YYYY-MM-DD)
<b>C</b>	Place and country of birth	Date of entry into Canada (YYYY-MM-DD)
<b>D</b>	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

<b>E</b>	Father's surname/last name	Father's given name(s)
	When the father became a Canadian citizen,	
	a) where was he living? _____	Father's date of birth (YYYY-MM-DD)
	b) what was his job? _____	

## 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)
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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](http://Infosource.gc.ca), at [www.cic.gc.ca](http://www.cic.gc.ca), at the local CIC offices, at the CIC Call Centre and at any Canadian public library.

**7. Your representative's contact information**

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

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

**8. Your representative's declaration:**

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

Signature of representative

Party ID (if known)

Date

**SECTION C: CANCEL THE APPOINTMENT OF A REPRESENTATIVE**

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

**9. Your representative's full name**

Family name (Surname)

Given name(s)

  
  

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

- I declare that 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

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

Date

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

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used in assessing your application according to the requirements of the Act. It will be retained in a Personal Information Bank identified in **Infosource**. 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*, 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](http://infosource.gc.ca) and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**