

REPLACEMENT CANADIAN CITIZENSHIP CERTIFICATE

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
1180 DANFORTH AVE, TORONTO, ON, CANADA, M4J 1M3
5. Our office will contact you when your new citizenship certificate is ready. Your citizenship certificate may be mailed to our office or your residential address at the discretion of CIC.

Please note that as of February 1, 2012 Citizenship and Immigration Canada no longer issues Citizenship Cards; all proof of Canadian Citizenship is issued in the form of a paper certificate.

APPLICATIONS MISSING THIS ORDER FORM WILL NOT BE PROCESSED

Don't have the proper identification? We can still assist you. Call us today 1-866-760-2623

SERVICE OPTIONS

All processing times are subject to change without notice; processing is not guaranteed but is at the discretion of CIC.

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

Use a copy of your application to apply for your Canadian passport, an additional \$75+HST

Average processing time is 6 months

TOP PRIORITY FILING (must have proof of urgency)

\$1005

\$800 service fees; \$104 HST (harmonized sales tax);
\$75 government fees; \$26 courier*

This service ensures that we drop everything and give your application top priority. An agent will call you within an hour of your fax at the number you provide below to review your application. You can then send your original application by courier to be received the next day.
Average processing times are 10-15 business days.

Direct contact number:

*persons outside of Canada may be charged additional courier fees according to international rates

CREDIT CARD INFORMATION

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

Cardholder Name

Card Number

Expiry Date C V V 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:

DOCUMENT CHECKLIST

Include the following documents in your application package

- IMMIGROUP ORDER FORM**
- CITIZENSHIP CERTIFICATE APPLICATION FORM** (duly completed and signed)
- COPIES OF 2 VALID, GOVERNMENT ISSUED IDs, ONE OF WHICH MUST BEAR A PHOTO** (US or Canadian Driver's License, Provincial Photo Card, Health Card, Passport, Canadian Notice of Assessment, University/College Photo ID)
- 2 CITIZENSHIP CERTIFICATE PHOTOS** -specification page included in this package
If applicable, include:
If your name has changed since you became a Canadian citizen, you must also include a copy of your **MARRIAGE CERTIFICATE OR LEGAL NAME CHANGE**
- PROOF OF URGENCY** (for urgent filing)

Please note that additional documentation may be requested on an as-needed basis



For official use only

Application for a Citizenship Certificate for Adults and Minors (Proof of Citizenship) Under Section 3

Form with fields: UCI no., Case ID, Current Act, Former Act, Certificate no., Return original document(s), Signature, Notify, Send certificate to: PROTECTED WHEN COMPLETED

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

Please PRINT in ink or TYPE

1 I want service in English [] French [] Please check [] one

2 Have you ever had a certificate of Canadian citizenship or naturalization? No [] Yes [] If yes, give information that appears on the certificate.

Table with 4 columns: Surname/Last name, Given name(s), Certificate number, Date (YYYY-MM-DD)

I am applying for a replacement: a) to update certificate (previous certificate enclosed) [] b) to replace a stolen [] lost [] destroyed [] certificate.

Was the theft/loss reported to the police? No [] Yes []

Please give details of the theft/loss/destruction (when, where, how and what?)

Note: It is illegal to have more than one valid certificate of citizenship or naturalization. If you have any certificate of citizenship and naturalization or any pink transmission copy of a certificate, you have to send it back.

3 A Name (exactly as it is shown on my birth certificate or previous certificate) Last name (Surname/Family name) Given name(s)

B Request for a different name to appear on certificate (subject to approval by Citizenship and Immigration Canada) Last name (Surname/Family name) Given name(s)

C List any other names (include birth name, maiden, previous married name(s), aliases and nicknames). These names will not appear on your citizenship certificate Last name (Surname/Family name) Given name(s)

4 A Birth details as shown on my birth certificate or previous certificate Year - Month - Day

B Place and country of birth

C Personal information Sex Male [] OR Female [] Height [] OR [] ft in Colour of eyes []

Marital status Single [] Married [] Common-law [] Widowed [] Divorced [] Separated []

5 If you are a woman and married **before** January 1, 1947, answer the following questions. If you married **on** or **after** January 1, 1947, this question does not apply to you. Go to part 6.

Information on your husband
(Provide details of every marriage before 1947.)

Husband's surname/last name _____

Given name(s) _____

Husband's country of birth _____ Date of birth Year - Month - Day _____

Country of marriage _____ Date of marriage Year - Month - Day _____

Is your husband a Canadian citizen? No Yes by birth or other _____

Number on husband's citizenship certificate (if applicable) _____ Date Year - Month - Day _____

Please use another piece of paper if you need more space to list other marriages.

6 Other nationalities
Are you a citizen of one or more countries other than Canada? No Yes ▼
If **yes**, list the country or countries, date and how you obtained this citizenship.

Absences from Canada
Did you leave Canada for 1 year or longer before 1977? No Yes ▼ Give details below

FROM year - month - day	TO year - month - day	DESTINATION What country did you go to?	REASON Why did you go to this country?

7 Telephone number(s) Home _____ Work _____ Ext. _____ Cell _____

E-mail address (if applicable) _____

Home address _____
Postal code _____

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

8a Applicant's Parents

Answer all of the following questions:

Relationship to you	Natural parent <input type="checkbox"/>	Adoptive parent <input type="checkbox"/>	Natural parent <input type="checkbox"/>	Adoptive parent <input type="checkbox"/>
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PARENT

PARENT

Surname/Last name

Other names used (name at birth, maiden name)	Other names used (name at birth, maiden name)
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Given name(s)

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Country and date of birth

	Year - Month - Day		Year - Month - Day
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Married in what country

	Date of marriage

Additional information

How did this parent obtain Canadian citizenship?	How did this parent obtain Canadian citizenship?

Did this parent leave Canada for more than 1 year before 1977? No <input type="checkbox"/> Yes <input type="checkbox"/> From To Destination (Country) Year - Month Year - Month	Did this parent leave Canada for more than 1 year before 1977? No <input type="checkbox"/> Yes <input type="checkbox"/> From To Destination (Country) Year - Month Year - Month																		
<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:33%;"></td><td style="width:33%;"></td><td style="width:33%;"></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>										<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:33%;"></td><td style="width:33%;"></td><td style="width:33%;"></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>									

Is this parent or was this parent a citizen of a country other than Canada? No <input type="checkbox"/> Yes <input type="checkbox"/> Give details (country, date and how citizenship was obtained)	Is this parent or was this parent a citizen of a country other than Canada? No <input type="checkbox"/> Yes <input type="checkbox"/> Give details (country, date and how citizenship was obtained)
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Was this parent employed in Canada by a foreign government or international agency? No <input type="checkbox"/> Yes <input type="checkbox"/> Give details	Was this parent employed in Canada by a foreign government or international agency? No <input type="checkbox"/> Yes <input type="checkbox"/> Give details
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At the time of your birth, was this parent employed outside Canada by the Canadian Forces or a Canadian federal, provincial or territorial public service other than as a locally engaged person? No <input type="checkbox"/> Yes <input type="checkbox"/> Give details	At the time of your birth, was this parent employed outside Canada by the Canadian Forces or a Canadian federal, provincial or territorial public service other than as a locally engaged person? No <input type="checkbox"/> Yes <input type="checkbox"/> Give details
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8a Applicant's Parents (continued)

If this parent was born in Canada, was one of your grandparents employed by a foreign government or international agency? No <input type="checkbox"/> Yes <input type="checkbox"/> Give details	If this parent was born in Canada, was one of your grandparents employed by a foreign government or international agency? No <input type="checkbox"/> Yes <input type="checkbox"/> Give details
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8b Applicant's Grandparents

If either of the applicant's parents was born outside of Canada, was one of the Grandparents a Canadian citizen at the time of the birth?

No Yes

If yes, provide details:

	GRANDPARENT	GRANDPARENT
Surname/Last name	Other names used (name at birth, maiden name)	Other names used (name at birth, maiden name)
Given name(s)		
Country and date of birth	Year - Month - Day	Year - Month - Day

If either of the applicant's parents was born outside of Canada, was one of the Grandparents a Canadian citizen at the time of the birth?

No Yes

If yes, provide details:

	GRANDPARENT	GRANDPARENT
Surname/Last name	Other names used (name at birth, maiden name)	Other names used (name at birth, maiden name)
Given name(s)		
Country and date of birth	Year - Month - Day	Year - Month - Day

9 Have you ever lived in Canada?

No Yes If yes, on what date did you enter Canada to live?

Year - Month - Day

OR

Since birth

10 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 make a false declaration, or fail to disclose all information material to my application, my citizenship certificate could be taken away and I could be charged under the *Citizenship Act*.

I hereby acknowledge that section 11 below must be completed if an individual, firm or organization assisted me in the completion of this application, if section 11 is blank, I confirm that I completed this form myself without any help.



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

City _____

Date

Year - Month - Day

If applicant is under 14 years of age, signature of parent/guardian:



Signature of parent/guardian
(you must sign inside the white box in black ink only)

City _____

Date

Year - Month - Day

11 INDIVIDUAL, FIRM OR ORGANIZATION WHO ASSISTED IN THE COMPLETION OF THIS APPLICATION
(The applicant does not complete this section)

Did you receive assistance in completing this form?

No Yes ▼

If **yes**, have the individual, firm or organization complete the following section.

Name of individual who assisted in completing this application form	Name of firm, organization
Address	



Signature of INDIVIDUAL ▶

Date

Year - Month - Day

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 provided on the application is collected under the authority of the *Citizenship Act* and is required to determine whether your citizenship application may be approved. The information will be retained in the Personal Information Bank CIC PPU 050 identified in Infosource. It may be shared with other organizations in accordance or disclosed, without notice or consent, pursuant to s. 8(2) of the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act*, individuals have the right to protection of, access to and correction of their personal information. Details of these matters are available at Infosource.gc.ca, at www.cic.gc.ca, at the local CIC offices, at the CIC Call Centre and at any Canadian public library.

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 and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**

Citizenship application photograph specifications

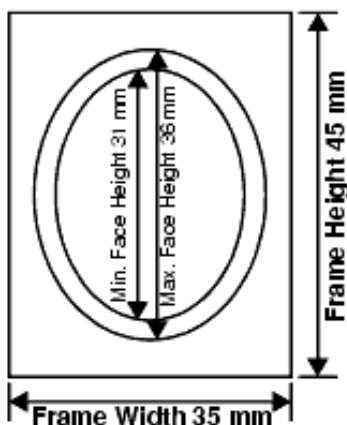
Requirements

- Provide two (2) identical citizenship photographs.
- 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 at least 35 mm x 45 mm (1 3/8" x 1 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 7/16"). 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.