



# CITIZENSHIP Canada

## Application for a Citizenship Certificate – Under Section 3

### Proof of Citizenship



[www.cic.gc.ca](http://www.cic.gc.ca)

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### Forms

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

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

This publication is available in alternative formats upon request.

**Cette trousse est également disponible en français**

# Overview

## Application package

This application package consists of:

- an instruction guide, and
- the required form(s).

The **instruction guide** is a tool that provides

- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC), and
- assistance with how to fill out the forms and the required supporting documents.

Read the instruction guide thoroughly and then fill out each of the applicable form(s).

The **form(s)** are specifically designed with questions that will assist in the processing of your application.




## Why you need to read this guide

This guide provides all of the instructions necessary to complete this application. As a result of reading the guide, you should be able to:

- complete the application form, and
- determine what supporting documents need to be included.

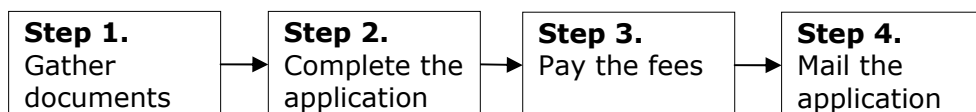
## Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

This symbol...	Tells you...
	What you <b>must</b> do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
<b>Note:</b>	Tips that will assist you with this application.

## The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



## Before You Apply

### Who may apply for a citizenship certificate?

This application form is for a person who is already a Canadian citizen and wants to obtain a citizenship certificate.

If you are...	Then...
an adult (18 years of age and over)	you are the applicant
filing this application for a minor (under 18 years of age)	the child is the applicant

### Replacing your certificate

#### Reasons why you need to replace your certificate

- the information on the certificate is out of date, or
- the certificate has been damaged, stolen, lost or destroyed

#### What you need to do...

- 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.

**Note:** 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.

### Are you a citizen of another country?

If you are a citizen of another country and you have concerns about whether or not your **citizenship status** in that country may be affected by applying for a Canadian citizenship certificate, you should inquire with the embassy, high commission or consulate of that country.

**Amendments to the Citizenship Act limit citizenship by descent**

On April 17, 2009, the rules changed for people born outside Canada. Citizenship by birth outside Canada to a Canadian parent (citizenship by descent) is now limited to the first generation born or adopted outside Canada

This means that, in general, children born outside Canada to a parent who was a Canadian citizen at the time of birth will **only** be Canadian at birth if:

- the parent was born in Canada, or
- the parent became a Canadian citizen by immigrating to Canada (becoming a permanent resident) and being granted citizenship (also known as naturalization)\*.

This limitation to citizenship by descent also applies to foreign-born individuals adopted by a Canadian parent. This means that children born outside Canada and adopted by a Canadian parent will **only** be eligible for a grant of Canadian citizenship under the adoption provisions of the *Citizenship Act* if:

- the adoptive parent was born in Canada; or
- the adoptive parent became a Canadian citizen by immigrating to Canada and being granted citizenship\*.

There are exceptions to these rules. The limitation does not apply to a child born or adopted outside Canada in the second or subsequent generation, if at the time of the child's birth or adoption, the child's Canadian parent was working outside Canada as an employee of the Canadian government or a Canadian province or territory, or serving outside Canada with the Canadian Forces.

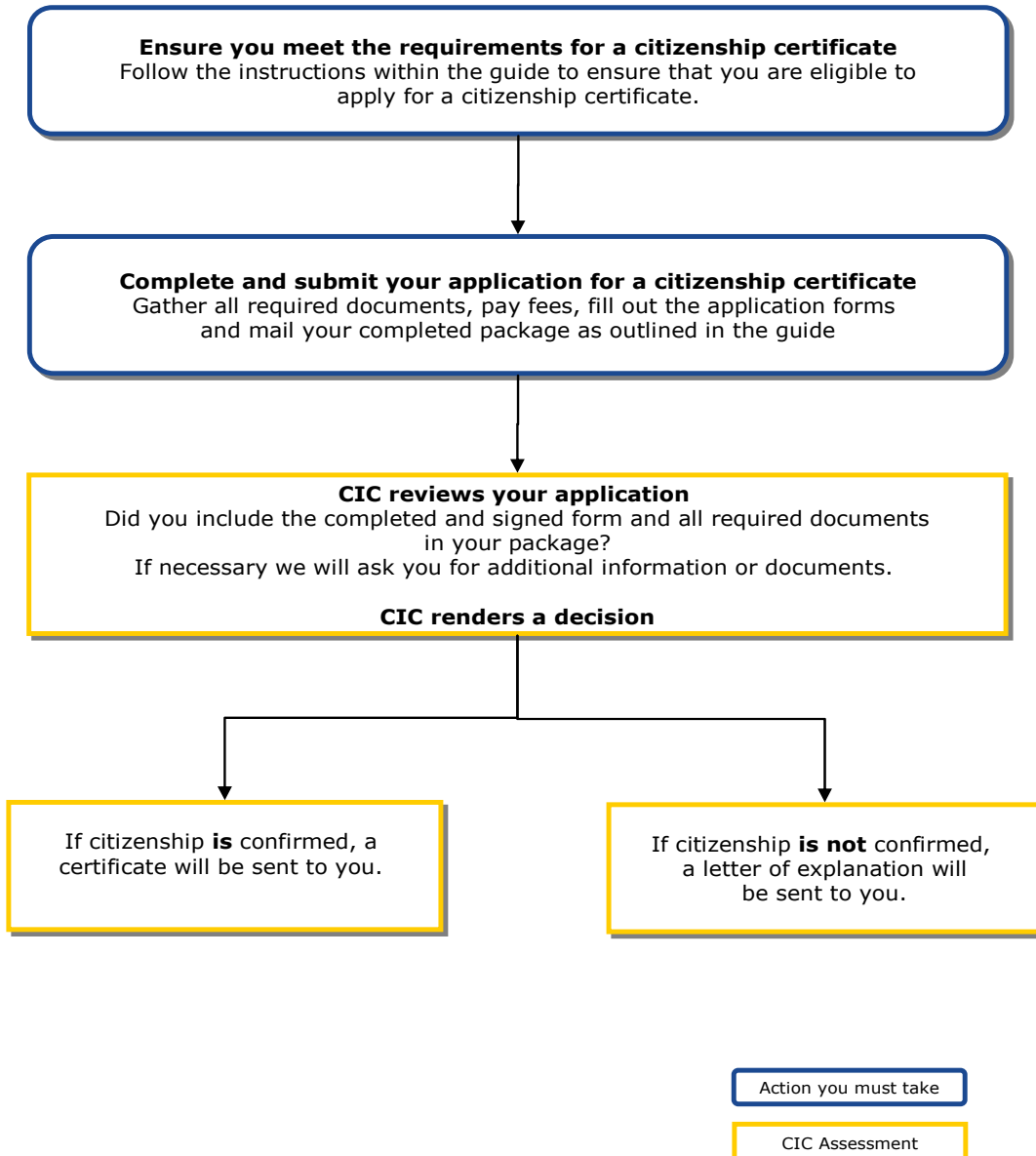
The new rules will not take citizenship away from a person who was a citizen immediately before the rules came into effect on April 17, 2009.

Children who are not eligible for citizenship under the *Citizenship Act* may be eligible to be sponsored as permanent residents. An application for citizenship for a child under 18 years of age may be submitted as soon as the child becomes a permanent resident.

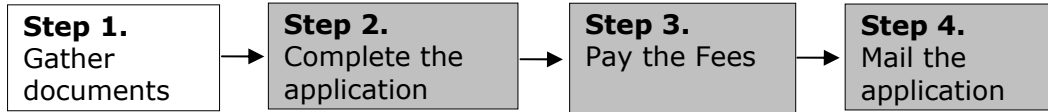
If you think the above limitation may apply to you or your child, please contact us for further information (see the [How to Contact CIC](#) section at the end of this guide).

\* Some naturalized citizens became citizens by descent by operation of law on April 17, 2009. If you think this may apply to you and you need more information, please contact us (see the [How to Contact CIC](#) section at the end of this guide).

## The Application Process



## Step 1. Gather Documents



### What documents are required?

The table below outlines the documents that you need to include with your application. You may also use the *Document Checklist* (CIT 0460) which you can find in this package to assist you gathering the necessary documentation.



If any of the required documents are missing, or photocopies are not clear, your application may be returned to you.

If this application is for...	Then ...
your <b>first</b> citizenship certificate	provide clear and legible <b>certified</b> copies of your documents
a <b>replacement</b> of your citizenship certificate	provide clear and legible <b>photocopies</b> of your documents, unless otherwise stated



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

**Note:** Additional documents may be required during the processing of your application.

### Citizenship photos

All applicants must send [two \(2\) identical photos](#).

The photos must have been taken within the last 12 months and are in accordance with the [Citizenship Photograph Specifications](#) form (CIT 0021)

**Identify the scenario that describes your situation and submit the appropriate supporting documents.**

<b>If...</b>	<b>Then send the following supporting documents:</b>
<b>you have a certificate of registration of birth abroad (RBA), a citizenship certificate, or you are applying to replace your certificate</b>	<ul style="list-style-type: none"> <li>• All original citizenship/naturalization certificate(s) and any pink transmission copies</li> <li>• Two (2) pieces of personal identification, such as a driver's licence and a health insurance card</li> <li>• Other documents, such as a marriage certificate/divorce certificate and/or a legal name change certificate (if applicable)</li> </ul>
<b>you have never had a citizenship certificate and you were born in Canada</b>	<ul style="list-style-type: none"> <li>• A birth certificate issued by the appropriate provincial or territorial authority</li> <li>• Two (2) pieces of personal identification, such as a driver's licence and a health insurance card</li> <li>• Other documents, such as a marriage certificate/ divorce certificate and/or a legal name change certificate (if applicable)</li> </ul>
<b>you were born outside Canada to a Canadian parent on or after January 1, 1947</b>	<ul style="list-style-type: none"> <li>• A birth certificate which lists your parents (issued by responsible government authorities in the country where you were born)</li> <li>• Proof that one or both of your natural parents were Canadian citizens when you were born.</li> <li>• Two (2) pieces of personal identification, such as a driver's licence and a health insurance card</li> <li>• Other documents, such as a marriage certificate/divorce certificate and/or a legal name change certificate (if applicable)</li> </ul>
<b>you were born outside Canada to a Canadian parent before January 1, 1947</b>	<ul style="list-style-type: none"> <li>• A birth certificate which lists your parents (issued by responsible government authorities in the country where you were born)</li> <li>• 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, naturalization certificate or Canadian citizenship certificate</li> <li>• Your parents' marriage certificate, if applicable</li> <li>• Two (2) pieces of personal identification, such as a driver's licence and a health insurance card</li> <li>• Other documents, such as a marriage certificate/divorce certificate and/or a legal name change certificate (if applicable)</li> </ul>
<b>you were a British subject who lived in Canada for 20 years immediately before 1947</b>	<ul style="list-style-type: none"> <li>• A birth certificate issued by responsible government authorities in the country of your birth</li> <li>• Two (2) pieces of personal identification, such as a driver's licence and a health insurance card</li> <li>• For women married before 1947: details of your husband's nationality at the time of your marriage</li> <li>• Other documents, such as a marriage certificate/divorce certificate and/or a legal name change certificate (if applicable)</li> </ul>

<b>If...</b>	<b>Then send the following supporting documents:</b>
<p><b>you were a British subject who lived in Canada as a permanent resident for at least 5 years (but less than 20 years) before 1947</b></p>	<ul style="list-style-type: none"> <li>• Your birth certificate issued by responsible government authorities in the country where you were born</li> <li>• 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)</li> <li>• Two (2) pieces of personal identification, such as a driver's licence, and a health insurance card</li> <li>• For women married before 1947: details of your husband's nationality at the time of your marriage</li> <li>• Other documents, such as marriage certificate and/or a legal name change certificate (if applicable)</li> </ul>
<p><b>you were a woman who married a Canadian before 1947 and who also entered Canada as a permanent resident before 1947</b></p>	<ul style="list-style-type: none"> <li>• Your birth certificate issued by responsible government authorities in the country where you were born</li> <li>• Your marriage certificate</li> <li>• Proof of your husband's Canadian citizenship (e.g. husband's provincial or territorial birth certificate, naturalization certificate or citizenship certificate).</li> <li>• 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)</li> <li>• Two (2) pieces of personal identification, such as a driver's licence and a health insurance card</li> <li>• Other documents, such as a marriage certificate/divorce certificate and/or a legal name change certificate (if applicable)</li> </ul>
<p><b>you are a woman, Canadian-born or a British subject, who lost her British subject status upon or during marriage before 1947</b></p>	<ul style="list-style-type: none"> <li>• Your birth certificate issued by responsible government authorities in the country where you were born</li> <li>• Your marriage certificate</li> <li>• Proof of your husband's foreign nationality at time of marriage or proof of your husband's naturalization in a foreign country</li> <li>• Two (2) pieces of personal identification, such as a driver's licence, and a health insurance card</li> <li>• Other documents, such as a marriage certificate/divorce certificate and/or a legal name change certificate (if applicable)</li> </ul>

**Name change**

The name on your citizenship certificate will be the same as the one shown on your previous citizenship certificate, if you had one, or your birth certificate or your foreign passport unless:

- you have legally changed it, or
- you are requesting a different name for your citizenship certificate, and you can provide supporting documents.



Consult the table below to determine the documents that are to be included with your application.

If you ...	then you must provide a copy of ...
have legally changed your name	<ul style="list-style-type: none"> <li>• a provincial legal change of name document, or</li> <li>• a provincial adoption order indicating your new name, or</li> <li>• if residing outside Canada, a legal change of name document issued by the responsible government authority in your country of residence.</li> </ul>
are requesting a name change that is not significant (for example a slight change in spelling)	<p>one of the following that reads <b>exactly</b> the same as the name you are requesting:</p> <ul style="list-style-type: none"> <li>• a provincial health card, or</li> <li>• a provincial driver's licence, or</li> <li>• an official school record issued by the provincial department responsible for education, or</li> <li>• if residing outside Canada, birth certificate or foreign passport or foreign national identity card.</li> </ul>
are requesting a name change that is significant (more than a slight change in spelling)	<ul style="list-style-type: none"> <li>• the documents noted above <b>and</b></li> <li>• linking documents showing the use of both old and new names, or the basis for the change.</li> </ul> <p>Examples of linking documents include:</p> <ul style="list-style-type: none"> <li>• marriage certificate</li> <li>• foreign change of name document</li> <li>• divorce judgment</li> <li>• adoption order or</li> <li>• foreign passport showing both names.</li> </ul>

**No name changes after processing has begun**



You cannot request a name change after your application has been submitted. If satisfactory documentation is not provided with the application to support the name requested, the citizenship certificate will reflect the name indicated on your previous citizenship certificate, if you had one, or your birth certificate or your foreign passport.

**Date of birth correction**

The date of birth on your citizenship certificate will be the same as the one shown on your previous citizenship certificate, if you had one, or your birth certificate or foreign passport unless:

- for former permanent residents of Canada, you have corrected your date of birth on your immigration document, or
- you have legally changed it, or
- you are requesting a different date of birth for your citizenship certificate and you can provide supporting documents.

If ...	then you must provide a copy of ...
you are a former permanent resident of Canada, and your date of birth has been corrected on your immigration document	<ul style="list-style-type: none"> <li>• an approved <i>Request to Amend Immigration Record of Landing (IMM 1000)</i> or <i>Confirmation of Permanent Residence (IMM 5292)</i>.</li> </ul>
you have legally changed your date of birth by a provincial/territorial court order	<ul style="list-style-type: none"> <li>• provincial/territorial court order changing your date of birth <b>and</b></li> <li>• completed questionnaire <i>Request to Correct a Date of Birth for Citizenship (CIT 0464)*</i></li> </ul>
you are residing outside Canada and you have legally changed your date of birth by court order outside Canada	<ul style="list-style-type: none"> <li>• foreign court order changing your date of birth <b>and</b></li> <li>• completed questionnaire <i>Request to Correct a Date of Birth for Citizenship (CIT 0464)*</i></li> </ul>
you did not change your date of birth by a provincial/territorial or foreign court order <b>and</b> you are a former permanent resident and your date of birth has <b>not</b> been corrected on your immigration document	<ul style="list-style-type: none"> <li>• a refused <i>Request to Amend Immigration Record of Landing (IMM 1000)</i> or <i>Confirmation of Permanent Residence (IMM 5292)</i> <b>and</b></li> <li>• completed questionnaire <i>Request to Correct a Date of Birth for Citizenship (CIT 0464)*</i> <b>and</b></li> <li>• documents to support your new date of birth.</li> </ul>

**\*To order this form, contact the National CIC Call Centre, see [How to Contact CIC](#) at the end of this instructions guide.**



**You cannot request a change in your date of birth after your application has been submitted.** If satisfactory documentation is not provided with the application to support the date of birth requested, the citizenship certificate will reflect the date of birth indicated on your previous citizenship certificate, if you had one, or your birth certificate or foreign passport.



If you do not have a court order changing your date of birth and you were formerly a permanent resident of Canada, you must first request an amendment to your immigration document before requesting a different date of birth on your citizenship certificate.



**For information on amending your immigration document** Refer to the guide [Request to Amend the Immigration Record of Landing or your Confirmation of Permanent Residence \(IMM 1436\)](#).

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**Quebec government documents**

The following documents issued by the government of Quebec **before January 1, 1994** are **not accepted**:

- baptismal certificates
- birth certificates, and
- marriage certificates.



If you are currently in possession of one of these certificates you must obtain a new document by contacting the office of the *Directeur de l'état civil du Québec* by visiting their website at: [www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca)

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**Certified true copies**

To have a copy certified, an authorized person must compare the original document to the photocopy and must print the following on the photocopy:

- "I certify that this is a true copy of the original document";
  - the name of the original document;
  - the date of the certification;
  - his or her name;
  - his or her official position or title;
  - his or her signature.
- 

**Who can certify copies?**

**People authorized to certify copies include the following:**

<b>In Canada:</b>	<b>Outside Canada:</b>
<ul style="list-style-type: none"><li>• a commissioner of oaths</li><li>• a notary public</li><li>• a justice of the peace</li></ul>	<ul style="list-style-type: none"><li>• a foreign service officer</li><li>• a judge</li><li>• a magistrate</li><li>• an officer of a court of justice</li><li>• a person authorized to administer oaths in the country in which the person is living</li></ul>

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**Translated documents**

Any document that is not in English or French **must be accompanied** by:

- the English or French translation; **and**
- an affidavit from the person who completed the translation.

**Note:** An affidavit is a document on which the translator has sworn, in the presence of a person authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document.

Translations by family members are not acceptable.



Family member is defined as being a: parent, guardian, sibling, spouse, grandparent, child, aunt, uncle, niece, nephew and first cousin.

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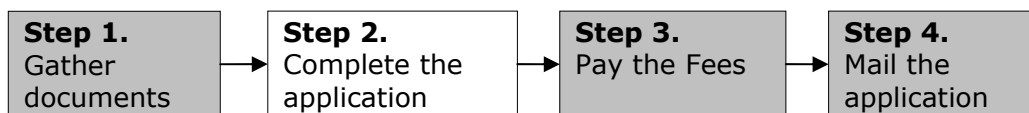
## Photographs

### You must:

- provide two (2) identical citizenship photographs;
  - take the ***Citizenship Photo Specifications*** form (CIT 0021), included in this guide, to the photographer to make sure you get the correct size photo;
  - follow the steps explained on the form; and
  - **do not staple, glue or otherwise attach the photo directly to the application.**
- 



## Step 2. Complete the Applications



### Filling out the application

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

The following is the form that must be filled out and submitted:

- Application for a Citizenship Certificate (Proof of Citizenship) Under section 3 (CIT 0001)



**If you are completing this application for a child under 18 years of age, remember all questions are about the child.**



It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be subject to verification.




### Be complete and accurate

Complete all sections. If any section is not applicable to you, write "N/A" ("Not applicable"). **If your application is incomplete it may be returned to you and processing may be delayed.**

**Note:** If you need more space for any section, use an extra sheet of paper and indicate the number and/or letter of the section you are completing and submit it along with your application.

Question	Action
<b>Section 1</b>	
1	Would you like to receive service (correspondence, interview) in English or in French?
<b>Section 2</b>	
2	<p>Check the box to indicate if you have ever had a previous Canadian citizenship certificate. If <b>yes</b>, you must indicate the surname/last name and given name(s), certificate number and date citizenship was acquired.</p> <p>I am applying for a replacement</p> <p>Check the box to indicate whether you are:</p> <ul style="list-style-type: none"> <li>• applying to update your certificate, or</li> <li>• to replace it.</li> </ul>

	<p>If you are applying to <b>replace</b> your certificate <b>you must</b>:</p> <ul style="list-style-type: none"> <li>• indicate if it was stolen, lost or destroyed, and</li> <li>• you must indicate if the theft or loss was reported to the police.</li> </ul> <p><b>Note:</b> You must provide details of theft, loss or destruction in the area provided.</p> <p> Whether you are applying to replace or update your certificate you <b>must</b> return any Canadian citizenship certificates in your possession. Failure to do so will result in delays in processing your application.</p>
<b>Section 3</b>	
3	<p>Write your surname/last name and given name(s).</p> <p>If you are applying to <b>replace</b> your certificate your name will be the same as what was on your previously issued certificate.</p> <p>If this is the <b>first time</b> 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 or foreign passport.</p> <p>If you want a different name on your certificate, you must provide us with satisfactory documentation. See <b>Name change</b> section of this guide.</p> <p>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.</p>
<b>Section 4</b>	
4A	<p>Date of birth</p> <p>Write your date of birth.</p> <p>If you are applying to <b>replace</b> your certificate your date of birth will be the same as what was on your previously issued certificate.</p> <p>If this is the <b>first time</b> you are applying for a citizenship certificate, the date of birth on your citizenship certificate will be the same as the one shown on your birth certificate or foreign passport.</p> <p>If you want a different date of birth on your certificate, you must provide us with satisfactory documentation. See date of birth correction section of this guide.</p>
4B	Write your place and country of birth.
4C	<p>Check the box to indicate whether you are male or female. Proceed by including your height, and the colour of your eyes. Check the box to indicate your legal marital status.</p> <p><b>Note:</b> We need this information for our records. The colour of your eyes and height will be shown on your citizenship certificate.</p>
<b>Section 5</b>	
5	<p>If you are a woman and married before January 1, 1947.</p> <p>Write:</p> <ul style="list-style-type: none"> <li>• your husband's surname/last name, given name(s) and his date and place of birth.</li> <li>• the country you were married in and the date of your marriage.</li> </ul>

	<ul style="list-style-type: none"> <li>• if your husband is a Canadian citizen, and if he is, provide the details.</li> <li>• the number from your husband's citizenship certificate, if he has one, and the date he acquired citizenship.</li> </ul>
<b>Section 6</b>	
6	<p>Check the box to indicate if you are a citizen of one or more countries other than Canada. If <b>yes</b>, include the country or countries, the date and how you obtained the citizenship.</p> <p><b>Absences from Canada:</b> Check the box to indicate if you left Canada for 1 year or longer before 1977. If yes, provide the dates you were away, the country of destination and the reasons why you went to that country.</p>
<b>Section 7</b>	
7	<p>We may need to contact you by phone. List the phone number(s) where you can be reached.</p> <p>Provide your current home address including your postal code.</p> <p>If your mailing address is different from your home address, include your mailing address with your postal code.</p>
<b>Section 8</b>	
8A	<p>Answer all questions on the information regarding your parents:</p> <ul style="list-style-type: none"> <li>• Check the box to indicate the relationship of your parent(s) to you by selecting Natural or Adoptive.</li> <li>• Print your parent(s) surname/last name, given name(s), date of birth and place of birth.</li> <li>• Indicate where your parents were married (if applicable) and the date of the marriage.</li> <li>• Indicate how your parent(s) obtained Canadian citizenship.</li> <li>• Check the box to indicate if your parent(s) have left Canada for more than 1 year before 1977. If <b>yes</b>, provide the dates they were away and the country they visited.</li> <li>• Check the box to indicate if your parent(s) are or were citizens of a country other than Canada. If <b>yes</b>, provide the details including the country, date and how the citizenship was obtained.</li> <li>• Check the box to indicate if your parents were employed in Canada by a foreign government or international agency. If <b>yes</b>, provide details.</li> <li>• Check the box to indicate if your parents were employed outside Canada by the Canadian armed forces, federal or provincial public service other than as a locally engaged person at the time of your birth. If <b>yes</b>, provide details.</li> <li>• If your parents were born in Canada, check the box to indicate if one of his or her parents was employed by a foreign government or international agency. If <b>yes</b>, provide details.</li> </ul>
8B	<p>Check the box to indicate if either your mother or your father was born outside Canada to a Canadian parent. If <b>yes</b>, provide applicant's grandparents details by adding Surname/Last name, given name(s), country and date of birth.</p>
<b>Section 9</b>	
9	<p>Check the box to indicate if you have ever lived in Canada. If yes, indicate either since birth or the date you first entered to live.</p>

### Section 10

10

Read the declaration. **Sign and date** the application form with the signature you currently use on other official documents.



**Your application will be returned to you if:**

- the form is not signed and dated,
- stale-dated (dated more than 90 days before CIC receives it),
- post-dated (dated into the future).

**Note:** 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.

### Section 11

11

Indicate whether you had assistance in completing this form, either from:

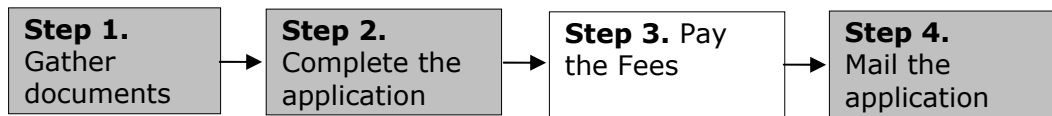
- an individual (including a family member, a friend, a volunteer, a consultant, a lawyer, etc.),
- a firm (company), or
- an organization.

If **yes**, the person who completed the form for you must:

- print their name and address,
- sign their name, and
- write the date the form was signed.



## Step 3. Pay the Fees



### Calculating your fees

If more than one member of your family is applying for Canadian citizenship pay the fees all together.

Use the table below to calculate the total amount of fees to be paid. Fees must be included with this application.

Type of application	Number of persons	Amount per person	Amount Due
Citizenship certificate		X\$75	
<b>Total Payment:</b>			

### Explanation of fees and refund

The following table describes the fees that are required and if they are refundable. All payments must be made in **Canadian Funds**.

Type of fee	Amount	Refundable?
Processing fee	\$75 for each person	Non-refundable once processing has begun, regardless of the final decision.

**Note:** We will issue the refund to the person indicated on the **Payer Information** section of the receipt. If there is no name indicated on the receipt, we will send the refund to the applicant.

### Incorrect fee payment



**Incorrect fee payments may delay processing of your application.**

Payment issue	CIC will...
No fee included	return your application. <b>Note:</b> Processing of your application will only start after you return your application with requested fees.
Insufficient fees included	inform you of how much to pay and how to pay. <b>Note:</b> Processing of your application will only continue after you provide the missing fees.
Overpayment	<ul style="list-style-type: none"> <li>start processing your application, and</li> <li>send you a refund as soon as possible.</li> </ul> <b>Note:</b> You do not have to request a refund, it will be done automatically.

## Payment method options

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### Preferred method of payment

**Payment of fees on-line is the preferred method of payment.**

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### On-line fee payment

#### Availability

For clients located inside and outside of Canada.


#### Resources required

You can pay your fees on-line if you have:

- a credit card (Visa, Mastercard or American Express)
- access to a computer with an Internet connection
- a valid e-mail address
- access to a printer (you will need to print the receipt)

#### Instructions

Follow these step-by-step instructions to pay using the Internet.

Step	Action
1	Go to the CIC website at: <a href="http://www.cic.gc.ca">www.cic.gc.ca</a> <ul style="list-style-type: none"><li>• Select <i>Pay My Application Fees</i> in the <i>I need to...</i> section on the right hand side of the page.</li><li>• Select <i>Pay fees on-line</i> under related links.</li></ul>
2	Follow the on-line instructions <ul style="list-style-type: none"><li>• Select <i>Citizenship</i></li><li>• Select "Citizenship Certificate"</li><li>• Insert the <u>Quantity</u> of applicants</li><li>• Select <i>Submit</i> and continue with the payment process following the instructions</li></ul> <p><b>At the end</b>, click on the button to print the CIC official receipt with barcode.</p>  <b>Do not exit without printing the receipt (page)!</b>
3	Fill in the <i>Payer Information Section</i> by hand.
4	Attach the bottom portion (copy 2) of this receipt to your completed application.

#### Proof of payment

The receipt printed off of the Internet in **step 2** of the instructions above will serve as your proof of payment.

**Fee payment at financial institutions (Inside Canada only)**

If you do not wish to pay using the Internet, payment **must** be made at a **financial institution** in Canada. The financial institution will let you know what method of payment it accepts. There is no banking charge to pay at a financial institution.



The only acceptable forms of payment inside Canada are on-line or through a financial institution in Canada. If you send any other form of payment your application will be returned.

**Availability**




For clients located inside Canada only.


**Resources required**

A payment receipt form (IMM 5401) is included in this application or that can be ordered from CIC.

**Instructions**

Follow these step-by-step instructions to pay at a financial institution in Canada.

Step	Action
1	Calculate the total fee amount to be paid using the chart <i>Calculating your fees</i> at the beginning of this section
2	<p>Fill out one (1) payment receipt form (IMM 5401).</p> <p> An <b>original</b> payment receipt form (pink and white) must be used. A photocopy is <b>not acceptable</b>.</p> <p> See "<a href="#">Obtaining an original receipt form</a>" in this section.</p>
3	<p>Insert the total amount paid on line <b>09</b> <b>Citizenship or Immigration Services Fees</b>.</p> <p> Do <b>not</b> complete the top two portions of the receipt. These will be completed by the financial institution.</p>
4	<p>Fill in the <i>Payer Information</i> section on the back of the payment receipt form.</p> <p>Do you already have an open file and know the client identification number (client ID) that we have assigned to you?</p> <ul style="list-style-type: none"> <li>• <b>If yes</b>, enter the number in the box provided for that purpose.</li> <li>• <b>If no</b>, leave that box empty.</li> </ul>
5	Bring the receipt form and your payment to the teller (cashier) at the financial institution. Do <i>not</i> present your application, only your receipt form.

	<p>The teller (cashier) will:</p> <ul style="list-style-type: none"> <li>stamp and enter the amount paid in the upper two portions of the receipt form, <b>and</b></li> <li>give you the top two portions of the form.</li> </ul> <p> <b>Do not</b> make payment using the automated teller machines or on a financial institution website.</p>
6	<p>The following list indicates what you should be doing with the different parts of the IMM 5401 receipt.</p> <ul style="list-style-type: none"> <li><b>Copy 1</b> (top): Keep for your records.</li> <li><b>Copy 2</b> (middle): Attach to your completed application.</li> <li><b>Copy 3</b> (bottom): The financial institution will keep the bottom part.</li> </ul>

**Proof of payment**

Completed payment receipt form (Original form IMM 5401)

**Obtaining an original receipt form:**

You may obtain an original receipt form (IMM 5401) by:

- ordering through our website: [www.cic.gc.ca](http://www.cic.gc.ca).
- contacting the CIC Call Centre at 1-888-242-2100.

**Note:** If you have ordered a complete application package, the original receipt form will be included.

**Outside  
Canada Fee  
payment**

**The following method of payment may be used ONLY if you are outside Canada and you are not able to pay online.** If you do not have access to the Internet, you may pay directly to the Canadian Embassy, High Commission or Consulate.

Make sure you bring your completed application and the correct fees.



The only acceptable forms of payment outside Canada are on-line or payment directly to the Canadian Embassy, High Commission or Consulate closest to your home.

- Select *Pay a Processing Fee* in the *I need to...* section on the right hand side of the page.
- Select **Canadian Embassies, High Commissions and Consulates.**

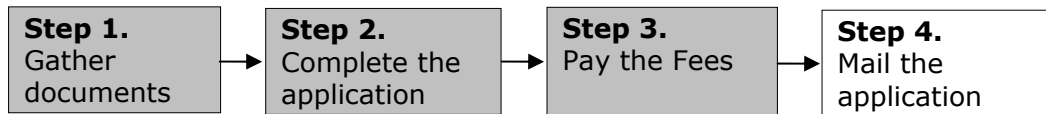
You must choose the consular office responsible for your area.

**Note:** Consular offices cannot accept:

- receipts for fees paid in Canada, or
- personal cheques.

You can find information on fee payment methods outside Canada by visiting the CIC website at [www.cic.gc.ca](http://www.cic.gc.ca).


## Step 4. Mail the Application



### Where to mail the application

#### For applicants living inside Canada and the United States

Mail your completed application in a stamped envelope to the address shown below:

(Your Name) (Your Address) (Your Postal Code)	Affix sufficient postage 
<b>Case Processing Centre - Sydney</b> <b>Proof of citizenship</b> <b>P.O. Box 10000</b> <b>Sydney, NS</b> <b>B1P 7C1</b> <b>Canada</b>	

#### For applicants living Outside Canada and the United States

Once you have completed all the sections of your application, submit your application to the [Canadian Embassy, High Commission or Consulate closest to your home](#).



If you are applying for a child who is residing outside Canada and the United States, the application and documents should be submitted to the Canadian Embassy, High Commission or Consulate closest to where your child resides.

**Note:** Applicants from the United States may apply directly or through a Canadian Embassy, High Commission or Consulate.

**If you are sending more than one application**

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

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**Sign the form**

The application must be signed and dated before it is mailed. If your application is not signed and dated, it will be returned to you.

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**Reminders...**

- Your application will also be returned to you if it is stale-dated (dated more than 90 days before CIC receives it) or it is post-dated (dated into the future).
- Make sure you have included proof of payment.
- Make sure to use the document checklist and **include it with your application.**

## What Happens Next

### Once your application is received

The following table outlines the type of communication that you receive from CIC as a result of submitting this application.

If you applied from...	Then ...
within Canada or directly from the United States	You will receive a letter acknowledging receipt of your application.
outside Canada (this includes applications from the United States through a Canadian Embassy or Consulate)	You will receive a receipt from the Canadian Embassy, High Commission or Consulate where you submitted your application.  <b>Note:</b> Mail services can vary between countries. Allow several weeks for mail going to Canadian Embassies, High Commissions and Consulates.

**Note:** 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.



### Current processing times

Processing time can change. You can obtain current processing times on our website at:

<http://www.cic.gc.ca/english/information/times/index.asp>.



### Updating your contact information

During the application process, you must advise us of any change of address or telephone number by:

- going to [www.cic.gc.ca](http://www.cic.gc.ca), click on *Change My Address* in the *I Need To ...* section on the right-hand side of the page; or
- see How to Contact CIC at the end of this Guide.

### Checking application status on-line

You can check the status of your application on-line by doing the following:

1. Log on to our website at [www.cic.gc.ca](http://www.cic.gc.ca);
2. Go to *Check My Application Status* in the *I need to...* section on the right-hand side of the page.
3. 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.

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### **Protecting your information**

Your personal information is

- only available to CIC employees who need to see it in order to provide the services to you, **and**
- not disclosed to anyone else without your written consent, unless authorized by law.



You can obtain additional information on the protection of your data by visiting the "[Frequently Asked Questions](#)" (FAQ) on our website.

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### **Quality Assurance Program**

Our quality assurance program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can:

- verify the documentation you submitted is accurate;
- verify that your application has been completed properly.

**Note:** You will be notified in writing should your application be selected.

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## How to Contact CIC

The table below shows the three ways you can contact CIC.

<b>Website</b>	<a href="http://www.cic.gc.ca">www.cic.gc.ca</a>
<b>Within Canada</b>	<p>CIC Call Centre: <b>1-888-242-2100 (toll-free)</b></p> <p><b>Hours of operation:</b> Monday to Friday 8 a.m. to 4 p.m., your local time</p> <p>If you are <b>deaf, deafened or hard of hearing, or you have a speech impediment</b> and use a text telephone, you can access the TTY service from 8 a.m. to 4 p.m. your local time by calling: 1-888-576-8502 (in Canada only).</p>
<b>Outside Canada</b>	<p>Contact a Canadian:</p> <ul style="list-style-type: none"><li>• Embassy,</li><li>• High Commission, <b>or</b></li><li>• Consulate.</li></ul> <p>Consult the local phone pages or the CIC website for addresses, phone numbers and website addresses.</p>



**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.