



CITIZENSHIP Canada

Application for a Citizenship Certificate from Inside Canada — Under Section 3

Proof of Citizenship



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Forms:

- Application for a Citizenship Certificate from Inside Canada (CIT 0001)
- Citizenship Photograph Specifications - (CIT 0021)
- Document Checklist (CIT 0460)
- Receipt (IMM 5401)

This application is made available free by
Citizenship and Immigration Canada and
is not to be sold to applicants.

Également disponible en français

Contact Information

Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at www.cic.gc.ca. For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press * (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer your call.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

From anywhere in Canada, call

1-888-242-2100 (toll-free)

Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

This publication is available in alternative formats upon request.

Overview

This application is for a person who is already a Canadian citizen, is **residing in Canada** and wants to obtain a citizenship certificate. Read this important information before you start filling out the application form.

See **Documents You Must Send with Your Application**, in this guide, to see if this application applies to you.

Whether you are applying to replace your citizenship certificate because the information on the certificate is out of date, or because the certificate has been damaged, stolen, lost or destroyed, you must return all original citizenship/naturalization certificates and any pink transmission copies that you still have. Failure to do so will result in delays in processing your application.

Original citizenship/naturalization certificates and pink transmission copies submitted with your application will **not** be returned and are retained by Citizenship and Immigration Canada. You will only receive your replacement certificate.

You could lose your present nationality or citizenship if you become a Canadian citizen. If you have any questions about this, you should ask the embassy, high commission or consulate of the country of your present nationality.

Citizenship process for adopted people

Canada's citizenship law was amended to allow Canadian citizens who adopt a child from a foreign country the option of applying for Canadian citizenship for their adopted child without first having to apply for permanent residence. An application for Canadian Citizenship for a person adopted by a Canadian citizen (after February 14, 1977) is available. Adopted persons who are adults may apply for themselves. You can download the application by visiting the following Web site: www.cic.gc.ca.

If you want to apply for Canadian citizenship for an adopted child or you are a child adopted by a Canadian citizen, refer to the CIC Web site to help you determine if you should apply for citizenship or for permanent residence.

What you must send with this form

Fee

See **Citizenship Fees** for information on the current fee and method of payment. **The fee is not refundable.** If you have printed this application from the Web site a receipt is not included. You must order an original receipt as shown in **Citizenship Fees** section of this guide.

Documents

Read the section **Documents You Must Send with Your Application of** this guide to determine which one of the sections in the guide applies to you. Note that there are special instructions for baptismal certificates, birth certificates and marriage certificates issued by the government of Quebec prior to January 1, 1994.

If you are applying for your **first** certificate, the documents you send must be originals or certified copies. If you are submitting certified copies, an authorized person must swear or affirm that the

copies are true copies of the original documents. An authorized person can be a commissioner of oaths, a notary public or a justice of the peace.

Translated Documents

If supporting documents are not in English or French you must supply the document, a translation of the document and an affidavit from the person who completed the translation. Translations by family members are not acceptable.

Note: Failure to include the necessary documents will result in delays in processing your application.

- Additional documents may be required during the processing of your application.

Original Documents

We cannot guarantee that original documents will be returned promptly. Therefore, it is recommended that you **not** send original documents if a **copy** of a document is requested.

Photographs

Your photo will appear on your wallet-size citizenship certificate.

You must provide two (2) citizenship photos taken within the last 12 months. Take the form *Citizenship Photograph Specifications* (CIT 0021), included in this application guide, to the photographer to make sure you get the correct size photos. When you have your photos taken, do not wear a head covering unless you wear one because of your religion.

When you pick up the photos at the photographer, check to make sure the size of the photos is correct and the back of the photo is dated and identified by the photographer.

Signature on both application and photos

Adults and children 14 years of age and older must sign the application **and** photos.

The signature on your application and your photos must match.

Sign your name in black or blue ink, in the white signature area below each photo, in the same manner as you would other official documents. Do not print.

Children under 14 years of age, leave the signature strip blank. Parents print the child's name on the back of the photos.

Put both signed photos in the small envelope provided with this form. **Do not staple, glue or otherwise attach the photos directly to the application.**

Application printed from the Web site

If you have printed the application from the Web site, there is no photo envelope provided. Therefore, we ask that you provide your own envelope **for each** set of photos.

Citizenship Fees

What fees are required?

You must pay a **Processing Fee** when you submit an application for proof of citizenship.

Processing fee: \$75 per person

Are fees refundable?

Processing Fee

The processing fee is not refundable. The processing fee will not be refunded, regardless of the final decision, once the Case Processing Centre has started processing the application.

How do I pay the fees?

You have the option of paying your fees through the Internet or at a financial institution.

Payment of fees on the Internet

You can pay your fees on the Internet with a credit card if you have access to a computer with an Internet connection and a printer.

After you complete your application, go to our Web site at www.cic.gc.ca and select “**On-Line Services**” from the menu bar at the top, then “**Payment of fees using the Internet**”.

Follow the instructions to the end of payment process. At the end, you must print the CIC official receipt and fill out by hand the Payer Information Section. Then attach the bottom portion (copy 2) of this receipt to your completed application.

Payment of fees at a financial institution

STEP 1. Use this chart to calculate the fees required

	PROCESSING FEE	Number of Persons	Amount per Person	Amount Due
	PROOF OF CITIZENSHIP		X \$75	
			Total	\$

STEP 2. Fill out one receipt form (**IMM 5401**) for yourself and other members of your family if you are applying at the same time.

An original receipt must be used; **a photocopy is not acceptable**. You can order an original receipt from our [Web site](#) or call a [Call Centre Agent](#).

STEP 3. Insert the ‘Total’ on line **09 Citizenship or Immigration Services Fees**.

Do **not** complete the top two portions of the receipt; these will be completed by the financial institution.

STEP 4. Complete the ‘Payer Information’ sections on the reverse of the receipt. If payment made is for more than one person, only the name of the person paying the fees should be indicated on the “payer information” section.

If you already have an open file and know the client identification number (client ID) that we have assigned to you, enter the number in the box provided for that purpose. If not, leave that box empty.

STEP 5. Bring the receipt and your payment to the financial institution.

Do **not** make payment using the automated teller machines.

What if I make an incorrect payment?

If you are required to pay additional fees, the Case Processing Centre will send you a form (IMM 5412) which will indicate the amount required for correct payment. Not paying the correct fee will result in a delay in finalizing your application. This payment must also be paid at a designated financial institution.

If you have paid too much, your application will be processed and the amount of the overpayment will be refunded. A cheque will be issued by Citizenship and Immigration Canada, as soon as possible.

Where can the fees be paid?

Payment can be made at most financial institutions in Canada. Check with financial institutions in your area. There is no banking charge to pay. The service is free.

What can I use to pay the fees?

The financial institution will let you know what form of payment it considers acceptable.

What does the financial institution do?

The financial institution will accept your payment. The financial institution will stamp and insert the amount paid in the upper two portions of the receipt. You will receive the top two portions of the receipt. **Make sure you are given these and that they have been stamped and completed before you leave the financial institution.**

Note: Do **not** present your application to the financial institution, only your receipt.

What do I do after I have paid the fees?

Retain the top portion (Copy 1 – Client’s copy) of the receipt which you have been given for your records. Attach the middle portion (Copy 2 – To be sent by client to Citizenship and Immigration Canada) to your completed application and mail it to the Case Processing Centre. Do **not** send any other form of payment with your application.

Documents You Must Send with Your Application

Choose the one boxed section below that applies to you.

If this application is for your **first** citizenship certificate, provide originals or clear and legible certified copies of your documents. Refer to the Overview section under **Documents** for information on persons authorized to affirm true copies.

If this application is for a **replacement** of your citizenship certificate, provide clear and legible photocopies of your documents.

Failure to submit the required document will result in delays in the processing of your application.

Documents issued by the Quebec Government

Baptismal certificates, birth certificates and marriage certificates issued by the government of Quebec before **January 1, 1994** are no longer accepted for issuing a proof of Canadian citizenship. This applies to applications for replacement of your certificate as well as first time applications for certificates. New documents will be required from the government of Quebec for yourself, your child, your parent or your husband to establish proof of citizenship.

For more information on obtaining a valid document, contact the office of the Registrar of Civil Status of Quebec at one of the following numbers: Québec - (418) 643-3900, Montréal - (514) 864-3900, elsewhere in the province - 1-800-567-3900. Information can also be obtained by visiting their Web site (www.etatcivil.gouv.qc.ca).

If you have a certificate of registration of birth abroad (RBA), a citizenship certificate, or you are applying to replace your certificate, you must send:

- all **original** citizenship/naturalization certificate(s) and any pink transmission copies
- two (2) pieces of personal identification, such as a driver's licence, and a health insurance card
- other documents, such as a marriage certificate and/or legal name change certificate, divorce decree, birth certificate (if applicable)

If you were a British subject who lived in Canada for 20 years immediately before 1947, you must send:

- a birth certificate (issued by authorities in the country where you were born)
- two (2) pieces of personal identification, such as a driver's licence and a health insurance card
- for women married before 1947: details of your husband's nationality at the time of your marriage
- other documents, such as marriage certificate and /or legal name change certificate (if applicable)

If you have never had a citizenship certificate, and you were born in Canada, you must send:

- a birth certificate issued by the appropriate provincial or territorial authority
- two (2) pieces of personal identification, such as a driver's licence and a health insurance card
- other documents, such as a marriage certificate and/or legal name change certificate (if applicable)

If you were a British subject who lived in Canada as a permanent resident for at least 5 years (but less than 20) before 1947, you must send:

- your birth certificate (issued by government authorities in the country where you were born)
- proof of admission to Canada as a permanent resident (immigration document or British passport you used when you originally entered Canada if it includes an original entry or admission stamp)
- two (2) pieces of personal identification, such as a driver's licence, and a health insurance card
- for women married before 1947: details of your husband's nationality at the time of your marriage
- other documents, such as marriage certificate and/or legal name change certificate (if applicable)

If you were born outside Canada to a Canadian parent before January 1, 1947, you must send:

- a birth certificate which lists your parents (issued by responsible government authorities in the country where you were born)
- proof that your natural father (or your natural mother, if your parents were not married before your birth) was a Canadian citizen when you were born, i.e. your parent's provincial or territorial birth certificate or Canadian citizenship certificate
- your parent's marriage certificate
- two (2) pieces of personal identification, such as a driver's licence and a health insurance card
- other documents, such as your marriage certificate and/or legal name change certificate (if applicable)

If you are a woman who was married to a Canadian and who entered Canada as a permanent resident before 1947, you must send:

- your birth certificate (issued by government authorities in the country where you were born)
- your marriage certificate
- proof of your husband's Canadian citizenship (e.g. husband's provincial or territorial birth certificate or citizenship certificate)
- proof of your admission to Canada as a permanent resident (immigration document or British passport you used when you originally entered Canada if it includes an original entry or admission stamp)
- two (2) pieces of personal identification, such as a driver's licence and a health insurance card
- other documents, such as a legal name change certificate (if applicable)

If you were born outside Canada to a Canadian parent on/or after February 15, 1977, you must send:

- a birth certificate which lists your parents (issued by government authorities in the country where you were born)
- proof that one or both of your parents was a Canadian citizen when you were born (for example, citizenship certificate or Canadian birth certificate)
- two (2) pieces of personal identification, such as a driver's licence and a health insurance card
- other documents, such as your marriage certificate and/or legal name change certificate (if applicable)

If you are a woman, Canadian-born or a British subject, who lost her British subject status upon or during marriage before 1947, you must send:

- your birth certificate (issued by authorities in the country where you were born)
- your marriage certificate
- proof of your husband's foreign nationality at time of marriage or proof of your husband's naturalization in a foreign country
- two (2) pieces of personal identification, such as a driver's licence, and a health insurance card
- other documents, such as legal name change certificate (if applicable)

How to Complete Your Application

Follow the instructions carefully. You must answer all questions. If you leave any sections blank, your application may be returned to you and processing may be delayed. If any sections do not apply to you, answer “N/A” (“Not applicable”). If you need more space to answer any questions, use an extra sheet of paper and indicate the section (number and/or letter) you are answering.

Warning: If you send us an application that has any misleading or fraudulent information on it, you can be charged with a criminal offence, and you may be subject to criminal prosecution in a court.

Follow These Step-by-Step Instructions

Section 1

Indicate whether you would like service in English or French.

Section 2

- Indicate if you have ever had a previous Canadian citizenship certificate.
- If yes, you must provide the surname/last name, given name(s), certificate number and date citizenship was acquired.
- You must also indicate whether you are applying to update your certificate, or to replace it.
- If you are applying to replace your certificate you must indicate if it was stolen, lost or destroyed, and you must indicate if the theft or loss was reported to the police.
- Provide details of theft, loss or destruction, in the area provided.

Whether you are applying to replace or update your certificate you must return any Canadian citizenship certificates in your possession. Failure to do so will result in delays in processing your application.

Section 3

- Indicate your surname/last name and given name(s).

If you are applying to **replace** your certificate, your name will be the same as what was on your previously issued certificate. If you want a different name on your replacement certificate, you must provide us with satisfactory documentation.

If you have legally changed your name, we require a copy of the provincial or territorial change of name document.

If you have changed your name as a result of marriage, adoption or divorce you must submit a copy of that document showing both names. In addition we require one provincially or territorially issued document, such as a health insurance card, driver's license or an official school record issued by the provincial or territorial Department responsible for education showing that exact name. Your certificate will reflect the name on your provincial or territorial document.

- If satisfactory documentation is not provided to support the requested name change, your citizenship certificate will reflect the name recorded on your previously issued certificate.

If this is the **first time** you are applying for a citizenship certificate, the name on your citizenship certificate will be the same as the one shown on your birth certificate, *Record of Landing* (IMM1000), Permanent Resident Card (PRC), *Confirmation of Permanent Residence* (IMM 5292), or foreign passport.

If you have legally changed your name, we require a copy of the Provincial/territorial change of name document.

If you have applied for an amendment to your *Record of Landing*, or *Confirmation of Permanent Residence*, we require a copy of that amendment or a letter confirming the change of name.

If you are requesting a different name as a result of marriage, adoption or divorce you must submit a copy of that document showing both the old and new names. In addition we require one provincially or territorially issued document, such as a health insurance card, driver's license or an official school record issued by the provincial or territorial Department responsible for education showing that exact name. Your certificate will reflect the name on your provincial/territorial document.

Note: If satisfactory documentation is not provided to support the requested name change, your citizenship certificate will reflect the name recorded on your birth certificate, *Record of Landing* (IMM1000), Permanent Resident Card (PRC), *Confirmation of Permanent Residence* (IMM 5292), or foreign passport.

- If you have used other names in the past, or are known by a name other than the one you listed above, indicate them in the space provided. (Other names can include your birth name, nicknames, call names, community name, etc.) You can use a separate piece of paper if required.

Section 4

A. Indicate your date of birth.

If you are applying for your first certificate, use the date of birth shown on your birth certificate.

If you are applying for a replacement certificate, use the date of birth from your previous certificate.

If the date of birth on your citizenship certificate is incorrect, you may request an amended date of birth; however, you will be asked to provide additional documents. This may result in delays in processing your application.

If the date of birth on your first certificate was based on your *Record of Landing* (IMM 1000), Permanent Resident Card (PRC) or *Confirmation of Permanent Residence* (IMM 5292), you will be asked to obtain an amendment to your *Record of Landing*, Permanent Resident Card (PRC) or *Confirmation of Permanent Residence*.

You must obtain the correct version before submitting your application for proof of citizenship. Do not apply for proof of citizenship until you have received a response to your request. Include your new corrected Permanent Resident Card, or the letter of amendment and your original *Record of Landing* or *Confirmation of Permanent Residence* with your citizenship application (additional documentation may also be required; in which case, you will be contacted at a later date). You may not change your birth date during the processing of your application for citizenship.

This guide does not provide general information about amending your *Record of Landing* (IMM 1000), Permanent Resident Card (PRC) or *Confirmation of Permanent Residence* (IMM 5292). For information on amending your *Record of Landing* or *Confirmation of Permanent Residence*, refer to the guide *Request to Amend the Immigration Record of Landing* or your *Confirmation of Permanent Residence* (IMM 5218). This guide may be obtained by visiting our [Web site](#) or by contacting the Call Centre listed in the [Contact Information](#) section of this guide. For information on amending your Permanent Resident Card, refer to the guide *Request to reissue a Permanent Resident Card* (IMM 5530), which can only be obtained by contacting the Call Centre in the [Contact Information](#) section of this guide.

If you are requesting to change your date of birth, and you obtained your first certificate using a birth document, you must provide an amended birth document issued by the originating province or country (additional documentation will also be required and you will be contacted at a later date).

- B. Indicate your place and country of birth.
- C. Indicate whether you are male or female, how tall you are, the colour of your eyes and your legal marital status. We need this information for our records. The colour of your eyes and height will be shown on your citizenship certificate.

Section 5

If you are a woman and married before January 1, 1947;

- indicate your husband's surname/last name, given name(s) and his date and place of birth.
- indicate the country you were married in and the date of your marriage.
- indicate if your husband is a Canadian citizen, and if he is, provide the details.
- indicate the number from your husband's citizenship card, if he has one, and the date he acquired citizenship.

Section 6

- You must indicate if you are a citizen of one or more countries other than Canada. If yes, indicate the country or countries and show the date and how you obtained the citizenship.
- You must indicate if you have left Canada for 1 year or longer before 1977. If yes, provide the dates you were away, the country you went to and the reason you went to that country.

Section 7

- List the telephone number(s) where you can be reached. We may need to contact you by phone.
- Provide your current home address, complete with postal code.
- If your mailing address is different from your home address, include your mailing address, complete with postal code.

Section 8

You must complete Section 8 if:

You were born in Canada and are applying for your first certificate; **or**

You were born outside of Canada and your parent was a Canadian citizen at the time of your birth; **or**

You were granted Canadian citizenship before February 15, 1977 and you were a minor at that time (under 21 years of age).

- Show the relationship of your parent(s) by indicating Natural or Adoptive.
- Indicate your parent(s) surname/last name, given name(s), date of birth and place of birth.
- Indicate where your parents were married (if applicable) and the date of the marriage.
- Indicate how your parent(s) obtained Canadian citizenship.
- Indicate if your parent(s) have left Canada for more than 1 year before 1977. If yes, provide the dates they were away and the country they were in.
- Indicate if your parent(s) is or was a citizen of a country other than Canada. If yes, provide the details showing the country, date and how the citizenship was obtained.
- Indicate if your parent(s) was employed in Canada by a foreign government or international agency. If yes, provide details.
- If your parents were born in Canada, indicate if one of his or her parents were employed by a foreign government or international agency. If yes, provide details.

Section 9

- Indicate if you are claiming Canadian citizenship by birth outside Canada to a Canadian parent.
- Indicate if you have entered Canada. If yes, indicate the date you entered.
- Indicate if you were a British subject living in Canada before 1947. If yes, indicate the date you entered Canada.

Section 10

- You must sign the application if you are 14 years of age and older. Sign the application using the signature you currently use on other official documents. Indicate the place and date.
- 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. Indicate the place and date.

If the application is not signed and dated, it will be returned to you.

Once you have completed all the sections of your application, mail it to the **Case Processing Centre (CPC) - Sydney**.

Where to Send Your Application

On the envelope to mail your application, print:

Your Name
Your Address
Your Postal Code

**Case Processing Centre - Sydney - Proof
P.O. Box 10000
SYDNEY NS B1P 7C1**

- Print your name and address in the top left corner of the envelope.

If you are sending more than one application (for example, applications for family members), you must send one receipt to cover all applications. Mail the receipt and all applications together in one envelope. That way, they will be processed together.

What Happens Next?

Once your application has been received at the Case Processing Centre in Sydney, Nova Scotia, the information and documents provided will be reviewed and processing will begin. You will receive a letter acknowledging receipt of your application. Some applications may encounter delays or require a more extended time period for processing. In these cases you will be contacted for more information or asked to supply additional documents.

During this time you may wish to check the status of your application as follows:

Checking your application status

To see the current status of your application on-line:

- Log on to Citizenship and Immigration Canada's Web site at www.cic.gc.ca
- Click on **Check Application Status** in the *Online Services* section on the right-hand side of the home page.
- Then click on **Client Application Status** and follow the instructions provided.

To obtain details on how to remove your application status information from the Internet, visit the "**Frequently Asked Questions**" (FAQ) section.

If you reside in Canada:

You can also contact the **Call Centre at 1-888-242-2100** and speak to an agent.

If you are outside Canada:

Contact the **Canadian embassy, high commission or consulate** responsible for your region.

Processing times

You can obtain current processing times on our Web site at <http://www.cic.gc.ca/english/information/times/index.asp>.

Protecting your application information

We protect your personal information. Your personal information is only available to our employees who need to see it in order to provide the services to you. We will not disclose any information to anyone else without your written consent. You can obtain additional information on the protection of your data by visiting the "**Frequently Asked Questions**" (FAQ) on our Web site.

Citizenship and Immigration Canada has a quality assurance program. In this program, some applications are randomly selected for special review. The review means that you might be called to an interview with a Citizenship and Immigration Canada official, so that we can make sure that all the documents you gave us are correct, and that your application was completed properly. The interview is very short, and should not result in any delay to the processing of your application.

Remember: You must advise us of any change of address or telephone number by calling the **Call Centre** or by entering your new address on our **Web site** by clicking on the “On-line Service - Change of Address” feature.