



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

CP 13

Administration

1. JURISDICTION

1.1 This Section is about

determining which citizenship office to refer applicants and applications

1.2 Authorities

Citizenship Act	Citizenship Regulations
Section 27	Section 3(1)(b)
	Section 3(3)
	Section 18(1)

1.3 Address determines closest office

Use the residence address on the application to determine the citizenship office or foreign service post closest to the applicant.

1.4 Business address, post box not acceptable

Do not use the address for a place of business or a post box on an application form to determine which citizenship office has jurisdiction.

If there is doubt about an applicant's address, use the address given in answer to the question about the applicant's residential address during the past four years.

See Name, change in name, changing date of birth

See Transfer of Jurisdiction.

2. APPLICANT CHANGES ADDRESS

2.1 This Section is about

what to do when an applicant changes his or her address

2.2 Call Centers

All changes of address and phone numbers go through the Call Centers.

The Call Center staff change the CRS record to show the new address and phone numbers.

2.3 New Commemorative certificate

If the certificate package has been prepared with the old address and the applicant has communicated directly with CPC-Sydney, the CPC will give the citizenship office the new address. The citizenship office generates both a new commemorative document and oath form with the new address.

2.4 Keep cancelled commemorative certificate

The citizenship office must include any cancelled commemorative documents with the file when the file is returned to CPC Sydney for file retirement.

3. USING INTERPRETERS

3.1 This Section is about

the use of an interpreter during a citizenship interview

3.2 Authorities

Citizenship Regulations

Section 12(b)

Related topicsee Translations

3.3 Context

The *Charter of Rights and Freedoms* and the *Citizenship Act* give applicants the right to use of an interpreter during a citizenship interview.

Section 14 of the Charter says:

A party or witness in any proceedings who does not understand or speak the language in which the proceedings are conducted or who is deaf has the right to the assistance of an interpreter.

3.4 Department of Justice guidelines

The Department of Justice says:

- an interview before a citizenship judge is a "proceeding" and an applicant is a "party"
- if an applicant can communicate in English or French for general purposes but is not fluent in either language, the applicant has a right to an interpreter
- it is possible to have an adequate knowledge of English or French, but not enough for the knowledge of Canada requirement of Section 15 of the Citizenship Regulations
- the knowledge of Canada requirement does not necessarily bear a relationship to knowledge of English or French and an applicant for citizenship is entitled to an interpreter
- to meet the requirements of section 14 of the Charter, the interpreter can be a friend or relative of the applicant, or any other person, as long as he or she is considered competent to interpret by the decision maker.

3.5 Decision to allow interpreter

At the interview, if an applicant needs an interpreter but does not have one, find out if there is someone present who is competent and willing to interpret.

If there isn't one, postpone the interview and tell the applicant to bring an interpreter to the interview.

If an individual needs an interpreter during an interview or to have the citizenship oath interpreted at a ceremony, the decision to permit this rests with the judge.

An interpreter is not permitted during a written test.

3.6 Interpreter does not have to be citizen

There is no requirement that an interpreter be a Canadian or an adult. The same interpreter does not have to be used on each occasion.

3.7 Officer decides competence

It is up to the citizenship official to decide if an interpreter is willing and competent when an interpreter is used for meetings other than the citizenship hearing with a judge

(example-during an audit interview). The citizenship officer makes the decision about the interpreter's competence at meetings and ceremonies.

3.8 Use Interpreter's oath

When an interpreter is used at an interview or ceremony, use the Interpreter's oath.

Read the oath and have the interpreter sign the oath. The citizenship officer/citizenship judge witnesses and dates the oath. This oath becomes part of the applicant's file.

3.9 Interpreter's oath

"I swear/affirm that I shall interpret and translate accurately and impartially and to the best of my ability, from the language of the applicant into the official language being used in the proceeding and from that official language into the language of the applicant, all such matters and things as shall be required of me by the Citizenship Officer/ Citizenship judge including oaths, affirmations and attestations administered to the applicant and questions asked of the applicant and answers given by the applicant."

Interpreter's Name

Interpreter's Signature

Interpreter's Address

Phone Number

Read, sworn/affirmed and signed before me at _____ this _____ day
of _____ 19 _____.

Citizenship Officer/Citizenship Judge

4. PARENTAL CONSENT

4.1 This Section is about

obtaining parental consent for minors applying for proofs, retention, and grants of citizenship

4.2 Minor applying for proof

A minor of any age may apply for proof of his or her citizenship.

When a minor under the age of 14 applies for a proof, citizenship officials must tell the parents that the child has applied for proof of citizenship.

Encourage one parent to make the application on behalf of the child, or to countersign the child's application.

4.3 Minor between 14 and 17 applying for grant

An application under section 5(2) for a grant of citizenship made on behalf of a minor between the ages of 14 and 17 must be countersigned by the minor.

4.4 Oath form for under-14 for receipt purposes

If children under the age of 14 are granted citizenship and presented with certificates, the oath form must clearly indicate that it was used for receipt purposes only.

Indicate that the oath form was used as a receipt by drawing a line through the oath or making a note on the form.

It is not necessary to have an authorized citizenship official countersign the form.

One parent, though, should acknowledge receipt of the certificate by signing the child's oath form. Note the date of the receipt. The oath form should show the effective date of citizenship.

4.5 Parent must be citizen before grant to minor

Section 5(2)(a) of the *Citizenship Act* says it is mandatory for one parent to be a citizen before granting citizenship to a minor.

Different citizenship offices have developed different procedures for family presentations to ensure that Citizenship Act requirements are met.

Citizenship offices should use their judgment in determining the best way to handle family presentations so they meet the requirements of the Citizenship Act.

5. ABANDONMENT

5.1 This Section is about

guidelines and procedures for abandonment of citizenship applications.

5.2 Authorities

Act – Section 14

Regulations - Sections 3(4), 4(2), 6(3), 7(3), 8(2) 11 and 23

5.3 Context

A person applying for Canadian citizenship is responsible for complying with requests for necessary documentation and for other requirements such as appearing, when requested, for an interview or citizenship ceremony. Citizenship officials are responsible for ensuring that each applicant is given ample time and opportunity to fulfil these requirements before deeming an application abandoned. Failure on the part of the applicant to respond appropriately within time standards set by CIC will result in abandonment of the application.

There is recent jurisprudence to support the position that if a person is given reasonable opportunity to be heard, the person has a responsibility to appear when requested. This position is illustrated in the case of *Aubut v. the Minister of Revenue* (1990), 126 N.R. 381 (F.C.A). In this case, Aubut was refused unemployment insurance benefits. Aubut appealed to the Tax Court, but did not show up for his hearing, despite having received proper notification. Aubut's counsel appeared and requested an adjournment but it was denied. Since the appellant had the burden of proof and had apparently not called any other witness, his presence was therefore essential to the success of the appeal. The refusal to adjourn, accordingly, resulted in the dismissal of the appeal. On appeal to the Federal Court of Canada, the Court dismissed the appeal (Marceau J.A. dissenting) on the basis that the applicant had a reasonable opportunity to be heard; was properly notified of date and place of hearing and that his presence was necessary to the continuance of the application.

5.4 Policy

Generally, decisions concerning abandonment of citizenship applications centre around two scenarios: 1) when an applicant does not respond to requests for documents required by legislation or 2) when an applicant fails to appear for a hearing or a ceremony, within the timeframes specified in the notice(s).

If the applicant fails to respond to requests to produce required documents or to notices to appear when requested and provides no reasonable explanation, abandonment procedures are to be followed.

Consider a file abandoned when:

the applicant does not provide documents required by legislation at start of process

Documents Required for	Regulation
Adult Grant of Citizenship	Section 3(4)
Minor Grant of Citizenship	Section 4(2)
Resumption of Citizenship	Section 8(2)
Retention of Citizenship	Section 6(3)
Renunciation of Citizenship	Section 7(3)

the applicant does not appear for an oral interview;

the applicant does not appear for the oath of citizenship;

another application has been successfully processed or a decision on a previous application is appealed and the appeal is successful.

Exceptions

If an applicant provides CIC officials with a reasonable explanation for failure to respond within requested timeframes AND provides proof or evidence to support the explanation, additional time may be granted. At the discretion of the citizenship official and depending on the nature of the circumstance, an applicant may be given up to 6 months from the date specified on the original notice by which to comply to the request to provide required documents or to appear. For example, if the date on the original notice was June 5/98, the applicant would have up until Dec. 5/98 to comply. This means that clients cannot be made unavailable in CRS for more than 6 months. Clients should not be given more than 6 months "grace" to comply with the requirements of the Act.

Acceptable Explanations

Applicant must be away for an extended period to care for dying parent

Applicant is unable to appear as a result of health constraints following an illness/accident

Other extenuating circumstances as deemed reasonable by CIC (i.e., applicant called out of country to sort out family/business affairs as a result of death in family)

Unacceptable Explanations

Applicant lives or continually travels abroad and wants to wait until next trip to Canada

Applicant has not prepared for language/knowledge assessment and needs more time to complete classes

Applicant neglected to appear on scheduled date.

On occasion, there may be reasons put forward by the applicant which are difficult to assess. If a citizenship official is unsure whether or not to initiate abandonment procedures, advice should be sought from Integration Branch.

5.5 Documents Required with Citizenship Application

The Citizenship Regulations define which documents are required, as a minimum, to support applications for **adult and minor grants of citizenship, resumption, retention and renunciation of citizenship**.

For example, Section 3(4) of the Regulations requires that the following documents be submitted with an application for an **adult grant of citizenship** under Section 5(1) of the Act.

- a) a birth certificate or other evidence that establishes date and place of birth of applicant;
- b) a record of landing on form IMM 1000 or any replacement document that may be created by the Canadian authorities or other evidence that establishes the date on which the applicant was lawfully admitted to Canada for permanent residence;
- c) 2 photos of the applicant signed by the applicant of the size and type shown on a form prescribed under section 28 of the Act.

For a Minor Grant of Citizenship under S 5(2) of the Act, refer to S 4(2) of the Regulations;

For Resumption of Citizenship under S 11(1) of the Act, refer to S 8(2) of the Regulations,

For Retention of Citizenship under S 8 of the Act, refer to S 6(3) of the Regulations,
For Renunciation of Citizenship under S 9(1) of the Act, refer to S 7(3) of the Regulations.

5.6 Abandonment Procedures

5.6.1 The applicant does not provide documents required by legislation at start of process. (Refer to Section on “Required Documents” for further details).

Follow this procedure if any of the required documents are missing when the application is received:

Step	Action
1	CPC-Sydney to send letter, by <i>regular</i> mail, to address on application form, requesting required missing document(s) by a specified date.
2	If the applicant does not provide the documents on the date requested, hold the file for 60 days (beyond the 1st scheduled date).
3	If, at the end of the 60 days, the applicant has not provided the required documents or given a valid reason for not providing, send a second letter by <i>registered</i> mail, giving a specified date. Warn the applicant that this is the final request and if the documents are not provided the application will be considered abandoned.
4	Hold the application for 30 days beyond the 2 nd scheduled date and enter a file on note on CRS giving the dates letters were sent to the applicant and the mailing address(es) letters were sent to
5	If, at the end of 30 days, the applicant has not provide the required documents and no reasonable explanation is given, declare the application abandoned.
	(If a valid reason is provided within 60 days after the 1 st notice or within 30 days after the 2 nd notice, action accordingly.)
6	CPC-Sydney refunds the Right of Citizenship fee, if applicable, and retires the file.

Note: *An application without a fee is not considered to be an application and therefore cannot be abandoned. An application that does not include a fee is to be returned to the applicant.*

The regulations do not allow abandonment for failure to provide documents other than those required by the Citizenship Regulations. For example, an applicant cannot be abandoned for failure to provide personal identification documents or fingerprints. The applicant can, however, be scheduled to appear before a judge for failure to provide fingerprints since the judge requires this information to conduct a complete paper review of the file. If the person doesn't appear, abandonment procedures can be carried out after the second notice to appear for hearing.

5.6.2 The applicant does not appear for an oral interview

Regulations 11(7) and (9) require that an applicant be sent 2 notices to appear for an oral interview before abandonment procedures commence.

- 1 Local office to send letter, by *regular* mail, to address shown on application form, requesting that applicant appear for an oral interview on a specified date.
- 2 If the applicant does not appear on the date requested, hold the file for 60 days (beyond the 1st scheduled date).
- 3 If, at the end of 60 days, the applicant has not provided the local office with a valid reason for not appearing, send a 2nd notice by *registered* mail, giving a specified date.
- 4 Hold the application for 30 days beyond the 2nd scheduled date and enter a file note on CRS giving the dates notices were sent to the applicant, the dates of the scheduled appearances, and the mailing address(es) notices were sent to.
- 5 If, at the end of 30 days, the applicant has not provided the local office with a valid reason for not appearing, record the application as abandoned.

(If a valid reason is provided within 60 days after the 1st notice or within 30 days after the 2nd notice, action accordingly.)
- 6 Send the file to CPC-Sydney for a refund of the Right of Citizenship fee, if applicable, and file retirement

Note If an applicant fails to comply with the notice to appear on a specified date but provides a reasonable explanation for why he/she was unable to attend, additional time may be given. See “Policy” section for what constitutes a reasonable explanation.

Note: *The applicant does not appear for the written test*

Unlike the notice to appear for an oral interview, there is no provision in the *Citizenship Regulations* which allows for abandonment for failure to appear for the written test. If an applicant is sent a notice to appear for a written test and fails to respond, the local office may, after having sent one or two notices by regular mail (at the discretion of the local office), request that the applicant appear for an oral hearing with a citizenship judge. If the applicant does not appear for the oral hearing with the judge, follow abandonment procedures as outlined in section 5.4.3 -Applicant Does Not Appear Oral Interview.

5.6.3 The applicant does not appear for the oath of citizenship

Authority- Section 23(1) of the *Citizenship Regulations*

- 1 Local office to send notice, by *regular* mail, to latest known address, requesting that applicant appear for the oath on a specified date.
- 2 If the applicant does not appear when requested, hold the file for 60 days.

- 3 If, at the end of the 60 days, the applicant has not provided the judge with a satisfactory explanation for not appearing, enter a file note in CRS giving the date notice was sent to the applicant and the mailing address it was sent to. Record the application as abandoned.
- 4 If the applicant contacts the citizenship office (or judge) before the 60 day BF period expires with an explanation that satisfies the judge, reschedule accordingly.
- 5 Send the file to CPC-Sydney for a refund of the Right of Citizenship fee, if applicable, and file retirement.

Note *If an applicant fails to comply with the notice to appear on a specified date but provides a reasonable explanation for why he/she was unable to attend, additional time may be given. See "Policy" section for what constitutes a reasonable explanation.*

Note: *In the case where an applicant has been granted citizenship but fails to appear for the oath, abandonment procedures are to be followed. See Section 5.5.2 – Reactivating Abandoned Files.*

5.6.4 **Another application has been successfully processed or a decision on a previous application is appealed and the appeal is successful.**

In the case where an applicant has become a citizen, consider any other active grant applications as abandoned. Initiate refund of the Right of Citizenship fee and send file to CPC and record as abandoned (retired) in CRS.

In the case where an applicant makes more than one application – even if there is an appeal – and one application is approved, consider all other applications abandoned.

In the case where an applicant has filed an appeal with the Federal Court of Canada and has been successful on a subsequent application, the applicant must withdraw the appeal.

5.7 **Reactivating Abandoned Applications**

Only reactivate an abandoned application if there is an administrative error by Citizenship officials. For example, an applicant advised the citizenship office of a new address. The citizenship office sends the notice to take the oath to the applicant's former address, and the applicant did not receive the notice.

Note: *Requests to reactivate abandoned applications, for reasons other than administrative error, are to be sent to Case Management Branch.*

In the case where an applicant was granted citizenship but the file was later abandoned due to failure on the part of the applicant to appear for the oath at the scheduled time or provide a reasonable explanation within the 60 day allowable timeframe, the file **cannot** be reactivated if the applicant later contacts CIC. This situation is to be treated as a completely new application. The applicant must reapply with a new application, documents, photographs and fee (both the Processing and the Right of Application Fee). The application is then reassessed (clearances, tested, judge's decision, granted and scheduled for a ceremony).

6. SUSPENDING APPLICATIONS

6.1 This Section is about

suspending grant, renunciation, and resumption applications because of incomplete information.

6.2 Authorities

The following are the authorities for suspending an application:

Citizenship Act	Citizenship Regulations
Section 12(2)	Section 11(2)
Section 17	Section 11(3)
Section 28	Section 11(4)
	Section 11(9)
	Section 28

6.3 Policy

Citizenship judges must make decisions about applications as soon as all the information is available. A citizenship judge has up to 60 days to make a decision.

6.4 Section 17 allows six-month suspension

Section 17 of the Citizenship Act allows the Minister to suspend an application for up to six months, after the 60 day time period, in order to obtain the information needed to make a decision.

The authority to suspend an application is delegated to the manager or director responsible for local citizenship services.

6.5 Use rarely

Suspend an application rarely and only in extraordinary circumstances.

6.6 Examples

Example 1: The RCMP, Immigration, or CSIS (Canadian Security and Intelligence Service) need more time to complete a clearance investigation.

Example 2: The applicant must provide information from a foreign government, and it is reasonable to expect that it will take a long time to get the information.

6.7 Keep note of suspension

When a judge requests an extension to the 60 day time period, attach a note to the file indicating the date on which the 60 day decision period expires and the date on which suspension is requested. The note also indicates the expiry date for the suspension. A note to file is entered on CRS. As soon as the relevant information has been received, the file is returned to the judge for the final decision.

When not to suspend

6.8 Do not suspend to gain time

Do not suspend an application:

to give an applicant more time to prepare for the citizenship test or hearing

to allow the applicant to complete a probation or a jail term

to allow more time to reach a decision when all relevant information is available.

7. WITHDRAWAL OF APPLICATIONS

7.1 This Section is about

- the process to withdraw an application for a grant, proof, resumption or renunciation of citizenship
- how an applicant can withdraw an application
- the refund policy for withdrawals of applications

Related topic see section on Fees and Refunds

7.2 Policy

Only the applicant can withdraw an application.

7.3 General rules for grant and proof withdrawals

An applicant can withdraw an application for any reason, at any time before citizenship is granted, a proof certificate is issued, renunciation approved.

Withdrawals of applications must be in writing.

Withdrawals on behalf of minors must be done by a parent or legal guardian. For applications for minors older than 14, the minor should countersign the request for withdrawal, if possible.

Where an application has been made on behalf of a minor and it cannot be finalized before he or she turns 18 years of age, the application on behalf of the minor will not be processed further. The fee will not be refunded. The individual must make an application as an adult and pay the balance of the fee.

See Minor Application for Citizenship - 5(2)(a)

7.4 When refunds are paid to grant and proof applicants

Refund the Application Processing Fee only if:

- the applicant received incorrect information about applying from either a CIC official or foreign service officer, and a letter from the CIC official or foreign service officer confirms that the applicant was given incorrect information.
- the applicant dies before a decision is made or a proof certificate issued. The request for the refund must come from a spouse, parent, or executor and include a copy of the death certificate. The refund is paid to the applicant's estate.

Note: *If parents and a minor applied at the same time, and the parents were non-approved, the processing fee for the child's application will not be refunded even if the application is withdrawn.*

7.5 Refund Right of Citizenship fee to grant withdrawals

Refund the Right of Citizenship portion of the application fee to grant applicants who withdraw their applications before being granted citizenship.

7.6 All applicants may apply again

All applicants who withdraw an application may apply again.

8. POLICY ON URGENT APPLICATION CASES

8.1 This Section is about

what an "urgent" case is
handling urgent cases

8.2 Authorities

Citizenship Act

Section 9(3)

Section 12

8.3 When a case is urgent

Applications for proof of citizenship, search of citizenship records for Canadian citizens and applications for grant of citizenship are expedited if documents support the need for urgency in the following situations:

- a request is received from the office of the Minister of Citizenship and Immigration Canada
- the applicant needs to travel because of death or serious illness in the family and cannot obtain a passport in his or her present nationality (includes Canadian passport)
- the applicant has been in Canada for **1,095** days or more and faces the loss of employment or employment opportunity because he or she is not a Canadian citizen
- the applicant is a Canadian citizen and faces the loss of employment or employment opportunity because he or she is not in possession of a document establishing Canadian citizenship
- an application delayed for administrative reasons that are not the applicant's fault
- an application for grant of citizenship for a minor about to become 18 years old
- an applicant for grant of citizenship whose appeal to the Federal Court is successful
- any situation in which not expediting the citizenship application harms the applicant, such as the need to renounce foreign citizenship by a certain date.

8.4 Document needed

Documents must support urgent cases.

For instance, for an applicant facing the loss of employment or employment opportunity, the applicant must submit a letter from the employer.

The letter should say that the applicant will lose employment or potential employment if he or she is not Canadian citizen. The letter must also say why Canadian Citizenship is a job requirement, and why the employer cannot make other arrangements.

9. FILE RETIREMENT

9.1 This Section is about

which documents and information are kept on a file when the file is retired at CPC-Sydney.

9.2 Overview

The final stage of processing an application is 'file retirement'. A file is closed in CRS and a copy of the physical record is stored. Citizenship records are stored for a minimum of 150 years. Files which are ready for retirement are micro-filmed at CPC-Sydney.

9.3 Policy

The Citizenship program is mandated to maintain all information which is relevant to the decision or final outcome of an application for proof, grant, resumption, renunciation, retention or revocation of citizenship. It is incumbent upon CIC officials to maintain complete and accurate records through the most economical means available. Although all files are micro-filmed, it is more economical to micro-film only the information which cannot be stored electronically, in CRS. The officer who makes the decision to grant citizenship, approve an application for proof of citizenship or the official who finalizes the processing for renunciation, revocation or retention of citizenship is the person responsible for ensuring a file is ready for file retirement. This means the official removes extraneous information from the file and that only the relevant documents are forwarded to CPC-Sydney for file retirement.

9.4 Relevant information and documentation

Relevant information includes the documents used by a citizenship judge or official to come to a decision. Relevant documentation includes the documents used to verify permanent resident status, place or date of birth, parentage, criminal prohibitions, residence in another country or nationality of another country. Correspondence from an applicant and correspondence from a CIC official to an applicant, which contain information pertinent to the final outcome of a case are also considered relevant documentation and must be maintained. In the case of abandoned or withdrawn applications, the notices to appear, proof of registered mail or letter of withdrawal form part of the relevant documentation.

9.5 How to retain information

Information is retained in two ways; through CRS data entry and through micro-filming of the records. Where documents are entered in CRS, these documents need not be micro-filmed. Data entry may occur at either the beginning of the process or at the file retirement stage. Where documents were not entered at the beginning of the process or, where a local officer is unable to determine from the CARF whether the document was entered into CRS, the document is returned with the physical file to CPC-Sydney.

A document is considered entered in CRS when the document is listed by title, country of issue and serial number. (Examples: British passport #L0123; United States Birth certificate, New Jersey #4567).

9.6 Documents not entered in CRS are microfilmed.

Documents which are not entered fully in CRS are micro-filmed during the file retirement process. (Example: CRS indicates 'all documents seen'--the actual copies of the documents are to be microfilmed unless the data is entered at the file retirement stage). Correspondence which is relevant to the file but which is not able to be entered into CRS is also micro-filmed. (Examples: non-approval letter, letter of withdrawal, copy of registered mail receipt for abandoned applications).

9.7 Documents marked FILM to be micro-filmed

Citizenship officials dealing with unusual cases or exceptional cases will indicate for CPC-Sydney which other documents aside from those listed in the tables below are to be retained for micro-filming. In these cases, the local officer will mark the word FILM on the document.

9.8 Documents which must form part of the permanent record

The following documents form the permanent file and must always be micro-filmed at the time the file is retired:

Applica- tion	Documentation to be microfilmed in all cases	Documents which must be either entered in CRS or microfilmed	
Type	In all cases	If abandoned or with- drawn	<i>Note: Documents used to establish place of birth, name at birth, and/or parentage, and/or immigration status, and/or residence in or out of Canada</i>
Adult grant resump- tion	application form decision form and \ or CARF non-approval letter oath form request for fingerprints (if is not CRS WIP history) RCMP conviction report guardianship document	correspondence request- ing documentation notice to appear for test, hearing or ceremony registered mail receipt for final notices or requests for documents letter of withdrawal	<i>Example:</i> • IMM 1000 • Passport • Birth Certificate • Marriage Certificate
Minor grant	Application form oath form request for fingerprints (if is not CRS WIP history) RCMP conviction report guardianship document	Correspondence request- ing documentation registered mail receipt for final requests for docu- mentation letter of withdrawal	<i>Example:</i> • Passport or Certificate of Identify or Travel Document • IMM 1000
Reten- tion	Application form	Correspondence request- ing documentation	<i>Example:</i> • Birth Certificate showing parentage

Applica- tion	Documentation to be microfilmed in all cases	Documents which must be either entered in CRS or microfilmed	
	decision form and \ or CARF non-approval letter	notice to appear for hear- ing registered mail receipt for final notices or requests for documents letter of withdrawal	<ul style="list-style-type: none"> • Parents' proof of Canadian citizen- ship • Evidence of residence
Renunci- ation	Application form Decision form and \ or CARF Proof of residence out- side Canada Proof will become citizen of foreign country Non-approval letter	Correspondence request- ing documentation Notice to appear for hear- ing Registered mail receipt for final notices or requests for documents Letter of withdrawal	Example: <ul style="list-style-type: none"> • Proof of residence outside Canada • Proof of Canadian citizenship or Canadian Passport
Proof of cizen- ship	Application form	Correspondence request- ing documentation Registered mail receipt for final requests for docu- mentation Letter of withdrawal	Example: <ul style="list-style-type: none"> • Birth Certificate or Canadian pass- port

Application	Documentation		
Type	In all cases	If withdrawn by Minister	If revoked by O-I-C
Revocation	Notice of Intent to Revoke correspondence from sub- ject indicating referral to Federal court Notice of Application to Appeal to Federal Court Disposition of Federal Court Notice to Governor-in-Coun- cil	correspondence to client	Order-in-Council indi- cating date of revoca- tion copies of correspon- dence to various agen- cies (Enforcement, Passport)

Related topics: **Abandonment policy, withdrawal of application**

10. TRANSLATION OF DOCUMENTS FOR OVERSEAS APPLICATIONS

10.1 This Section is about

the policy and procedures for translation of documents submitted at Canadian Embassies by clients living abroad.

10.2 Policy

There is no requirement that translated documents submitted by clients living abroad be “sworn translations”. The translation may be done by the client, a relative or friend provided that the document is verified by an Embassy official. The Embassy may accept plain English or French translated documents if the Embassy is willing and capable of verifying the documents.

10.3 Procedure

Upon receipt of the translated English or French documents, an embassy official must:

- a) thoroughly review the translation to verify that its contents conform to the original document upon which the translation was based;
- b) affix a stamp (or write) “VERIFIED – TRUE TRANSLATION” and the Embassy wet seal on the document; and
- c) initial the document.