



CITIZENSHIP Canada

Application to Register and Retain Canadian Citizenship Under Section 8



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Forms:

- Application to Register and Retain Canadian Citizenship (CIT 0300)
- Citizenship Photograph Specifications (CIT 0021)
- 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. 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.

From anywhere in Canada, call

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

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

This application is for a person who was **born outside Canada after February 14, 1977**, and who could lose Canadian citizenship under Section 8 of the *Citizenship Act* unless he or she applies to register as a Canadian citizen and retain Canadian citizenship.

If one of your parents, other than a parent who adopted you, was born in Canada or was granted citizenship under the current *Citizenship Act* before you were born, or if one of your parents was registered before February 15, 1977, as a Canadian citizen born outside Canada, this does **not** apply to you. Complete an application for *Proof of Canadian citizenship* for either Inside Canada (CIT 0001) or Outside Canada (CIT 0006), whichever is relevant to you. These applications may be obtained by visiting our [Web site](#) or by contacting the Call Centre listed in this guide.

You could lose your present nationality or citizenship if you register as a Canadian citizen. If you are residing in your country of present nationality or citizenship, you should check with the appropriate department of your government. If you are residing outside that country, you should ask the embassy, high commission or consulate of the country of your present nationality if your status will be affected.

Before you apply

Read the instructions carefully. They contain important information. Be sure you are eligible the day before you sign and date your application. There is no refund of the processing fee.

Who can apply to retain their Canadian citizenship?

To qualify to retain your Canadian citizenship you must:

- be born outside Canada;
- be born after February 14, 1977;
- at the time of your birth, have had one parent, other than a parent who adopted you, who was a Canadian citizen because he/she was born outside Canada between January 1, 1947 and February 14, 1977, and was eligible to be registered as a Canadian citizen at birth, but did not register as a Canadian citizen until after February 14, 1977; **or**
because your parent was a Canadian citizen at birth and was born outside Canada after February 14, 1977;
- be under 28 years of age;
- reside in Canada for a period of at least one year immediately preceding the date of your application **or** establish a substantial connection with Canada.

What you must send with your application

Fee

If you are living outside Canada, contact a Canadian embassy, high commission or consulate 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.

Documents

If this is an application for your first citizenship certificate, 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.

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.

To Register as a Canadian citizen:

- If you **have** a Canadian citizenship certificate, you must return the certificate with your application and send the following documents:
- two pieces of personal identification, such as a driver's licence and a health insurance card;
- other documents, such as your marriage certificate and/or legal change of name certificate (if applicable).

Note: Baptismal certificates, birth certificates and marriage certificates issued by the government of Quebec before **January 1, 1994** are no longer accepted for issuing a grant of Canadian citizenship. If you have one of these certificates you must obtain a new document. This can be done by contacting 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](http://www.etatcivil.gouv.qc.ca) at www.etatcivil.gouv.qc.ca.

or

If you have **never** had a Canadian citizenship certificate, you must send the following documents:

- a birth certificate which lists your parents (issued by government authorities in the country where you were born);
- evidence which establishes that one or both of your parents was a Canadian citizen at the time of your birth (for example, a provincial/territorial birth certificate, Canadian citizenship certificate);
- two (2) pieces of personal identification, such as a driver's licence and a health insurance card;
- other documents such as your marriage certificate and/or legal change of name certificate (if applicable).

To Retain your Canadian citizenship:

You must provide documents that prove you have residence in Canada **or** that you have a substantial connection with Canada.

Residence: To meet the residence requirement you must live in Canada for at least one (1) year immediately before applying for retention of citizenship. Documents of proof may be:

- employment records (T4, Record of Employment);

- school records;
- rental leases or mortgage agreements;
- tax bills;
- provincial health records;
- stamps in passports;
- bank transactions made from within Canada;
- any other documents that you feel will help to establish proof of residence in Canada.

Substantial Connection with Canada: To establish a substantial connection with Canada you must provide:

1. Proof you were employed for at least two (2) of the four (4) years immediately before signing this application as:
 - an employee within the Public Service of Canada or with a Canadian provincial government; or
 - a member of the Canadian Forces or with the Royal Canadian Mounted Police; or
 - a Canadian representative to the United Nations or one of its affiliated agencies.

or
2. Proof of attendance at a recognized secondary or post-secondary educational institution in Canada for at least one year after age 14.

or
3. Proof that you lived in Canada with a close family member for at least one year after age 14. Documents of proof may be:
 - employment records (T4, Record of Employment);
 - school records;
 - sworn affidavit from family member (parent, brother, sister, aunt, uncle, or grandparent) describing circumstances of residence (where, when, with whom you lived);
 - provincial health records;
 - letters from doctors;
 - birth or marriage certificates if you gave birth or got married during the time you lived in Canada;
 - other documents to help establish proof of substantial connection.

If your substantial connection is because you attended school in Canada (Option 2) or because you lived in Canada with a family member after reaching the age of 14 (Option 3), you must:

- know enough English or French to carry on a simple conversation, and
- know enough about Canada's history, geography, government and the rights and responsibilities of citizenship to pass a test.

For more information see the [What Happens Next?](#) section.

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

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

Photographs

Your photo will appear on your wallet-size citizenship certificate.

You must provide two (2) citizenship photos taken within the last 12 months. Take the ***Citizenship Photograph Specifications*** (CIT 0021) form, included in this application guide, to the photographer to make sure you get the correct size photos. When you have your photos taken, do not wear a head covering unless you wear one because of your religion.

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

Signature on both application and photos

Adults and children 14 years of age and older must sign the application **and** photos. **If your application is not signed and dated, it will be returned to you.** The signature on your application and your photos must match. Sign your name in black or blue ink, in the white signature area below each photo, in the same manner you would sign any other official document. Do not print. For children 13 years of age and younger, leave the signature strip blank. Parents must print the child's name on the back of each of the photos. Put both signed photos in the small envelope provided with this form. **Do not staple, glue or otherwise attach the photos 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 for each set of photos.

Citizenship Fees

What fees are required?

You must pay a **Processing Fee** when you submit an application to register and retain Canadian citizenship. **The processing fee is \$100.00 per person.**

Note: 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 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
Register and Retain Canadian Citizenship			x \$100	
Total				\$

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 of this guide).

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. Phone 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

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 letter/and or number 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 under federal law.

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 any special needs. Special needs are described as:

- wheelchair access
- sign language interpretation
- personal assistance (for example, you will be accompanied by a care attendant, an interpreter, a seeing eye dog, a sighted guide, etc.)
- large print, audio version or braille (*A Look at Canada*)

Section 3

You must indicate if you have ever applied to register and retain Canadian citizenship before. Check “no” or “yes”. If “yes” give the date the application was signed.

Have you ever had a certificate of Canadian citizenship? Check “no” or “yes”. If you check “yes” write down the surname/last name, given names, certificate number and the date the certificate was issued.

Indicate whether you are returning the certificate of Canadian citizenship with your application. If not, you must indicate if the certificate was stolen, lost, or destroyed. Indicate if the theft or loss was reported to the police and give details, (e.g. a copy of the police report).

Section 4

Write down your surname/ last name and given name(s) **as you wish them to appear on your Canadian citizenship certificate.**

The name on your retention of Canadian citizenship certificate will be:

- The same as the one shown on your certificate of Canadian citizenship.
- or**
- If you have never received a Canadian citizenship certificate, the name on your birth certificate or foreign passport.

If you have legally changed your name, indicate what your new name is. Remember to supply a clear and legible photocopy 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.). If this is your first Canadian citizenship certificate you must supply certified copies or originals of your documents.

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.). Use a separate piece of paper if required.

You may request that the certificate of retention of Canadian citizenship show a different name, if you can provide provincial identification reading exactly the same as the name you are requesting. Examples of documents that you could provide are: health card, driver's licence or an official school record issued by the provincial department responsible for Education. Foreign documentation may also be accepted.

If this change is significant, linking documentation showing the use of both old and new names, or the basis for the change, will be required as well as the provincial document. Examples of linking documents include a marriage certificate, a foreign change of name, an adoption order, or a foreign passport showing both names.

Note: You cannot request a name change **after** your application has been submitted.

Section 5

- A. Write down 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 retention of Canadian citizenship. Indicate the place and country where you were born.
- B. If the date of birth on your citizenship certificate is incorrect, you may request an amended date of birth; however, you will be asked to provide additional documents. This may result in delays in processing your application.
- C. Indicate whether you are male or female, how tall you are, the colour of your eyes and your legal marital status. We need this information for our records. The colour of your eyes and height will be shown on your citizenship certificate.
- D. Answer all questions on information regarding your parents. Indicate the relationship of your parents to you by indicating natural or adoptive. Write down your parents' surname/last name, given name(s), date of birth and place of birth. Write down how your parents obtained Canadian citizenship. Indicate their citizenship certificate numbers.

Section 6

- A. Provide your current home address complete with postal code.
- 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.
- D. Indicate how long you have lived at your current home address.

Section 7

If you are using substantial connection to qualify for retention of Canadian citizenship, go to Section 8 now. You must only fill in **either Section 7 or Section 8, not both**.

Residence: If you have resided in Canada for at least one year immediately before making this application, you must send documents that establish your residence in Canada, along with your application. Examples of documents could be:

- employment records (T4, Record of Employment);
- school records;
- rental leases or mortgage agreements;
- tax bills;

- provincial/territorial health records;
- stamps in passports;
- bank transactions made from within Canada;
- any other documents that you feel will help to establish proof of residence in Canada.

You must check either “**no**” or “**yes**” to indicate that you have lived in Canada for one year immediately before applying to retain Canadian citizenship. You must list all absences from Canada during the year, including vacations and trips to the United States. You must list absences with a “From”- “To” date and the destination of each trip. Provide details of the reason for the trip and the total number of days absent. Use another piece of paper, if necessary, to record all absences. You must also list all your addresses (including foreign addresses) and dates that you lived at those addresses during the last year.

Section 8

If you are using Residence to qualify to register and retain Canadian citizenship, go to [Section 9](#).

Substantial Connection: If you are claiming a substantial connection with Canada, you must send documents that support your claim, along with your application.

Examples of documents are:

- sworn affidavit from family member(s) describing your residence in Canada (when, where, with whom you lived);
- employment records;
- school records;
- provincial health records;
- medical records;
- birth or marriage certificates (if applicant gave birth or got married during the pertinent period in Canada).

You must provide evidence of **one** of the following:

Option 1:

Evidence that for at least two of the four years immediately before making this application, you were an employee in the public service of Canada or a public servant for one of Canada’s provinces; a member of the Canadian Forces or the RCMP; a Canadian representative to the United Nations, or to one of its affiliated agencies.

or

Option 2:

Proof you attended a recognized secondary or post-secondary educational institution in Canada for at least one year after the age of 14 years. If you left Canada during the time you were attending an educational institution (including vacations and trips to the United States), give details of all the time you spent away from Canada. If you did not travel outside Canada during the time you were attending an educational institution, move to the next question. List all of your addresses during the time you were attending an educational institution.

or

Option 3:

Name and relationship of the family member with whom you spent at least one year in Canada, after the age of 14 years. If you left Canada during the year you lived with this family member (including vacations and trips to the United States), give details of all the time you spent away from Canada. If

you did not travel outside Canada during the year you lived with this family member, move to the next question. List all of your addresses during the time you spent in Canada.

Section 9

Not all time spent in Canada qualifies as residence under the *Citizenship Act*. You must check “**No**” or “**Yes**” to respond to the question, “During the time that you lived in Canada were you an inmate of a penitentiary, jail, reformatory or prison, on probation or on parole?”. If you respond “**Yes**”, you must provide details.

Section 10

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 register and retain citizenship before that date because the application fee is not refundable.

You must **sign** the bottom of the photographs 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. Citizenship and Immigration Canada will use the date you sign your application for the purpose of determining whether you meet the applicable criteria. 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).

Make sure that you are eligible to register and retain on the day before you sign the application.

Section 11

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

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
Registration and Retention
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?

Once your application is received in Sydney, Nova Scotia, it will be reviewed and processing will begin. If your application is approved, you will receive a certificate of Canadian citizenship and a certificate of retention.

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.

For Applicants using “Substantial Connection” only.

If you are applying under “Substantial Connection” using Option 1 - Employment with Canadian government and listed agencies, language and knowledge assessment does not apply to you.

If you are applying under “Substantial Connection” using Option 2 - having attended a recognized secondary or post-secondary educational institution in Canada, or using Option 3 - you lived with a family member for 1 year before applying to register and retain Canadian Citizenship after 14 years of age, you must meet language and knowledge requirements. You will receive a study book called *A Look at Canada*. You will be asked to write a test and/or to appear at an interview for an oral test.

To pass the test you must demonstrate an understanding of:

- the right to vote in elections in Canada;
- the right to run for elected office in Canada; and
- voting procedures and how to register yourself as a voter.

You will also be asked questions to check your knowledge and understanding of:

- Canada’s history;
- Canada’s geography; and
- the rights and responsibilities of citizenship.

The test will take about 30 minutes to complete. If you are asked to appear in person for an interview with a citizenship judge, the interview will take about 15 to 30 minutes. All of the questions on the citizenship test and the questions asked by the citizenship judge are based on the information in the study guide, *A Look at Canada*.

Applicants are also expected to demonstrate a knowledge of English or French. For example, you will be asked to respond to instructions; take part in a conversation about personal experience and/or fill out a form. If you think you might have difficulty meeting this requirement, it is advisable that you attend language classes **before** applying for retention of Canadian citizenship through Substantial Connection, Options 2 or 3.

Remember: You must advise us of any change of address or telephone number. If you live in Canada, you must advise us of any change of address or telephone number by calling a Call Centre or by entering your new address on our on-line change of address service on our [Web site](#). If you live outside of Canada, you must advise us of any change by contacting a Canadian embassy, high commission or consulate.

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.