



# CITIZENSHIP Canada

## Application to Renounce Canadian Citizenship Under Subsection 9(1)



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### Forms:

- Application to Renounce Canadian  
Citizenship (CIT 0302)
- Citizenship Photograph Specifications  
(CIT 0445)
- 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](http://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 you.

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

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**From anywhere in Canada, call**

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

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### 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

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This application is for an adult Canadian citizen **who wishes to renounce his or her Canadian citizenship**. To renounce your Canadian citizenship you must prove you are a Canadian citizen. You must also prove that you are, or will become a citizen of a country other than Canada, if this application to renounce is approved.

## Before you apply

Read the instructions carefully. They contain important information. Be sure you are eligible to apply before you submit your application. There is no refund of the processing fee.

If you renounce your Canadian citizenship, you lose all the rights and privileges of a Canadian citizen. If you have any questions about this, you should ask the Canadian embassy, high commission or consulate, if you are residing outside Canada, or contact the Call Centre, if applying from within Canada.

## Who can apply to renounce their Canadian citizenship?

To qualify to renounce your Canadian citizenship you must:

- not reside in Canada;
- be a Canadian citizen;
- be a citizen of a country other than Canada, or show that you will become a citizen of a country other than Canada, if your application to renounce is accepted;
- not be a threat to Canada's security or part of a pattern of criminal activity;
- be 18 years of age or older; and
- understand the significance of renouncing your Canadian citizenship.

## What you must send with your application

### Fee

If you are living outside Canada, contact a Canadian embassy, high commission or consulate closest to your home for information regarding the current fee and method of payment.

If you are living in Canada, refer to the [Citizenship fees](#) section 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 the [Citizenship fees](#) section of this guide.

### Documents

You must send originals or clear and legible certified true copies. An authorized person must swear or affirm that the copies are true copies of the originals. Within Canada, an authorized person can be a commissioner of oaths, a notary public or a justice of the peace.

Outside Canada, an authorized person can be a foreign service officer, a judge, a magistrate, an officer of a court of justice or a commissioner authorized to administer oaths in the country in which the person is living.

Documents needed are:

- a birth certificate or, if unobtainable, other evidence that establishes your date and place of birth;

- evidence that establishes your Canadian citizenship, for example: certificate of Canadian citizenship or Canadian provincial birth certificate;

**Note:** Baptismal certificates, birth certificates, marriage certificates and legal change of name documents issued by the government of Quebec before January 1, 1994 are not accepted for citizenship purposes. For more information on obtaining a valid document, you should 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 at: [www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca).

- evidence that establishes that you are, or will become a citizen of a country other than Canada, if your application to renounce Canadian citizenship is approved;
- evidence you live outside Canada;
- two (2) additional pieces of identification.

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

Failure to include the necessary documents (e.g., two (2) pieces of identification) will result in delays in processing your application.

## Photographs

You must provide one (1) citizenship photo taken within the last 12 months. Take the ***Citizenship Photograph Specifications*** form (CIT 0445), included in this guide, to the photographer to make sure you get the correct size photo. When you have your photo taken, do not wear a head covering unless you wear one because of your religion.

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

## Signature on both application and photo

You must sign the application and photo. **If your application is not signed and dated it will be returned to you.** The signature on your application and your photo must match. Sign your name in black or blue ink, in the white signature area below the photo, in the same manner you would sign any other official document. Do not print. Put the signed photo in the small envelope provided with this form. **Do not staple, glue or otherwise attach the photo directly to the application.**

## Application printed from the Web site

If you have printed this application from the Web site, there is no photo envelope provided. Therefore, we ask that you provide your own envelope.

# Citizenship fees

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## What fees are required?

You must pay a **Processing Fee** when you submit an application to renounce Canadian citizenship. **The processing fee is \$100.00 per person.** Personal cheques and travellers' cheques are not acceptable forms of payment.

If you reside outside Canada, contact a Canadian embassy, high commission or consulate for information on fees and where to send your application form.

## Are fees refundable?

The processing fee will not be refunded, regardless of the final decision, once the Case Processing Centre (CPC) in Sydney has started processing the application.

If you reside outside Canada, proceed to the next section [How to Complete Your Application](#).

## How do I calculate the fees required?

**STEP 1.** Use this chart to calculate the fees required

	PROCESSING FEE	Number of Persons	Amount per Person	Amount Due
Renunciation of Canadian Citizenship			x \$100	
<b>Total</b>				<b>\$</b>

**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 by contacting a **Call Centre Agent** (see the [Contact Information](#) section).

**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 you already have an open file and know the client identification number 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 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 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.

**Note:** 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 if there is no local financial institution which will accept payment?

In this situation, you may pay the fees by mail. Contact a **Call Centre Agent** for instructions.

## 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.

# How to Complete Your Application

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Follow the instructions carefully. **Delays will result if the application is not properly completed, or if all of the necessary documents have not been submitted.** If you need more space to answer any questions use an extra sheet of paper and indicate the number and/or letter of the question 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 and refusal of your application for renunciation of citizenship.

## Follow these step-by-step instructions.

### Section 1

You must indicate whether you would like service in English or French.

### Section 2

- You must indicate if you have ever applied to renounce your Canadian citizenship before. Check “**no**” or “**yes**”. If “**yes**” give the date you last applied.

### Section 3

- You must indicate if you ever had a certificate of Canadian citizenship or naturalization by checking “**no**” or “**yes**”. If you check “**yes**”, write down the surname/last name, given names, certificate number and the date the certificate was issued.
- You must indicate whether you are returning the certificate of Canadian citizenship and/or the pink transmission copy of a certificate with your application. If not, indicate if the certificate was stolen, lost, or destroyed. Indicate if the theft or loss was reported to police and give details. You **must** return any Canadian citizenship certificates in your possession. Failure to do so will result in delays in processing your application.

### Section 4

- A. Write down your surname/last name and given name(s), as they appear **on your Canadian citizenship certificate or birth certificate.**
- B. **If you have legally changed your name, indicate what your new name is.** Remember to supply the original or a certified true copy of your legal change of name document (for example, provincial/foreign government change of name certificate, court order, marriage certificate, adoption order, divorce decree, etc.).
- C. **If you have used another name in the past, or are known by a name other than the one you listed above, write it down on the application form.** (Other names can include your birth name, nicknames, call names, community names, etc.)
- D. You may request that the certificate of renunciation of Canadian citizenship show a name other than the one on your Canadian citizenship certificate or birth certificate, if you can provide identification to support the name you are requesting. If this change is significant, linking documentation showing the use of both names, or the basis for the change will also be required. Examples of linking documents include a marriage certificate, a foreign change of name certificate, an adoption order, a foreign passport showing both names, or a divorce decree.  
**Note:** You cannot request a name change **after** your application has been submitted.

## Section 5

- A. Indicate if you are a citizen or a national of a country other than Canada by checking either “yes” or “no”. If “yes”, indicate the name of the country. If you are not a citizen of another country, indicate the name of the country of which you will become a citizen if your application to renounce Canadian citizenship is approved. Attach proof.
- B. Indicate the reason(s) you wish to renounce your Canadian citizenship.

## Section 6

Indicate if you live inside or outside Canada. Provide proof of residence.

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

## Section 7

- A. Print your date of birth exactly as it appears on your certificate of Canadian citizenship or your birth certificate. This is the date of birth that will appear on your certificate of renunciation of Canadian citizenship. Indicate the place and country where you were born.
- B. Indicate whether you are male or female, your height, the colour of your eyes and your legal marital status.

If you received a certificate of Canadian citizenship on or after February 15, 1977, go to [Section 12](#).

## Section 8

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

- Print your husband’s surname/last name, given name(s), country and date of birth.
- Print the country in which you were married and the date of your marriage.
- Indicate if your husband is a Canadian citizen; if he is, provide the details.
- Enter the number from your husband’s citizenship certificate, if he has one, and the date he acquired citizenship.

## Section 9

If your most recent certificate of Canadian citizenship was issued before February 15, 1977 **or** you have never had a certificate, list all absences from Canada of one (1) year or longer before 1977. List from the date you left Canada to the date you returned. Indicate the country where you went and the reason for the absence.

## Section 10

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



## Section 11

Answer all questions on information regarding your parents:

- Indicate the relationship of your parents to you by indicating Natural or Adoptive.
- Print your parents surname/last name, given name(s), date of birth and place/country of birth.
- Indicate where your parents were married (if applicable) and the date of the marriage.
- Indicate how your parents obtained Canadian citizenship.
- Indicate if your parents have left Canada for more than one (1) year before 1977. If yes, write the dates they were away and the country (countries) they visited.
- Indicate if your parents are or were citizens of a country other than Canada. If yes, write the details showing the country, date and how the citizenship was obtained.
- Indicate if your parents were 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 was employed by a foreign government or international agency. If yes, provide details.

## Section 12

You must **sign** the application with the signature you currently use on other official documents. Indicate where and when (place and date) you signed your application. Make sure you are eligible to renounce your Canadian citizenship because the application fee is not refundable.

You must **sign** the bottom of the photograph with the same signature used on the application and on other official documents.

The application must be **signed and dated** before it is sent for processing. If your application is not signed and dated, it will be returned to you. Your application will also be returned to you if it is stale-dated (we receive an application signed more than three (3) months ago) or if it is post-dated (we receive an application dated into the future).

## Section 13

The individual, authorized officer of a firm or organization who assisted in the completion of this application must complete and sign this section.

# Where to Send Your Application

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If you are living outside Canada, submit your application to a Canadian embassy, high commission or consulate for processing.

**or**

If you are living in Canada, on the envelope to mail your application, print:

Your Name  
Your Address  
Your Postal Code

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

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 and all applications together in one envelope so that they will be processed together.

# What Happens Next?

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Once your application is received in Sydney, Nova Scotia, it will be reviewed and processing will begin. Some applications may encounter delays and require more time for processing. In these cases, you will be contacted for more information or asked to supply additional documents.

If you are sending an application from outside Canada, allow sufficient time for your application to be received at the Case Processing Centre (CPC) in Sydney, Nova Scotia, as mail service can vary between countries.

If your application is approved, you will receive a certificate of renunciation.

**Remember:** You must advise us of any change of address or telephone number. If you live outside Canada, you must advise us of any change by contacting a Canadian embassy, high commission or consulate. If you live in Canada, 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 on-line change of address service 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.