



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

CP 15

Guide to Citizenship Ceremonies

CP 15 – Guide to Citizenship Ceremonies

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Updates to chapter

Listing by date:

Date: 2011-12-21

Chapter CP 15 has been completely revised, updated and expanded. All previous versions should be discarded.

Date: 2010-08-25

The following changes have been made:

- Section 8.34 – Changes have been made to reflect that effective immediately, the pre-May 2004 practice of distributing holy books at citizenship ceremonies has been reinstated.
- Addition of Appendix F – Instructions for the distribution of holy books at citizenship ceremonies.
- Addition of Appendix G – Note to accompany the display of holy books.

Date: 2008-05-27

The following changes have been made:

- Section 11 provides instructions should a co-host or partner indicate that they will issue a press release or any other form of communication to the public or media.
- Section 12.1 provides clarification on the roles and responsibilities of CIC regarding the invitation of guests to citizenship ceremonies.
- Section 12.8 provides guidance about people who seek nomination, publicly indicate their intention to run, or run in an upcoming election.
- Addition of Appendix E – *Notification of prominent guest attending a citizenship ceremony.*

2006-07-31

Changes have been made to Section 5, Volunteer presiding officer:

- To clarify the need for Citizenship staff to request delegation from the Registrar for each ceremony where a citizenship judge is not available to preside.
- To clarify who could be delegated in exceptional situations where a citizenship judge or approved voluntary presider cannot attend.

2006-06-07

A minor change has been made to Appendix D, section “Assessment of language capabilities and knowledge of Canada,” to reflect that, effective April 18, 2005, the knowledge of Canada and language requirements are waived for individuals 55 years and over.

2005-03-02

The following operations memoranda, operational bulletins and other major changes have been incorporated:

- CP 02-04 (Delegation to Preside over Citizenship Ceremonies)

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- CP 03-03 (Media at citizenship ceremonies)
- OB 009 (The use and distribution of Holy Books at Ceremonies)
- Authorization to preside at citizenship ceremonies granted to the Governor General, Lieutenant Governors and territorial commissioners.
- Changes to Appendix A – Sample Information Sheet for Candidates
- Addition of Appendix D – Guide for Taking the Oath Outside the Normal Citizenship Ceremony

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1. What this chapter is about

This chapter is about:

- The legal and symbolic significance of the citizenship ceremony as the final part of the grant process.
- The steps and procedures to follow for the preparation and realization of such an event.
- The roles and protocols that different participants (citizenship judge, volunteer presiding officials, clerk of the ceremony, special guests, etc.) must respect during ceremonies.

2. Program objectives

This guide was developed in order to help Citizenship and Immigration Canada (CIC) staff plan and deliver citizenship ceremonies. Set in legislation and regulations, the aim of these guidelines is to preserve and maintain the formality of the citizenship ceremony while keeping it a relaxed and memorable event for recipients and others taking part.

Approximately 1,700 citizenship ceremonies are held in communities across Canada every year. It can be an emotional experience for all who attend or take part in a citizenship ceremony when candidates for citizenship take the oath of citizenship and proudly embrace their new country's values. For a new Canadian citizen, the citizenship ceremony is the formal entry into the Canadian family and the acceptance of the responsibilities and privileges of membership. The citizenship ceremony is legally and symbolically important. An applicant only becomes a citizen after taking and signing the oath of citizenship and being presented with the certificate of citizenship.

The citizenship ceremony is also important for others in attendance. It is a reminder of the values that Canadians share, of the diversity and welcome that play such an important role in our citizenship, and of the obligations it entails.

The citizenship ceremony is a rare celebration of our citizenship and one of the few occasions when we reflect on the rights, responsibilities and privileges of being a Canadian citizen. It is a goal reached after transition, and sometimes hardship. It is always a cherished occasion and a starting point in a promising future and a new way of life.

3. Legislation

3.1. The following pieces of legislation play a significant role in the format and content of citizenship ceremonies.

3.2. Statutory provision of the *Citizenship Act*

Section 24 states the requirement for an applicant to swear or to affirm the oath of citizenship in accordance with the *Citizenship Regulations*.

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3.3. Regulatory provisions of the *Citizenship Act*

Reference	Provision
<u>R 17</u>	Provides the ceremonial procedures to be followed by citizenship judges during the citizenship ceremony.
<u>R19(1)</u>	Requires an applicant for a grant of citizenship under subsection 5(1) of the Act to take the oath of citizenship before a citizenship judge.
<u>R19(2)</u>	Requires the oath of citizenship to be taken at a citizenship ceremony.
<u>R21</u>	Requires an applicant to sign, at the time they take the oath of citizenship, a form certifying that they have taken it. This form is countersigned by the responsible citizenship or foreign service officer.
<u>R22</u>	States that the Minister or a person authorized to do so by the Registrar of Citizenship may administer the oath of citizenship to an applicant who has been granted citizenship.

3.3.1. Delegation instrument

Under the provisions of the *Citizenship Act*, the Minister is responsible for granting citizenship, issuing citizenship certificates and for exercising other powers related to Canadian citizenship status. Given the varied and large number of decisions that must be made during any given year, this authority has traditionally been delegated to citizenship officers and other officials within the Department.

The delegation instrument (Annexes A, B, D and E) is a document providing a summary of the Minister's delegates for each authority under the Act and Regulations; it also states the specific functions each delegate is authorized to perform.

3.4. Canadian Multiculturalism Act

The *Canadian Multiculturalism Act* recognizes Canada's cultural diversity and states that all Canadians are free to maintain and share their cultural heritage and to participate fully and equally in Canada's national life. Any comments made and actions taken at a citizenship ceremony must respect and promote a better understanding and appreciation of Canada's diverse cultures.

3.5. Official Languages

The *Official Languages Act* plays an important role in defining the format and content of citizenship ceremonies, as English and French are essential components in Canadian identity.

The citizenship ceremony is an opportunity to enhance the public's understanding and appreciation of the values inherent to Canadian society, including the equality of status of both official languages as well as being a mandatory step for all applicants for a grant of Canadian citizenship. Citizenship ceremonies should be a reflection of Canada's linguistic duality, all the while meeting the obligation to serve clients in the language of their choice.

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3.5.1. The *Official Languages Act*

“The purpose of the *Official Languages Act* is to:

- ensure respect for English and French and ensure equality of status and equal rights and privileges as to their use in federal institutions;
- support the development of English and French linguistic minority communities; and
- advance the equal status and use of English and French.”

(http://www.ocol-clo.gc.ca/html/act_loi_e.php)

In the delivery of a citizenship ceremony and promotion of citizenship, Part IV and Part VII of the *Official Languages Act* play an important role.

Part IV of the *Official Languages Act* aims to ensure that the Government of Canada is able to provide services to English- and French-speaking Canadians in the language of their choice. These services must be available without delay and must be of equal quality, regardless of the language chosen by the citizen.

Part VII of the *Official Languages Act* sets out the Government of Canada’s commitment to support and assist the development of official language minority communities. The intention is to enable these communities to thrive and to enjoy the same benefits as the rest of the population. It is also the federal government’s commitment to foster the full recognition and use of English and French in Canadian society.

(http://www.ocol-clo.gc.ca/html/act_loi_e.php)

In local offices where service in both official languages must be provided (see below for link to list), the office must ensure that it has sufficient bilingual personnel in place to ensure that the requirements of the *Act* are met in its day-to-day business to meet the needs of its clients. Local CIC offices that are deemed “unilingual English” must make all efforts to ensure that a client requesting service in French is served by the closest bilingual office, or that efforts are made to deliver a bilingual ceremony in that office for all French speaking clients reporting to that office.

The Burolis database includes a list of all CIC offices required to provide services in both official languages pursuant to the *Official Languages Act*.

<http://www.tbs-sct.gc.ca/ollo/AppOlo/burolis/search-recherche/search-recherche-eng.aspx>

The prescribed order of official languages outlined in the Treasury Board’s Policy on the Use of Official Languages for Communications with and Services to the Public is as follows:

“When a bilingual message is sent to several recipients, the message appears in French first for a communication originating from an office or facility located in Quebec, and in English first for a communication originating from an office or facility located elsewhere in Canada.”

(<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12526>)

It is important to note that the prescribed order of official languages is to be followed for all communications during the ceremony (e.g. preamble, words of welcome, oath of citizenship, remarks, etc.). In the province of Quebec, messages are to be delivered in French first, followed

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by English. In all other provinces and territories, messages are to be delivered in English first, followed by French.

See section 6.4 for information on the application of official language guidelines at citizenship ceremonies.

3.6. Privacy Act

The *Privacy Act* sets out rules on how the federal government must deal with personal information of individuals. Because citizenship applicant's personal information is protected, the department cannot disclose the personal information of citizenship applicants without their written consent. See Subsection 8(1) of the *Privacy Act*.

The *Privacy Act* states that the list of the names of the candidates for citizenship is protected information; as such the names of the candidates must not be published in a program or released to anyone - either before, during or after a ceremony,,even if the candidates have signed the Permission Release Consent Form.

Applicants for citizenship authorize CIC to provide their name, address, gender and preferred official language to their Member of Parliament by checking Yes in Section 8 A of the Application for Canadian Citizenship — Adults (CIT 0002) form. When such authorization is provided by applicants, their MP can send them a letter of congratulations once Canadian citizenship is received.

- Once a month, CPC-Sydney sends lists of names of citizens who have been granted citizenship to the MP responsible for the municipality or region where the new Canadians reside.
- During a general election, CPC-Sydney usually waits for confirmation that MPs have been sworn in before resuming distribution of lists of new citizens to their constituency offices.

3.7. Forms required

In order to comply with the statutory and regulatory provisions of the *Citizenship Act* listed in sections 3.2 and 3.3 above, the following forms must be used in the preparation and delivery of citizenship ceremonies:

Form Number	Form Title
CIT 0004	Commemorative Certificate (This is a warehouse form. Place order by using form <u>IMM 1389B</u>).
<u>CIT 0024</u>	Notice to Appear – To Take the Oath of Citizenship (Page 2 is the Permission Release - Media Consent Form)
<u>CIT 0037</u>	Nominal Roll - Ceremony
<u>CIT 0039</u>	Prohibitions under the <i>Citizenship Act</i>
<u>CIT 0049</u>	Oath or Affirmation of Citizenship
<u>CIT 0344</u>	Approval to Reschedule Ceremony Appointment
<u>CIT 0448</u>	Permission Release

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<u>CIT 0459</u>	Solemn Declaration Concerning a Permanent Resident Card and/or an Immigration Record of Landing that was Lost, Stolen or Destroyed
<u>CIT 0467</u>	Declaration to Return Record of Landing
<u>CIT 0468</u>	Declaration to Return PR Card and Record of Landing
<u>CIT 0503</u>	Notification of Prominent Guest(s) Attending a Citizenship Ceremony
<u>CIT 1-0117</u>	Interpreter's Oath

The large commemorative certificates can be ordered through Forms Management at NHQ by completing the Requisition for Non-Controlled Immigration Forms (IMM 1389) and attaching it in an e-mail to: Forms Management@cic.gc.ca.

4. Delegation

4.1. Delegation to preside over citizenship ceremonies and administer the oath

Subsection 22(1) of the *Citizenship Regulations* allows the Minister to delegate a person, other than a citizenship judge, to preside over citizenship ceremonies for the purpose of administering the oath of citizenship. When citizenship judges are not available, only the following individuals may be delegated to preside at citizenship ceremonies and administer the oath of citizenship:

- the Governor General, lieutenant governors, commissioners of the territories;
- Order of Canada recipients;
- Orders of Military Merit recipients (all three levels) holding the rank of Colonel and above, with permission of their superiors if required;
- Victoria Cross recipients and
- Royal Victorian Order recipients (all three levels).

The delegation to allow a person other than a citizenship judge to administer the oath of citizenship and to present citizenship certificates is currently limited to the Registrar of Citizenship, on behalf of the Minister. Only individuals in the categories listed above who have volunteered to participate will be invited to preside at citizenship ceremonies and administer the oath of citizenship.

On occasion, the Minister may seek to make an exception to allow delegation to someone outside this list.

In **very** exceptional cases, the Registrar may delegate a CIC official to preside at a ceremony when faced with an urgent situation where the candidates for citizenship are convoked and the presider cannot attend (e.g. illness, accident). Normally, only those at the management level would be so delegated in order to highlight the special nature of the ceremony. These exceptional situations will be dealt with on a case-by-case basis.

This request must be made in advance each time a citizenship judge is not able to preside.

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All requests for delegation to authorize a person, other than a citizenship judge, to preside a ceremony and to administer the oath, are to be submitted to the Registrar of Citizenship for approval, to the [Nat-Cit-Operations](#) e-mail box.

4.2. Delegation to present citizenship certificates

Paragraph 17(1)(c) of the *Citizenship Regulations* allows the Minister to direct a person, other than a citizenship judge, to present the certificate on the Minister's behalf. In order to maintain the solemnity of the citizenship ceremony, only the following individuals may be delegated:

- the Governor General, lieutenant governors, commissioners of the territories;
- Order of Canada recipients;
- Orders of Military Merit recipients (all three levels) holding the rank of Colonel and above, with permission of their superiors if required;
- Victoria Cross recipients and
- Royal Victorian Order recipients (all three levels).

In rare circumstances, for pressing operational requirements, citizenship managers may also be so directed.

Important: Also see Section 16.9, Presentation of certificates at large “mega” ceremonies.

All requests for delegation to authorize a person, other than a citizenship judge, to present certificates at a ceremony (including mega ceremonies) are to be submitted to the Registrar of Citizenship for approval to the [Nat-Cit-Operations](#) e-mail box.

4.3. Delegation to preside over private ceremonies

Under subsections 17(2) and 19(2) of the Regulations, the delegation instrument outlines the authority to direct that a certificate be presented and that the oath be taken other than at a citizenship ceremony.

Prior approval is required from the Registrar every time a private ceremony is held to administer the oath and present the citizenship certificate by the citizenship judge, members of the Order of Canada, members of the Order of Military Merit holding the rank of Colonel and above, members of the Royal Victorian Order, recipients of the Victoria Cross, the Governor General, Lieutenant Governors, Territorial Commissioners and citizenship managers.

An e-mail must be sent to the **Nat-Cit-Operations** mail box, requesting approval in advance. The e-mail should be sent by the office manager when possible.

5. Important roles at a citizenship ceremony

5.1. Citizenship judge

The citizenship judge is vested with the authority to conduct a ceremony of Canadian citizenship. In this regard, the judge is responsible for carrying out the requirements of the *Citizenship Act* and *Regulations* with respect to administering the oath of citizenship (in English and French

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pursuant to the *Official Languages Act*) and presenting citizenship certificates at a citizenship ceremony.

5.1.1. Dress code during a citizenship ceremony

The dress for the citizenship judge is a black barrister's robe with maroon facings, white wing-collar barrister tabs, white wing-collar shirt, black waist coat and black skirt or pants. The cost for the citizenship judge's attire upon a new appointment is the responsibility of the local CIC office. Citizenship judges who are recipients of the Order of Canada, Order of Military Merit, Victoria Cross or Royal Victorian Order are welcome to wear their applicable medals or badges so that they are visible.

5.2. Clerk of the ceremony

The clerk of the ceremony is a citizenship officer who plans and organizes the ceremony and ensures that it runs smoothly and all legal aspects are respected. The clerk is sometimes seen as the Master of Ceremonies as the clerk is responsible for introductions and the overall flow of the ceremony.

Most importantly, the clerk sets the tone for the ceremony. The clerk ensures that the ceremony is dignified and relaxed and that the new citizens and others in attendance are treated with respect.

The clerk of the ceremony gives the preamble to the event, and provides instructions following the citizenship ceremony.

5.2.1. Dress code during a citizenship ceremony

The clerk wears a barrister's robe, similar to an academic gown, for all ceremonies. The white barrister tab is optional.

The dress for all other citizenship staff is business attire.

5.2.2. RCMP is unavailable

In the absence of an RCMP officer, the clerk of the ceremony opens and closes the ceremony, and escorts the citizenship judge or volunteer presiding official and special guests into and out of the ceremony room.

5.3. RCMP officer

The attendance of an officer in dress uniform serves as a symbol of important Canadian values such as law, order and good government. The RCMP officer wears the formal attire, known as the Red Serge, for this occasion.

When present, the RCMP officer opens and closes the ceremony by saying the lines below, and when there is a platform party, the officer leads the platform members in and out of the ceremony room.

Opening of the ceremony:

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“All rise. This citizenship ceremony is now in session.”

« *Veillez vous lever. La cérémonie de citoyenneté est maintenant commencée.* »

Closing of the ceremony:

“This citizenship ceremony is now closed.”

« *Cette cérémonie de citoyenneté est maintenant terminée.* »

Unless other arrangements have been made with the RCMP officials, the clerk of the ceremony liaises directly with the local RCMP detachment for an officer to take part in the citizenship ceremony. All efforts should be made to have an RCMP officer present at enhanced (special) ceremonies.

5.3.1. Other police forces

Members of provincial and municipal police forces cannot open or close a citizenship ceremony. Subject to approval by the Manager of Citizenship Promotion at NHQ, other police forces can participate as invited guests (dressed in their ceremonial uniform), as an honour guard or as host of a citizenship ceremony.

5.4. Volunteer presiding officials

When citizenship judges are not available, volunteer presiding officials may be asked to preside at citizenship ceremonies, administer the oath and present certificates.

In April 1994, the Minister of Citizenship and Immigration invited companions, officers and members of the Order of Canada to volunteer for the ceremonial element of citizenship ceremonies.

In April 2004, the Minister extended the invitation to individuals holding the position of Governor General, lieutenant governors and the commissioners of the territories to preside at citizenship ceremonies.

In May 2010, the Minister extended the invitation to recipients of the Order of Military Merit holding the rank of Colonel and above, Victoria Cross (all levels) and Royal Victorian Order (all levels). The participation of these volunteer presiding officials shows the importance of active citizenship and strengthens ties to the community.

5.4.1. Role and responsibilities

The role of a volunteer presiding official at a citizenship ceremony is ceremonial. Volunteer presiding officials have no administrative or judicial responsibilities but take on the ceremonial responsibilities of a citizenship judge during a citizenship ceremony.

If there is a reception following the citizenship ceremony, the volunteer presiding official is invited and expected to attend. Often, new citizens ask to have their photographs taken with the presiding official. The media may be present and wish to interview or photograph the presiding official.

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While there is no payment or travel entitlements for presiding at a citizenship ceremony, CIC reimburses volunteer presiding officials for approved out-of-pocket expenses to cover public parking if applicable.

5.4.2. Dress code

Dress for volunteer presiding officials at a citizenship ceremony is business attire or military uniform. Citizenship staff provide them with a robe, similar to an academic gown worn by the clerk of ceremony, to wear during the ceremony. The cost for the robe is the responsibility of the local CIC office.

For retired citizenship judges who are recipients of the Order of Canada, of the Order of Military Merit, the Royal Victorian Order, or Victoria Cross, it is permissible for them to wear their ceremonial robe with the maroon facings and the white barrister's tabs. In their new role as a volunteer presiding official at citizenship ceremonies, they perform the same ceremonial function as a citizenship judge.

Volunteer presiding officials should wear their applicable medals or badges so that they are visible.

5.4.3. Inviting and working with a volunteer presiding official

Once the Governor General invests new members of the Order of Canada, Order of Military Merit, Victoria Cross or Royal Victorian Order, Citizenship Program Delivery and Promotion (CPDP) at NHQ prepares congratulatory letters, signed by the Minister of CIC, to each new recipient. The letter serves as an invitation to preside at citizenship ceremonies and is sent along with the booklet, *Presiding at Citizenship Ceremonies: A Guide for Volunteer Presiding Officials*, as well as a copy of the study guide, *Discover Canada*.

Once a recipient accepts the invitation to preside at citizenship ceremonies and provides CIC with their *curriculum vitae*, CPDP at NHQ forwards the contact information to the appropriate regional or local citizenship office.

At that time, local citizenship offices can initiate contact with the individuals who have volunteered to be presiding officials. The citizenship office should invite them to an orientation meeting to review the process and discuss needs and schedules.

Local citizenship offices are responsible for maintaining a working relationship with the volunteer presiding officials and should be available to answer questions about scheduling or planning for local ceremonies.

When possible, depending on the availability of the volunteer presiding officials and the needs of the local CIC, it is best to set a schedule with the volunteer presiding officials so they know well in advance when they are to preside at a ceremony. The schedule should be available to all citizenship office staff involved in planning ceremonies.

As per the Delegation instrument, the approval of the Registrar of Canadian Citizenship is required before a volunteer presiding official presides at a ceremony, administers the oath or hands out citizenship certificates.

See sections 4.1 and 4.2 for steps to obtain approval from the Registrar.

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The volunteer presiding official should be asked to arrive at the site for the ceremony at least a half-hour before the scheduled start in order to review the program and his or her speaking notes. The presiding official should be advised if there are special guests and about introductions and any special acknowledgement or thanks to be made during the ceremony.

5.4.4. Orientation for volunteer presiding officials

The following is a suggested agenda for an orientation program for volunteer presiding officials who wish to preside at citizenship ceremonies. The clerk of the ceremony should: Invite the volunteer presiding official to attend a citizenship ceremony well in advance of when they are expected to preside. This could be combined with the first orientation meeting.

- Ask the volunteer presiding official to bring an up-to-date copy of his or her *curriculum vitae*, as well as a biography, if one is not already available on file. This will serve as information for the clerk of the ceremony to introduce the volunteer presiding official at future ceremonies during the delivery of the preamble.
- Give a tour of the ceremony facilities.
- Give a brief explanation and overview of the citizenship process.
- Review the booklet, *Presiding at Citizenship Ceremonies: A Guide for Volunteer Presiding Officials* and other citizenship material, and ask if they have any questions.
- Discuss the role of the clerk of the ceremony, the citizenship judge or volunteer presiding official, special guests, guest speakers, RCMP officer, Canadian Forces members and veterans. Explain when and how often presiding officials will be asked to preside at citizenship ceremonies, such as when citizenship judges are not available or when hearing inventory is significantly high. These needs vary between CIC offices.
- Leave time for discussions, questions and answers.

5.5. Canadian Forces members and veterans

In October 2009, the Minister of Citizenship and Immigration invited members of the Canadian Forces (CF) (including members of the Royal Canadian Air Force, of the Canadian Army and of the Royal Canadian Navy) and veterans to participate at citizenship ceremonies. The presence of these role models is one way to underline the importance of the rights and responsibilities of citizenship and pay tribute to men and women in uniform. The involvement of active serving members of the CF, as well as veterans, exemplifies active citizenship.

5.5.1. Dress code

Dress for the ceremony is uniform with medals for active CF members, and veteran blazer or business attire with medals for veterans.

5.5.2. Role and responsibilities

Canadian Forces members and veterans can play a variety of roles during the citizenship ceremony.

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- If there is a platform party, they should be part of the platform party, entering and exiting the ceremony room along with the citizenship judge or volunteer presiding official and other guests.
- If applicable, they may be seated in a reserved seating section, and asked to stand and be recognized by the citizenship judge or volunteer presiding official during their remarks.
- They may be part of the receiving line, congratulating new citizens as they come forward and receive their citizenship certificates during the ceremony.
- They may be asked to distribute commemorative items (e.g. Canadian flags or pins).
- If appropriate, they may briefly address the new Canadians with a short 2-3 minute speech.
- They may be asked to be available for photos upon request by new Canadians, their family and friends.
- They may wish to mingle with new Canadians and their guests if a reception follows the ceremony.

5.5.3. Inviting Canadian Forces members and veterans

All efforts should be made to ensure that an active CF member or a veteran is in attendance at citizenship ceremonies, and certainly at all enhanced ceremonies where a platform party or other special guests are in attendance.

CIC employees who are reserve members with the Canadian Forces should not be invited to participate as a platform member at citizenship ceremonies. Their involvement could be perceived as a possible conflict of interest for the department upon acknowledgement of their presence by the citizenship judge.

In the initial stages of planning for citizenship ceremonies, local citizenship office should contact their CF/veteran representative, discuss participation at upcoming citizenship ceremonies and identify a CF member or veteran to take part in ceremonies. Contact information for CF/veteran participation will be provided by NHQ to regional/local CIC offices. Give each CF member/veteran representative a handout explaining the general guidelines for their participation at citizenship ceremonies. Ensure they are entered in GCMS. See Appendix L – Information sheet for Canadian Forces members and veterans.

5.5.4. Inclusion in the ceremony scenario and speaking points

The citizenship judge or volunteer presiding official must acknowledge the presence of the CF member or veteran at the ceremony in the words of welcome to the new citizens during the judge's or presiding official's opening remarks, where active citizenship through military service or during war time is referenced. The CF member or veteran in attendance should also be officially recognized and thanked for their service and dedication to Canada.

If the CF member or veteran wishes to deliver a speech, then a short biography, covering the following information, should be included upon official introduction:

- when the CF member or veteran joined the military;
- his or her trade/role in the military;
- tour(s) of duty, conflicts(s), mission(s) the member has served (e.g. Afghanistan, Korean War, WWII, etc.).

See also section 16.5, Citizenship judge or volunteer presiding official speaks.

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5.6. Hosts and sponsors

CIC encourages partnerships with a wide variety of groups to make citizenship ceremonies accessible to the general public and raise awareness of citizenship. CIC does not act as host or sponsor for ceremonies or receptions after a citizenship ceremony, with the exception of 5-6 ceremonies held annually by NHQ.

An appropriate host or a sponsor may include a non-governmental organization, an educational institution, service club, veteran's organization, social club (Rotary, Lions, etc.), libraries, volunteer group, non-profit organization, or other community groups.

Multicultural associations representing more than a single ethnic group are encouraged to be hosts or sponsors for ceremonies, as their involvement promotes Canada's multicultural reality. CIC bears full responsibility for and takes the main role in organizing all citizenship ceremonies. It is recognized that many community groups have a strong interest in Canadian citizenship; as such community groups and various associations are encouraged to get involved by becoming a host of citizenship ceremonies.

5.6.1. Elected Officials

Members of Parliament (MPs), Members of Provincial Parliament (MPPs) or Members of the Legislative Assembly (MLAs) and municipal leaders (mayor, councillor) cannot host citizenship ceremonies. If elected officials are interested in holding a citizenship ceremony, they should be counselled to encourage a suitable community group or organization to host the event where they can attend as special guests.

Local offices should make all efforts to accommodate the request from the host organization working with the MP if it will not incur undue cost such as travel, resources, venues, etc. See Section, 17, Special guests.

Exception: In the rare cases in which a Federal Cabinet Minister wishes to host a ceremony in their riding, local offices should do their utmost to accommodate the request. In these instances, a community group or organization is not required.

5.6.2. Host

A host takes an active part in the preparation and presentation of the citizenship ceremony or an informal reception following the citizenship ceremony. The host provides a facility, and welcomes and receives the guests for the citizenship ceremony. They may take responsibility for the costs associated with the reception and meet indirect costs associated with the citizenship ceremony (e.g. rental of hall).

By participating in a citizenship ceremony, a host benefits from raising their group's profile in the community and raising awareness of the citizenship program.

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5.6.3. Sponsor

A sponsor (business, company or corporation) does not take an active role in the ceremony or reception, but covers some or all of the costs. Sponsors usually meet costs indirectly (through covering the cost of venue or reception), rather than directly (through making a cash donation).

For instance, a host (e.g. art gallery) may have a corporate sponsor (e.g. bank) supporting various activities within the host organization. Without a sponsor, the host is responsible for the cost of the reception and any indirect costs that would be otherwise covered by the sponsor.

The sponsor can be thanked by the host and recognized for the contribution; however, the sponsor cannot address the guests and new citizens.

5.6.4. Guidelines for hosts and sponsors

The clerk of the ceremony is responsible for working with the hosts or sponsors before and after the ceremony. The clerk must ensure that the hosts and sponsors understand the purpose of a citizenship ceremony and follow guidelines set by the Citizenship Act, the Citizenship Regulations and departmental policy for ceremonies.

Guidelines for hosts and sponsors:

- The citizenship ceremony cannot be exclusive, that is, only for candidates of a single ethnic or religious origin, or for a specific age group. Candidates for citizenship cannot be selected based on the preference of the host organization.
- There can be no sales, marketing, promotion of religious, political, social policies or platforms by a host or sponsor. This includes distribution or availability of literature and promotional material (e.g. business cards).
- A host does not open the citizenship ceremony; an RCMP officer or the clerk of the ceremony opens the ceremony. A host can be part of the platform party and provide words of welcome, offer congratulatory remarks, present gifts, take on the role of Master of Ceremonies and invite new citizens and guests to participate in the reception. See Section 11, Gifts, mementos and promotional items.
- A sponsor cannot be included as a member of the platform party and the name or logo of the sponsor cannot appear on any CIC correspondence or on the citizenship ceremony program. However, a host may acknowledge the contributions of their sponsors in their remarks.
- Refreshments should be simple – tea, coffee, juice, water, cookies or cakes. Only non-alcoholic beverages can be served at the reception. CIC staff should ensure that a sign indicating “food may contain peanuts and traces of other nuts” is visible.

5.6.5. Host responsibilities

An agreement between CIC and the host group/organization, outlining the responsibilities to be undertaken, is to be signed by both parties. See Appendix H, Hosting agreement for off-site citizenship ceremonies.

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The following is a suggested list of responsibilities for the host of citizenship ceremonies. The host group/organization should:

1. One month before the ceremony, provide citizenship staff with a list of special guests and their biographies, and a list of invited guests (not speakers) that would like to attend the ceremony. See section 17 on special guests.
2. Three weeks before the ceremony, provide citizenship staff with a map showing the location of the ceremony. The map should show:
 - public transit routes to ceremony location,
 - parking area at ceremony location.
3. Prepare the room, one day in advance or on the day of the ceremony:
 - set-up as discussed with CIC staff;
 - provide and set up chairs for new citizens and guests,
 - provide and set up tables and tablecloths for CIC staff on stage,
 - provide and set up chairs for platform party, and
 - provide and set up a podium and microphones.
4. Provide a room to greet special guests before the ceremony.
5. Provide a room that the citizenship judge or presiding official and clerk can use to change and store coats.
6. Provide a cloak room for CIC staff and others in the platform party.
7. Provide a cloak room for new citizens and guests.
8. Greet new citizens at main entrance and direct new citizens and their guests to the registration area and the area where the citizenship ceremony will be held.
9. Provide a table for registration of new citizens, preferably near the entrance of the area where the citizenship ceremony will be held.
10. Provide appropriate music for before and after the ceremony (optional) and for the singing of "O Canada" in both official languages. CIC officials will bring along a "O Canada" CD to the ceremony.
11. Prepare and monitor the reception area.
12. Be available for a walk-through at the venue to finalize room set-up and logistics before the ceremony date.

5.7. Master of ceremonies (MC)

Citizenship ceremonies are organized and held as state functions, as such CIC bears full responsibility for the ceremony. The clerk of ceremony sets the tone for the ceremony and is sometimes seen as the MC as the clerk is responsible for introductions and the overall flow of the ceremony. There is no requirement to have another person, other than the clerk of ceremony, to emcee all citizenship ceremonies.

For enhanced ceremonies, the host organization or another representative may wish to act as the MC of a special event. To comply with the *Official Languages Act*, the MC must be fluent in both English and French in communities officially designated as bilingual.

The role of the citizenship judge or volunteer presiding official, and the clerk of ceremony remains unchanged despite the presence of an MC. Following are the proposed guidelines for the MC at a citizenship ceremony:

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- Before the clerk of the ceremony delivers the preamble, the MC addresses the audience (e.g. welcoming the candidates, their guests and CIC staff to the ceremony, explaining why a special ceremony is being hosted at their location, or inviting everyone in attendance to stand before the RCMP enters the ceremony room).
- The MC does not open or close the citizenship ceremony.
- Following the opening of the ceremony by the RCMP officer or the clerk of ceremony, the clerk gives introductory remarks and immediately turns the ceremony over to the citizenship judge or volunteer presiding official, not to the MC. However, should there be several speakers, the MC should introduce each of them with a short biography.
- The introduction of special guests and the invitation of special guests to give congratulatory remarks to the new citizens remain with the citizenship judge or volunteer presiding official.
- The MC can be included as a platform member and be seated on the stage area with the other special guests, offer congratulatory remarks and invite everyone to the reception.
- The MC may introduce entertainment, if applicable.
- Following the departure of the citizenship judge or volunteer presiding official, and the platform party, the MC can close the event (e.g. thanking the new citizens, their family and friends for their attendance, offering congratulations and reminding everyone of the location of the reception).

5.8. Institute for Canadian Citizenship

The Institute for Canadian Citizenship (ICC) is a non-profit organization founded by The Right Honourable Adrienne Clarkson and John Ralston Saul, who is a Companion of the Order of Canada. The ICC works with local community groups to create local citizenship committees that play a special role in welcoming new citizens to Canada. In consultation with CIC offices, the ICC assists the local citizenship committees to plan and host citizenship ceremonies in their communities.

As part of the Building Citizenship program, active and respected Canadian citizens are usually invited by the local citizenship committees to attend the citizenship ceremonies to help welcome new candidates and their families, and to take part in roundtable discussions to develop a shared understanding of the meaning of Canadian citizenship.

Once a local citizenship committee is formed, the ICC contacts the local citizenship office where CIC officials take the lead role in planning and coordinating all citizenship ceremonies. Under the guidance of CIC officials, the local citizenship committees take an assistant role in the preparation of the ceremony and an active role in the roundtable discussion and the reception following a citizenship ceremony.

The ICC has created the Cultural Access Pass (CAP) program, giving holders access to nearly 1000 museums, art galleries, historic sites and parks across Canada for a year. CIC's role in promoting the CAP at citizenship ceremonies is to promote it and distribute the information leaflet to new citizens, so that new Canadians become aware of all the cultural activities that are available to them and can register online for the pass.

5.8.1. Role of CIC

To ensure that every new Canadian citizen becomes aware of the Cultural Access Pass (CAP) opportunity, CIC offices should include a reference to CAP at each ceremony.

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- During the preamble, mention the following four points:
 - It is a **GIFT** for the candidates
 - They get **FREE** admission to more than **1,000** museums, art galleries, historic sites and parks across Canada for a year
 - They can **GO ONLINE** to register
 - All the information that they need is in the **LEAFLET**

The goal is to make candidates aware of the pass and get them excited about this **gift** and the opportunity to experience so much Canadian culture for free. The short speech already in use at ceremonies across the country is provided below.

- Distribute CAP leaflets during the ceremonies.

ICC will provide a supply of leaflets based on local offices estimation for the number of new citizens that are expected to take the oath within a six month period. Each CIC office decides independently how they wish to distribute the leaflets – the most successful have been those that distribute them by hand at the same time as the certificates. Local offices can select the method that best suits their needs. Please advise ICC which method your office will adopt.

5.8.2 Scripted Speech

And now, we at Citizenship and Immigration Canada are delighted to tell you about a very special gift.

As our newest Canadian citizens, you are eligible for a Cultural Access Pass that will give you free admission to more than 1,000 museums, art galleries, historic sites and parks across Canada for one year.

The Cultural Access Pass is a welcome gift just for you from the Institute for Canadian Citizenship.

*Your pass expires one year from today – so go online to register soon. All the information you need to register and get started is in this leaflet. [show leaflet]
Don't miss this wonderful opportunity.*

5.9. Volunteers

Working with volunteers and organized community groups that offer to help with one or more citizenship ceremonies can be effective. Volunteers and volunteer groups usually bring great enthusiasm to their task. They are usually self-directed, motivated and interested. Volunteers are not free labour; they should be treated with respect. They respond best when given a sense of responsibility, of belonging, of being needed and of making a difference.

Those who volunteer to help with citizenship ceremonies will need an orientation so they understand the reasons, format and restrictions for citizenship ceremonies, and their role in citizenship ceremonies. Volunteers can be an important part of citizenship ceremonies. Using volunteers can add a meaningful touch to enhance citizenship ceremonies and the citizenship process.

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Volunteers:

- can enable paid staff to perform tasks closer to their qualifications and expertise;
- can provide wider public support for citizenship and citizenship ceremonies by informally promoting the value of citizenship to family, friends and other members of the community;
- are often more in touch with the community's views and needs;
- offer a range of contacts within the community; and
- allow paid staff to expand existing services or launch new services.

5.9.1. Role and responsibilities

Volunteers can assist in citizenship ceremonies either before, during or after the ceremony. Their responsibilities may vary from one office to the next.

General duties can include:

- providing a welcoming environment for the new Canadian citizens;
- greeting candidates and guests;
- directing candidates to the registration area and then to their assigned seats;
- hanging up jackets or coats;
- distributing pins/flags to candidates;
- directing guests to their seats;
- providing crowd control;
- directing candidates and guests to the washroom;
- escorting parents with restless children out of the ceremony room;
- assisting with the reception, if applicable; and
- assisting with clean-up.

5.9.3. Orientation session for volunteers

Orientation is a vital part of working with volunteers and volunteer groups, whether they are helping with one or several ceremonies. The following is a suggested agenda for an orientation meeting with the volunteers.

- explain the process leading to citizenship and provide a description of the various elements of a citizenship ceremony;
- explain why CIC holds citizenship ceremonies;
- explain how volunteer contributions make a difference to a citizenship ceremony;
- explain that volunteers should act and conduct themselves professionally at all times;
- give a clear explanation of the volunteer's obligations, such as confidentiality and respecting cultural differences and sensitivities;
- explain that citizenship ceremonies cannot be used for political or other reasons;
- explain that citizenship related questions should be referred to citizenship staff to answer;
- provide practical information, such as work space and restrooms, if the volunteers are working at a citizenship office;
- review the dress code for ceremonies;

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- explain that name tag worn should include affiliation, such as: George Jones, Anytown, Chamber of Commerce;
- review emergency evacuation procedures; and
- give each volunteer or volunteer group a handout explaining the general volunteer guidelines. See Appendix I, Volunteer guidelines for citizenship ceremonies, and other literature (e.g. How to Become a Canadian Citizen, *Discover Canada*, etc.).

6. Ceremonies - Overview

The majority of citizenship ceremonies are held in ceremony rooms located in the local citizenship office. The citizenship ceremony rooms have all the necessary elements, such as adequate sound systems and symbols of Canada on permanent display. Both standard and enhanced citizenship ceremonies follow a general format as described in the following sections.

GCMS now allows users to categorize ceremonies as being either standard or enhanced in nature. By differentiating these two types of ceremonies, accurate reports can be more quickly and easily generated.

For GCMS citizenship ceremony reports to be readily usable by staff, it is critical that the data entered for standard and enhanced ceremonies be uniform in style and format, while also being as current and complete as possible.

The importance of a common format for ceremony resources stems from the fact that all data entered into GCMS for ceremonies will appear as such on GCMS reports.

6.1. Standard ceremonies

A **Standard Ceremony** selection is applicable when a ceremony:

- occurs in a typical ceremony room, either at the local office, or at a location selected due to local office ceremony room unavailability or inadequacy.

Note* The presence of one or more members of parliament, members from a veteran organization, the RCMP, or the Canadian Forces is not a determining factor when deciding whether a ceremony is standard or enhanced.

6.2. Enhanced ceremonies

An **Enhanced Ceremony** selection is applicable when one or more of the following situations are featured:

- one or more external partner organizations (eg. ICC, Schools, Parks Canada etc.)
- a special guest(s) (eg. President of host organization, school principal, Lt. Governor etc.)
- a platform party
- a designated speaker (**excluding members of parliament, a veteran, the RCMP, or the Canadian Forces**)
- a reception

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A ceremony, whether it be at a ceremony room, or at an off-site location, carrying a special theme or including a special guest is considered an enhanced ceremony. Sometimes the particular profile of a host organization can also make a citizenship ceremony a special event.

Local offices must clearly identify and flag special events and enhanced ceremonies to the attention of their regional communications representative as the profile of the ceremony may attract the interest of the Minister's office. See Section 7.4, Allowing time for notification.

If a local office staff member is unsure whether a ceremony can be deemed enhanced, the member is encouraged to contact Nat-Cit-Operations for guidance.

6.3. Ceremony venue considerations

When the local citizenship office does not have a ceremony room, ceremonies can be held at an appropriate location in the community. It is important to note, however, that ceremonies held at locations in the community are not necessarily enhanced. Ceremony type (known as Facility Subtype in GCMS) is determined by the nature of the ceremony, and not by the physical location of the ceremony venue. A typical community-held ceremony venue includes but is not limited to a:

- school,
- library, museum, park, city hall,
- federal or provincial legislature,
- community centre,
- hotel facility,
- armory,
- sporting/recreation centre
- legion hall. or recreation area and hall attached to a church, synagogue, mosque or temple (but **not in** the church, synagogue, mosque or temple itself).

Note: Churches, other places of worship and political offices are not appropriate venues for citizenship ceremonies. CIC cannot appear to promote a specific religion or political group. Religious symbols cannot be displayed or present and the ceremony area must be neutral.

When planning ceremonies outside of a local citizenship office, unpredictable situations that are beyond your control can arise. Keeping the following elements in mind will help to minimize any difficulties that may be encountered:

- Open-air sites or sites that are accessible to all members of the general public may interrupt the proceedings in the event of disorderly or disruptive behaviour.
- Outdoor sites can be threatened by heat, rain or wind.
- The area should be free of any offensive posters, signs or markings.

6.4. Application of the *Official Languages Act* to citizenship ceremonies

Citizenship ceremonies are offered in three language variations, but follow the same prescribed sequence of events found in section 21 of the Act. The preferred language indicated by each citizenship applicant at the beginning of the citizenship grant process, along with the operational realities of each local office, determines whether the applicant will attend a citizenship ceremony conducted **predominantly in English, predominantly in French, or in a fully bilingual**

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format. All offices however, are encouraged to meet the spirit of Canada’s linguistic duality, and whenever possible, conduct ceremonies in a fully bilingual format.

6.4.1. At all citizenship ceremonies:

- All materials distributed during citizenship ceremonies must be offered in both English and French (or in a bilingual format).
- The administration of the oath of citizenship must be delivered in both English and French.
- The singing of the National Anthem must be done bilingually.
- All ceremonies must be advertised as English/French/Bilingual on CIC’s external website listing of ceremonies. It is recommended that offices use all other opportunities to inform clients and guests that the ceremony will be delivered predominantly in English/French or bilingually.

In addition, the judge or volunteer presiding official must deliver the following key messages during their remarks:

6.4.2. When outlining the rights of Canadian citizenship:

“As you know, Canada is a bilingual country and has two official languages: English and French. These languages are recognized in all the institutions of Parliament and the Government of Canada. You have the right to be served in either official language when you deal with the federal government.”

« Comme vous le savez, le Canada est un pays bilingue ayant deux langues officielles : le français et l’anglais. Ces langues sont reconnues par toutes les institutions du Parlement et du Gouvernement du Canada. Vous avez le droit d’être servi dans la langue officielle de votre choix lorsque vous faites affaire avec le gouvernement fédéral. »

“Living in Canada, you and your family have the opportunity to learn Canada’s two official languages, English and French. Although some of you may still be trying to master your English language skills, I encourage all of you who do not speak or understand French, to go out and learn French, which is Canada’s other official language.”

« En vivant au Canada, vous et votre famille avez l’occasion d’apprendre les deux langues officielles du pays, le français et l’anglais. Bien que certains d’entre vous soient encore en train de parfaire vos habiletés en français, j’encourage tous ceux et celles d’entre vous qui ne parlez ou ne comprenez pas l’anglais à tenter de l’apprendre, puisque c’est l’autre langue officielle du Canada. »

6.4.3. When administering the oath of citizenship:

“In recognition that Canada is a bilingual country, I would like to encourage you all to repeat the Oath in both French and English. This symbolic gesture exemplifies your commitment to respecting Canada’s two official languages, both English and French.”

« Reconnaissant que le Canada est un pays bilingue, j’aimerais vous encourager tous à répéter le serment en anglais et en français. Ce geste symbolique démontre votre engagement à respecter les deux langues officielles du Canada, le français et l’anglais. »

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6.4.4. Ceremony language formats

A Citizenship ceremony can be held in one of three different language formats: Bilingual, Predominantly English and Predominantly French. The format of the ceremony is determined by the service requirements of applicants, and the operational realities which exist at local offices. Of the three language formats which have been defined below, local offices are encouraged to strive for the requirements that constitute a bilingual ceremony.

6.4.5. Bilingual ceremony

A bilingual ceremony format best reflects the values of bilingualism and best promotes Canada's distinct linguistic duality. For this reason, the requirements of a bilingual ceremony should be viewed as the preferred model for most ceremonies delivered by local offices when possible. This format also best serves a local office operationally as all clients, having either requested services in English or French, can be scheduled into a bilingual ceremony.

Bilingual ceremonies include the elements listed below:

- fully bilingual clerk instructions;
- judge or volunteer presiding official remarks delivered with an equal mix of both English and French messages; and
- special guest speakers (when applicable) are encouraged to include elements of both official languages in speeches delivered to the audience when possible.

6.4.6. Predominantly English ceremony

A predominantly English ceremony is delivered in English and includes, but is not limited to, the mandatory bilingual elements listed above. For a predominantly English ceremony, staff must ensure that all clients scheduled to attend the ceremony have indicated English as their language of choice when dealing with the Department in relation to the citizenship process.

While the French language may not be spoken by all who are in attendance at a given citizenship ceremony, its inclusion is intended to promote the value of bilingualism, and to demonstrate to all in attendance that the ceremonial event exemplifies Canadian linguistic duality. During a predominantly English ceremony, every effort should be made by CIC staff and judges or volunteer presiding officials to match the linguistic elements required for fully bilingual ceremonies, such as adding general greetings (Hello/Bonjour, Congratulations/Félicitations, etc.) throughout the ceremony when possible.

Note: A unilingual English clerk may only officiate in citizenship ceremonies that are advertized and delivered as predominantly English.

6.4.7. Predominantly French ceremony

A predominantly French ceremony is delivered in French and includes but is not limited to, the mandatory bilingual elements listed above. For a predominantly French ceremony, staff must

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ensure that all clients scheduled to attend the ceremony have indicated French as their language of choice when dealing with the Department in relation to the citizenship process.

While the English language may not be spoken by all who are in attendance at a given citizenship ceremony, its inclusion is intended to promote the value of bilingualism, and to demonstrate to all in attendance that the ceremonial event exemplifies Canadian linguistic duality. During a predominantly French ceremony, every effort should be made by CIC staff and judges or volunteer presiding officials to match the linguistic elements required for bilingual ceremonies, such as adding general greetings (Hello /Bonjour, Félicitations/Congratulations, etc.) throughout the ceremony when possible.

Note: A unilingual French clerk may only officiate in citizenship ceremonies that are advertised and delivered as predominantly French.

6.4.8. Language of delivery

Citizenship judges and clerks

Citizenship judges and clerks have a responsibility to employ both official languages at bilingual citizenship ceremonies. The usage of both languages should be equitable and of a quality that is clearly understood.

Special guests

Where possible, local office staff should make an effort to invite special guests who are comfortable in both official languages. Special guest speakers who are part of a platform party are encouraged to incorporate elements of both official languages during speeches to reinforce the prominence and importance of bilingualism in Canada. To ensure that messages are not misunderstood during the ceremony, speakers are invited to repeat key points in both official languages if possible. The usage of both languages should be equitable and of a quality that is clearly understood.

Presiding official speaking points

Speaking points in both official languages are sent by NHQ to local office staff and citizenship judges (or volunteer presiding officials) for use leading up to, and during special events and designated holidays (e.g. Citizenship Week, Canada Day, Veterans' Week, etc.). Citizenship judges are encouraged to use these points (with equal use of English and French when possible) during their remarks, and can select which paragraphs and language format they wish to include in their remarks as they prepare for each ceremony.

6.4.9. Promotion of official languages at citizenship ceremonies

In an effort to actively promote the use of both official languages at ceremonies, citizenship clerks are required to state, at the commencement of each ceremony, whether the proceedings will take place in a predominantly English, predominantly French, or fully bilingually format.

Furthermore, local office staff will be required to identify the language of upcoming citizenship ceremonies in GCMS (English, French, or Bilingual) .

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6.4.10. Reporting of language of delivery of citizenship ceremonies

The Department reports annually on the number of citizenship ceremonies and the language of delivery, therefore local offices are asked to accurately enter the specific language by which a ceremony will be conducted. This task should be accomplished during the creation of a ceremony event in GCMS and should reflect the reality of the language delivery of the event.

It is requested that local office staff update the external website content immediately following the confirmation of each new ceremony.

6.4.11. Increasing partnerships with official language minority communities

Part VII of the *Official Languages Act* sets out the Government of Canada's commitment to supporting and assisting the development of official language minority communities. The intention is to enable these communities to thrive and to enjoy the same benefits as the rest of the population.

As a positive measure to fulfil these commitments, CIC looks to local offices to seek the participation of language minority groups in their communities to partner and deliver citizenship ceremonies. By partnering with such groups, CIC plays its part in recognizing and empowering the unique cultural groups that exist across the country. An example of such a partnership would be to hold French or bilingual ceremonies in predominantly English speaking communities. Partnering with local French schools, or French minority community groups in those communities promotes Canada's linguistic duality and helps the Government of Canada meet its commitment to support and assist official language minority communities and promote the uniqueness of Canada's two official languages.

Note: The term "official language minority communities" refers to English-speaking communities in Quebec and French-speaking communities in a territory or in a province other than Quebec. About two million Canadians belong to an official language minority community.

6.5. Administration of the oath of citizenship

This is a solemn and significant part of the citizenship ceremony. As per subsection 19(1) of the Regulations, subject to subsection 5(3) of the Act and section 22 of the Regulations, a person who has been granted citizenship under subsection 5(1) of the Act shall take the Oath of Citizenship by swearing, or solemnly affirming before a citizenship judge. Subsection 19(2) of the Regulations indicates that unless the Minister otherwise directs, the Oath of Citizenship shall be taken at a citizenship ceremony.

Candidates for citizenship who are 14 years of age and older **must** take the oath of citizenship.

6.5.1. Witnessing the oath

It is the responsibility of the presiding official and the clerk of the ceremony to ensure that all candidates are seen taking the Oath of Citizenship.

To facilitate the witnessing of the oath taking by CIC officials, all candidates for citizenship are to be seated **together**, as close to the presiding official as possible.

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- For larger ceremonies (50 or more candidates), additional CIC officials will be required to assist in the witnessing of the oath. The CIC officials will need to observe the taking of the oath by walking the aisles.

Candidates wearing face coverings are required to remove their face coverings for the oath taking portion of the ceremony.

6.5.2. Candidates not seen taking the oath

In some circumstances, it is difficult to ascertain whether candidates are taking the oath (sometimes due to a face covering). When a candidate is not seen taking the oath by a presiding official or CIC official(s), the clerk of the ceremony must be notified **immediately** following the oath taking portion.

- The candidate's certificate is to be removed from the pile.
- The candidate's name is NOT to be called and the certificate is NOT to be presented.

Note: If there is a minor child associated with the application of the candidate who is not seen taking the oath, that minor child will not be called nor will he or she receive a citizenship certificate, unless the child has another parent who is already a Canadian citizen, or who takes the oath on the same day. This will have to be ascertained following the ceremony.

Immediately following the ceremony, the clerk will approach the candidate and explain that the candidate:

- was not seen taking the oath (if this is due to not removing a face covering, it must be explained);
- will not receive his/her citizenship certificate that day; and
- can return for the next available citizenship ceremony where they will need to be seen taking the oath (and if applicable, remove their face covering during oath taking).

6.5.3. Candidate returns for another ceremony

Should the candidate accept to return to take the oath at a future ceremony, the candidate will:

- be scheduled to attend the next available citizenship ceremony;
- receive another notice to appear;
- need to be seen taking the Oath of Citizenship;
- be reminded that if wearing a face covering, it will need to be removed for the oath taking portion of the ceremony.

When the candidate attends the second ceremony, should that person again NOT be seen taking the oath, or fail to remove a full or partial face covering, the procedures outlined above for refusal are to be followed.

Note: The opportunity to return to take the oath at another citizenship ceremony applies only **once**.

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6.5.4. Candidate refuses to return for another ceremony

Should the candidate refuse to take the Oath of Citizenship at a future ceremony, the clerk must advise the candidate that:

- he/she will not become a citizen or receive his/her certificate of citizenship;
- he/she can choose to withdraw his/her application for citizenship or his/her file will be closed permanently;
- should he/she wish to become a Canadian citizen in the future, he/she will have to reapply.

Local offices must follow standard procedures for application withdrawal or closing a file. In the section “other reasons” in GCMS, the CIC official indicates that the reason is due to: refusal to take the oath or to remove a face covering during the oath taking.

If there is a minor child associated with this application, standard procedures apply.

6.5.5. Candidate advises CIC official, prior to the ceremony, of refusal to take the oath

When a candidate advises CIC officials, prior to the ceremony, that he/she will not take the oath of citizenship or sign the Oath of Citizenship form (e.g for religious reasons or not wishing to swear allegiance to Her Majesty Queen Elizabeth the Second):

- The citizenship officer must remind the candidate that under the *Citizenship Act* and *Regulations* the oath is a mandatory requirement to become a Canadian citizen.
- Should the candidate decide to proceed with the ceremony, CIC officials should ensure that this candidate is, in fact, seen taking the oath. See section 6.5.1.
- The candidate may choose to withdraw his/her application for Canadian citizenship. In that case, he or she will not become a Canadian citizen and the local office will follow the procedure for file closure.

Also see section 13.2, Full or partial face coverings.

6.6. Private ceremonies

Subsection 19(2) of the Regulations directs that the oath of citizenship shall be taken at a citizenship ceremony. There may be rare occasions when a private presentation is required (e.g. section 5(4) grant, terminally-ill candidates unable to travel, on circuit in remote areas, other urgent or extenuating circumstances).

To administer the oath and present certificates outside of a citizenship ceremony, the approval of the Registrar of Citizenship is required. An e-mail must be sent to the Nat-Cit-Operations mail box, requesting approval in advance. The e-mail should be sent by the office manager when possible.

6.7. Taking the oath of citizenship in remote areas

Administering the oath over the phone or by videoconference is **not** in keeping with the legislation nor the policy direction of the department. See section 6.5

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6.8. Statutory holidays, weekends, holy days

If the ceremony is being held on a statutory holiday (e.g. Canada Day), outside normal business hours, or on a weekend, the availability of public transit and open parking lots will have to be checked. Citizenship staff should keep cultural sensitivities in mind. For instance, members of some religious groups may not wish to attend a ceremony or a reception on a holy day for their religion. Every citizenship office should have a calendar available with all major religious holidays marked on it. See Section 13, Cultural considerations.

In the event that applicants are unable to attend a ceremony, citizenship staff should reschedule applicants for a new event that is as close as possible to the date of the original ceremony.

6.9. Length of ceremonies

A typical citizenship ceremony lasts 45 minutes to an hour, depending on the number of new citizens, guest speakers or special events associated with the ceremony.

6.10. Size and frequency of ceremonies

The size and frequency of ceremonies depend on the size of the community. Remote communities may have only one ceremony a year, with as few as 10 candidates for citizenship. In larger centres, there may be several ceremonies at the local citizenship office every week, with as many as 100 candidates at each. In major centres, there may be occasions for the planning of “mega” ceremonies with as many as 300 to 400 candidates at each event.

6.11. Reaffirmation ceremonies

A reaffirmation ceremony is a formal event where Canadian citizens repeat the oath of citizenship to express their commitment to Canada. Anyone can organize a reaffirmation ceremony in their community, place of work or school. The person who leads the group in the oath of citizenship does not require approval of the Registrar of Citizenship to perform this function. This person could be a citizenship judge, an Order of Canada recipient, a school principal, or a community group leader. [CIC's website](#) contains information regarding how a reaffirmation ceremony can be organized.

7. Preparing for a ceremony

Once a ceremony has been confirmed and scheduled, please input the scheduled ceremony into GCMS as soon as possible to ensure that the Lookahead report has complete information of upcoming ceremonies. For detailed instructions on the elements required for ceremony resource creation in GCMS, please consult Appendix N of this chapter.

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If a ceremony is cancelled after it has already been entered into GCMS, indicate in the system that the ceremony will no longer be taking place as soon as possible to ensure that the GCMS Lookahead report has complete and accurate information for upcoming ceremonies.

7.1. Standard ceremonies

Generally, it is more convenient to hold citizenship ceremonies in the local office citizenship ceremony room. These ceremonies are usually held on a regular schedule. The schedule can be as infrequent as once a year in smaller centres, to two or three ceremonies every day in larger centres.

7.2. Enhanced ceremonies

Working with local communities in planning and hosting enhanced citizenship ceremonies strengthens community involvement and promotes Canadian citizenship. These are usually held off-site, but could also take place at the CIC office. Scheduling off-site or enhanced ceremonies requires more planning, as the venues may be in out-of-the-way locations or held on weekends or statutory holidays, such as Canada Day.

The location should be available long enough to set up the room for the ceremony, hold the ceremony and return the room to its original state following the ceremony and reception, if applicable, normally three to four hours.

Citizenship offices involved in a large or enhanced ceremony might consider preparing a sequence of events and providing CIC and regional communications staff, the citizenship judge, volunteers, hosts and sponsors with a copy of the written briefing material. See Appendix M, Sequence of Events template.

7.3. Inviting special guests

Citizenship ceremonies are organized and held as state functions; as such CIC bears full responsibility for the ceremony. Therefore, invitations to ceremonies are to be extended by CIC officials.

In the event of a ceremony being hosted by a community group or other partner, CIC officials work closely with these organizations. The host organization provides CIC officials with a list of the special guests whom they would like to invite to the event. See Section 7.4.1, Notification of prominent guests attending a citizenship ceremony.

Upon approval, CIC officials will issue an invitation to the special guests. See Appendix J – Sample invitation letter to a special guest.

When citizenship judges wish to invite guests to ceremonies, they too will provide a list of guests for approval by CIC, and once approved, CIC can extend the invitation. It is the responsibility of local offices to ensure that all invited guests understand and respect CIC's guidelines concerning citizenship ceremonies.

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The clerk of the ceremony should brief guests on the protocol of the citizenship ceremony, making it clear that political, religious, controversial and commercial topics are not appropriate.

Prior to inviting special guests that are senior public officials or prominent figures (e.g. members of Parliament, provincial lieutenant governors, provincial members of legislatures, local mayors, celebrities), CIC officials are also asked to obtain consent from the Manager of the Citizenship Program Delivery and Promotion (CPDP) of OMC at NHQ before any invitation is extended. The template *Notification of Prominent Guest(s) Attending a Citizenship Ceremony (CIT 0503)* should be completed and sent to the [Nat-Cit-Operations](#) e-mail box (See Appendix E).

7.3.1 Inviting the Prime Minister or the CIC Minister

When a local citizenship office wishes to invite the Prime Minister or the Minister of CIC to an enhanced (special) ceremony, the local office should submit the request through their regional communications representative for referral to CPDP at NHQ.

In the case of an organization, they may send their request directly through the Prime Minister's office (PMO) or the Minister's office (MINO), or contact a local citizenship office for assistance. Local offices should flag these occurrences to the Nat-Cit-Operations mailbox.

Please add guest resources to ceremony events in GCMS as soon as NHQ has approved your office's guest list submission so they appear with the report on a weekly basis.

7.4. Allowing time for notification

Whether scheduling a standard or enhanced ceremony, enough time should be allowed to notify the citizenship judge or volunteer presiding official, candidates and special guests. There should also be enough time to prepare staff and volunteers. See Section 20, Time lines for planning ceremonies.

7.4.1. Notification of prominent guests attending a citizenship ceremony

When organizing an enhanced ceremony (e.g. an onsite or off-site ceremony carrying a special theme or including a special guest) local citizenship staff must complete the Notification of Prominent Guest(s) Attending a Citizenship Ceremony ([CIT 0503 - Appendix E](#)) form, and send it to the attention of [Nat-Cit-Operations](#) e-mail box for approval by the Manager of Citizenship Program Delivery and Promotion (CPDP) at NHQ of the presence of special guests. This e-mail box is monitored daily by CPDP officials to ensure a 48-hour service standard is achieved with most requests.

It should be noted that due to the pressing schedules of the House of Commons, it may be difficult for Members of Parliament (MPs) to confirm their attendance at a citizenship ceremony; as such MPs may appear unannounced. In this instance, CIC officials are asked to send a follow-up message to the [Nat-Cit-Operations](#) e-mail box following the ceremony, notifying the Manager of CPDP of the MP's presence.

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7.4.2. Lookahead report

Citizenship staff are required to complete the Lookahead Report listing all upcoming citizenship ceremonies in their offices (including the events far in the future). They should also clearly identify and flag any ceremony that may generate public or media interest or that is considered to be a special event to the attention of their regional communications representative. The regional representatives consolidate the reports received from the local citizenship offices and forward them to the Nat-Cit-Operations e-mail box in NHQ.

7.4.3. Events database

In order for the general public to have access to citizenship ceremonies, details of all ceremonies should be accessible in the public CIC website. There are two parts in managing the CIC events database. A CIC official (clerical staff) enters the event details in the database; another designated CIC official (supervisor or officer) reviews and approves each event. The events will show up on the CIC website upon approval by the designated official.

Any subsequent changes made to the Lookahead Report must also be accurately reflected in the CIC events database.

The events database website address is: <http://www.cic.gc.ca/specialev/admin/home.htm>. The passwords are available from the manager or supervisor of each office.

7.5. Accessibility/Special needs

Ceremony organizers should always keep accessibility in mind for candidates for citizenship and their guests, the citizenship judge or the volunteer presiding official, and the members of the platform party.

Participants should be able to reach the stage area, the table for signing the Oath of Citizenship Form and their seats with as little difficulty as possible. Washrooms should also be accessible.

The Department can arrange for the services of a sign language interpreter through Public Works and Government Services Canada if necessary. See CP 13, Section 3, Using interpreters. Candidates may also be accompanied by a guide dog, their own sign language interpreter or other persons to help them during the ceremony. Citizenship staff should make every effort to seat candidates with special needs in the first row, and have the presenter take the certificates to them. A seat next to the candidate can be reserved for the interpreter or care provider.

Citizenship staff should help any person who requires assistance.

7.5.1. Sign language interpreter

When a candidate who requires the service of a sign language interpreter takes the oath of citizenship during the ceremony, every effort should be made to seat this candidate in the first row. The interpreter, standing at the front of the room at this point, will repeat the oath after the citizenship judge or the volunteer presiding official, in the appropriate sign language, to the

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candidate who will repeat the oath in the same language. The candidate nods to indicate his/her understanding of the contents of the oath. The interpreter does not need to repeat out loud what the candidate says.

The signature of the oath form must take place with the interpreter present to ensure that the candidate has accepted and is bound by the contents of the oath. The interpreter reads the oath form and translates the contents of the oath form in sign language to the candidate.

The above procedure has to be explained to the candidate and to the interpreter prior to the ceremony. The sign language interpreter will not only translate the oath, but also all procedures related to the ceremony.

7.6. Notifying candidates

Citizenship staff should send the Notice to Appear to Take the Oath of Citizenship (CIT 0024) form, to candidates who have met all the requirements for citizenship. An Information Sheet for Candidates (Appendix A) should be included with the Notice to Appear.

7.6.1. Notice to Appear to Take the Oath of Citizenship

The Notice to Appear should be sent to the candidates at least 14 calendar days before the ceremony so that it reaches each candidate at least seven days before the ceremony.

The date, time and place for the ceremony should be included in the space provided on the Notice to Appear. Citizenship offices may also wish to include their phone number on the form.

7.6.2. Information sheet

The Notice to Appear should include an Information Sheet (See Appendix A – Sample Information Sheet for Candidates to accompany the Notice to Appear to Take the Oath of Citizenship) that advises the candidate of the following:

- the time for arrival at the ceremony site (arrival time may differ depending on ceremony size and staff availability; for a large ceremony, candidates should arrive at least 30 minutes before the ceremony starts);
- the number of guests each candidate can invite (there may be a limit on the number of guests for large ceremonies). Some offices print "tickets" using a word processing program;
- candidates under 14 years of age do not have to attend or take the oath of citizenship, but may attend and take the oath if they wish;
- infants and young children are welcome, but may be moved to an area away from the ceremony or may have to leave the ceremony if they become disruptive;
- appropriate dress code for the candidates and their guests is business attire. Candidates can choose to wear their ethnic dress, which is appropriate;
- candidates can choose to affirm or swear the oath of citizenship (in which case they should bring their own holy book);
- candidates must bring their Record of Landing (IMM 1000) and their permanent resident card (PR card) to the ceremony;
- cameras and video recording equipment are permitted during the ceremony;
- information on available parking and public transportation;
- candidates must immediately notify the citizenship staff if they have been or are subjects of any criminal or immigration proceedings following the submission of their Application for Canadian Citizenship.

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7.7. List of candidates

Citizenship staff should print the Nominal Roll – Ceremony (CIT 0037) form, which is a list of the candidates for citizenship to whom a Notice to Appear has been sent, and make copies as required. The list should be sorted alphabetically, by last name.

The nominal roll is used to check off the candidates' names to confirm that:

- they have arrived and submitted the Permission Release Consent Form (See Section 14, Photographs, sound recordings or videotaping);
- their Record of Landing documents have been updated, their PR cards have been collected; and they have signed the Oath of Citizenship Form (if this is done before the ceremony).

If a candidate does not attend the ceremony, citizenship staff will remove the candidate's certificate package and store it securely.

7.7.1. Countries or places of origin

The clerk of the ceremony will need to keep a list of the candidates' countries or places of origin for the citizenship judge's or volunteer presiding official's opening remarks to the candidates. If so, the list should contain the correct names of the countries or places of origin. This information is available on GCMS.

7.8. Staff

The number of staff assigned to each ceremony depends on the number of candidates selected for each ceremony. A small ceremony may require the clerk of the ceremony and one other staff member. Experience shows that three or more staff members are needed for a large ceremony (50 or **more**).

All staff involved in a citizenship ceremony should know what to do and what other staff members are doing. Responsibilities of CIC officials include:

- checking arriving candidates against the list of candidates to receive certificates and verifying their identity;
- confirming all candidates have signed the Permission Release Consent Form;
- stamping the Records of Landing and collecting the permanent resident cards;
- seating the candidates and guests;
- confirming all candidates have signed the Oath of Citizenship Form and countersigning the oath;
- watching new citizens to ensure that they repeat the oath;
- ushering and assisting candidates when they go up to received their certificate.

Citizenship staff should interact with arriving candidates in a friendly, welcoming manner. If possible, every effort should be made to accommodate late arrivals as long as the oath has not yet been repeated.

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If there is a reception after a ceremony, citizenship staff should attend to answer questions and mingle with the new citizens.

The dress code for citizenship staff and volunteers at all citizenship ceremonies is business attire. See Section 5.2.1 for dress code for the clerk of the ceremony.

At large ceremonies, volunteers and citizenship staff, who are not wearing robes should wear name tags for identification purposes.

The name tags should include affiliation. For instance, CIC name tags should say: Jane Smith, Citizenship and Immigration Canada. The volunteer tags should say: George Jones, Anytown, Chamber of Commerce.

7.9. Sequence of events and rehearsals

A rehearsal for an unusually large or enhanced ceremony can help citizenship staff, host organizations and volunteers identify and avoid potential problems.

A rehearsal should be scheduled at a time when everyone can attend. Staff should run through the ceremony, using stand-ins for special guests, etc. If a host organization plans to use a youth group (e.g. Girl Guides or Boy Scouts) to welcome people to the ceremony and show them to their seats, the youth group should be included in the rehearsal. See Appendix M, Sequence of events template.

If there is not enough time to rehearse, citizenship staff should at least check the stage, lighting, sound system and so on.

8. Ceremony room

The ceremony room should reflect a national image of Canada. Paintings, photographs and art should depict Canada and Canadians.

Whether a citizenship ceremony is onsite or off-site, following a standard layout and set-up is encouraged.

Note: [Suggested layout for room](#) [Adobe Acrobat format]

8.1. The stage area

At the front of the room is a stage area for the platform party – the citizenship judge or volunteer presiding official, the clerk of the ceremony and the RCMP officer. The area for the platform party can be a stage, a slightly raised platform, or simply an area at the front of the ceremony room. If a theatre-type stage or a raised platform is used, there should be stairs on both sides so candidates can get on and off safely, easily and quickly. There must be enough room for candidates to appear before the citizenship judge or volunteer presiding official and receive their certificates.

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The stage should be set up as follows:

- chairs for the judge or volunteer presiding official and the clerk of the ceremony;
- chairs for special guests, either to the right of the stage area or at the rear of the stage area (as seen by the audience). There should be room for the guest speakers to have easy access to the lectern. If there are many special guests, they can be seated in the first row of the audience);
- a lectern or a table with a microphone for the judge or volunteer presiding official and special guests;
- a table on which the clerk of the ceremony can place the candidates' certificates;
- the Canadian flag prominently displayed on the stage area (See Section 9, Displaying Canadian symbols);
- the wall behind the stage area may be decorated with Canada's Coat of Arms, the flags and emblems of the provinces and territories, a photograph of the Queen and the current Governor General.

8.2. Seating for candidates

The seats for candidates should be comfortable and adequately spaced. The candidates will be leaving their seats, coming to the stage area and returning to their seats. There should be enough space between rows so they can leave and return to their seats without disturbing those in the rows ahead and behind.

To facilitate the witnessing of the oath taking by CIC officials, all candidates for citizenship are to be seated together, as close to the presiding official as possible:

- For larger ceremonies (50 or more candidates), additional CIC officials will be required to assist in the witnessing of the oath taking.

Family and friends sit behind the candidates or on either side of all the rows of seats reserved for the candidates.

For a large ceremony, staff should consider splitting the candidates' seating into sections, with an aisle to the stage between each section. The guests of candidates may sit behind the candidates.

To ease the flow of traffic and to ensure every candidate for citizenship has a seat, citizenship staff should place a number on each seat and assign each candidate a seat number upon arrival for the ceremony. The seat numbers should correspond to the order in which candidates receive their certificates.

Number One is the first candidate to receive a certificate, and Seat One should be at the right of the first row facing the stage area. Candidate One should go to the stage from the right, as should the rest of the candidates in the row. The candidates in each row should return to their seats from the left.

This creates a smooth flow to and from the stage, and prevents candidates headed for the stage from colliding with those leaving it. It also means that candidates returning to their seats do not have to step over those already sitting down.

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8.3. Signing the Oath of Citizenship form

A table will be needed, preferably to the left of the stage area (as seen by the audience) or at the back of the room for candidates to sign the Oath of Citizenship form.

The forms should be in the same order as candidates receive their certificates from the citizenship judge or volunteer presiding official.

As stated in section 21 of the *Citizenship Regulations*,

“...a person who takes the oath of citizenship pursuant to subsection 19(1) or 20(1) shall, at the time the person takes it, sign a certificate in prescribed form certifying that the person has taken the oath, and the certificate shall be countersigned by the citizenship officer or foreign service officer who administered the oath and forwarded to the Registrar.”

In most cases, the oath of citizenship should be administered orally by the citizenship judge or volunteer presiding official before the candidates sign the Oath of Citizenship form.

For a large or off-site ceremony, it may be more convenient for administrative reasons to have the forms signed outside the room before the ceremony starts. In those cases, it is essential to orally explain the contents of the Oath of Citizenship form to the candidates so that they clearly understand that, by signing the form, they are agreeing to proceed to take the oath or affirmation, as well as confirming that they are not subject to prohibitions.

Whenever the Oath of Citizenship Form is signed, candidates should be made aware of the meaning of taking the oath and should understand what they are about to sign.

8.4. Lighting

The lighting on the stage should be checked before the ceremony, ensuring that the stage lights do not hinder anyone's vision.

8.5. Sound system

The sound system should include a microphone for the citizenship judge or volunteer presiding official, a microphone at the lectern for the clerk of the ceremony and special guests, and a CD player or other sound system for playing and singing "O Canada."

The sound system should always be checked before a ceremony, whether the ceremony is being held on site or off site, to ensure that it is working and can be heard throughout the room. Even if the sound system has worked flawlessly at every ceremony for several years, it should still be checked before each ceremony.

If the sound system fails at a large ceremony, staff should not try to continue without microphones and expect participants to project their voices. In a large room, it may be difficult for people to hear what is being said. Staff should wait until the sound system is working again. A DVD player should also be set up for the playing of a video before the ceremony when candidates check in. Someone who knows how the audiovisual system works should be available during the ceremony. A system failure is embarrassing and takes away from the dignity of the ceremony.

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9. Displaying Canadian symbols

Displaying Canadian symbols at citizenship ceremonies represents honour and pride, as well as a sense of celebration of being a Canadian citizen. The guidelines for the display of flags, coats of arms, emblems and portraits apply to all ceremonies.

9.1. Flags

The Canadian flag **must** be flown or displayed on the stage area at all citizenship ceremonies, behind the citizenship judge or volunteer presiding official, always on the left of the stage area (as seen by the audience). The condition of the Canadian flag must be as good as new. If one or more of the other symbols of Canadian identity are available, they may be displayed elsewhere in the room.

The flag can be hung on a staff or pole 2 to 2.5 m high, or be displayed hanging flat, either horizontally or vertically. If displayed vertically, the upper part of the leaf points to the left and the stem to the right(as seen by the audience).

The flags of provinces and territories, and municipalities may be flown or displayed along with the Canadian flag at enhanced citizenship ceremonies. Refer to the diagram in section 9.4 below. These other flags should be no larger than the Canadian flag, and be flown or displayed at the same height and to the right of the Canadian flag (as seen by the audience). If there is a desire to display provincial and territorial flags, the flags of all of the provinces and territories must be on display. No provincial or territorial flag may be displayed independently of the others.

9.1.1. Governor General's flag

If the Governor General is a special guest at a citizenship ceremony, the Governor General's flag is displayed to the immediate right of the Canadian flag (as seen by the audience).

9.1.2. Lieutenant governor – host province's flag

If a lieutenant governor is a special guest, the flag of the "host" province is to the right of the Canadian flag (as seen by the audience). On these occasions, only the flag of the province may be flown or displayed with the Canadian flag on the stage area.

9.1.3. Municipal flags

If a municipal flag is displayed in isolation with the Canadian flag at a citizenship ceremony, it goes to the right of the Canadian flag (as seen by the audience).

However, if the municipal flag is displayed with the Canadian flag and the provincial or territorial flag, the Canadian flag is displayed at the centre, the second-ranking flag (provincial or territorial flag) is placed to the left of centre, and the third flag (municipal flag) is placed to the right (as seen by the audience).

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9.2. Coats of Arms

The Coat of Arms of Canada and provincial coats of arms may also be displayed at citizenship ceremonies.

The Arms of Canada are to be displayed immediately behind the citizenship judge or volunteer presiding official. The arms of the provinces and territories may also be displayed, only if the arms of all the provinces and territories are displayed.

If all the arms are displayed, the Arms of Canada must be above or to the left of the arms of the provinces and territories (as seen by the audience).

9.3. Emblems

The maple leaf is the official national symbol of Canada. Every province and territory has a floral emblem.

A complete set of the emblems of Canada can be displayed at a citizenship ceremony. They should be displayed behind the citizenship judge or volunteer presiding official and below or to the right (as seen by the audience) of the Arms of Canada and those of the provinces and territories, if applicable.

9.4. Order of displaying Canadian symbols

Flags, coats of arms and emblems are displayed in a set order at citizenship ceremonies. The order is set by the province's or territory's date of entry into Confederation, with provinces preceding territories. If provincial and territorial symbols are displayed, then all the provinces and territories must be represented.

If there is no room on the stage area for provincial and territorial flags, coats of arms, or emblems, these can be displayed elsewhere in the room. They should be displayed in the same order as they would be on the stage, (i.e. the Canadian symbol on the left and provincial and territorial symbols to the right of the Canadian symbol (as seen by the audience)).

The order for displaying Canadian symbols, from left to right (as seen by the audience) is:

1. Canada
2. Ontario (ON) July 1, 1867
3. Quebec (QC) July 1, 1867
4. Nova Scotia (NS) July 1, 1867
5. New Brunswick (NB) July 1, 1867
6. Manitoba (MB) July 15, 1870
7. British Columbia (BC) July 20, 1871
8. Prince Edward Island (PE) July 1, 1873
9. Saskatchewan (SK) September 1, 1905
10. Alberta (AB) September 1, 1905

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11. Newfoundland and Labrador (NL)	March 31, 1949
12. Northwest Territories (NT)	July 15, 1870
13. Yukon Territory (YT)	June 13, 1898
14. Nunavut (NU)	April 1, 1999

The flags appear in the order of entry of the province or territory in the Confederation.

An additional Canadian flag may be displayed at the end of the order.



The Canadian Heritage website (<http://www.pch.gc.ca/pgm/ceem-cced/etiqt/101-eng.cfm>) offers additional information on the established guidelines for displaying flags.

9.5. Portraits

A portrait of the Queen and the current Governor General should be displayed at the back of the stage area in the ceremony room. Both portraits should be of the same size, preferably 8" x 10".

When both portraits are displayed, the Queen's portrait is displayed at the left and the Governor General's portrait to the right (as seen by the audience). The portraits should be beside each other, not one above the other, or one at the far left and another at the far right of the stage area.

9.6. Canadian Charter of Rights and Freedoms

A framed copy of the *Canadian Charter of Rights and Freedoms*, in both official languages, may also be displayed.

10. National Anthem: "O Canada"

The singing of "O Canada" is an important and integral part of the citizenship ceremony. New citizens, the platform party and guests are expected to sing "O Canada" and are encouraged, if they choose, to sing it in English or French, or bilingually. The ceremony program will depict a bilingual version, but candidates and guests can sing either.

It is easier for people to sing in public if there is music, a soloist or singing group (such as a trio, quartet, or choir) to lead the singing. If there is no choir, soloist or accompanist, staff can use a recording of "O Canada".

It is encouraged that local office staff play the instrumental version of the anthem during citizenship ceremonies and invite new citizens to sing the bilingual version of the anthem.

Recordings of "O Canada" on compact disk for use in citizenship ceremonies are available to be ordered through the Distribution Centre of the Communications Branch at NHQ by sending an e-mail to [Distribution Services](#).

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The national anthem card printed as a bilingual version is included as an insert in the ceremony program folders distributed to all new Canadians at citizenship ceremonies. This will enable new citizens to follow along with the bilingual version being sung during the ceremony. A bookmark version of the card, with the English and French versions of the anthem is also available.

11. Gifts, mementos and promotional items

CIC presents all new citizens the following promotional products at all citizenship ceremonies:

- a program folder (including a message from the Minister, *Becoming a Canadian Citizen* brochure and the national anthem card);
- a Cultural Access Pass (CAP) brochure;
- a cloth/nylon Canadian flag;
- a gold plated red maple leaf lapel pin;
- a copy of the *Symbols of Canada* book (**one per family**);
- a congratulatory letter from the Prime Minister.
- special pins, such as Vimy Pins, may be distributed at special ceremonies (e.g. Vimy Day, Veterans' Week).

The program folders can either be placed on the seats of candidates before the start of the ceremony or handed out to the candidates at check-in time. Other items can be distributed by members of the platform party, either before the ceremony begins or during the certificate presentation.

Small paper flags, plastic Canadian flag lapel pins and O Canada bookmarks can still be ordered and used for promotional purposes.

All materials can be ordered through the Distribution Centre of the Communications Branch by sending an e-mail to: DistributionServices@cic.gc.ca. In order to manage the inventory, CIC offices should order a three-month supply at a time.

Special guests, particularly provincial, territorial or municipal government representatives, may also want to present gifts or mementos, such as lapel pins, congratulatory letters or certificates to the new Canadians.

Generally, a lapel pin or badge with a coat of arms or a flag is an acceptable gift. Lapel pins or badges can be on a business card with the name of the province, territory, or municipality.

Small gifts can be given to new citizens when they receive their certificates from the citizenship judge or volunteer presiding official or from a special guest (e.g. host organization) who is part of the platform party.

It is best to distribute larger gifts, such as books about a province, territory, or municipality, with the certificate packages or after the ceremony.

Staff should keep cultural and religious sensitivities in mind. Gifts that represent a particular religious or ethnic group are not appropriate. For instance, a gift of holy bibles to new citizens is inappropriate. See Section 13, Cultural considerations.

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Gifts from sponsors that promote a particular business, company or corporation are also inappropriate (e.g. pens with the logo or name of their organization). On the other hand, it is appropriate for a business to sponsor a ceremony, and be recognized for being such by the judge or volunteer presiding official.

Some suggestions for meaningful gifts and mementos for new citizens include:

- lapel pins, key chains, etc. that represent Canada;
- Canadian flags books about Canadian landscapes, history, art, etc.;
- Canadian music;
- cards or crafts made by children in the community;
- saplings of pine trees.

The clerk of the ceremony should find out before the ceremony if a special guest or host organization intends to present a gift, and must determine if the gifts are acceptable and how to distribute them.

Staff should advise the citizenship judge or volunteer presiding official if gifts are being presented. The citizenship judge or volunteer presiding official should acknowledge donors in his or her remarks. NHQ should also be advised.

11.1. Thank-you gifts

CIC has enjoyed a positive relationship with various organizations and members of the community when it comes to partnering or hosting citizenship ceremonies. Many organizations have opened up their doors to partner or host citizenship ceremonies, while people from all walks of life have volunteered their time to assist new members of the Canadian family to settle in Canada and to preside at citizenship ceremonies. On occasion, small special thank-you gifts are purchased by Citizenship Program Delivery and Promotion (CPDP) at NHQ to be presented to hosts, special guests or volunteers who help enhance citizenship ceremonies.

Thank-you gifts can be given to the following individuals:

- volunteer presiding officials (Orders of Canada, Orders of Military Merit, Orders of Victoria Cross, Royal Victorian Orders),
- special guests and ceremony hosts (individuals/organizations such as libraries, schools, etc.),
- individuals who volunteer their time to assist in any capacity – for example, veterans who volunteer to attend ceremonies (current members of the Canadian Forces or the RCMP are excluded from this group and are not allowed to receive gifts).

These gifts are distributed by CPDP to each region through their regional program advisors (RPAs). The shipment is based on the average number of ceremonies in the region. The number of ceremonies is based on the statistics obtained from OMC in NHQ. The RPAs have the discretion to distribute the gifts to their respective offices based on need or as they deem appropriate.

No one individual should be presented with more than one gift, and the policies in the Values & Ethics Code for the Public Service should be followed when giving gifts to special guests who are employees of the public service.

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12. Use, display and distribution of holy books

12.1. Policy

Section 24 of the *Citizenship Act* states that persons taking the oath of citizenship can either swear or affirm their allegiance. Swearing allegiance accommodates those who wish to refer to their religious beliefs in the context of the citizenship ceremony and to place their hand on a holy book during the oath of citizenship. Affirming allegiance is a solemn declaration without reference to any religious text.

CIC accepts the display and distribution of holy books from various religious organizations.

12.2. Procedures

- Local offices inform candidates for citizenship of the option to either swear or affirm the oath of citizenship. Offices send candidates a Notice to Appear to Take the Oath of Citizenship. This Notice to Appear informs candidates that, if they wish to swear the Oath of Citizenship on a holy book, they must bring their own holy book. The option to swear or affirm must be announced to the candidates, either during the preamble or immediately before the administration of the oath. This can be done by the clerk of the ceremony or a citizenship judge. It should not be implied that one option is more desirable than the other.
 - The display and distribution of holy books will be made available at **onsite** citizenship ceremonies only, and candidates are free to take one from the display.
 - The responsibility for supplying and housing/storing holy books rests with the religious organization wishing to provide the material. Local offices should only accept to display holy books from religious organizations if the books are offered free of charge.
 - In order to reflect Canada's two official languages, the religious organization should offer holy books in English, French or both.
 - When approached by a religious organization to display holy books, accommodations should be made to display them in an accessible area, such as a table in the waiting area.
 - Instructions should be provided to the religious organizations prior to accepting the holy books (See Appendix F).
 - CIC staff and religious organization representatives shall not be actively involved in the distribution of holy books. Holy books should not be handed to clients at the citizenship ceremony but rather displayed where clients can help themselves before the ceremony. A bilingual note should be placed next to the display (See Appendix G).
 - When present, representatives from religious organizations should be discreet and not promote or lecture their beliefs.
 - CIC offices will monitor compliance with these guidelines.
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13. Cultural considerations

13.1. Cultural differences and sensitivities

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Canada is a multicultural country. Canadians welcome people from a wide range of cultural backgrounds as citizens.

Behaviour that is appropriate by traditional Canadian standards can be considered inappropriate and even insulting by people of different cultural backgrounds.

For instance, men and women from some cultures may find it inappropriate to shake hands with members of the opposite sex. Others might find any physical contact other than a hand-shake to be inappropriate.

Remarks, either formal or informal, that reflect on a particular culture, religious belief, or nationality are out of place at a citizenship ceremony.

Candidates for citizenship should not be asked to raise their hand or stand up during the naming of the countries or places of origin. Some candidates may not wish to publicly acknowledge their country or place of origin at the citizenship ceremony and may be placed in an uncomfortable position if they are required to comply with this request.

The clerk of the ceremony should be aware of cultural differences and sensitivities, and ensure that all participants respect them.

It is never appropriate to hold a ceremony specifically for a group made up of people of a particular ethnic or national origin, or religious belief. For instance, it is not appropriate to hold a ceremony for new citizens of U.S. origin only.

13.2. Full or partial face coverings

Candidates for citizenship wearing a full or partial face covering must be identified. When dealing with these female candidates it is the responsibility of a citizenship official to confirm the candidate's identity. This should be done in private, by a female citizenship official. The candidate must be asked to reveal her face to allow the CIC official to confirm the identity against the documents on file.

The candidates must be advised at this time that, they will need to remove their face covering during the taking of the oath. Failure to do so will result in the candidates not receiving their Canadian citizenship on that day.

Refer to section 6.5 for procedures on oath taking.

14. Photographs, sound recordings or videotaping (including media, CIC officials, professional photographers and guests)

14.1. Media coverage

There is a significant benefit to be gained from increased media coverage at citizenship ceremonies. The media or other professional photographers (departmental or other) may be invited to attend a citizenship ceremony. This is particularly common for special ceremonies, such as those on Canada Day, or those attended by the Governor General, a lieutenant governor, the Prime Minister, or special guests.

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The *Privacy Act* states that candidates for citizenship cannot be photographed, interviewed or otherwise identified at a ceremony without their consent. Candidates give their consent by signing the Permission Release Consent Form (CIT 0448) prior to participating in a citizenship ceremony. GCMS automatically generates the consent form as page 2 of the Notice to Appear to Take the Oath of Citizenship (CIT 0024)

The names of the candidates cannot be released to anyone – before, during or after a citizenship ceremony; however, the names of the countries that the new citizens came from can be released after the ceremony.

The following guidelines must be followed to permit media, CIC, or other professional photographers to photograph, make a sound recording or videotape during the ceremony, including the administration of the oath of citizenship.

The local office is responsible for:

- informing all candidates for citizenship of the media's presence and of their option to attend another ceremony if they object to the media's presence;
- ensuring that any candidate for citizenship, 18 years of age or older, signs the Permission Release Consent Form (CIT 0448 or CIT 0024) indicating that they, and the minor child(ren) for whom they have also made an application, if applicable, accept that the media may take photographs, make a sound recording or videotape during the ceremony (minor children who turned 18 during the process of their citizenship applications sign their own Permission Release Consent form);
- advising candidates that their names or photos may appear on TV, in newspapers or on websites for media purposes following the ceremony; and rescheduling candidates for a new ceremony that is as close as possible to the date of the original ceremony when candidates indicate that they do not wish to participate in the ceremony where the media or professional photographers are present.

The citizenship judge or volunteer presiding official should be advised as soon as it is known that the media will be present.

Citizenship staff should be prepared to help reporters arrange interviews for the citizenship judge or the volunteer presiding official, and the candidates. Staff members will also have to ensure that electrical outlets are available for television and radio, if required, and that there is an area for interviews. It is suggested that the interview area includes a Canadian flag or a pop-up CIC citizenship banner as appropriate backdrops. Interviews should take place either before or after the ceremony. One staff member should be assigned to coordinate the activities of the media.

In the event that a citizenship official is approached by the media to give an interview, the staff member should either refer the media to speak with the citizenship judge or volunteer presiding official, or offer only factual statements (e.g. number of candidates, number of countries, name of the citizenship judge or volunteer presiding official). If a co-host or partner indicates that they wish to issue a press release, or any other form of communication (e.g. school newsletter) to the public or media, approval must first be sought from the Regional Communications Director and, if necessary, NHQ Communications. Any communication release must be issued jointly by CIC and the co-host or partner.

If there are any concerns about the media at a specific ceremony, staff should contact the regional communication representative prior to the commencement of the ceremony.

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When completing the Notification of Prominent Guest(s) Attending a Citizenship Ceremony form (CIT 0503), local offices must clearly identify and flag special events to the attention of their Regional Communications representative for onward transmission to NHQ Communications. A ceremony carrying a special theme or including a special guest, or the particular profile of a host organization may turn a ceremony into an enhanced ceremony.

14.2. Guests' participation

The citizenship ceremony is also a memorable event for new citizens, their families, and the friends they have chosen to be in attendance. It is normal to expect that guests will want to take photographs or videotape during the ceremony. There should be opportunities given to guests to take photographs or videotape the ceremony.

It is recognized that allowing guests to take photographs or videotape during the administration of the oath may distract the candidates and cause disruption. As such, guests should be advised of the significance of the oath and asked to respect any guidelines as determined appropriate by the local office.

To ensure safety and minimal disruption during a citizenship ceremony, the following are suggested guidelines:

- designate an area for guests to take photos of their family members receiving their certificate of Canadian citizenship from the citizenship judge or volunteer presiding officer, such as an aisle away from the candidates moving up for receipt of their certificate;
- allow for photos to be taken during the administration of the oath, if they are doing so from their seats and are not interrupting the flow of the ceremony or being disrespectful/disruptive to those taking the oath; and
- provide an opportunity for formal photos with the citizenship judge or volunteer presiding official, or any other special guests following the ceremony.

14.3. Permission Release – Consent Form

The Permission Release Consent Form (double-sided with the Notice to Appear to Take the Oath of Citizenship – CIT 0024) should be signed and attached to all candidates' files even if the media or photographers are not present.

15. Election time

Campaign activities are incompatible with the function and purpose of a citizenship ceremony. To ensure non-partisan delivery of service,

- people who are seeking nomination,
- have publicly indicated their intention to run, or
- are running in an upcoming election

at any of the three levels of government, are not to be invited to attend citizenship ceremonies as special guests. This includes incumbent members of Parliament. It is the responsibility of local

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offices to confirm whether a guest has been nominated, has publicly indicated their intention to run, or is running in an upcoming election.

Once the writ for a federal, provincial or municipal election is issued and until the new candidates are sworn in, neither incumbent members nor candidates should be invited to a citizenship ceremony. This avoids any appearance of a citizenship ceremony being used for partisan political purposes.

For example, if a provincial election is called, neither provincial incumbents nor candidates should be in attendance at the ceremony. This would not, however, preclude a federal or municipal incumbent from attending if desired.

In the event that invitations have been sent out before the election announcement, local CIC officials should contact the affected invited guests and advise them that, due to the election, their attendance as special guests is no longer required.

During election time, if incumbent members or candidates attend a citizenship ceremony, the clerk of the ceremony must explain that they will not be introduced, will not be included as a platform guest, and will not be allowed to speak; and that they should not introduce themselves as a candidate when talking to new citizens.

In the event that a referendum is called and until the swearing-in ceremony, no elected officials at the federal, provincial or municipal level are to be invited to participate in a citizenship ceremony.

15.1. Election material

These guidelines apply to elections at the municipal, provincial and federal level: Voting is both a right and responsibility of Canadian citizenship; as such new Canadians are encouraged to exercise their right and responsibility by voting in all elections. General election materials (e.g. voter registration, where to vote and identification requirements) distributed at citizenship ceremonies is one way to ensure both new and established Canadian citizens are informed and aware of upcoming elections, and can provide them with the necessary resources to find out more.

Materials distributed at citizenship ceremonies must be non-partisan (e.g. pamphlet or brochure prepared by Elections Canada) and should provide the readers with contact information or positive messaging about the importance of voting.

Campaign materials coming from one particular party or candidate cannot be distributed or displayed at citizenship ceremonies or on the premises where ceremonies are being held.

All materials distributed during citizenship ceremonies must be bilingual in communities officially designated as bilingual, see section 3.5.1, *The Official Languages Act*.

These guidelines apply to elections from all three levels of government.

16. Ceremony scenario

Regardless if a ceremony is standard or enhanced, a set format must be followed, as described in this section.

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16.1. Playing of the video

Promotional videos provided or approved by NHQ can be played in the course of all citizenship ceremonies, either at the opening, in the middle or at the closing portion of the ceremony.

16.2. Receiving candidates for citizenship

Administrative steps should be taken before candidates are allowed to take the oath of citizenship and receive their Certificate of Canadian Citizenship at a citizenship ceremony. Also see section 3.7. The steps include:

- verifying the identity of the candidates. See CP 3 – Establishing Applicant's Identity;
 - candidates wearing a partial or full face covering must be advised that they will need to remove their face covering during the taking of the oath; refer to section 13.2
- ensuring the Permission Release Consent Form (CIT 0448E) is signed by any applicants 18 years of age or older. This includes minor applicants who turned 18 during the process of their citizenship applications (See Section 14.1, Media coverage);
- updating the candidate's status by affixing the stamp "Holder is No Longer a Permanent Resident" on the Record of Landing (IMM 1000). It is not necessary to update the Confirmation of Permanent Residence (IMM 5292). The phrase "Not Valid to Travel" is preprinted on the IMM 5292, as such new citizens can no longer use this document to travel as a permanent resident of Canada;
- retrieving the permanent resident cards from the candidates (as per subsection 60(a) of the Immigration and Refugee Protection Regulations). Refer to Appendix D, section 10 for instructions on what to do if the candidate forgets to bring their permanent resident card or reports it lost or stolen;
- ensuring candidates confirm that they are not and have not been subject to any criminal or immigration proceedings since the filing of their Application for Canadian Citizenship, by signing the "prohibitions" section of the Oath of Citizenship (CIT 0049) Form before the start of the ceremony. For administrative reasons, the signature for the "prohibitions" section may be obtained at the same time when candidates sign the "oath of citizenship" during the ceremony. Offices have the discretion to choose either option.
 - Candidates declaring prohibitions before the start of the ceremony will not be able to take the Oath of Citizenship.
 - Candidates declaring prohibitions after taking or signing the Oath of Citizenship will be dealt with pursuant to CP 9, Section 12 – Revocation of citizenship.

16.3. The preamble

When the candidates, their guests and other invited guests are in their seats, the clerk of the ceremony gives the preamble or instructions about the ceremony. See Appendix K, Sample ceremony preamble.

The clerk welcomes everyone and then introduces himself or herself, the citizenship judge or volunteer presiding official, and the citizenship staff. The clerk tells the candidates what will happen during the ceremony and what they are required to do.

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The language should be clear and simple, gender-neutral, and be recited slowly. If one or more of the candidates have identified French as their preferred language of choice then all of the preamble messages must be delivered bilingually.

The preamble should include:

- a statement that out of respect for the citizenship judge or volunteer presiding official, hats are not to be worn (does not apply to religious head coverings) and gum chewing is not permitted in the ceremony room;
- a statement that a family member or friend may be asked to escort their children to a designated area away from the ceremony or out of the ceremony room, and remain with them should the children become disruptive to the ceremony;
- a statement that all communication devices (e.g. cell phone, blackberry, pager) are to be turned off;
- a statement about emergency safety procedures and the location of washroom facilities;
- an explanation of the logistics of the ceremony:
 - the use of a holy book for those candidates who choose to swear the oath of citizenship
 - candidates for citizenship will be asked to repeat the oath of citizenship after the judge or presiding official. Candidates may either “swear” or “affirm” the oath of citizenship and even though the judge or presiding official will state that “I swear” candidates for citizenship may either state “I swear” or “I affirm”, but not state both

Reinforce that during the taking of the Oath of Citizenship, candidates must be seen taking the oath in either English or French, and:

- “Taking the oath is the final requirement to become a Canadian citizen.”
- “You must be seen by the presiding official or the CIC officials repeating the Oath of Citizenship in English, French, or both languages”
- “If there is any doubt that you have taken the oath (*or when applicable*, have not removed your face covering), you will NOT be called forward to receive your certificate.”
- minors under 14 years of age do not have to repeat the oath of citizenship but may if they wish
- new citizens return to their assigned seats
- the singing of “O Canada” (words are included in the program), introducing a guest singer or choir, if applicable
- the reception, if applicable
- an explanation of what is included in the program folders (a message from the Minister, *Becoming a Canadian Citizen* brochure and the national anthem card);
- a statement indicating that taking photos and videotaping are allowed during the ceremony, including during the administration of the oath of citizenship, *provided that they are doing so from their seats or from a designated area, and are not interrupting the flow of the ceremony or being disrespectful/disruptive to those taking the oath* (see section 14, Photographs, sound recordings or videotaping);
- a reminder that the citizenship judge or volunteer presiding official, RCMP and other special guests will be available for pictures following the ceremony (include the location) if applicable;
- a reminder that a candidate is **not** a citizen until he or she repeats the oath of citizenship, signs the Oath of Citizenship Form and is presented with the Certificate of Canadian Citizenship;

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- instructions indicating that candidates will then go to the table to sign the Oath of Citizenship form; or an explanation that the candidates have pre-signed their Oath of Citizenship form;
- instructions indicating that parents sign the Oath of Citizenship form for minors under 14, if applicable; and
- .
- the speech regarding the ICC Cultural Access Pass - see section 5.8.

The clerk closes the preamble by saying that the ceremony is about to begin.

It is preferable that all of the above instructions be provided up front before the ceremony begins. At the end of the ceremony, new citizens, their family and friends are excited and anxious (e.g. photo opportunities, reception), so it is difficult to get the full attention from everyone in the room. The following, however, could be delivered at the end of the event in a standard ceremony that is not followed by a reception.

- an explanation of what is in the certificate package, emphasizing the importance of safeguarding its contents and reminding candidates that it is important to check the certificate package to be sure it is complete and accurate (See [CP 10, Section 4](#) for replacing certificates with errors);
- a statement on the importance of making corrections to information in the certificate package as soon as possible after the ceremony;
- a statement that the Certificate of Canadian Citizenship **is not a travel document** and that a Canadian passport is the only reliable document available to Canadians for the purpose of international travel;
- a reminder of the importance of safeguarding their landing papers after becoming citizens as they may be required to show it at a later time to other levels of government (e.g. to obtain old age security benefit).

16.4. Opening the ceremony

The clerk of the ceremony signals the RCMP officer standing at the entrance of the room, who says:

*All rise.
Veuillez vous lever.*

If an RCMP officer is not available, the clerk of the ceremony opens the ceremony. The RCMP officer then leads the citizenship judge or volunteer presiding official and special guests into the room and to the stage area. See Section 24, Order of precedence.

When the citizenship judge or volunteer presiding official and special guests are in their places onstage, the RCMP officer moves to the far left of the stage (as seen by the audience).

The judge or presiding official and special guests sit down. The RCMP officer then says:

*This citizenship ceremony is now in session.
La cérémonie de citoyenneté est maintenant commencée.*

The RCMP officer remains standing at the far left of the stage area for the ceremony.

The clerk of the ceremony then says:

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*Please be seated.
Veuillez vous asseoir.*

When the candidates and guests are seated, the clerk says:

Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding official), in accordance with the provisions of the Citizenship Act, it is my privilege to present to you (number of) candidates for citizenship who have complied with the requirements of the Citizenship Act and are now ready to take the oath of citizenship and become Canadian citizens.

Juge, Monsieur, Madame (nom du juge de la citoyenneté ou du président de cérémonie), conformément aux dispositions de la Loi sur la citoyenneté, j'ai le privilège de vous présenter (nombre) demandeurs de citoyenneté qui se sont conformés aux exigences de la Loi sur la citoyenneté et qui sont maintenant prêts à prononcer le serment de citoyenneté et à devenir des citoyens canadiens.

16.5. Citizenship judge or volunteer presiding official speaks

The citizenship judge or volunteer presiding official offers “words of welcome” to candidates and guests to the ceremony. The welcome emphasizes the importance of active citizenship, the contribution each new citizen can make to Canadian society and the rights and responsibilities of citizenship.

The judge or volunteer presiding officer speaks for no longer than three to four minutes.

The following is to be included when speaking about the rights and responsibilities of Canadian Citizenship during remarks to new citizens:

As you know, Canada is a bilingual country and has two official languages: English and French. These languages are recognized in all the institutions of Parliament and the Government of Canada. You have the right to be served in either official language when you deal with the federal government.

Comme vous le savez, le Canada est un pays bilingue qui a deux langues officielles : le français et l'anglais. Ces langues sont reconnues par toutes les institutions parlementaires et le gouvernement du Canada. Vous avez le droit d'être servi dans la langue officielle de votre choix lorsque vous faites affaire avec le gouvernement fédéral.

Living in Canada, you and your family have the opportunity to learn Canada's two official languages English and French. Although some of you may still be trying to master your English languages skills, I encourage all of you who do not speak or understand French, to go out and learn French, which is Canada's other official language.

En vivant au Canada, vous et votre famille avez l'occasion d'apprendre les deux langues officielles du pays, le français et l'anglais. Bien que certains d'entre vous soient encore en train de parfaire vos habiletés en français, j'encourage tous ceux et celles d'entre vous qui ne parlent pas ou qui ne comprennent pas l'anglais, à tenter de l'apprendre, puisque c'est l'autre langue officielle du Canada.

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The citizenship judge or volunteer presiding official must also acknowledge the presence of any member of the Canadian Forces (CF) or veteran at the ceremony in the words of welcome to the new citizens, where active citizenship through military service or during war time is referenced. The CF member or veteran in attendance should also be officially recognized and thanked for their service and dedication to Canada.

The citizenship judge or volunteer presiding official says:

In the words of welcome:

We are honoured to have with us here today (insert name), who is a (member of the CF/veteran of the _____). We give thanks to the men and women who wear/wore the Canadian uniform and serve/have served our country.

Nous sommes honorés d'avoir (nom et titre/rang du membre des FC ou de l'ancien combattant) avec nous ici, aujourd'hui. Nous remercions les hommes et les femmes qui portent/ont porté l'uniforme canadien et servent/ont servi notre pays.

In the opening remarks:

As a Canadian citizen, you live in a democratic country where individual rights and freedoms are respected. Thousands of brave Canadians have fought and died for these rights and freedoms. The commitment to Canada of our men and women in uniform should never be forgotten or go unrecognized. We thank them.

En qualité de citoyen canadien, vous vivez dans une société démocratique où l'on respecte les droits et libertés individuels. Des milliers de braves Canadiens se sont battus et ont donné leur vie afin de protéger ces droits et libertés. L'engagement de ces hommes et de ces femmes en uniforme envers le Canada ne doit jamais être oublié ou passer inaperçu. Nous les remercions.

We are very fortunate to have (name of CF member or veteran) with us here today (ask the guest CF member or veteran to stand) who is a member of the Canadian Forces/veteran of (). (Insert brief biographical notes on the CF member or veteran, such as when they joined, when and where they served).

Nous sommes très heureux d'accueillir parmi nous aujourd'hui (nom du membre des FC ou de l'ancien combattant) qui est (un ancien combattant de _____ / membre des Forces canadiennes). (Insérer de brèves notes biographiques sur le membre des FC ou l'ancien combattant; c.-à-d. quand il s'est joint aux Forces canadiennes et les endroits et périodes où il a servi.)

16.6. New citizens' countries of origin

Before administering the oath of citizenship, the citizenship judge or volunteer presiding official calls out all the countries or places of origin of the candidates. Countries of origin are available in GCMS.

The citizenship judge or volunteer presiding official says:

Today's candidates for citizenship come from (number of countries). They are from (name all the countries).

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Les candidats à la citoyenneté d'aujourd'hui viennent de (nombre) pays. Ils viennent des pays suivants : (nommer tous les pays).

It is recommended not to ask candidates for citizenship to raise their hand or stand up during the naming of the countries of origin. Some candidates may not wish to publicly acknowledge their country of origin at the citizenship ceremony and may be placed in an uncomfortable position if they are required to comply with this request.

16.7. Taking the oath of citizenship

The clerk says:

Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding official) will now administer the oath of citizenship.

Monsieur/Madame (nom du juge de la citoyenneté ou du président de cérémonie) vous fera maintenant prêter le serment de citoyenneté.

*Would the candidates for citizenship please stand.
Les candidats à la citoyenneté sont priés de se lever.*

When the candidates are standing, the clerk/judge says:

*It is necessary that you be seen repeating the oath.
Il est nécessaire que nous puissions vous voir répéter le serment.*

If necessary, indicate to those wearing a full or partial face covering that now is the time to remove it

The oath of citizenship will be administered in both English and French. You can repeat it in either languages or both.

Le serment de citoyenneté sera répété en français et en anglais. Vous pouvez choisir la langue que vous préférez ou le répéter dans les deux langues.

If you choose to swear the oath on a holy book, please place the holy book in your left hand. (Pause)

Si vous avez choisi de prêter serment sur un livre saint, veuillez prendre le livre saint dans votre main gauche. (Pause)

At this time, we invite any Canadian citizens in the room to stand and reaffirm their citizenship if they wish to join us.

Les invités peuvent aussi se lever et réaffirmer leur citoyenneté s'ils le désirent.

Now, please raise your right hand and repeat the oath of citizenship after Judge, Mr. Mrs. Ms (name of citizenship judge or volunteer presiding official).

Maintenant, veuillez lever votre main droite et répéter le serment de citoyenneté après Monsieur/Madame (nom du juge de la citoyenneté ou du président de cérémonie bénévole).

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Only candidates for citizenship and Canadian citizens reaffirming their citizenship are required to stand. For the prescribed order of administering the oath of citizenship, see Section 3.4, the *Official Languages Act*, in this CP chapter.

When the audience is ready, the clerk says:

Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding official) the candidates for citizenship are ready to repeat the oath of citizenship.

Monsieur/Madame (nom du juge de la citoyenneté ou du président de cérémonie), les candidats sont prêts à prêter le serment de citoyenneté.

The judge or presiding official stands, faces the candidates and says:

*Please repeat after me.
Veuillez répéter après moi.*

*I swear (or affirm) that I will be faithful
and bear true allegiance
to Her Majesty Queen Elizabeth the Second,
Queen of Canada,
Her Heirs and Successors,
and that I will faithfully observe
the laws of Canada
and fulfil my duties as a Canadian citizen.*

In recognition that Canada is a bilingual country, I would like to invite those who wish to do so, to repeat the French version of the oath of citizenship after me. This symbolic gesture exemplifies your commitment to respecting Canada's two official languages.

*Je jure (ou j'affirme solennellement)
que je serai fidèle
et que je porterai
sincère allégeance
à Sa Majesté la Reine Elizabeth Deux, Reine du Canada
à ses héritiers et à ses successeurs,
que j'observerai fidèlement les lois du Canada
et que je remplirai loyalement mes obligations de citoyen Canadien.*

*Congratulations to you all. You are now Canadian citizens, citizens of a bilingual country.
Félicitations. Vous êtes maintenant citoyens canadiens, citoyens d'un pays bilingue.*

The clerk of the ceremony says:

*Please be seated.
Veuillez vous asseoir.*

16.8. Presentation of certificates

The clerk of the ceremony says to the candidates:

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The citizenship judge (or presiding official) will now present certificates of citizenship. When I call your name, please come to the front, where Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding official) will present you with your certificate.
Le juge de la citoyenneté (ou le président de cérémonie) remettra maintenant les certificats de citoyenneté. Quand je prononcerai votre nom, veuillez vous rendre à l'avant de la salle, où Monsieur, Madame (nom du juge de la citoyenneté ou du président de cérémonie) vous remettra votre certificat.

After you receive your certificate, please go to the table at (location of table) to sign the Oath of Citizenship form.

After you have signed the Oath of Citizenship form, please return to your seat.

Une fois que vous aurez reçu le certificat, veuillez vous rendre à la table se trouvant (endroit de la table) pour signer le formulaire de serment de citoyenneté.

Après que vous aurez signé le formulaire, vous pourrez regagner votre place."

OR

(if Oath of Citizenship forms were signed at check in, before the start of the ceremony).

After you receive your certificate, please return to your seat

Vous êtes priés de reprendre votre place après avoir reçu votre certificat.

16.9. Presentation of certificates at large “mega” ceremonies

At large ceremonies where 100 or more candidates receive citizenship, more than one person may present the certificates. In “mega” ceremonies where local CIC offices require someone other than a citizenship judge to present certificates to the new citizens, approval by the Registrar of Citizenship for each event to present the certificates to new citizens is required. All requests for delegation by the Registrar are to be submitted in an e-mail to [Nat-Cit-Operations](#) mail box. The delegation to present citizenship certificates at ceremonies is under paragraph [17\(1\)\(c\) of the Regulations](#). See Section 4.2, Delegation to present citizenship certificates.

16.10. Clerk calls candidates forward

The clerk of the ceremony calls out the names of candidates and hands the certificates to the citizenship judge or volunteer presiding official. Family groups can be called to receive their certificates together.

In large ceremonies, an entire row can be called to receive certificates at the same time. This is preferable to their coming to the front individually. This option may also be used for smaller ceremonies.

For candidates who were not seen taking the oath by the juge/presiding official or CIC officials, the certificate is to be pulled before starting to call out the candidates' names. Refer to section 6.5.2.

16.11. Offering congratulations to candidates

The citizenship judge or volunteer presiding official and special guests take their places for the presentation of the certificates. The order of the receiving line should be in the same order as the procession line to the platform. The RCMP officer leads the platform party from the stage area to

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the floor for the presentation of the certificates. The RCMP officer may form part of the receiving line and position themself and remain standing at the end of the line after the special guests. The citizenship judge or presiding official congratulates each candidate, shakes the candidate's right hand, if that is appropriate, and puts the certificate in the candidate's left hand.

Special guests participating in the presentation will also shake hands with the new citizens or hand out special gifts (e.g. pins, cultural passes) before they return to their seats. For all new citizens, including small children, a handshake is the appropriate greeting.

See also Section 13., Cultural considerations.

16.12. Minors under 14 may receive certificates

Although the *Citizenship Act* does not require new citizens under the age of 14 to take the oath of citizenship, they may attend the ceremony and receive certificates.

On occasions, CIC officials may receive a call from a parent of a non-accompanying minor under 14 who has already received his/her certificate package directly from CPC Sydney but wishes to attend a citizenship ceremony and be presented with his/her citizenship certificate. In this instance, CIC officials make the necessary arrangements with the family to include the child in an upcoming ceremony event. The family will be reminded to bring the child's certificate package to the office on the date of the ceremony.

16.13. Signing the Oath of Citizenship form

After new citizens receive their certificates, they go to the certificate table to sign the Oath of Citizenship form. The new citizens then return to their seats.

Note: Citizenship officials may use their discretion to allow candidates to sign the Oath of Certificate form at the check-in time prior to repeating the oath of citizenship before the citizenship judge or volunteer presiding official.

16.14. After candidates sign the Oath of Citizenship form

When all candidates have signed the Oath of Citizenship form and have returned to their seats, the RCMP officer leads the citizenship judge or volunteer presiding official and special guests to return to their places on the stage area.

The clerk of the ceremony says:

*Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding official), that concludes the administration of the oath of citizenship and the presentation of certificates.
Juge, Monsieur, Madame (nom du juge de la citoyenneté ou du président de cérémonie), voilà qui termine la prestation du serment de citoyenneté et la présentation des certificats.*

The clerk then sits.

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16.15. Special guests' remarks

Once the certificates of citizenship have been presented, the citizenship judge or volunteer presiding official congratulates the new citizens, and then introduces special guests, who make their congratulatory remarks. Their remarks should be no longer than two minutes each.

16.16. Closing remarks

After special guests have spoken, the citizenship judge or presiding official makes closing remarks and asks the new citizens and guests to join in singing of the national anthem.

16.17. The national anthem

The clerk of the ceremony says:

Please all rise for the singing of our national anthem.

Veillez vous lever pour entonner notre hymne national.

We encourage you to join us and sing it loudly with pride. Today, you will be singing "O Canada" for the very first time as a Canadian citizen. This is now your national anthem! We will be signing a bilingual version but you may choose to sing in English or French, or bilingually. The words to "O Canada" are printed in your programs..

Nous vous encourageons à mêler vos voix aux nôtres avec fierté et assurance. Aujourd'hui, vous chanterez le « Ô Canada » pour la toute première fois en tant que citoyen canadien. Cet hymne national est maintenant le vôtre! Vous pouvez chanter « Ô Canada » en français ou en anglais, ou encore dans les deux langues. Les paroles se trouvent dans votre programme.

The platform party stands at attention for "O Canada."

Note: For ceremonies where musicians or singers are not present, local offices are to play the Anthem using the CD's with the bilingual version provided by NHQ. CD's of the National Anthem are available through the Nat-Cit-Box. CIC officials should also sing along with the assembly.

At the conclusion of our national anthem, the clerk or the judge or presiding official says:

Congratulations to you all.

Félicitations à tous.

Please remain standing.

Veillez rester debout.

16.18. Ceremony ends

The RCMP officer says:

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*This citizenship ceremony is now closed.
La cérémonie de citoyenneté est maintenant terminée.*

The RCMP officer leads the citizenship judge or volunteer presiding official and special guests in the platform party from the stage area and out of the room.

If an RCMP officer is not present, the clerk of the ceremony closes the ceremony.

16.19. Clerk's closing remarks

The clerk of the ceremony remains standing until the platform party has left the room. The clerk may again remind the new citizens to check the contents of their certificate packages, and to correct mistakes on the certificate as soon as possible.

If there is a reception, the clerk adds:

*I invite you to the reception, being held in (place and location).
Je vous invite à la réception qui se tiendra (endroit).*

See Appendix C for the bilingual text for the clerk of the ceremony.

16.20. Informal reception

These gatherings give the new citizens the opportunity to mingle and meet the citizenship judge or volunteer presiding official, special guests, the clerk and citizenship staff. They are also often a good opportunity for photos with the judge and any other special guests.

Signage regarding nut allergies should be displayed in the reception area at a location where it can be easily seen.

17. Special guests

17.1. Ceremony where Governor General or a lieutenant governor is a special guest

17.1.1. Governor General

If the Governor General accepts an invitation to attend, the ceremony—including the number of candidates—is planned in consultation with federal Government House officials.

When attending ceremonies, the Governor General is usually the only person, other than the citizenship judge or volunteer presiding official, who speaks at the ceremony, as such other special guests will not be making welcoming or congratulatory remarks at the podium. Staff are to address the Governor General as "Your Excellency." See Section 18, Styles of address.

The Governor General's flag must fly when he/she is on the grounds.

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As a special guest, the Governor General does not present certificates to the new citizens, but does congratulate them upon their receiving citizenship. The Governor General will present certificates only when he/she is presiding over a citizenship ceremony.

17.1.2. Lieutenant Governor

Planning for a ceremony that a lieutenant governor is attending is conducted in consultation with provincial Government House officials.

Staff are to address a lieutenant governor as “Your Honour”. See Section 18, Styles of address.

As a special guest, the lieutenant governor does not present certificates to the new citizens, but does congratulate them upon their receiving citizenship. The lieutenant governor will present certificates only when presiding.

17.1.3. Entrance to the ceremony

At ceremonies where the Governor General or a lieutenant governor are in attendance, they should enter separately from the other members of the platform party. Special guests are seated in advance of the arrival of the Governor General or a lieutenant governor, and the citizenship judge or volunteer presiding official; or the Governor General/lieutenant governor can enter at the front, followed by the platform party.

Once the candidates, their families and friends, and the special guests are seated, the RCMP officer calls for order and says:

*All rise. Please stand for the arrival of His/Her Excellency, the Governor General and other members of the platform party.
Veuillez vous lever pour accueillir Son Excellence le gouverneur général et les autres dignitaires.*

or

*All rise. Please stand for the arrival of His/Her Honour, the Lieutenant Governor of (name of province).
Veuillez vous lever pour accueillir Son Honneur le lieutenant gouverneur de (nom de la province).*

The RCMP officer escorts the Governor General or lieutenant governor, and the citizenship judge or volunteer presiding official to an assigned place in the stage area of the room where the ceremony is being held.

The Vice-Regal Salute is then played: the first six bars of the royal anthem “God Save the Queen”, followed by a short version (the first four bars and the last four bars) of the national anthem “O Canada”. There are no words to this anthem. Guests should be advised not to sing during the playing of the Salute. Government houses have recordings of the Vice-Regal Salute.

Following the Vice-Regal Salute, the RCMP officer says:

*This citizenship ceremony is now in session.
La cérémonie de citoyenneté est maintenant commencée.*

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The clerk of the ceremony then says:

Please be seated.

Veillez vous asseoir.

The ceremony then proceeds in the usual way until the presentation of certificates

17.1.4. Presentation of certificates

After the taking of the oath of citizenship, the RCMP officer leads the citizenship judge or presiding official and the Governor General or lieutenant governor to the floor for the presentation of certificates. The RCMP officer stands at the end of the receiving line.

The clerk of the ceremony should stand apart from the citizenship judge or presiding official and the Governor General or lieutenant governor. The clerk will call out the names of those receiving certificates. The clerk passes the certificates, one at a time, to the citizenship judge or presiding official.

The citizenship judge or presiding official presents the certificates and congratulates each new citizen.

As a special guest, the Governor General or lieutenant governor congratulates each new citizen. The Governor General only presents certificates when presiding over the ceremony.

The clerk continues to call the names until all candidates have been presented with a certificate, signed the Oath of Citizenship Form and returned to their seats.

The RCMP officer then escorts the citizenship judge or presiding official, and the Governor General or lieutenant governor to return to their places in the stage area.

The ceremony then continues in the usual way until it is time to leave the room.

17.1.5. Leaving the ceremony

At the end of the citizenship ceremony, following the singing of "O Canada," the RCMP officer says:

*This citizenship ceremony is now closed. Please remain standing for the departure of His/Her Excellency the Governor General (His/Her Honour the Lieutenant Governor).
La cérémonie de citoyenneté est maintenant terminée. Veuillez rester debout pendant que Son Excellence le gouverneur général (Son Honneur le lieutenant gouverneur) quitte les lieux.*

The RCMP officer then escorts the Governor General or lieutenant governor, the citizenship judge or presiding official, and other members of the platform party from the room.

17.1.6. Spouses of the Governor General and lieutenant governors

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Spouses of the Governor General and lieutenant governors have official status and hold the same rank. The courtesies extended to the Governor General and a lieutenant governor are also extended to their spouses.

For instance, the spouse of the Governor General is addressed as "Your Excellency," and the spouse of a lieutenant governor is addressed as "Your Honour."

If he or she wishes, the spouse of the Governor General or of a lieutenant governor is included in the procession entering the room where the ceremony is held. He or she is seated next to the Governor General or lieutenant governor during the ceremony, and is included in the procession at the end.

The spouse can greet and congratulate new citizens upon their receiving citizenship. If there is a reception following the ceremony, these spouses are invited to participate.

17.2. Ceremony where Prime Minister, federal Cabinet ministers or a provincial premier is a special guest

The presence of the Prime Minister, a federal Cabinet minister, or a provincial premier is planned with their respective staff.

As a special guest, these dignitaries congratulate each new citizen. They will present certificates only when presiding.

When the Prime Minister attends an event, it is recommended that two RCMP officers be available. One RCMP officer stands at the beginning of the procession and opens the ceremony; the second officer stands at the end of the procession and closes the ceremony. Both officers remain on each end of the stage area and at the receiving line.

17.2.1 Entrance to the ceremony

At ceremonies where the Prime Minister, a federal cabinet minister, or a premier is in attendance they should enter separately from the other members of the platform party. The special guests are seated in their places in advance of the arrival of the Prime Minister/federal cabinet minister/premier and citizenship judge or volunteer presiding official; or the Prime Minister/federal cabinet minister/premier can enter at the front, followed by the platform party.

Once the candidates, their families and friends, and the special guests are seated, the RCMP officer calls for order and says:

*All rise. Please stand for the arrival of the Prime Minister (cabinet minister or premier).
Veuillez vous lever pour l'arrivée du premier ministre (du ministre fédéral ou du premier ministre provincial).*

The RCMP escorts the Prime Minister (cabinet minister or premier) and the citizenship judge or presiding official to an assigned place in the stage area of the room where the ceremony is being held.

While everyone is still standing, the RCMP officer says:

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*This citizenship ceremony is now in session.
La cérémonie de citoyenneté est maintenant commencée.*

The clerk of the ceremony then says:

*Please be seated.
Veuillez vous asseoir.*

The ceremony then proceeds in the usual way until the presentation of certificates.

17.2.2. Presentation of certificates

After the taking of the oath of citizenship, the citizenship judge or presiding official joins the Prime Minister (cabinet minister or premier) to present certificates.

Standing apart from the citizenship judge or presiding official, and the Prime Minister (cabinet minister or premier), the clerk calls out the names of those receiving certificates. The clerk passes the certificates to the citizenship judge or presiding official, one at a time.

The citizenship judge or presiding official congratulates each new citizen and presents them with their certificate.

As a special guest, the Prime Minister (cabinet minister or premier) congratulates each new citizen.

The clerk continues to call the names until all candidates have been presented with a certificate, signed the Oath of Citizenship form and returned to their seats.

The RCMP officer then escorts the Prime Minister (cabinet minister or premier) and the citizenship judge or volunteer presiding official to return to their places in the stage area.

The ceremony then continues in the usual way until it is time to leave the room.

17.2.3. Leaving the ceremony

At the end of the citizenship ceremony, following the singing of "O Canada," the RCMP officer says:

*This citizenship ceremony is now closed. Please remain standing for the departure of the Prime Minister (cabinet minister or premier).
La cérémonie de citoyenneté est maintenant terminée. Veuillez rester debout pendant que le premier ministre (le ministre fédéral ou le premier ministre provincial) quitte les lieux.*

The RCMP officer then escorts the Prime Minister (cabinet minister or premier), the citizenship judge or presiding official, and other members of the platform party from the room.

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17.3. Ceremony where a Member of Parliament is a special guest

Members of Parliament (MPs) are always welcome to attend citizenship ceremonies in their own or neighbouring ridings. On occasions, MPs from neighbouring ridings may wish to attend a special event (e.g. Canada Day ceremony) outside their own ridings; in this instance, invitations may be extended to them. Out of courtesy, the MP who is responsible for the riding where the ceremony takes place, should be advised ahead of time that other MPs may be present. See section 15 regarding election time.

A member of Parliament may bring greetings on behalf of the federal government. In their absence, a representative from their constituency office may bring greetings on their behalf.

The speaking order for MPs where there are more than one MP in attendance is:

- MP who is responsible for the riding speaks first,
- Neighbouring MPs speak next. Order is to be determined by the proximity of their respective riding to the location of the ceremony.

They may congratulate or greet new citizens during the ceremony and may be asked to give a short speech. See Section 16.15, Special guests' remarks.

17.3.1. Guidelines

When appearing as a special guest at a citizenship ceremony, Members of Parliament should keep the following points in mind:

- the clerk of the ceremony will provide them with a full briefing on the ceremony upon their arrival at the CIC office;
- following the presentation of certificates, guest speakers will be introduced and invited to give a brief address;
- members of Parliament should plan on spending 15 or 20 minutes after the ceremony, attending the reception and posing for photographs with the new Canadians.

When the local citizenship office receives a request or inquiry from a MP office wishing to host a citizenship ceremony in their riding, they should follow the guidelines outlined in Section 5.6, Hosts and sponsors.

17.3.2. Remarks

If asked to speak, members of Parliament should remember that:

- the citizenship ceremony is not a platform for expressing political viewpoints, asking people to vote for them or raising controversial issues;
- remarks on this occasion should focus primarily on welcoming new Canadians and on the importance of our citizenship;
- members of Parliament are invited to highlight the positive aspects of Canadian citizenship—the rights and responsibilities of being Canadian, the values that unite us and the importance of playing an active role in our society;
- remarks should include segments in both official languages, in proportions appropriate to the audience being addressed (e.g. predominately English or French speaking);

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17.4. Other special guests

Other special guests, such as former federal cabinet ministers, provincial cabinet ministers, members of provincial and territorial legislatures, elected municipal leaders and civic and community leaders, may be guests at citizenship ceremonies. Special guests may make brief remarks welcoming new citizens and congratulate them during the ceremony, after they have received their certificates.

In a ceremony where there are many invited guests, the guests holding a higher office/rank will join the platform party on the stage area, with the remaining guests sitting in the front rows in reserved seats.

If there is a reception after the ceremony, all guests are invited and expected to attend and mingle with the new citizens and their guests.

17.5. Special guests' remarks

The Governor General, lieutenant governors, the Prime Minister and federal cabinet ministers usually speak for about three to four minutes.

Other special guests should speak no longer than two to three minutes. Their remarks should offer congratulations to the new citizens, welcome them and bring greetings from the organizations the speakers represent.

Local citizenship officials can exercise their discretion to limit the number of speaking guests at a citizenship ceremony. It is recommended that one to two speakers are appropriate for a standard ceremony and no more than three speakers for an enhanced ceremony (e.g. Canada Day).

All persons invited to speak at the ceremony must be aware that the ceremony is not an opportunity to present political views, to present a point of view, or to sell a product. Their greetings should offer congratulations to the new citizens.

18. Styles of address

CIC officials should refer to the following website offered by Canadian Heritage for the current protocol of addressing dignitaries and others, in writing and in conversation.

See <http://www.pch.gc.ca/pgm/ceem-cced/prtcl/address2-eng.cfm>

19. Order of precedence

The order of precedence relates to a special guest's entry into a citizenship ceremony, seating, speaking order and place in a receiving line. It should be noted that neither the citizenship judge nor the clerk of the ceremony has the discretion to change the established protocol.

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A citizenship judge or presiding official is always the first official to enter the ceremony room, unless an RCMP officer is present to open the ceremony. The entrance for the clerk of the ceremony is explained in the end of this section.

Note: If a piper, drummer, flag party or honour guard is included in the opening of the ceremony, the RCMP officer asks everyone in the ceremony room to rise. He returns to the procession and, following the piper, drummer or flag party, leads the platform party into the room and to the stage area.

- RCMP Officer
- The Citizenship Judge (presiding official)
- The Governor General
- The Prime Minister of Canada
- The Chief Justice of Canada
- Former governors general, with relative precedence among them governed by the date of their leaving office
- Former prime ministers of Canada, with relative precedence governed by the date of their first assumption of office
- The Speaker of the Senate
- The Speaker of the House of Commons
- Ambassadors, high commissioners, ministers plenipotentiary, with precedence for ambassadors and high commissioners determined by the date of presentation of their credentials
- The members of the Cabinet, Department ministers and secretaries of State with relative precedence governed by the date of their appointment to the Queen's Privy Council for Canada
- The Leader of the Opposition
- Members of the Queen's Privy Council for Canada who are not members of the current federal cabinet, in accordance with the date of their appointment to the Privy Council
- The Primate of the Anglican Church of Canada, a prelate of the Roman Catholic Church having high relative precedence in that Church in Canada, the Moderator of the United Church of Canada, the Moderator of the Presbyterian Church in Canada, the President of the Baptist Federation of Canada, or their representatives; and a representative of the Jewish faith in Canada. The precedence of Canadian ecclesiastical dignitaries or their representatives is governed by the date of their assumption of their present office.
- Puisne judges of the Supreme Court of Canada
- The Chief Justice and the Associate Chief Justice of the Federal Court of Canada
- The chief justices of the highest court of each province and territory with precedence governed by the date of appointment; and the chief justices of the other superior courts of the provinces and territories, including the Associate Chief Justice of the Superior Court of Quebec, with precedence governed by the date of appointment
- Judges of the Federal Court of Canada, with precedence governed by the date of appointment; puisne judges of the superior courts of the provinces and territories, with precedence governed by the date of appointment
- Senators of Canada
- Members of the House of Commons
- Consuls-general of countries without diplomatic representation
- Clerk of the Privy Council and Secretary to Cabinet
- The Chief of the Defence Staff and the Commissioner of the Royal Canadian Mounted Police
- Speakers of legislative assemblies, within their province and territory
- Members of executive councils, within their province and territory

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- Judges of provincial and territorial courts, within their province and territory
 - Members of legislative assemblies, within their province and territory
 - Chairperson of the Canadian Association of Former Parliamentarians
 - Elected municipal leaders
 - Civic and community leaders
 - Representative of the host group or organization
- The entrance for the clerk of the ceremony of a standard (regular) ceremony and an enhanced (special) ceremony differs.
 - In a standard ceremony with the presence of an RCMP officer, the clerk follows the citizenship judge into the ceremony room.
 - In a standard ceremony without the presence of an RCMP officer, the clerk stands at the podium, asks the audience to rise for the entrance of the citizenship judge.
 - In an enhanced ceremony with the presence of an RCMP officer, the clerk stands at the podium and signals the RCMP. The RCMP officer asks the audience to rise and escorts the citizenship judge and special guests into the ceremony room.
 - In an enhanced ceremony, without the presence of an RCMP officer, the clerk stands at the podium, asks the audience to rise for the entrance of the citizenship judge and special guests.
 -
 - The sequence of events for an enhanced citizenship ceremony should be reviewed by and discussed ahead of time with everyone playing a part in the ceremony. A walk-through or rehearsal may also help to clarify all the details before the event. See Appendix M, Sequence of events template.
 - Questions related to the protocol should be directed to the Nat-Cit-Operations e-mail box.

20. Time lines for planning ceremonies

45 days before ceremony	<p>Notify and consult with the citizenship judge or volunteer presiding official.</p> <p>Consult with host organization and sign the Hosting Agreement.</p> <p>Visit and check facilities for suitability.</p> <p>Enter as much detail as possible in the Lookahead Report.</p> <p>Make arrangements with the commanding officer of the RCMP detachment.</p>
30 days before ceremony	<p>Obtain consent from the Manager of the Citizenship Program Delivery and Promotion Unit of OMC at NHQ for appearance of special guests.</p> <p>Request delegation from the Registrar of Citizenship of an approved person to preside over the ceremony, if required.</p> <p>Enter event details in the events database.</p> <p>Start planning ceremony logistics.</p> <p>Follow-up with RCMP detachment by e-mail or by telephone.</p>

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	<p>Make arrangements with CF/veteran representative.</p> <p>Advise CIC regional communication representative if there is likely to be media interest.</p> <p>Select candidates and verify certificates.</p> <p>Prepare Notice to Appear and Information Sheet for candidates.</p> <p>Prepare draft program in consultation with host group.</p>
14 days before ceremony	<p>Verify that certificates are properly prepared and adhere to the applicable policies for names and dates of birth.</p> <p>Send Notice to Appear and Information Sheet to candidates.</p> <p>Prepare list of candidates for registration at ceremony (nominal roll).</p> <p>Prepare breakdown of candidates by country of origin.</p> <p>Prepare documents for ceremony (e.g. Oath forms, commemorative certificates).</p> <p>Make arrangements for security, if required.</p> <p>Make arrangements for citizenship staff to attend.</p> <p>Prepare agenda.</p> <p>Consult with judge or presiding official.</p> <p>Review proposed program with host organization and then print programs.</p>
7 days before ceremony	<p>Confirm availability of citizenship staff.</p> <p>Confirm attendance of special guests including guest speakers, musicians, choirs, etc.</p> <p>Brief volunteers, if applicable.</p> <p>Arrange for provision of "O Canada" cards and flag pins.</p>
3 days before ceremony	<p>Reconfirm the availability of the judge or presiding officer.</p> <p>Reconfirm the availability of citizenship staff.</p> <p>If media is expected, confirm attendance of Regional Communications.</p>
24 hours before ceremony	<p>Brief staff.</p> <p>Confirm any special arrangements (if necessary, arrange for a dress rehearsal).</p> <p>Verify that certificates are correct.</p> <p>Ensure that certificates are in the order they will be presented.</p> <p>Arrange for sound system and "O Canada" recording, if needed.</p> <p>Review prepared program.</p>

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21. Checklists

Notifying candidates	
Notice to Appear to Take the Oath of Citizenship mailed?	
Does it include date, time, place and office phone number?	
Does it include an information sheet? If media are going to be present at the ceremony, include this on the information sheet.	
Has an alphabetical list of candidates been prepared?	
Does the list match certificates and Notices to Appear?	
Are there sufficient copies of the list?	
Has a country of origin list been prepared from the list?	
RCMP	
Does the RCMP know about the ceremony?	
Has the RCMP attendance been confirmed?	
Does the RCMP officer know what to do?	
The volunteer presiding official (if citizenship judge is not presiding)	
Is there a list of those who have volunteered to preside?	
Has the presiding official been contacted?	
Has the approval of the Registrar of Citizenship been obtained?	
Has the presiding official's attendance been confirmed?	
Has the presiding official attended an orientation session?	
Is there a robe for the presiding official?	
Has the program for this ceremony been reviewed?	
Have the presiding official's speaking notes been reviewed?	
Hosts and sponsors	

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Is there a host or sponsor for the ceremony?	
Has the program been reviewed with the host or sponsor?	
Do the hosts or sponsors understand their role and responsibilities?	
Is there a reception after the ceremony?	
Have the refreshments for the reception been arranged?	
Gifts and mementos	
Are there enough Canadian flags and lapel pins for all candidates?	
When are they being presented?	
Are other gifts or mementos being presented?	
Are they appropriate?	
Are there enough for all candidates?	
When are they being presented?	
Has the citizenship judge or presiding official been told about the gifts or mementos?	
Do the citizenship judge's or presiding official's remarks acknowledge the donor?	
The room	
Is the room free of posters, signs, etc.?	
Room temperature	
Do you know where the room's heating controls are?	
Will a janitor or caretaker be available for the ceremony?	
Stage area	
Is there room for the Canadian flag, a lectern and a desk in addition to platform party?	
Are there chairs for the citizenship judge or presiding official, the clerk of	

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the ceremony and special guests?	
If the stage area is raised, are there stairs on either side?	
Are the stairs well-lit and easy to use?	
If people with disabilities are among the candidates, can they get on stage?	
Is there enough room for candidates to accept certificates?	
Lectern	
Is there a lectern or speaking stand for the citizenship judge or presiding official?	
If it has a light, does the light work?	
Is the lectern at the front of the stage area?	
Clerk of the ceremony's desk	
Is there a desk or lectern for the clerk of the ceremony?	
Is it big enough to hold the certificates?	
Lighting	
Are theatrical-type stage lights being used?	
Do the lights affect the platform party's vision?	
Do the lights affect the vision of candidates?	
Have you checked the lighting from the audience area?	
Have you checked the lighting from the stage area?	
Flags, coats of arms, emblems, portraits	
Is a Canadian flag available?	
Is it in good condition?	
Is it at the citizenship judge or presiding official's left, at the back of the stage area, as seen by the audience?	

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Is the flagstaff 2–2.5 m high?	
If the flag is displayed vertically, is the upper part of the leaf to the left, as seen by the audience?	
Are provincial and territorial flags being flown or displayed?	
Are all the provincial and territorial flags available?	
Are the provincial and territorial flags in the right order?	
Are the Arms of Canada displayed?	
Are the Arms immediately behind the citizenship judge or presiding official?	
Are provincial and territorial arms displayed?	
Are all the provincial and territorial arms available?	
Are they in the right order?	
Are Canada's emblems displayed?	
Are all the emblems available?	
Are they in the right order?	
Is a portrait of the Queen or current Governor General displayed?	
Is it hanging on a wall or backdrop behind the citizenship judge or presiding official?	
Is the <i>Canadian Charter of Rights and Freedoms</i> displayed?	
Is it framed?	
Is it in both official languages?	
Would it be better to display the coats of arms and emblems elsewhere in the room?	
If they are displayed elsewhere, are they in the right order and displayed properly?	
Sound system	

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Is a sound system needed?	
Has it been checked?	
Does it include microphones for the citizenship judge or presiding official and clerk?	
Does it include a CD or other player for "O Canada?"	
Is there a recording of "O Canada" available?	
Is it ready to be played?	
Does the person responsible for playing "O Canada" know how to operate the equipment?	
Is there a back-up sound system?	
Has it been checked?	
Does the clerk know how to operate the system?	
If there is no back-up sound system, is there someone available to fix the system if it breaks down?	
If there is no sound system, is there someone to lead the singing of "O Canada"?	
Are there enough National Anthem cards for everyone at the ceremony?	
Are National Anthem cards available for the platform party, the candidates and their guests?	
Seating	
Are the candidates seated together directly in front of the stage area?	
Are there enough seats for all the candidates?	
Are there enough seats for guests?	
Are the seats comfortable?	
Are the seats adequately spaced?	
Is there room between rows of candidates' seats for candidates to go to	

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the stage area and return without disturbing other rows?	
Will each candidate be given a seat number?	
Does each seat in the candidates' seating have a number?	
Do the seat numbers correspond to the order of presentation of certificates?	
Will the flow of candidates to and from the stage be smooth?	
Signing the Oath of Citizenship form; certificate packages	
Are there pens for new citizens to sign the Oath of Citizenship forms?	
Is there a table for new citizens to sign Oath of Citizenship forms and pick up certificate packages?	
Are the Oath of Citizenship forms and certificate packages in the same order as candidates receiving their certificates?	
Are there stamps to update the IMM 1000? Are there copies of the Solemn Declaration Concerning a Permanent Resident Card that was Lost, Stolen, Destroyed or Never Received (<u>IMM 5451</u> or CIT 0459)?	
Are there Interpreter's Oath forms (<u>CIT 1-0117B</u>)?	
Staff	
Is there a staff member to check arriving candidates against the ceremony nominal list and assign them seat numbers?	
Is there a staff member to ensure new citizens sign the Oath of Citizenship form and receive certificate packages?	
Do staff members at the ceremony know their responsibilities and the responsibilities of other staff?	
Special guests	
Are there special guests for the ceremony?	
Does the citizenship judge or presiding official know who they are?	
Does the citizenship judge or presiding official have the information to introduce them?	

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Will the special guests be speaking?	
Have their remarks been reviewed?	
Do they know they will enter the room with the rest of the platform party?	
Do they know where to sit in the stage area?	
Do the special guests know when they will be speaking and the length of their speech?	
Are the special guests presenting gifts or mementos?	
Are the gifts or mementos appropriate?	
Do the special guests know when they are presenting their gifts or mementos?	
Does the citizenship judge or presiding official know about the special guests?	
The media	
Are the media invited?	
Has the Permission Release Consent Form (CIT 0448 or page 2 of CIT 0024) been signed by all candidates?	
Has a Communications or CIC staff member been assigned to the media to explain the guidelines?	
Are there electrical outlets available for broadcast media?	
Has the regional communication representative been contacted about media presence?	
Official languages	
Have all candidates received literature, notices and other correspondence in their language of choice?	
Have you ensured that all candidates will be served in both official languages?	

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Appendix A – Sample Information Sheet for Candidates to accompany the Notice to Appear to Take the Oath of Citizenship

The Citizenship Ceremony Information Sheet for Candidates

Who attends?

The citizenship ceremony is a solemn and joyous occasion that your family and friends are welcome to attend. Everyone 14 years of age or older who is becoming a Canadian citizen must attend the ceremony and take the oath of citizenship. Children under 14 years of age are not required to attend, but are welcome. Parents and their children, however, may be asked to leave the ceremony room or move to another area if their children disrupt the ceremony. Please arrive at the citizenship ceremony at the time specified and bring the attached "Notice to Appear" form with you. Please allow 2 hours for these proceedings. *(Depending on the ceremony facility, local office may need to insert a sentence here to limit the number of guests each candidate may invite to the ceremony.)*

Dress

The appropriate dress for a citizenship ceremony is business attire, but you may choose to wear a traditional dress.

Oath of citizenship

At the ceremony, you may either swear on a holy book or affirm the oath of citizenship. Swearing accommodates those who wish to refer to their religious beliefs, while affirmation is intended to accommodate those who do not wish to use a holy book. If you wish to swear your oath, please bring your own holy book. Whether you swear or affirm your oath, you will be given instructions during the ceremony and will be asked to repeat the oath after the citizenship judge or volunteer presiding official.

You must advise the local citizenship office **before** the ceremony if you have been subject to any criminal or immigration proceedings since you made your Application for Canadian Citizenship.

Certificate of Canadian Citizenship

You will be given your certificate of citizenship package after you have taken the Oath of Citizenship and signed an Oath of Citizenship Form. This package contains a miniature (wallet-sized) certificate with your photograph, which is the official proof of your Canadian citizenship. You will also receive a large commemorative document that will give you a record of the miniature certificate number and of the date you became a Canadian citizen.

Record of Landing (IMM 1000), Permanent Resident Card (PR card)

Prior to receiving your citizenship certificate, your immigration status will need to be updated. You must bring your immigration documents including your Record of Landing (IMM 1000) and/or your permanent resident card (PR card) to the citizenship ceremony. If you have a Record of Landing and a PR card, you must bring both of them. If you have a Confirmation of Permanent Residence (IMM 5292) it is not necessary to bring this document to the ceremony.

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Media

Media and other photographers may be present at the citizenship ceremony. Please complete the enclosed Permission Release Consent form and bring it with you to the citizenship ceremony. The consent form is printed as page 2 of the Notice to Appear to Take the Oath of Citizenship. The consent form must be signed by any candidate for citizenship that is 18 years of age or over.

Photographs

You may take photographs and video recording during the ceremony. You will be advised of the procedures to follow and asked to respect any guidelines as determined appropriate by the local citizenship office.

Parking

(Parking is limited near many offices. A section on parking and/or public transportation that participants may use to get to the designated location may be appropriate here.)

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Appendix B – Sample program for a special citizenship ceremony

Words of Welcome

Senior Citizenship Judge George Springate

Administration of the Oath of Citizenship

Senior Citizenship Judge George Springate

Presentation of the Certificates of Citizenship

Senior Citizenship Judge George Springate

The Honourable Jason Kenney, P.C., M.P.

Minister of Citizenship, Immigration and Multiculturalism

Address

The Honourable Jason Kenney, P.C., M.P.

Minister of Citizenship, Immigration and Multiculturalism

Closing

Senior Citizenship Judge George Springate

National Anthem

Reception

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Appendix C – Bilingual text for the clerk of the ceremony

If an RCMP officer is not available to open the ceremony, the clerk says:

All Rise.

Veillez vous lever.

This citizenship ceremony is now in session.

La cérémonie de citoyenneté est maintenant commencée.

Please be seated.

Veillez vous asseoir.

When candidates are seated, the clerk says:

Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding official), in accordance with the provisions of the Citizenship Act, it is my privilege to present to you (number of) candidates for citizenship who have complied with the requirements of the Citizenship Act and are now ready to take the oath of citizenship and become Canadian citizens.

Juge, Monsieur, Madame (nom du juge de la citoyenneté ou du président de cérémonie), conformément aux dispositions de la Loi sur la citoyenneté, j'ai le privilège de vous présenter (nombre) demandeurs de citoyenneté qui se sont conformés aux exigences de la Loi sur la citoyenneté et qui sont maintenant prêts à prononcer le serment de citoyenneté et à devenir des citoyens canadiens.

The clerk prepares the candidates for the oath of citizenship and says:

Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding official) will now administer the oath of citizenship.

Monsieur/Madame (nom du juge de la citoyenneté ou du président de cérémonie) vous fera maintenant prêter le serment de citoyenneté.

Would the candidates for citizenship please stand.

Les candidats à la citoyenneté sont priés de se lever.

When the candidates are standing, the clerk/judge says:

*It is necessary that you be **seen** repeating the oath.*

*Il est nécessaire que nous puissions **vous voir** répéter le serment.*

Note: If necessary, indicate to those wearing a full or partial face covering that now is the time to remove it

Remarque : Si nécessaire, demander à ceux et celles qui portent un vêtement couvrant partiellement ou totalement le visage de l'enlever à ce moment.

The oath of citizenship will be administered in both English and French. You can repeat it in either language or in both.

Le serment de citoyenneté sera répété en français et en anglais. Vous pouvez choisir la langue que vous préférez ou le répéter dans les deux langues

If you choose to swear the oath on a holy book, please place the holy book in your left hand. (Pause)

Si vous choisissez de prêter serment sur un livre saint, veuillez placer le livre saint dans votre main gauche. (Pause)

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At this time, we invite any Canadian citizens in the room to stand and reaffirm their citizenship if they wish to join us.

Les invités peuvent aussi se lever et réaffirmer leur citoyenneté s'ils le désirent.

Now, please raise your right hand and repeat the oath of citizenship after Judge, Mr. Mrs. Ms (name of citizenship judge or volunteer presiding official).

Maintenant, veuillez lever votre main droite et répéter le serment de citoyenneté après Monsieur/Madame (nom du juge de la citoyenneté ou du président de cérémonie bénévole).

Only candidates for citizenship and Canadian citizens reaffirming their citizenship are required to stand. For the prescribed order of administering the oath of citizenship, see Section 3.4 in this chapter.

When the audience is ready, the clerk says:

Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding official) the candidates for citizenship are ready to repeat the oath of citizenship.

Juge, M. Mme (nom du juge ou président(e) de cérémonie) les candidats à la citoyenneté sont prêts à répéter le serment de citoyenneté

The judge or presiding official stands, faces the candidates and administers the oath

After the taking of the oath of citizenship, the clerk says:

Please be seated.

Veillez vous asseoir.

The clerk prepares the candidates for the presentation of certificates of citizenship and says:

The citizenship judge (or presiding official) will now present certificates of citizenship.

When I call your name, please come to the front, where Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding official) will present you with your certificate.

Le juge de la citoyenneté (ou le président de cérémonie) remettra maintenant les certificats de citoyenneté. Quand je prononcerai votre nom, veuillez vous rendre à l'avant de la salle, où Monsieur/Madame (nom du juge de la citoyenneté ou du président de cérémonie) vous remettra votre certificat.

After you receive your certificate, please go to the table at (location of table) to sign the Oath of Citizenship form.

Dès que vous aurez reçu le certificat, rendez-vous à la table se trouvant (endroit de la table) pour signer le formulaire de serment de citoyenneté.

After you have signed the Oath of Citizenship form, please return to your seat.

Une fois le formulaire signé, vous pourrez regagner votre place.

OR

After you receive your certificate, please return to your seat (if Oath of Citizenship forms were signed at check in, before the start of the ceremony).

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Vous êtes priés de reprendre votre place après avoir reçu votre certificat (si les formulaires du serment de citoyenneté ont été signés à la réception, avant le début de la cérémonie).

When all candidates have signed the Oath of Citizenship form and are back in their seats, the clerk says:

Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding official), that concludes the administration of the oath of citizenship and the presentation of certificates.

Juge, Monsieur, Madame (nom du juge de la citoyenneté ou du président de cérémonie), voilà qui termine la prestation du serment de citoyenneté et la présentation des certificats.

The clerk prepares the candidates for the singing of the national anthem and says:

Please all rise for the singing of our national anthem.

Veillez vous lever pour entonner notre hymne national.

We encourage you to join us and sing it loudly with pride. Today, you will be singing “O Canada” for the very first time as a Canadian citizen. This is now your national anthem!

Nous vous encourageons à mêler vos voix aux nôtres avec fierté et assurance. Aujourd’hui, vous chanterez le « Ô Canada » pour la toute première fois en tant que citoyen canadien. Cet hymne national est maintenant le vôtre!

Everyone stands for the national anthem. At the conclusion, the clerk says:

Congratulations to you all.

Félicitations à tous

Please remain standing to allow the judge/presiding official and the guests to exit the room.

Veillez rester debout pendant que le juge/président de cérémonie et les invités quittent la salle

If an RCMP officer is not available to close the ceremony, the clerk says:

This citizenship ceremony is now closed.

La cérémonie de citoyenneté est maintenant terminée.

If there is a reception, the clerk says:

I invite you to the reception, being held in (place and location).

Je vous invite à la réception qui se tiendra (endroit).

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Appendix D – Guide for the administration of the oath at a visa office

This appendix is under revision and is forthcoming.

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Appendix E – Notification of prominent guest attending a citizenship ceremony

You can access this form at [CIT 0503E](#).

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Appendix F – Distribution of holy books at citizenship ceremonies

Below are instructions for your organization when distributing holy books at citizenship ceremonies in CIC offices.

- Citizenship and Immigration Canada is respectful of all religious beliefs and ensures that its ceremony and reception areas are open for the new Canadian citizens and their guests to both religious and non-religious belief systems.
- The use of holy books while taking the oath of citizenship is a personal choice.
- Holy books should be displayed where citizenship candidates can help themselves before the citizenship ceremony, should they wish. Holy books shall not be handed to clients.
- Holy books must be offered free of charge and it is the responsibility of your organization to supply and house/store copies.
- In order to reflect Canada's two official languages, holy books should be offered in English, French or both.
- CIC office staff can work with your organization to determine the best location to display these materials where operationally feasible.

We ask you to be respectful to the variety of religious and non-religious beliefs represented at citizenship ceremonies as well as these guidelines when providing the local CIC offices with holy books. CIC offices will monitor compliance with these guidelines.

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Appendix G – Note to accompany the display of holy books

Holy books available

Provided free of charge by various religious groups should you wish to use one during the taking of the oath of citizenship.

Holy books are provided by various religious groups

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Appendix H – Hosting agreement for off-site citizenship ceremonies

HOSTING AGREEMENT Off-Site Citizenship Ceremonies

Between

CITIZENSHIP AND IMMIGRATION CANADA (CIC)
(Insert Name of the CIC Office)

and

(Insert Name of the Host)

As discussed on *(insert date)*, the following outlines the responsibilities to be undertaken by the hosting group/organization and CIC officials.

Responsibilities of the Host:

Identify venue (if outdoors, identify back-up venue in the event of inclement weather on the day of the ceremony).

Arrange for building access (if necessary).

Provide CIC with a list of the special guests whom you would like to speak at the ceremony, one month before the citizenship ceremony.

Provide CIC with biographies for the special guests.

Provide CIC with a list of other invited guests (not speakers) that would like to attend the ceremony, one month before the citizenship ceremony. Their presence may be acknowledged by the citizenship judge or the volunteer presiding official.

Consult with CIC officials regarding any news release about the ceremony.

Room Set-Up:

- a ceremony room including:
 - seats for candidates and their guests
 - a platform area consisting of:
 - seats for platform party,
 - table, chair and microphone for presiding official,
 - podium and microphone for clerk of the ceremony and special guests,
 - table and chair for clerk of the ceremony ,
 - Canadian flag (if available),
 - easel and portrait of the Queen (if available),
 - easel and portrait of the Governor General of Canada (if available);
 - a designated area with a table and two chairs for sign-in and document review
- a reception area following the ceremony.

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Arrange and set-up podium, microphones (preferably two - one for presiding official and one for clerk of the ceremony and special guests).

Identify a gowning room for presiding official and clerk of the ceremony.

Identify a meeting area for platform party to gather.

Identify a coat room for candidates and guests (if necessary).

Identify volunteers to assist with parking control (if necessary).

Identify volunteers to greet special guests and direct them to the meeting area.

Identify volunteers to greet candidates and their guests and direct them to the sign-in area and to their seats.

Arrange for soloist, musician or choir/musical interlude (if available).

Arrange for a CD player and identify volunteer to assist with the operation of the CD player (if required).

Arrange and set-up reception following the ceremony. Refreshments should be simple – tea, coffee, juice, water, cookies, cakes or other simple finger food. A signage stating “food may contain peanuts and traces of other nuts” should be displayed.

Cover costs associated with the reception and any indirect costs associated with the ceremony (e.g. hall rental, security, advertising, audio/video equipment, musicians).

Responsibilities of CIC

Obtain approval for special and invited guests from NHQ.

Send out official invitations to special and invited guests.

Request/Arrange for RCMP officer.

Arrange for the attendance of a member of the Canadian Forces or a veteran.

Send Notice to Appear and Information Sheet to candidates regarding the details of the ceremony.

Prepare program and sequence of events (if required).

Consult with CIC, RHQ Communications to determine if Minister is interested in attending.

Request media coverage (if required) through CIC, RHQ Communications. Approval for news release or other form of communication to the public or media must first be sought from the Regional Communications Director and, if necessary, NHQ Communications. Any communication release must be issued jointly by CIC and the co-host or partner.

Request photographer (if required) through CIC, RHQ Communications.

SIGNATURES

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Agreed to by:

HOSTING GROUP/ORGANIZATION

Print Name of the Host Signature Date

CITIZENSHIP AND IMMIGRATION CANADA

Print Name of the CIC Signature Date

Original agreement retained by local CIC and copy to host.

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Appendix I – Volunteer guidelines for citizenship ceremonies

Volunteer Guidelines for Citizenship Ceremonies

The Canadian citizenship ceremony is the formal welcome and recognition of new citizens on behalf of all Canadians. For a new citizen, the ceremony is the formal entry into the Canadian family. We endeavour to make every event as special as possible for all of our clients and guests.

Volunteers are an important part of our citizenship ceremonies. Volunteers can assist in citizenship ceremonies either before, during or after a citizenship ceremony. We recognize and appreciate the time and assistance they contribute. In order to assist the volunteers, we have prepared some guidelines for you to follow.

Dress Code

- As you deal with the public, volunteers are expected to dress appropriately in business attire. Citizenship staff will provide you with a name tag so clients will recognize you as a volunteer.

Professional Conduct

- Volunteers are to act responsibly, conduct themselves professionally, politely and cordially at all times, and be respectful of cultural differences and sensitivities.
- Volunteers can be asked to cease performing duties or leave the ceremony should they fail to demonstrate professional conduct.

Confidentiality of Information

- Volunteers must respect the privacy of all clients.
- Volunteers should not have access to citizenship application files nor give information or advice on citizenship matter to a client. Inquiries should be redirected to citizenship staff.

Media

- Occasionally, media will be present at ceremonies. Any questions from the media should be redirected to citizenship staff.

Emergency Procedures

- In the event of emergency, volunteers should follow the emergency safety procedures as determined by citizenship staff.

Seating

- Citizenship staff are responsible for reserving seating for special guests, clients and their guests. Volunteers may not alter seating arrangements set up by citizenship staff. Please understand that ceremonies are often crowded and on occasions, there may be no seats available for volunteers.

Description of Duties

- **Before the Ceremony**
 - Greeting clients and guests.
 - Distributing flags/pins to clients once they have registered and assigned their seats.
 - Directing clients and guests to their seats.
 - Hanging up jackets or coats.
 - Directing clients and guests to the washroom.

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- Providing crowd control.
- **During the Ceremony**
 - Assisting parents with restless children to leave the ceremony room. Please do not bring the children out yourself, but ask the parents to bring their children outside of the ceremony room.
 - Directing clients back to their seats after they have received their certificates of citizenship.
- **After the Ceremony**
 - Assisting the hosting organization with the reception after the ceremony.
 - Assisting with clean up after the ceremony.

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Appendix J – Sample invitation letter to a special guest

(CIC address)

(Date)

(Name and address of the special guest)

Dear *(Mr. Mrs. Dr. etc)*:

On behalf of the *(name of office)* Citizenship and Immigration Office and the *(name of host organization)*, you are cordially invited to attend a special citizenship ceremony being held to commemorate *(nature of event)* on:

Date: Friday, July 1, 2011

Time: 10:00 a.m. (briefing session begins at 9:45 a.m.)

Location: Canadian War Museum at *(address and briefing location)*

(Name and title of official presider) will preside over the citizenship ceremony where *(number of)* candidates for citizenship will take the oath of citizenship and become Canadian citizens. Family and guests will be invited to reaffirm their commitment to Canada by taking the oath alongside them. A number of other special guests will be in attendance. The ceremony will last approximately one hour followed by a reception.

You are also invited to bring greetings and congratulatory remarks to the new Canadians. Your remarks should be limited to no longer than 3 minutes. *(Do not include this paragraph if the special guest is not invited to speak at the citizenship ceremony.)*

Your presence in this special occasion will bring a significant importance to the new Canadians. Please confirm your attendance by telephone at *(telephone number)* or by e-mail at first.lastname@cic.gc.ca on or before *(insert date)*.

Yours truly,

(name of the citizenship officer)
Citizenship & Immigration Officer

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Appendix K – Sample ceremony preamble

Ceremony Preamble

Introduction

- Good morning/afternoon, ladies and gentlemen, and welcome to the Ceremony of Canadian Citizenship.
- My name is (*name of citizenship officer*). I am the clerk of the ceremony. I will be assisting our judge in today's ceremony.
- Today's citizenship ceremony will be presided by (*name of citizenship judge or name and short prepared bio of the volunteer presiding official*).
- Working with me today are (*names of the other CIC staff members*).
- Before we get started, I will begin by explaining what will happen during the ceremony and what you are required to do. The ceremony will last about an hour.
- After my introduction, I will leave the room to inform Judge (*name*) and our special guests (*if applicable*) that the ceremony is ready to begin.

Entrance to and opening the ceremony

- I will come back and say “*All rise*” at which point everyone will stand. (*RCMP opens the ceremony if present.*)
- Judge/Mr./Mrs. (*name*) and our guests will enter the ceremony room. Judge/Mr./Mrs. (*name*) will take his/her place in the dais and our guests will take their places.
- I'll officially open the ceremony and ask everyone to be seated.

Words of welcome and opening remarks

- Judge/Mr./Mrs. (*name*) will deliver his/her opening remarks - speaking on some of the many ways that the Canadian citizenship impacts our daily lives. Judge/Mr./Mrs. (*name*) will also introduce our special guests. Following that, Judge/Mr./Mrs. (*name*) will administer the Oath of Citizenship.

Taking the oath of citizenship

- The oath of citizenship is taken in one of two ways.
- If you wish to affirm, please raise your right hand and start the oath by saying “I affirm”.
- If you wish to swear, please place the holy book in your left hand, raise your right hand and start the oath by saying “I swear”.
- You will be repeating the oath, phrase by phrase, after Judge/Mr./Mrs. (*name*).
- The oath will be administered in both of Canada's official languages, which are English and French.
- Children under 14 years of age do not have to repeat the oath but may if they wish.
- Canadian citizens in the room will be invited to stand and reaffirm their citizenship together with the candidates, if they wish to do so.
- I will ask you to stand for the administration of the oath.

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- After the oath is taken, I will ask you all to be seated.

Presentation of Certificate of Canadian Citizenship

- Once you have taken the oath of citizenship, Judge/Mr./Mrs. (*name*) will present you with your citizenship certificate.
- You will be called by name, beginning with those of you in the first rows and working our way back to the last rows, to come to the stage area to receive your certificates.
- When your name is called, please come forward and receive your certificate from Judge/Mr./Mrs. (*name*), and congratulations from special guests.

Signing the oath of citizenship form

- After you receive your certificate, you will (*clerk selects one of the two options*):
 1. return to your seat (*if oath forms were pre-signed prior to taking the oath of citizenship*);
Add a statement that “You should understand that by signing the form, you are agreeing to proceed to take the oath or affirmation, as well as confirming that you are not subject to any criminal or immigration proceedings since filing your Application for Canadian Citizenship”.
OR
 2. go to the table (*location*) to sign your Oath of Citizenship Form. After you have signed the oath form, please return to your seat.
Add a statement that “You’ll be signing that you have taken the oath of citizenship and that you are not subject to any criminal or immigration proceedings since filing your Application for Canadian Citizenship”.
- Parents must sign the oath of citizenship form for any children under 14. You will be signing with your own signature, don’t write your child’s name.
- Please understand that you are not a citizen until you take the oath of citizenship and sign the oath form.

Certificate package

- Once you return to your seats, take a moment to look over your certificate package. It is important that you safeguard the certificate package and check to ensure it is complete and accurate.
- The certificate package has:
 - a miniature certificate (citizenship card) bearing your photograph. The date you see on this card with the initials “DP” stands for “date of production”, and
 - a large commemorative document which is the only document that gives you a record of the certificate number and lists the date you became a citizen.
- If you see any errors or have any questions about your certificate package, please see me after the ceremony.
- Your citizenship certificate is not a travel document. A Canadian passport is the only reliable document available to Canadians for the purpose of international travel.

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- You should also safeguard your Record of Landing or Confirmation of Permanent Residence after becoming a citizen as you may need to show them at a later time to other levels of government (e.g. to obtain old age security benefit).

Note: All the above instructions with respect to certificate package should be provided up front before the ceremony begins. See section 21.3, The preamble.

Closing Remarks

- Following the presentations, Judge/Mr./Mrs. (*name*) will invite our special guests to greet the audience on behalf of their organizations, and then he will deliver his own closing remarks.

Singing the national anthem

- We will end the ceremony with the singing of our national anthem “O Canada”.
- I will ask everyone in the room to stand.
- You will be singing O Canada for the very first time as a Canadian citizen. We encourage you to sing it loudly with pride.
- We will be singing a bilingual version of “O Canada” but you may choose to sing in English, in French, or bilingually.
- The words to O Canada are included in the program.
- After singing the anthem, you will remain standing.

Closing of the ceremony

- I will then close the ceremony and ask you to remain standing while the judge leaves the ceremony room.

Program folders

- You’ve been given a program folder. Inside the folder, you’ll find a message from the Minister, a brochure “*Becoming a Canadian Citizen*”, and the national anthem card.
- Also, every new citizen receives a:
 - cloth Canadian flag,
 - gold plated red maple leaf lapel pin,
 - *Symbols of Canada* book (one per family), and
 - congratulatory letter from the Prime Minister.

Taking photos and videotaping

- You are allowed to take photos and videotape throughout the ceremony, including during the administration of the oath of citizenship. However, out of courtesy for others, we ask you to follow these guidelines. (*Explain the procedures to follow and ask them to respect the guidelines as determined appropriate by your office*). Such as:
 - *Take photos from your seats and do not interrupt the flow of the ceremony.*

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- *Do not be disrespectful or disruptive to those taking the oath.*
- *Take photos from a designated area as determined appropriate by your office.*
- *Do not stand up for long periods of time by clogging up the aisles and rows of chairs as people try to come up to receive their certificates of citizenship.*
- Our citizenship judge, RCMP and other special guests will be available for pictures after the ceremony as well (*include the location*).

Housekeeping

- We are pleased to see young children here today. However, if your children become restless or disruptive to the ceremony, a family member or a friend will be asked to escort them outside the ceremony room (*designate a location*).
- Out of respect for the citizenship judge, hats are not to be worn and gum chewing is not permitted in the ceremony room.
- I wish to point out our washroom facilities and emergency safety procedures, if applicable.
- Lastly, please take a moment now to turn off all communication devices (e.g. cell phone, blackberry, pager) before we start.

- Are there any questions?
- I will now advise the judge that we are ready to proceed. Thank you.

Not to Do List

- Do not open the ceremony by saying “Order”
- Do not address the citizenship judge as “Your Honour”
- Do not refer to the ceremony room as “court room”

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Appendix L - Information Sheet for Canadian Forces members and veterans

Canadian Forces Members and Veterans Participation at Citizenship Ceremonies

Service in the military is one of the highest expressions of citizenship. To recognize this contribution and sacrifice, Citizenship and Immigration Canada (CIC) invites active members of the Canadian Forces and veterans to participate at citizenship ceremonies.

The following outlines what you need to know about participating at citizenship ceremonies.

Note: Staff from the CIC office in your area will contact you to confirm your participation at one or more of their upcoming ceremonies.

Types of citizenship ceremonies

Citizenship ceremonies usually take place in a room located within the local CIC office, but sometimes enhanced (special) ceremonies take place outside local offices, in venues such as community centres, schools, museums, etc.

There are usually between 75 and 100 new citizens at a citizenship ceremony held in a local office, depending on the seating capacity.

Roles and responsibilities

You may be asked to participate in a variety of ways:

- You may be part of the platform party, entering and exiting the ceremony room with the citizenship judge or presiding official and other special guests;
- You may be asked to stand and be recognized for your service by the citizenship judge or presiding official during their remarks;
- You may be part of the receiving line, congratulating new citizens as they come forward and receive their citizenship certificates during the ceremony;
- You may be asked to distribute commemorative items to new citizens;
- You may be asked to briefly address the new Canadians with a short two to three minute speech. You would speak about your personal story, your trade in the military, the role of the military on the world stage, and welcome the new Canadians.

Dress

Dress for a citizenship ceremony is uniform with medals for active CF members and veteran blazer or business attire with medals for veterans.

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Time required

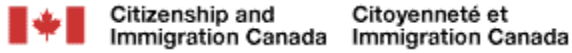
Each ceremony will take approximately two hours of your time. You should arrive about 30 minutes before the ceremony for a final briefing and to meet staff or other special guests.

The ceremony itself usually lasts about 45 to 60 minutes. The new citizens may ask you to pose for pictures with them after the ceremony or at the reception if there is one.

Thank you for your involvement!

CIC Office Contact Information
Name
Address
E-mail
Phone number

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Appendix M – Sequence of events template

Presentation of Canadian Citizenship Certificates to # new Canadian Citizens

Date
 Name of location
 Street address
 City, Province

Scenario Note

GENERAL INFORMATION

Platform Party	<ul style="list-style-type: none"> <i>(list the names and titles of the platform party)</i>
Other Special Guests	<ul style="list-style-type: none"> <i>(list the names and titles of other special guests who are not part of the platform party)</i>
NHQ (OMC) Contacts <i>(list the names and titles of the contacts)</i>	Tel: Cell:
RHQ Contacts <i>(list the names and titles of the contacts)</i>	Tel: Cell:

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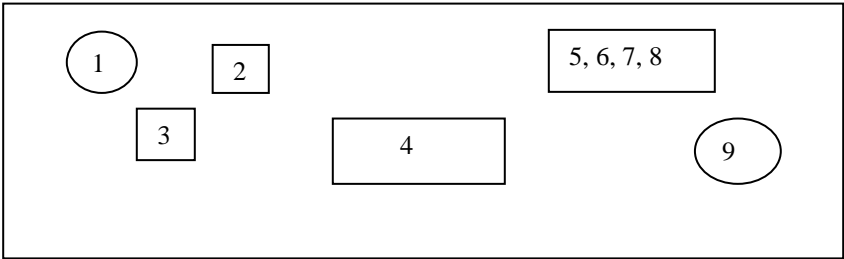
<p>CIC Contacts on site</p> <p><i>(list the names and titles of the contacts)</i></p>	<p>Tel:</p> <p>Cell:</p>
<p>Host Organization Contacts</p> <p><i>(list the names and titles of the contacts)</i></p>	<p>Tel:</p> <p>Cell:</p>

EVENT SCENARIO – Citizenship Ceremony

Date of Ceremony – *(fill in the date)*

TIME	DETAILS
8:00 a.m.	CIC <i>(name)</i> staff arrive at the <i>(location of event)</i> and proceed to the ceremony location.
9:00 a.m.	<p>Candidates and their guests begin to arrive at the <i>(location of event)</i>. They are welcomed and have their documents processed by CIC <i>(name)</i> staff.</p> <p>Candidates and their guests are escorted to sit in the reserved seating.</p>
<i>time</i>	Processing of the candidates completed.
<i>time</i>	<p>Judge <i>(name)</i> arrives at the <i>(location of event)</i> and is met by the Clerk of the Ceremony. The Clerk escorts Judge <i>(name)</i> to the meeting room and briefs the Judge on the proceedings.</p>
<i>time</i>	<p>RCMP officer and members of the platform party arrive. They are briefed by the Clerk of the Ceremony in the meeting room.</p>
<i>time</i>	<p>The Clerk of the Ceremony approaches the podium and welcomes the candidates and guests, and provides instructions on the proceedings.</p> <p>The Clerk remains on stage and waits for the arrival of the platform party.</p>
<i>time</i>	<p>The platform party prepares to proceed to the ceremony area.</p> <p>The order of the procession will be as follows:</p> <ul style="list-style-type: none"> • RCMP • Judge <i>(name)</i> • <i>(list the names of the platform party members)</i>

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TIME	DETAILS
	RCMP officer escorts the platform party to the ceremony room.
	<p style="text-align: center;"><u>Diagram of stage during the ceremony</u></p> <div style="text-align: center; border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  <p>The diagram shows a rectangular stage layout with nine numbered positions. Position 1 is a circle on the far left. Position 2 is a square to the right of 1. Position 3 is a square below 2. Position 4 is a rectangle in the center. Position 5, 6, 7, and 8 are grouped in a single rectangle on the right side. Position 9 is a circle on the far right.</p> </div> <ol style="list-style-type: none"> 1. Canadian flag 2. RCMP 3. Clerk of the Ceremony 4. Judge (<i>name</i>) 5. MP (<i>name</i>) 6. MPP (<i>name</i>) 7. Mayor (<i>name</i>) 8. veteran or CF member 9. podium <p>Other invited guests take their seats in the front row.</p>
<i>time</i>	<p>RCMP officer enters the ceremony room, asks all to rise and declares the ceremony opened:</p> <p style="text-align: center;"><i>“Please all rise”</i> <i>“This citizenship ceremony is now in session”</i></p> <p style="text-align: center;"><i>“Veuillez-vous lever”</i> <i>“La cérémonie de citoyenneté est maintenant commencée »</i></p> <p>RCMP officer joins the procession and leads Judge (<i>name</i>) and the platform party into the ceremony room, to the designated spots on the stage.</p> <p>The platform party remains standing on the stage.</p>
<i>time</i>	The Clerk of the Ceremony asks all to be seated and addresses Judge (<i>name</i>).
<i>time</i>	Judge (<i>name</i>) extends brief words of welcome and acknowledges the presence of the platform party, other invited guests, candidates for citizenship and their guests.

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TIME	DETAILS
	Judge (<i>name</i>) gives his opening remarks, including the country list (approximately 10 minutes).
<i>time</i>	<p>The Clerk of the Ceremony goes to the podium and prepares the candidates to take the Oath of Citizenship.</p> <p>The Clerk asks the candidates to rise and gives instructions regarding taking the Oath of Citizenship.</p> <p>Addressing Judge (<i>name</i>), the Clerk of the Ceremony says:</p> <p style="text-align: center;"><i>“Judge (<i>name</i>), we will now proceed with the taking of the Oath of Citizenship. “Juge (<i>nom</i>) allons maintenant procéder à la prestation du serment de citoyenneté.</i></p> <p>Judge (<i>name</i>) invites the guests to reaffirm their commitment to Canada by repeating the Oath of Citizenship with the new Canadians.</p>
<i>time</i>	Judge (<i>name</i>) administers the oath slowly in both official languages.
<i>time</i>	The Clerk asks all to be seated and gives instructions regarding the presentation of the citizenship certificates.
<i>time</i>	<p>Judge (<i>name</i>) asks the platform party to participate in the presentation of citizenship certificates.</p> <p>RCMP officer escorts Judge (<i>name</i>) and the platform party from the stage area to the floor. The platform party forms a receiving line.</p> <p>As their names are announced by the Clerk, the new Canadians proceed through the platform party line and are congratulated by:</p> <ul style="list-style-type: none"> • Judge <i>name</i> (presents citizenship certificates) • <i>lists the names of the special guests (include gifts, if applicable)</i> • veteran or member of the CF (presents the red and gold maple leaf pin) • RCMP officer (presents the cloth Canadian flag)
<i>time</i>	<p>The Clerk of the Ceremony informs Judge (<i>name</i>) that the presentation of certificates is completed.</p> <p>RCMP officer escorts Judge (<i>name</i>) and the platform party to return to their seats.</p>
<i>time</i>	<p>Judge (<i>name</i>) thanks the platform party for participating in the presentation of certificates.</p> <p>Judge (<i>name</i>) invites the platform party members individually to address the audience and offer their congratulatory remarks.</p>
<i>time</i>	Congratulatory remarks from (<i>lists the speakers in the correct speaking order</i>). Each speaking two or three remarks.
<i>time</i>	Judge (<i>name</i>) gives his closing remarks.

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TIME	DETAILS
<i>time</i>	The Clerk of the Ceremony invites all to stand for the singing of “O Canada” as well as invites all to the reception following the ceremony.
	Cue music for O Canada
<i>time</i>	<p>From the podium, the RCMP officer declares the ceremony closed.</p> <p style="text-align: center;"><i>“This citizenship ceremony is now closed”</i> <i>“La cérémonie de citoyenneté est maintenant terminée »</i></p> <p>The Clerk of the Ceremony asks all to remain standing.</p> <p>RCMP officer escorts Judge (<i>name</i>) and the platform party from the stage area to the reception area. The platform party leaves in the same order they came in.</p> <ul style="list-style-type: none"> • RCMP • Judge (<i>name</i>) • (<i>names of platform party</i>) • Clerk of the Ceremony • New Citizens • their guests
12:00 noon	The reception begins.
	Photos and media availability are arranged with the platform party in a selected area close to the reception area.
12:30 p.m.	Reception ends.

Length of Event: 60 minutes for the ceremony and 30 minutes for the reception

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Appendix N – Reporting and Resource Creation in GCMS

Resource Formatting Considerations

In an effort to remain consistent, ensure that resource names and descriptions are not typed entirely in upper case letters. If a resource name or description is currently in uppercase letters, please recreate the resource, capitalizing only the first letter of each name/description.

Associating a guest to one or more offices

Special guests (Members of Parliament, veterans, Canadian Forces members, etc.) may now be created as resources in GCMS, modernizing the ceremony scheduling process. To create a new guest resource, navigate to the **Administration – User** screen and follow the steps as outlined in the GCMS training manual for resource creation. Users must ensure that the appropriate values are entered in the **Name, Type, Sub Type, Description** and any other required field specific to each guest that is created.

The association of a guest resource in GCMS can be accomplished in the same manner that a user would add a judge to preside at a citizenship ceremony.

With a ceremony event in focus on the **Events** screen:

- Navigate to the **Calendar** view
- Click the **Add Resource** button
- Query for the guest in the **Pick Resource** window

The existence of a guest resource in GCMS eliminates the need to re-enter information for each ceremony that the guest may attend, cutting down on repetitive data entry.

Associating a Guest to one or more jurisdictions

If a guest plans to attend citizenship ceremonies in more than one jurisdiction, users may associate the guest to multiple jurisdictions as opposed to recreating a new guest resource for each specific jurisdiction. To associate a guest to a jurisdiction once the resource has been created and is in focus on the **Administration – User** screen:

- Navigate to the **Jurisdiction** view
- Click the **New** button
- Populate the **Jurisdiction** field(s) with the appropriate value by clicking on the pick applet

Associating a Partner/Organization to a ceremony

The association of a Partner/Organization (i.e. School, Institute for Canadian Citizenship, etc.) to a citizenship ceremony in GCMS can be accomplished in the same manner that a user would add a judge resource to preside at a citizenship ceremony:

- Navigate to the **Events** screen, **Calendar** view
- Click the **Add Resource** button
- Query for, and select the appropriate Partner/Organization from the **Pick Resource** window

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The existence of a Partner/Organization record in GCMS eliminates the need to re-enter information for each ceremony that the Partner/Organization may be involved with, cutting down on repetitive data entry.

To create a new Partner/Organization resource, navigate to the **Administration – User** screen and follow the standard procedures for office resource creation outlined in your GCMS training material, while also specifying the following:

- **Type** field dropdown > **Partner Organization**
- **Sub Type** field dropdown > **Ceremony Host**
- **Description** field > Enter details related to Ceremony Host

Identifying presiding official type

Ensure that the judge or presiding officer resource selected for a ceremony in GCMS has the delegated authority to preside over a citizenship ceremony and that their position is correctly identified in the system.

When using a judge resource, please ensure the word “Judge” does not appear before the name of each judge resource. When creating a presiding officer resource such as a Judge, simply enter their first and last name in the designated fields.

When a presiding official resource is created, the **type** field is used to identify the title of the presiding officer. In the system generated GCMS Lookahead report, a correctly named presiding official resource will automatically appear as shown in the examples below, based on selections made in the **type** field:

e.g: George Springate (Judge)

Or

e.g: Barbara Seal (Order of Canada)

Removal (retirement) of office resources in GCMS

If a local office’s ceremony resource lists contain duplicates, inconsistent formatting or out of date information, a user can easily retire unwanted resources, making them unusable by other local office users.

This exercise can be accomplished by changing the “type” field of redundant resources to “retired” (from the dropdown) in GCMS. **By keeping GCMS office resources orderly and uniform in format as described in the guidelines above, the required data integrity of future lookahead reports can be attained.**

***Note:** Due to a known system issue, as a temporary workaround, users must select a subtype of “Judge” when retiring a resource, regardless of the resource type. Local office users will be notified as soon as the problem has been resolved.