

## REPLACEMENT CANADIAN CITIZENSHIP CERTIFICATE FOR US RESIDENTS

### IMMIGROUP 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](mailto: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:

**2558 Danforth Ave, Suite 202, Toronto, ON M4C1L3**

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.

REVIEW ONLY	REGULAR FILING	URGENT FILING
<input type="checkbox"/> <b>USD \$150</b> \$150 service fees No tax <b>We will:</b> - review your completed application; - notify you of any changes to be made; - review your application once you have made those changes.	<input type="checkbox"/> <b>USD \$354</b> \$249 service fees No tax \$75 government fees \$30 courier* <input type="checkbox"/> Use a copy of your application to apply for your Canadian passport, an additional USD \$75 <b>Average processing time is 6 months</b>	<input type="checkbox"/> <b>USD \$555</b> \$450 service fees No tax \$75 government fees \$30 courier* (must have proof of urgency) *persons outside of Canada may be charged additional courier fees according to international rates <b>Average processing is 20-30 business days</b>
<b>TOP PRIORITY FILING</b> (must have proof of urgency) <input type="checkbox"/> <b>USD \$905</b> \$800 service fees No tax \$75 government fees \$30 courier* <b>Average processing times are 10-15 business days.</b> Direct contact number: <input type="text"/> *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:



For official use only

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

UCI no.		
Case ID		
Current Act	Former Act	
Certificate no.		
Return original document(s) <input type="checkbox"/>	Approved <input type="checkbox"/>	
Signature		
		YYYY-MM-DD
<input type="checkbox"/> Notify: _____		
Send certificate to:		

**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

PROTECTED WHEN COMPLETED

**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.

Surname/Last name	Given name(s)	Certificate number	Date (YYYY-MM-DD)
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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. If you find a certificate that was declared stolen, lost or destroyed after you get your replacement certificate, you have to send it back to the Case Processing Centre in Sydney, Nova Scotia.

**3 A** Name (exactly as it is shown on my birth certificate or previous certificate)

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

Last name (Surname/Family name)	Given name(s)
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**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

YYYY - MM - DD	I am requesting a date of birth change? No <input type="checkbox"/> Yes <input type="checkbox"/>
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**B** Place and country of birth

**C Personal information**

Sex Male ☐ OR Female ☐ Height  ft  in OR  cm  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.

<b>Information on your husband</b> (Provide details of every marriage before 1947.)	Husband's surname/last name		
	Given name(s)		
Husband's country of birth		▶	Date of birth YYYY - MM - DD
Country of marriage		▶	Date of marriage YYYY - MM - DD
Is your husband a Canadian citizen?	No <input type="checkbox"/> Yes <input type="checkbox"/>	▶	by birth <input type="checkbox"/> or other <input type="checkbox"/>
Number on husband's citizenship certificate (if applicable)		▶	Date YYYY - MM - DD

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.

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

FROM YYYY - MM - DD	TO YYYY - MM - DD	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 \_\_\_\_\_

## 8 A APPLICANT'S PARENTS Answer all of the following questions:

**PARENT** Relationship to you ☐ Natural parent ☐ Adoptive parent

Surname/Last name

Given name(s)

Other names used (name at birth, maiden name)

Country of birth

Date of birth (YYYY-MM-DD)

Married in what country

Date of marriage (YYYY-MM-DD)

Additional information

How did this parent obtain Canadian citizenship?

Canadian certificate no.:

On what date did this parent first enter Canada to live? (YYYY-MM-DD)

Did this parent leave Canada for more than 1 year before 1977?

☐ No

☐ Yes

▶ Give details

From (YYYY-MM-DD)	To (YYYY-MM-DD)	Destination (Country)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is or was this parent a citizen of a country other than Canada?

☐ No

☐ Yes

▶ Give details

(country, date and how citizenship/nationality was obtained and/or recognized)

At the time of your birth, was this parent employed in Canada by a foreign government or international agency?

☐ No

☐ Yes

▶ Give details

At the time of your birth, was this parent employed outside Canada in or with the Canadian Armed Forces, the federal public administration or the public service of a province or territory, other than as a locally engaged person?

☐ No

☐ Yes

▶ Give details

If this parent was born in Canada, was one of your grandparents employed by a foreign government or international agency?

☐ No

☐ Yes

▶ Give details

# 8 A APPLICANT'S PARENTS (CONTINUED) Answer all of the following questions:

**OTHER PARENT** Relationship to you ☐ Natural parent ☐ Adoptive parent

Surname/Last name

Given name(s)

Other names used (name at birth, maiden name)

Country of birth

Date of birth (YYYY-MM-DD)

Married in what country

Date of marriage (YYYY-MM-DD)

Additional information

How did this parent obtain Canadian citizenship?

Canadian certificate no.:

On what date did this parent first enter Canada to live? (YYYY-MM-DD)

Did this parent leave Canada for more than 1 year before 1977?

☐ No

☐ Yes

▶ Give details

From (YYYY-MM-DD)	To (YYYY-MM-DD)	Destination (Country)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is or was this parent a citizen of a country other than Canada?

☐ No

☐ Yes

▶ Give details

(country, date and how citizenship/nationality was obtained and/or recognized)

At the time of your birth, was this parent employed in Canada by a foreign government or international agency?

☐ No

☐ Yes

▶ Give details

At the time of your birth, was this parent employed outside Canada in or with the Canadian Armed Forces, the federal public administration or the public service of a province or territory, other than as a locally engaged person?

☐ No

☐ Yes

▶ Give details

If this parent was born in Canada, was one of your grandparents employed by a foreign government or international agency?

☐ No

☐ Yes

▶ Give details

**8 B APPLICANT'S GRANDPARENTS**

- 1) If the applicant's parent was born outside Canada, was one his/her parents (i.e. one of the Applicant's grandparents) a Canadian citizen at the time of his/her birth?
- 2) If the applicant's parent was born outside Canada, was one of his/her parents (i.e. one of the Applicant's grandparents) employed outside Canada as a Crown servant (in or with the Canadian Armed Forces, the federal public administration or the public service of a province or territory other than as a locally engaged person) at the time of the applicant's parent's birth or adoption?

☐ No☐ Yes☐ No☐ Yes

► If yes, to either question, complete the information below.

**GRANDPARENT**

Surname/Last name

Given names

Other names used (name at birth, maiden name)

Country of birth

Date of birth (YYYY-MM-DD)

Details on how the applicant's grandparent obtained Canadian citizenship

Canadian certificate no.

Details on Crown service

**GRANDPARENT**

Surname/Last name

Given name(s)

Other names used (name at birth, maiden name)

Country of birth

Date of birth (YYYY-MM-DD)

Details on how the applicant's grandparent obtained Canadian citizenship

Canadian certificate no.

Details on Crown service

- 3) If the applicant's other parent was born outside Canada, was one of his/her parents (i.e. one of the Applicant's grandparents) a Canadian citizen at the time of his/her birth?

☐ No☐ Yes

- 4) If the applicant's other parent was born outside Canada, was one of his/her parents (i.e. one of the Applicant's grandparents) employed outside Canada as a Crown servant (in or with the Canadian Armed Forces, the federal public administration or the public service of a province or territory other than as a locally engaged person) at the time of the applicant's parent's birth or adoption?

☐ No☐ Yes

► If yes, to either question, complete the information below.

**OTHER GRANDPARENT**

Surname/Last name

Given name(s)

Other names used (name at birth, maiden name)

Country of birth

Date of birth (YYYY-MM-DD)

Details on how the applicant's other grandparent obtained Canadian citizenship

Canadian certificate no.

Details on Crown service

**OTHER GRANDPARENT**

Surname/Last name

Given name(s)

Other names used (name at birth, maiden name)

Country of birth

Date of birth (YYYY-MM-DD)

Details on how the applicant's other grandparent obtained Canadian citizenship

Canadian certificate no.

Details on Crown service

**9 Have you ever lived in Canada?**No ☐Yes ☐

If yes, on what date did you first enter Canada to live?

YYYY-MM-DD

OR

☐ Since birth**10 If you were born before January 1, 1947 (or April 1, 1949 for Newfoundland and Labrador), answer the following questions. If these questions do not apply to you, go to Part 11.**

A	Were you born or naturalized in Canada before January 1, 1947 (or Newfoundland and Labrador before April 1, 1949)?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
B	Were you a British subject ordinarily resident in Canada on January 1, 1947 (or in Newfoundland and Labrador before April 1, 1949)?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
C	Were either of your parents born or naturalized in Canada before January 1, 1947 (or Newfoundland and Labrador before April 1, 1949)?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
D	Were either of your parents British subjects ordinarily resident in Canada on January 1, 1947 (or in Newfoundland and Labrador on April 1, 1949)?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
E	Did either of your parents become a Canadian citizen on January 1, 1947 (or on April 1, 1949 for Newfoundland and Labrador)?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

**11 If you were born outside Canada on or after January 1, 1947, answer the following questions. If these questions do not apply to you, go to Part 12.**

A	Were either of your parents born or naturalized in Canada before January 1, 1947 (or Newfoundland and Labrador before April 1, 1949)?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
B	Were either of your parents British subjects ordinarily resident in Canada on January 1, 1947 (or in Newfoundland and Labrador before April 1, 1949)?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

**12 APPOINTMENT OF A REPRESENTATIVE**Are you appointing an individual, firm or organization as your representative? ☐ No ☐ YesIf yes, the *Use of a Representative* form (IMM 5476) must be completed and included with your application.

**13**

I agree to advise Immigration, Refugees and Citizenship Canada (IRCC) if any information on this form changes before the processing of my application is complete. I understand the content of this form. I declare that the information provided is true, correct and complete, and that the photographs enclosed are a true likeness of me. I understand that if I, or someone on my behalf, make a false representation, commit fraud or conceal any material circumstances relevant to my application, my application could be denied, my citizenship certificate could be taken away, and I could be charged with an offence as provided for under the *Citizenship Act* or the *Criminal Code*.



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

City \_\_\_\_\_

Date

YYYY-MM-DD

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

YYYY-MM-DD

**REMEMBER:**

If you are sending more than one application, send all of them together in one envelope. The applications will be processed together.

**Protected Information**  
**Personal Information Bank CIC PPU 050**

The information you 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 the *Citizenship Regulations* and to subsection 8(2) of the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act*, individuals have the right to protection of, access to and correction of their personal information. Details of these matters are available at [Infosource.gc.ca](http://Infosource.gc.ca), at [www.cic.gc.ca](http://www.cic.gc.ca), at the local IRCC offices and at any Canadian public library.



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

Name of firm or organization (if applicable) IMMIgroup Inc.			
If student-at-law, write the name of the supervising lawyer			Supervising lawyer membership ID
Mailing address 2558 Danforth Avenue, Suite 202			
Toronto, ON			
Postal code/ZIP M4C 1L3			
Telephone number	Country code	Area code	Number
	(1	) 416	962 2623
Fax number	Country code	Area code	Number
	(1	) 416	640 2650
Email address (if applicable) info@immigroup.com			

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

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

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

Signature of representative

Date

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

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

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

Family name (Surname)

Given name(s)

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

- I declare that I have fully and truthfully answered all questions on this form and any attached application (if applicable).
- I also declare that I have read and understood all the statements on this form, having asked and obtained an explanation for every point that was not clear to me.

Signature of applicant

Date

Signature of spouse or common-law partner  
for sponsorship application

Date

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

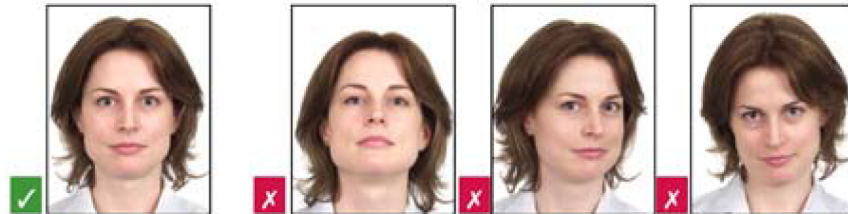
The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and the *Citizenship Act* and will be used in assessing your application according to the requirements of the Act. It will be retained in a Personal Information Bank identified in **Infosource**. The information may be shared with other organizations such as the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security and Intelligence Service (CSIS), where there is an agreement or arrangement with a foreign government, in accordance with subsection 8(2) of the *Privacy Act*. Pursuant to the *Immigration and Refugee Protection Regulations* and the *Citizenship Regulations*, the information may also be shared with a regulatory body that is responsible for governing or investigating the conduct of representatives, such as a provincial and territorial law society, the *Chambre des Notaires du Québec* and the Immigration Consultants of Canada Regulatory Council (ICCRC). Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at [infosource.gc.ca](http://infosource.gc.ca). **Infosource is also available in Canadian public libraries.**



# Citizenship application photograph specifications

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## Photograph and head size specifications



- The face must be square to the camera with a neutral expression, neither frowning nor smiling, with the mouth closed.
- If the photographs do not meet the specifications, you will have to provide new photographs before your application can be processed.

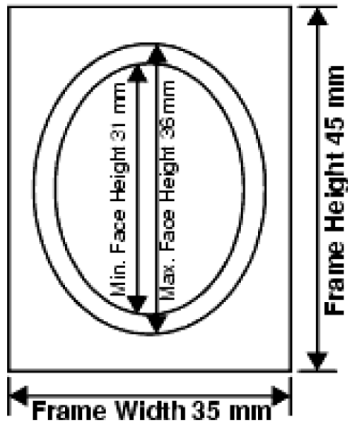
## Requirements

- Provide two (2) identical citizenship photographs (except Renunciation applications, where only one (1) photo is required.)
- Your photographs must comply with the specifications below. If the photographs do not meet the specifications, you will have to provide new photographs before your application can be processed.
- Photographs must be printed on quality photographic paper.
- Provide the name of the photographer or the studio, the studio address and the date the photos were taken on the back of the photos
- Print the name of the person on the back of the photos.

## Specifications

- The photographs must be identical and taken within the last six months. They may be either black and white or colour.
- The photographs must be clear, well defined and taken against a plain white or light-coloured background.
- If the photographs are digital, they must not be altered in any way.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.
- You may wear non-tinted prescription glasses as long as your eyes are clearly visible. Make sure that the frame does not cover any part of your eyes. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance.
- If you must wear a head covering for religious reasons, make sure your full facial features are not obscured.

# Photograph and head size specifications



- The frame size must be 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.
- If the photographs do not meet the specifications, you will have to provide new photographs before your application can be processed.

**Date Modified:**

2012-05-10