



CITIZENSHIP Canada

Application for Canadian Citizenship Under Subsection 5(1)

Adults (18 years of age and older)



Table of Contents

| | |
|--|----|
| Overview | 3 |
| Citizenship Fees | 6 |
| How to Complete Your Application | 9 |
| Where to Send Your Application | 15 |
| What Happens Next? | 16 |

Forms:

- Application for Canadian Citizenship - Adults (CIT 0002)
- Citizenship Photograph Specifications- (CIT 0021)
- Document Checklist (CIT 0462)
- 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 your call.

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

Note: To apply for citizenship for your child, complete the *Application for Canadian Citizenship — Minors* (CIT 0003), which may be obtained by visiting our [Web site](#) or by contacting the Call Centre listed in the [Contact Information](#) section of this guide.

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 if you apply before you are eligible for citizenship.

You could lose your present nationality or citizenship if you become a Canadian citizen. If you have any questions about this, you should ask the embassy, high commission or consulate of the country of your present nationality.

Who can apply to become a Canadian citizen?

If you are applying as an adult you must:

- be 18 years of age or older;
- be a permanent resident (landed immigrant) in Canada;
- have resided in Canada for a total of three (3) years (1095 days) out of the four (4) years on the day before you apply. You may count ½ time (up to a maximum of 730 half days which equals 365 days credit) for the time you resided in Canada before you became a permanent resident. The time you resided in Canada after you became a permanent resident counts as full time. Complete the [online Residence Calculator](#) or the calculation sheet, **How to Calculate Residence** [section 7 (g)], in the *Application for Canadian Citizenship - Adults* to determine if you meet residence requirements;
- 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 (adults 55 years of age and over are exempt). For more information, see the [What Happens Next?](#) section of this guide.

You must not:

- be subject to any prohibition under the *Citizenship Act* (see Section 8 of the application); **or**
- be under a removal order (asked by Immigration Canadian officials to leave Canada).

Are you applying too early?

If you apply too early you will not qualify; you will have to apply again later and pay new fees. Use the [online Residence Calculator](#) or the calculation sheet, **How to Calculate Residence** [section 7 (g)], in the *Application for Canadian Citizenship - Adults* to find out if you should apply now or later.

What you must send with this form

Fee

See **Citizenship Fees** 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 **Citizenship Fees** section of this guide.

Documents

You must send a **clear and legible photocopy** of:

1. your Canadian immigration record/paper (either your *Record of Landing* (IMM 1000) **or** your *Confirmation of Permanent Residence* (IMM 5292)), **and** both sides of your Permanent Resident Card (PRC) if you have one;
2. two (2) pieces of personal identification, one of which **must have your photo** on it. If you do not have a piece of photo identification, you must explain why. You can use a separate piece of paper to explain.

Examples of photo identification:

Canadian driver's licence, Canadian health insurance card, the page of your passport containing your photo and personal information.

Translated Documents

If supporting documents are not in English or French (for example, a marriage certificate issued in another country) you must supply a photocopy of each original document, a translation and an affidavit from the person who completed the translation. Translations from family members are not acceptable.

Documents issued by the Quebec Government

Baptismal certificates, birth certificates and marriage certificates issued by the government of Quebec before **January 1, 1994** are no longer accepted. 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 at www.etatcivil.gouv.qc.ca.

Original Documents

We cannot guarantee that original documents will be returned promptly. Therefore, it is recommended that you **not** send original documents if a **copy** of a document is requested.

Photos

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 form ***Citizenship Photograph Specifications*** (CIT 0021), included in this application guide, to the photographer to make sure you get the correct size photos. 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 photos at the photographer, check to make sure the size of the photos is correct and the back of the photo is dated and identified by the photographer.

Signature on both application and photos

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

documents. **Do not print.** 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 the 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** and a **Right of Citizenship Fee** when you submit an application for Canadian citizenship. The total fee required for this application is **\$200.00**. Both of the following fees must be paid when submitting an application for Canadian citizenship (Adult):

- **Processing Fee:** \$100 for each person.
- **Right of Citizenship Fee:** \$100 for each person 18 years of age or older.

Are fees refundable?

Processing Fee

The processing fee is not refundable. The processing fee will not be refunded, regardless of the final decision, once the Case Processing Centre has started processing the application.

After you have read this guide, you should be able to decide if you are eligible. Make sure that you are eligible **before** you pay your fees and that you provide all the information requested before you submit the application. **If you are found not to be eligible, the processing fee will not be refunded.**

Right of Citizenship Fee

The Right of Citizenship Fee will be refunded if the application is not approved.

How do I pay my fees?

You have the option of paying your fees through the Internet or at a financial institution.

Payment of fees on the Internet

You can pay your fees on the Internet with a credit card if you have access to a computer with an Internet connection and a printer.

After you complete your application, go to our Web site at www.cic.gc.ca and select “**On-Line Services**” from the menu bar at the top, then “**Payment of fees using the Internet**”.

Follow the instructions to the end of payment process. At the end, you must print the CIC official receipt and fill out by hand the Payer Information Section. Then attach the bottom portion (copy 2) of this receipt to your completed application.

Payment of fees at a financial institution

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

| ADULT GRANT APPLICATION FEE | | | | |
|-----------------------------|---|-------------------|-------------------|------------|
| | Citizenship Application Fee | Number of Persons | Amount per Person | Amount Due |
| | Processing Fee (\$100) and Right of Citizenship Fee (\$100) | | x \$200 | |
| | | | 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](#).

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 payment made is for more than one person, only the name of the person paying the fees should be indicated on the “payer information” section.

If you already have an open file and know the client identification number (client ID) 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 also 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 by Citizenship and Immigration Canada 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. 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 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

Before completing the *Application for Canadian Citizenship - Adults*, fill in either the [online Residence Calculator](#) or the calculation sheet, **How to Calculate Residence** [section 7 (g) of the application], to determine whether you should apply now or later. If you use the [online Residence Calculator](#), print and attach the completed calculation page(s) with your application. The online calculator results replace sections 7 (e) and 7 (g) of the application form. If you use the calculation sheet, you may wish to make a photocopy of Section 7(g) to make your calculation in draft, or use a pencil on the original.

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 citizenship.

Follow the instructions carefully. You must answer all questions. If you leave any sections blank, your application may be returned to you and processing may be delayed. If any sections do not apply to you, answer “N/A” (“Not applicable”). 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.

Follow These Step-By-Step Instructions

Section 1

Indicate whether you want service in English or French.

Section 2

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

If you have applied for Canadian citizenship before, indicate when you last applied.

Section 4

- A. Print your surname/last name and given name(s), as they appear on your **Record of Landing** (IMM 1000) or **Permanent Resident Card** (PRC) or *Confirmation of Permanent Residence* (IMM 5292).
- B. The name on your citizenship certificate will be the same as the one shown on your *Record of Landing*, *Permanent Resident Card* or *Confirmation of Permanent Residence*, unless you have legally changed it after arriving in Canada. A legal name change must be supported by a copy of an approved amendment to your *Record of Landing*, *Permanent Resident Card*, or *Confirmation of Permanent Residence*, or a provincial legal change of name document, or a provincial adoption order.

If you have not legally changed your name, you may still request that the citizenship certificate show a different name if you can provide a document such as: provincial health card, driver's

licence or an official school record issued by the provincial department responsible for education reading exactly the same as the name you are requesting.

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.

- You cannot request a name change after your application has been submitted to the Case Processing Centre in Sydney, Nova Scotia. If satisfactory documentation is not provided to support the name requested, the citizenship certificate will reflect the name indicated on your immigration document.
 - If you are submitting a baptismal, birth or marriage certificate issued by the province of Quebec, see instructions in the section on **Documents** issued by the Quebec Government, in this guide.
- C. If you have used another name in the past, or are known by a name other than the one you listed above, print it on the application form. (Other names can include your birth name, nicknames, call names, community names, etc.) You can use a separate piece of paper if required.

Section 5

- A. Enter your date of birth exactly as it appears on your *Record of Landing* (IMM 1000) or Permanent Resident Card (PRC) or *Confirmation of Permanent Residence* (IMM 5292), or as it appears on your amendment to the *Record of Landing* or Permanent Resident Card or *Confirmation of Permanent Residence*, if you have already obtained one.

Note: If you requested an amendment to your *Record of Landing* or *Confirmation of Permanent Residence*, you will need to provide both your original *Record of Landing* or *Confirmation of Permanent Residence* and the letter you received confirming the change(s) you requested have been done.

This is the date of birth that will appear on your citizenship certificate.

If the date of birth on the *Record of Landing*, Permanent Resident Card or *Confirmation of Permanent Residence* is not your correct birth date, it may be possible to change the information in your immigration records. Your *Record of Landing* or Permanent Resident Card will be changed only to correct mistakes made by Citizenship and Immigration Canada in recording the information you provided when you applied to come to Canada. You must obtain the correct version before submitting your application for citizenship. **Do not apply for citizenship until you have received a response to your request.** Include your new corrected Permanent Resident Card or the letter of amendment and your original *Record of Landing* or *Confirmation of Permanent Residence* with your citizenship application. You may not change your birth date during the processing of your application for citizenship.

This guide does not provide general information about amending your *Record of Landing* (IMM 1000), Permanent Resident Card (PRC) or *Confirmation of Permanent Residence* (IMM 5292). For information on amending your *Record of Landing* or *Confirmation of Permanent Residence* refer to the guide *Request to Amend the Immigration Record of Landing or your Confirmation of Permanent Residence* (IMM 5218). This guide may be obtained by visiting our **Web site** or by contacting the Call Centre listed in the **Contact Information** section of this guide. For information on amending your Permanent Resident Card, refer to the guide *Request to reissue a Permanent Resident Card* (IMM 5530), which can only be obtained by contacting the Call Centre listed in the **Contact Information** section of this guide.

Indicate your place and country of birth.

Note: If Citizenship and Immigration Canada refuses your request to amend your *Record of Landing* or *Confirmation of Permanent Residence*, and you have not provided sufficient documentation to support the date of birth requested, your citizenship certificate will reflect the date of birth on your immigration document.

- B. 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.

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 telephone number(s) where you can be reached.
- D. Indicate how long you have lived at your current home address.

Section 7

In order for a Citizenship judge to make an assessment in respect to section 5(1)(c) of the Act, concerning your residence in Canada, in particular for the purpose of assessing whether Canada is the place where you regularly, normally or customarily live, complete Section 7 of the application in detail. You may be asked to provide original documentation to support the statements you make in Section 7.

- A. Give the date when you became a permanent resident. Refer to box 45 of your *Record of Landing* document, or box 46 of your *Confirmation of Permanent Residence*, or located on the back of your Permanent Resident Card. If your *Record of Landing* document does not have a box 45, insert the date you were granted permanent residence.
- B. Give the date when you first came to Canada to live if different from A.
- C. Indicate if you are a citizen of any other country. If yes, list the country (countries).
- D. Indicate if you obtained permanent residence in another country since becoming a permanent resident of Canada. If yes, list the country (countries) and the date you acquired this status.
- E. If you have chosen to include the **online Residence Calculator** results with your application, you are not required to complete section 7 (e). You must check the box “Residence Calculator results submitted with my application” and attach the completed calculation page(s) with your application form.
If you are not using the **online Residence Calculator**, you must indicate whether you have left Canada in the last four (4) years. If “yes,” give details of all the time you spent away from Canada. You must list all the trips you have taken outside Canada in the last four (4) years including trips for the purpose of business, pleasure or vacation, visits to family members, trips to the United States, etc. If you have not travelled outside Canada in the last four (4) years, check “no” and move to Section F.
- F. You must list all your addresses in Canada and foreign addresses for the last four (4) years. If you were residing, employed or attending school outside Canada, you must also list all your foreign addresses.

- G. If you have chosen to include the [online Residence Calculator](#) results with your application, you are not required to complete the calculation sheet, **How to Calculate Residence** [section 7 (g)]. You must check the box “Residence Calculator results submitted with my application” and attach the completed calculation page(s) with your application form.

If you are not using the [online Residence Calculator](#), you must complete and include the calculation sheet, **How to Calculate Residence** [section 7 (g)], with your application form (CIT 0002) to ensure that you meet the residence requirement of 1095 days. For example, if you applied for citizenship on June 1, 2005, CIC would count back to June 1, 2001 when calculating your residency. The time you lived in Canada after you became a permanent resident counts as full time (one day). The time you lived in Canada before you became a permanent resident counts as half time (half days), only if it falls within these 4 years.

Note: On section D of the calculation sheet, you must indicate the number of days you were outside of Canada between the date you became a permanent resident and the date you will sign your application for Canadian citizenship.

Section 8

Prohibitions under the *Citizenship Act*

Certain conditions outlined in the *Citizenship Act*, may affect your application for citizenship. To find out if this applies to you, go to Section 8 of the application. If any of the questions in Section 8 of the application apply to you, you must provide details. For further information, contact the [Call Centre](#) (see [Contact Information](#)).

The Registrar of Canadian Citizenship must check with the Royal Canadian Mounted Police and the Canadian Security and Intelligence Service to find out if there are any criminal or security reasons which could prevent you from acquiring Canadian citizenship. Also, your entry to Canada and your status will be verified with Immigration officials.

You may be required to provide fingerprints to ensure that you are not prohibited under the *Citizenship Act*.

Section 9

Congratulatory Letter

If you check the “Yes” box:

- You authorize Citizenship and Immigration Canada to provide your name, address and preferred official language to your federal Member of Parliament so that he or she can send you a letter of congratulations once your Canadian citizenship is granted.

If you check the “No” box:

- Citizenship and Immigration Canada will not forward the information concerning you to your Member of Parliament.

Section 10

A. National Register of Electors - Authorization

When you become a Canadian Citizen, 18 years of age or older, you will have the right to vote in federal elections and referendums. In order to vote, your name must be on the list of electors, a list that tells election officials who can vote. The list of electors is produced from the information contained in the National Register of Electors, a database created and maintained by Elections Canada.

It is important to have your name added to the National Register of Electors as soon as your citizenship is granted, so that your name will be automatically included on the list of electors when a federal election or referendum is called. To have your name added, you must check the “Yes” box in Section 10 (a).

If you check the “Yes” box in Section 10 (a):

- You authorize Citizenship and Immigration Canada to provide your name, address, gender and date of birth to Elections Canada so that your name can be added to the National Register of Electors.
- Your information will be provided to Elections Canada only after your Canadian citizenship has been granted.

If you check the “No” box in Section 10 (a):

- Citizenship and Immigration Canada will not give your information to Elections Canada.
- You will not be on the list of electors automatically.
- You will still have the right to vote in federal elections and referendums.
- In the event of an election or referendum, you will have to take the necessary steps to be put on the list before you can vote, which means you will have to provide adequate identification that includes your name, address and signature.

Your personal information is protected

Citizenship and Immigration Canada cannot provide information to Elections Canada without your consent. Information contained in the National Register of Electors can only be used for electoral purposes, as described in the *Canada Elections Act*. Your information is also protected by the *Privacy Act*.

For more information, call toll-free: 1-800-INFO-VOTE (1-800-463-6868) or visit the Elections Canada [Web site](http://www.elections.ca) at www.elections.ca.

B. Québec’s Permanent List of Electors - Authorization

For Québec residents only

When you become a Canadian citizen, you will have the right to vote. As soon as you become a Canadian citizen, you may want to have your name entered on Québec’s Permanent List of Electors.

What is Québec’s Permanent List of Electors?

The Permanent List of Electors is the registry of persons who are entitled to vote during elections and referendums in Québec. Those persons whose name appear on this list have the right to vote in provincial, municipal and school elections. The Chief Electoral Officer of Québec is responsible for drawing up and updating the Permanent List of Electors.

If you check the “Yes” box in Section 10 (b):

- You authorize Citizenship and Immigration Canada to provide your name, address, gender and date of birth to the Chief Electoral Officer of Québec so that your name can be added to the Permanent List of Electors;
- Your information will be provided to the Chief Electoral Officer of Québec only after your Canadian citizenship has been granted.

If you check the “No” box in Section 10 (b):

- Citizenship and Immigration Canada will not give your information to the Chief Electoral Officer of Québec;

- To be able to vote in a provincial, municipal or school election, you will have to go to the revision office and present two supporting documents to register your name on the list of electors.

Your personal information is protected

Under the *Election Act* of Québec, the information provided by Citizenship and Immigration Canada to the Chief Electoral Officer may only be used for election purposes. The computer systems of Citizenship and Immigration Canada and those of the Chief Electoral Officer of Québec are not linked. Citizenship and Immigration Canada will not disclose to the Chief Electoral Officer of Québec the information needed to register you on the Permanent List of Electors without your consent.

For more information, call toll-free: 1-888-ELECTION (1-888-353-2846) or visit the Chief Electoral Officer of Québec [Web site](http://www.dgeq.qc.ca) at www.dgeq.qc.ca.

Section 11

You must **sign** the application with the signature you currently use on other official documents. Indicate the date and place. Date the application the same day you sign it. Make sure you are eligible for citizenship before that date because the application fee is not refundable.

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

The application must be **signed** and **dated** before it is mailed to the Case Processing Centre (CPC) in Sydney. 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 for citizenship on the day, before you sign the application.

Section 12

The individual (including family members) or authorized officer of a firm or organization who assisted in the completion of this application must complete and sign this section. If you did not have assistance completing your application, write N/A.

Once you have completed all the sections of your application, mail it to the **Case Processing Centre (CPC) - Sydney**.

Remember to include your photos and all supporting documents. If you are sending more than one application (for example, applications for family members), you must send one receipt to cover all applications. Mail the receipt and all applications together in one envelope and they will be processed together.

Where to Send Your Application

On the envelope to mail your application, print:

Your Name
Your Address
Your Postal Code

**Case Processing Centre - Sydney - Grant Adults
P.O. Box 7000
SYDNEY NS B1P 6V6**

- Print your name and address in the top left corner of the envelope.

What Happens Next?

Once your application has been received at the Case Processing Centre in Sydney, Nova Scotia, the information and documents provided will be reviewed and processing will begin. During this time you may wish to check the status of your application as follows:

Checking your application status

To see the current status of your application on-line:

- Log on to Citizenship and Immigration Canada's Web site at www.cic.gc.ca
- Select **On-Line services**
- Then click on **e-Client Application Status** and follow the instructions provided.

To obtain details on how to remove your application status information from the Internet, visit the "**Frequently Asked Questions**" (FAQ) section.

If you reside in Canada:

You can also contact the **Call Centre at 1-888-242-2100** and speak to an agent.

If you are outside Canada:

Contact the **Canadian embassy, high commission or consulate** responsible for your region.

Processing times

You can obtain current processing times on our Web site at <http://www.cic.gc.ca/english/department/times/index.html>.

Protecting your application information

We protect your personal information. Your personal information is only available to our employees who need to see it in order to provide the services to you. We will not disclose any information to anyone else without your written consent. You can obtain additional information on the protection of your data by visiting the "**Frequently Asked Questions**" (FAQ) on our Web site.

Application process

If you are an adult **between the ages of 18 and 54**, you will receive a study book called *A Look at Canada* along with an acknowledgment of your application. Once all the checks on your file are complete, you will be asked to write a test and/or to appear before a citizenship judge for an oral interview. When you will come for the test and/or interview, you will have to bring with you the original of the documents (personal identification, immigration documents, etc.) you submitted with your application and your passport/travel documents relevant to the four year period preceding your application.

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;
- 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 before a citizenship judge, your personal interview will take about 15 to 30 minutes. During that personal interview, the judge will assess that you meet all the requirements for citizenship. An interpreter may accompany you during your appearance before a citizenship judge. However, the use of an interpreter is not permitted during the citizenship test. All of the questions on the citizenship test or the questions asked by the citizenship judge to assess the knowledge requirement are based on the information in the study guide, *A Look at Canada*.

Applicants for citizenship 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 citizenship.

If you are **55 years of age or older**, you do not have to write the citizenship test. You will be scheduled to come to the local office for a review of the original documents (personal identification, immigration documents, etc.) you submitted with your application and of your passport and/or travel documents relevant to the four year period preceding your application. You may also be scheduled to appear for a personal interview with a citizenship judge.

If you meet the requirements for citizenship, your local citizenship office will let you know when and where to go to attend a citizenship ceremony.

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.

Remember: 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 **Web site** by clicking on the "On-line Service - Change of Address" feature.