



# CITIZENSHIP Canada

## Application for Canadian Citizenship

### Minors (under 18 years of age)



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#### Forms:

- Application for a Canadian Citizenship - Minors (CIT 0003)
- Citizenship Photograph Specifications- (CIT 0021)
- Document Checklist (CIT 0463)
- Receipt (IMM 5401)

This application is made available free by Citizenship and Immigration Canada and is not to be sold to applicants.

**Cette trousse est également disponible en français**

## Contact Information

### Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at [www.cic.gc.ca](http://www.cic.gc.ca). For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

### Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press \* (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer 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.

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**From anywhere in Canada, call**

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

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### Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

### Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



**This is not a legal document.** For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

**This publication is available in alternative formats upon request.**

# Overview

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**Note:** To apply for Canadian citizenship as an adult, you must complete the *Application for Canadian Citizenship — Adults* (CIT 0002), which can 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

Use this guide to apply for citizenship for your minor child. Read these instructions before you begin to fill out the application form. They contain important information. We will not refund the processing fee for citizenship services once we accept this application.

The child could lose his or her present nationality or citizenship if he or she becomes a Canadian citizen. If you have any questions about this, you should ask the embassy, high commission or consulate of the country of your child's present nationality.

A child born to a Canadian parent(s) outside Canada is a Canadian citizen. In this case, use the *Application for a Citizenship Certificate from Inside Canada* (CIT 0001), if your child resides in Canada, or the *Application for a Citizenship Certificate from Outside Canada* (CIT 0006), if your child resides abroad. These applications may be obtained by visiting our [Web site](#) or by contacting our Call Centre, listed in the [Contact Information](#) section of this guide.

## Can you apply for your child to become a Canadian citizen?

**This application form is for a child who:**

- is under 18 years of age;
- is not a Canadian citizen;
- has been admitted to Canada as a permanent resident (landed immigrant); **and**
- has at least one parent (includes adoptive parent) who is a Canadian citizen **or** who will become a citizen at the same time as the child.

**Children must not**

- be subject to any prohibition under the *Citizenship Act* (see Section 10 of the application form);
- be under a removal order (asked by Canadian officials to leave Canada).

**Note:** Although a guardian may file an application on behalf of a minor child, one of the child's parents (natural or adoptive) must be a Canadian citizen in order for the child to be granted citizenship.

## What you must send with this form

### Fee

See 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 [Citizenship Fees](#) section of this guide.

### Documents

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

1. the child's Canadian immigration record/paper (either the child's *Record of Landing* (IMM 1000) **or** *Confirmation for Permanent Residence* (IMM 5292)), **and** both sides of the Permanent Resident Card (PRC) if your child has one
2. the child's birth certificate, or in the case of adopted children, an adoption order (showing the child's name, date of birth, place of birth and the names of the parents or adoptive parents). For adopted children living in Quebec, you must submit one of the following documents:
  - jugement d'adoption;
  - jugement sur requête en adoption;
  - reconnaissance de jugement d'adoption;
  - certificat d'inscription d'adoption.
  - attestation d'adoption; or
  - lettre d'attestation d'adoption.
3. two (2) pieces of the child's personal identification (for example, school record and a health insurance card). For a child under school age, identification such as a passport page containing his or her photo and personal details, or a hospital or immunization record, may be provided.
4. if applicable, proof of the parent's (parents') Canadian citizenship (for example, a certificate of Canadian citizenship or Canadian birth certificate)
5. a legal guardian applying on behalf of the child must provide legal documentation proving guardianship

### Translated Documents

If supporting documents are not in English or French (for example, a birth 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](http://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

The child's photo will appear on the wallet-size citizenship certificate.

You must provide two (2) citizenship photos of the child 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 the child's photo taken, ensure that the child does not wear a head covering unless the child wears one because of his or her 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 photos are dated and identified by the photographer.

## Signature on both application and photos

- If the child is 14 years of age and older, the child **must** sign his or her name in the white area below each of the photos. **Do not print.** If the child is under 14 years of age, leave the signature strip blank.
- If the child is **under 14**, print the child's name on the back of the photo.  
Put both signed photos of the child 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

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## What fees are required?

You must pay a **Processing Fee** when you submit an application for Canadian Citizenship for a minor child. **Processing Fee:** \$100 for each person.

## 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 the child is eligible. Make sure that the child is eligible **before** you pay the fees and that you provide all the information requested before you submit the application. **If the child is found not to be eligible, the processing fee will not be refunded.**

## How do I pay the 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](http://www.cic.gc.ca) and select “**On-Line Services**” from the menu bar at the top, then “**Payment of fees through 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.

	PROCESSING FEE	Number of Persons	Amount per Person	Amount Due
	CITIZENSHIP APPLICATION		x \$100	
<b>Total</b>				<b>\$</b>

**STEP 2.** Fill out one receipt form (**IMM 5401**) for the child and 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 contact the [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

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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 section (number and/or letter) you are answering.

**Warning:** If you send us an application that has any misleading or fraudulent information on it, you can be charged with a criminal offence, and you may be subject to criminal prosecution in a court and refusal of your child’s application for citizenship.

## Follow These Step-By-Step Instructions

### Section 1

Indicate whether you would like service in English or French.

### Section 2

Indicate if the child has any special needs. Special needs are described as:

- wheelchair access
- sign language interpretation
- personal assistance (for example, the child will be accompanied by a care attendant, an interpreter, a seeing eye dog, a sighted guide, etc.)

### Section 3

Indicate if you have applied for the child to obtain Canadian citizenship before. If yes, you must tell us when you applied for the child.

### Section 4

Indicate if you are the parent or guardian of the child.

You must provide a document which proves the relationship between the parent and the child, for example the child's birth certificate showing the names of the child and his or her parents.

If you are the child's guardian, you must provide a clear and legible copy of the legal document showing guardianship.

Indicate if the child is adopted or not. If yes, you must provide a copy of the adoption order. For adopted children living in Quebec, you must submit one of the following documents:

- jugement d’adoption;
- jugement sur requête en adoption;
- reconnaissance de jugement d’adoption;
- certificat d’inscription d’adoption;
- attestation d’adoption; or
- lettre d’attestation d’adoption.

## Section 5

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

If the child's name has not been changed legally, you may still request that the citizenship certificate show a different name if you can provide a provincial document (e.g. a health card 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 an amended birth 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 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 child's immigration document.

If you are submitting a baptismal, birth certificate 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 the child has used another name in the past or is known by a name other than the one you listed above, write it down on the application. (Other names can include birth names, nicknames, call names and community names, etc.) You can use a separate piece of paper if required.

## Section 6

- A. Indicate the child's date of birth exactly as it appears on the child's *Record of Landing* (IMM 1000) or Permanent Resident Card (PRC) or *Confirmation of Permanent Residence* (IMM 5292), or as it appears on the amendment to the *Record of Landing* or Permanent Resident Card or *Confirmation of Permanent Residence*, if the child already obtained one. This is the date of birth that will appear on the child's citizenship certificate.

Indicate the place and country where the child was born.

**Note:** If you requested an amendment to your child's *Record of Landing*, you will need to provide both the original *Record of Landing* and the letter you received confirming the change(s) you requested have been applied to your child's *Record of Landing*.

If the date of birth on the *Record of Landing* or Permanent Resident Card or *Confirmation of Permanent Residence* is not the correct birth date, it may be possible to change the information in the child's immigration records. The child's *Record of Landing* or Permanent Resident Card or *Confirmation of Permanent Residence* will be changed only to correct mistakes made by Citizenship and Immigration Canada in recording the information provided when you applied to

come to Canada. **If you are applying to correct the child's *Record of Landing*, do not apply for citizenship for your child until you have received a response to the request.** Include your child's new corrected Permanent Resident Card, or the letter of amendment and the child's original *Record of Landing* with the citizenship application. You may not change the child's birth date during the processing of his or her application for citizenship.

This guide does not provide general information about amending the *Record of Landing* (IMM 1000) or Permanent Resident Card (PRC) or *Confirmation of Permanent Residence* (IMM 5292). For information on amending your child's *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 child's Permanent Resident Card (PRC), 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.

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

- B. Indicate the child's current citizenship.
- C. Indicate whether the child is male or female, how tall the child is, the colour of the child's eyes and the legal marital status. We need this information for our records. The colour of the eyes and height will be shown on the citizenship certificate.

## Section 7

- A. Provide the child's current home address, complete with postal code.
- B. If the mailing address is different from the home address, include the 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.

## Section 8

- A. Indicate the surname/last name and given name(s) of the child's parents.
- B. Indicate the country and date of birth of the child's parents.
- C. Indicate the number(s) of the Canadian citizenship certificate(s) of the child's parents and the date(s) when they became Canadian citizens if applicable.
- D. Indicate whether you are the natural or adoptive mother and father.
- E. Answer this question if you acquired Canadian citizenship by birth or by naturalization before February 15th, 1977. Indicate whether you left Canada for more than one (1) year before 1977. If yes, provide the dates you were away and indicate the country you were staying in. If you acquired Canadian citizenship after February 14, 1977, indicate "N/A" (Not Applicable).

## Section 9

Indicate the date when the child became a permanent resident of Canada. Refer to box 45 of the child's *Record of Landing* document, or box 46 of the child's *Confirmation of Permanent Residence*, located on the back of the child's Permanent Resident Card. If the child's *Record of Landing* document does not have a box 45, insert the date the child was granted permanent residence.

You must let us know if the child left Canada for six months or longer since becoming a permanent resident. If no, go to Section 10 of the application. If yes, give details of the time the child spent away from Canada. Use another piece of paper, if you need more space.

## Section 10

Prohibitions under the *Citizenship Act*

Certain conditions outlined in the *Citizenship Act*, may affect the child's application for citizenship. To find out if this applies to the child go to Section 10 of the application. If any of the questions in Section 10 of the application apply to the child, you must provide details. For further information call the **Call Centre** (see **Contact Information**).

You do not have to tell us whether the child was found guilty of an offence under the *Young Offenders Act* if the case is closed.

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 the child from acquiring Canadian citizenship. Also, the child's entry to Canada and status will be verified with Immigration officials.

You may be required to provide the child's fingerprints to ensure that the child is not prohibited under the *Citizenship Act*.

## Section 11

The parent or guardian of the child must **sign** the application. Children (14 years of age **and** older) must also sign the application. If the child is less than 14 years of age, the application must be signed by one of the parent's or by the guardian.

Both you and the child must **sign** the application with the signature you use on other official documents, and as the child has signed on the bottom of the photographs. Indicate the date and place. Date the application the same day you sign it. Make sure the child is eligible for citizenship before that date.

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

## Section 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 photographs 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

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On the envelope to mail your application, print:

Your Name Your Address Your Postal Code
<b>Case Processing Centre - Sydney - Grant Minors P.O. Box 7000 SYDNEY NS B1P 6V6</b>

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

## What Happens Next

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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. You will be contacted if further information or documents are required.

Children are not required to take a citizenship test. Children who are 14 years of age and older **must** take the Oath of Citizenship to become Canadian citizens. If the child meets the requirements for citizenship, we will let you know where and when the child should go to attend a citizenship ceremony.

### 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](http://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.

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 child's application was completed properly. The interview is very short, and should not result in any delay to the processing of your child's 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.