



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

CP 12

Documents

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Updates to chapter

Date: 2008-06-16

- Table of contents has been added.
- The entire chapter has been revised and updated.

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1. Documents

1.1. This section is about

This section is about documents that are to be provided with citizenship applications.

Related Topics: Name and change of name, Date of birth and change in date of birth, Establishing applicant's identity.

1.2. Authorities

Citizenship Regulations

- [Subsection 3\(4\)](#)
 - [Subsection 4\(2\)](#)
 - [Subsection 5\(2\)](#)
 - [Subsection 6\(3\)](#)
 - [Subsection 7\(3\)](#)
 - [Subsection 8\(2\)](#)
 - [Section 27](#)
 - [Section 28](#)
-

1.3. Acceptable documents

The following documents are acceptable for citizenship applications. Officials must be satisfied that the documents are authentic and issued by the appropriate authorities. Where there are doubts about the authenticity or validity of the documents or about the information in the documents, or where there is conflicting information, officials may request additional documents, originals, certified true copies, translations or affidavits.

Documents used to establish permanent residence are:

- *Record of Landing* (IMM 1000)
- *Confirmation of Permanent Residence* (IMM 5292 or IMM 5509)
- Permanent Resident Card (PR Card)
- passport or travel document used to enter Canada (if applicant acquired permanent resident status prior to 1973)
- information from other immigration records

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

- birth certificate showing name(s) of child and of parent(s) issued by appropriate authority
- adoption order showing the name(s) of the child and of the adoptive parent(s)
- parents' passport(s) showing name(s) of child
- child's passport(s) showing name(s) of parent(s)

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- *Record of Landing* (IMM 1000), *Confirmation of Permanent Residence* (IMM 5292 or IMM 5509), as long as there is no indication, in the Remarks section of the immigration document, in FOSS or in CAIPS, that the parent is not the biological parent (for example, a step-parent or an adoptive parent) (see CP 4, Section 2.11 – Establishing parentage)
- information from other immigration records
- DNA test results from laboratories accredited by the Standards Council of Canada (see CP 3, Section 5 – Policy and procedures for DNA testing)
- Statutory Declaration (see CP 4, Section 2.11)

Documents used to establish guardianship are:

- proofs - documents proving child is born to parent(s)
- grants - documents proving child is either born to or adopted by parent(s)
- a certified copy of an order of a court of competent jurisdiction, a written agreement or operation of law proving guardianship or custody of the minor child

Documents used to establish citizenship:

See CP 10, Section 1.5.

Documents used to establish date of birth and place of birth are:

- Canadian provincial or territorial birth certificate, for persons born in Canada
- birth certificate issued by a foreign government, or passport issued by a foreign government for persons born outside Canada where there are no immigration records
- *Record of Landing* (IMM 1000), *Confirmation of Permanent Residence* (IMM 5292 or IMM 5509), Permanent Resident Card (PR Card) or other immigration records, for permanent residents
- adoption order

See CP 3, Section 4 - Date of birth and change in date of birth.

Documents used to establish identity:

See CP 3, Section 2 – Verifying identity for a list of acceptable documents.

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

Clear and legible photocopies of both sides are acceptable for all documents that are required for grant applications under subsection 5(1), paragraph 5(2)(a), or subsection 11(1); and under section 3 for applications for replacement certificates (replacement proofs).

If the person making a 5(2)(a) application is not the father or mother of the minor child, they must provide a certified true copy of an order of a court of competent jurisdiction, or of a written agreement, or other evidence that establishes that the applicant has custody of the minor child.

Clear and legible certified true copies are required for all documents submitted with an application under section 5.1, *Application for Canadian citizenship for a person adopted by a Canadian citizen (after February 14, 1977)*.

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Note: Where there are doubts on the authenticity or validity of the documents or on the information appearing on the documents, or where there is conflicting information, officials may request additional documents, originals, certified true copies, translations or affidavits.

1.5. When originals or certified true copies are mandatory

Accept only originals or certified true copies for:

- first time proof applications
- adoption applications under section 5.1
- renunciation applications
- retention applications where registration is done at the same time (no previous application for registration)
- resumption applications where no previous record of citizenship exists

During random audits and Quality Assurance Reliability of Client Information exercises, original documentation is required.

1.6. Originals may be requested at any time

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

2. Translation of foreign documents

2.1. This section is about

This section is about acceptable translation of foreign documents.

Related Topic: See [CP 13, Section 3 – Using interpreters](#).

2.2. Authorities

Citizenship Act

- [Section 28](#)

Citizenship Regulations

- [Section 28](#)
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2.3. Policy on documents in a language other than French or English

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 with the application. The applicant must also supply a sworn affidavit from the translator, that the contents of the translation are a true translation and representation of the contents of the original document.

See [Section 4 - Taking affidavits or declarations](#) in this manual.

2.4. Exceptions to policy on documents in a language other than French or English

The applicant does not have to provide an affidavit for:

- documents from posts abroad with the translation verified by the post

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- documents translated by other Canadian government departments or agencies, or provincial or territorial government departments or agencies

2.5. Who may translate documents

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 or first cousin. This policy also applies to an applicant's spouse (if applicable), that is, 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, if applicable. See [CP 13, Section 6 – Abandonment](#).

2.6. Suspicious documents or 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

This section is about the procedure for dealing with suspected counterfeit or fraudulent documents, and handling suspicious Canadian passports.

3.2. Authorities

Citizenship Act

- [Section 28](#)
- [Section 29](#)

Citizenship Regulations

- [Section 11](#)
- [Section 28](#)

3.3. When applications are referred to the citizenship office

In a mail-in environment, citizenship offices may only see original documents during a random audit of originals, at testing, at 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 local 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 CBSA in your area.

If an officer is available, he or she will examine it and may seize it for further inspection.

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Note: Immigration and CBSA 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 immigration or CBSA official is not available, advise the client that you need to keep the document for further review. Prepare a note to indicate why you are suspicious of the document. When a CBSA or immigration officer is available, he or she will examine it and may seize it for further inspection. Clients should be advised if their documents have been seized by CBSA or Immigration.

Do not continue processing the application until CBSA completes their investigation and informs you of the result of the investigation.

3.5. If document is fraudulent, send application to Case Management Branch

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

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 Canadian passport that they suspect the bearer is not entitled to hold.

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

Passport Canada
Foreign Affairs and International Trade Canada
Gatineau, QC
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 and providing all the passport details.

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

This section is about a written statement made under the *Canada Evidence Act* and taking oaths, affirmations and declarations.

4.2. Authorities

Citizenship Act

Citizenship Regulations

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- [Section 29](#)
- [Section 24](#)
- [Section 28](#)

4.3. Definitions

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 persons

In Canada, an authorized person is the Registrar, a citizenship judge, a citizenship officer, a commissioner for taking oaths, a notary public or a justice of the peace. Outside Canada, an authorized person is 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.

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 asks:

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

The person making the affidavit says:

Yes.

The official then asks:

Do 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 without an 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 asks:

Do you 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:

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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 asks:

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

The person making the declaration says:

Yes.

The official then asks:

Do 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 or literacy issues

It is the policy of the Government of Canada to employ a variety of ways to communicate and to provide information in multiple formats to accommodate diverse needs. See: [Communications Policy of the Government of Canada – Policy Statement](#).

If the person taking the oath or making an affidavit or declaration is visually impaired, they should be offered the document in either large print or Braille, or be given the option to have it read to them.

If the person taking the oath or making the affidavit or declaration has literacy issues, 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 the person does not understand French or English

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

The citizenship official must first swear in or affirm the interpreter, saying:

Do you swear (or affirm) that you understand (the language of the person making the affidavit or declaration) and that you will truly, distinctly and audibly interpret the contents of this (affidavit or declaration) to the deponent and that you will truly and faithfully interpret (to him or her) the oath about to be administered (to him or her), so help you God?

The interpreter then swears or affirms the Interpreter's Oath, and signs the *Interpreter's Oath* form ([CIT 1-0117B](#)).

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

See [CP 13, Section 3 – Using interpreters](#).