



Citizenship and  
Immigration Canada

Citoyenneté et  
Immigration Canada

# CP 12

## Documents

## 1. DOCUMENTS

### Related Topics

Name and change of name  
Date of birth and change in date of birth  
Establishing applicant's identity

### 1.1 This section is about

documents to be provided with applications.

### 1.2 Authorities

#### Citizenship Regulations

Section 3(4)  
Section 4(2)  
Section 5(2)  
Section 6(3)  
Section 7(3)  
Section 8(2)  
Section 28

### 1.3 Acceptable documents

Documents used to establish permanent residence are:

- IMM 1000
- passport
- information from immigration records
- in the case of Thurlow applications, documentary evidence as described in chapter on Residence

Documents used to establish parentage (relationship of child to parent) are:

- birth certificate showing name(s) of parent(s)
- adoption order
- parent'(s)' passport showing name of child
- IMM 1000 listing parent(s) for children who entered Canada as refugees

Documents used to establish citizenship are:

- certificate of Canadian citizenship or naturalization
- certificate of Registration of birth abroad
- Canadian provincial birth certificate
- existing citizenship records

Documents used to establish date of birth are:

- certificate of Canadian citizenship or naturalization
- certificate of Registration of birth abroad
- Canadian provincial birth certificate
- birth certificate issued by foreign government
- IMM 1000

- existing citizenship records
- existing immigration records

See Establishing applicant's identify, date of birth for other acceptable documents

Documents used to establish place of birth are:

- birth certificate
- IMM 1000
- adoption order
- passport
- existing citizenship records
- existing immigration records

#### **1.4 Photocopies for 5(1), 5(2)(a) and replacement proof applications**

Regular photocopies are acceptable for all documents that are required for grant application under section 5(1) or 5(2)(a), and applications for replacement certificates under section 3 (replacement proofs).

#### **1.5 Documents for minors under 14**

Section 5(2)(a) applications for minors under 14 will not be seen at local office during the process. Applications for minors under 5(2)(a) where parent is already a citizen may not be seen at local office. Local offices and CPC-Sydney may ask to see the originals in random audits.

#### **1.6 When originals are mandatory**

Accept only originals or certified copies for:

- first time proof applications
- renunciation applications
- retention applications where registration is done at same time (no previous application for registration)
- resumption applications where no previous record of citizenship exists

During random audits and Quality Assurance Program exercises, original documentation is required.

#### **1.7 Originals may be requested anytime**

Original documents may be requested by CPC-Sydney, local offices, Case Management Branch or the Registrar for any type of citizenship application during the processing of an application.

## 2. TRANSLATION OF FOREIGN DOCUMENTS

### Related Topic

See Using interpreters

### 2.1 This section is about

acceptable translation of foreign documents.

### 2.2 Authorities

<b>Citizenship Act</b>	<b>Citizenship Regulations</b>
Section 28	Section 28

### 2.3 Policy

A citizenship applicant who provides documents in a language other than French or English must submit a copy of the original document and a copy of the French or English translation of the document with the application. The applicant must also supply an affidavit from the translator. **See affidavits, this chapter**

### 2.4 Exceptions

The applicant does not have to provide an affidavit for:

- documents from posts abroad with the translation verified by the post
- documents translated by other Canadian governmental departments or agencies or provincial government departments or agencies.

### 2.5 Who may translate document

Any person, other than a family member may translate a document in support of a citizenship application. A family member is defined for the purposes of this policy as being a: parent, guardian, sibling, spouse, grandparent, child, aunt, uncle, niece, nephew and first cousin. This policy applies to an applicant's spouse (if applicable) as well. i.e. a spouse's brother, sister, etc. cannot translate a document for an applicant.

Applicants must obtain, pay for, and supply acceptable translations of foreign documents.

If an applicant does not provide an acceptable translation, hold the application until you receive an acceptable translation, or follow the abandonment procedures. **See Abandonment.**

### 2.6 Suspicious documents, translations

Send documents or translations suspected of being fraudulent for official translation by the departmental translation unit.

If documents or translations are found to be fraudulent, send them to Case Management Branch.

### 3. FRAUDULENT OR COUNTERFEIT DOCUMENTS

#### 3.1 This section is about

- the procedure for dealing with suspected counterfeit or fraudulent documents
- handling suspicious Canadian passports.

#### 3.2 Authorities

Citizenship Act	Citizenship Regulations
Section 28	Section 28
Section 29	Section 28

#### 3.3 Background

In a mail-in environment, citizenship offices may only see original documents during a random audit of originals at testing, ceremonies, or in cases referred by CPC Sydney for a personal interview.

CPC Sydney may also receive photocopies of documents that appear to be fraudulent, or photocopies that appear to have been altered.

In these cases, applications are referred to the citizenship office for a personal interview with the applicant.

#### 3.4 What to do if you are suspicious

If you suspect that a document is fraudulent or counterfeit, or has been altered (for instance, photo substitutions in passports), contact the local RCMP, Immigration officials and Passport Branch in your area ask if an officer is available to examine the original document immediately.

If an officer is available, he or she will either say the document is authentic or seize it for further inspection.

**Note:** *Immigration officers are peace officers. They have the authority to seize any documents they believe to be fraudulent or improperly obtained. Some Citizenship offices are co-located with Immigration offices; these offices may be able to seek the help of Immigration officers in cases of suspected fraudulent or counterfeit documents.*

If an RCMP or Immigration officer is not available, send a certified true copy of the document to the local RCMP, Immigration and Passport Branch in your area. Include a memorandum giving the individual's address, and say why you are suspicious of the document.

Do not continue processing the application form until the RCMP complete their investigation and tell you the results of the investigation.

#### 3.5 If document fraudulent, send application to Case Management Branch

If the RCMP confirm that the document is fraudulent, send a copy of the RCMP report with the application form and all related materials to Case Management Branch with a memorandum explaining the details.

In smaller centres without an RCMP Immigration and Passport Branch field office, contact the local RCMP office and follow the procedures above.

#### 3.6 Canadian passport

A Canadian Passport is the property of the Canadian Government. Only Passport Officials have the right to cancel one.

All government officials are responsible for recovering a passport they suspect the bearer is not entitled to hold.

In such cases, give the person a receipt. Return the passport to:

Passport Office  
Ottawa ON K1A 0G3.

Include a memorandum giving detailed personal data and explaining why the passport is being returned and what further action, if any, is contemplated. Send a copy to Case Management Branch.

If the applicant refuses to surrender the passport, contact the Regional Passport Office by telephone and follow up by memorandum explaining the circumstances.

If any doubt exists concerning a case, telephone a Regional Passport Office for advice.

## 4. TAKING AFFIDAVITS OR DECLARATIONS

### 4.1 This section is about

- a written statement made under the Canada Evidence Act
- taking oaths, affirmations and declarations.

### 4.2 Authorities

<b>Citizenship Act</b>	<b>Citizenship Regulations</b>
Section 29	Section 24
	Section 28

### 4.3 Background

A Statutory Declaration is a written statement made under the Canada Evidence Act. The person making the declaration swears it is true.

An affidavit is a voluntary statement or declaration of fact. It can be written or printed. The person stating the facts confirms them by oath or affidavit, before someone who has the authority to administer the oath.

### 4.4 Authorized person

In Canada, an authorized person is the Registrar, a citizenship officer, citizenship judge, commissioner for oaths, notary public or justice of the peace. Outside Canada, an authorized person is a foreign service officer, judge, magistrate, an officer of a court of justice or a commissioner authorized to administer oaths in that country.

### 4.5 Administering an oath

The person making the affidavit signs the document and hands it to the person who has the authority to administer an oath.

The authorized official hands the person a copy of the sacred scriptures of his or her faith. The official then says:

"You have read over this affidavit and are aware of its contents."

The person making the affidavit says:

"Yes."

The official then says:

"You swear that this is your signature, and that the contents of your affidavit are true, so help you God."

The person making the affidavit may kiss the sacred scripture or hold it in the right hand, and say at the same time:

"I do."

#### **4.6 Taking an Affirmation**

Use an affirmation for someone who wants to make an affidavit under oath, for religious or conscientious reasons.

The person's statement that he or she does not want to take an oath is enough reason to take an affirmation.

The person making the affirmation must sign the document being affirmed.

The official then says:

"You do solemnly, sincerely and truly affirm and declare that this is your signature and that the contents of this, your affirmation, are the truth, the whole truth and nothing but the truth."

The person taking the affirmation says:

"I do."

#### **4.7 Taking a declaration**

A declaration does not require an oath.

The person making the declaration signs it and then hands it to the official, who says:

"You have read over this declaration and are aware of its contents."

The person making the declaration says:

"Yes."

The official then says:

"You declare that this is your signature and that you make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act."

The person making the declaration says:

"I do."

#### **4.8 Visually impaired, people lacking literacy skills**

If the person making the affidavit or declaration is visually impaired or lacks literacy skills, the official reads the affidavit or declaration to the person.

The official must be sure that the person understands the affidavit or declaration.

The person then signs or makes his or her mark. Continue in the same way as with other affidavits and declarations.

#### **4.9 If person does not understand English or French**

Use an interpreter with people who do not speak French or English.

The interpreter must interpret the affidavit or declaration to the person making the affidavit or declaration.

The official must then swear or affirm the interpreter, saying:

"You swear that you understand (the language of the person making the affidavit or declaration) and that you have truly, distinctly and audibly interpreted the contents of this (affidavit or declaration) to the deponent and that you will truly and faithfully interpret to (him/her) the oath about to be administered to (him/her), so help you God."

The interpreter then swears or affirms the Interpreter's Oath (See 12-14).



**4.10 Interpreter's oath**

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

Interpreter's Name

Interpreter's Signature

Interpreter's Address

Phone Number

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

\_\_\_\_\_  
Citizenship Officer/Citizenship Judge