



Citizenship and  
Immigration Canada

Citoyenneté et  
Immigration Canada

# CP 17

## Consular Manual

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### Updates to chapter

#### 2013-02-01

Because **only visa officers** may oversee DNA testing in consular offices, all references to consular officers have been deleted with respect to DNA sample collection for testing in section 7.

#### 2013-01-04

The address of the Office of the Registrar of Canadian Citizenship has been updated in section [6.26](#).

DDC/DNA Diagnostic Center has been added to the list of accredited laboratories in sections [7.4](#) and [7.5](#).

Gamma-Dynacare Medical Laboratories acquired Warnex PRO-DNA Services, Warnex services PRO-ADN, Warnex Medical Laboratories and Orchid Cellmark. The operations of Warnex PRO-DNA Services, Warnex services PRO-ADN and Orchid Cellmark were subsequently merged to form Orchid PRO-DNA and Orchid PRO-ADN. Sections [7.4](#) and [7.5](#) have been updated accordingly.

#### 2010-04-28

Minor changes have been made to section [6.26](#). Commonly used addresses, as well as sections [7.4](#) and [7.5](#), contact information of two approved DNA laboratories.

### 1. What this chapter is about

This chapter provides program guidelines for consular offices responsible for delivering the citizenship program outside Canada on behalf of Citizenship and Immigration Canada (CIC). It also ensures that national and international consistencies are adhered to and provides accurate and up to date information on citizenship services and policies.

The Citizenship Program Delivery and Promotion Division in the Operational Management and Coordination Branch (OMC) is responsible for the content in this chapter.

Questions on legislative interpretation, policies and procedures should be sent to Citizenship Program Delivery and Promotion Division.

Question on specific applications should be sent to the Case Processing Centre (CPC Sydney).

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### 2. Program objectives

Part of CIC's mandate is to maximize benefits from global migration, foster integration of newcomers into the Canadian fabric and raise the awareness of all Canadians of the rights and responsibilities of citizenship.

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#### 2.1. Brief history of Canadian citizenship legislation

**Before January 1, 1947**, a person born or naturalized in Canada was considered a British subject. The terms "Canadian citizen" and "Canadian Citizenship" used in some statutes before that date did not create the legal status of Canadian citizen.

**The Canadian Citizenship Act, effective January 1, 1947**, established who was, and who could become a Canadian citizen. There were many provisions for loss of citizenship, including retention provisions for the first and subsequent generations born outside Canada. In general, Canadian citizens who acquired citizenship of another country automatically lost Canadian citizenship (dual citizenship was not recognized).

**The Citizenship Act, effective February 15, 1977**, replaced the 1947 Act with a statute considered more equitable and liberal. For example, British subjects no longer received special treatment and dual citizenship became recognized. There was only one provision for automatic loss of citizenship, limited to persons born in the second or subsequent generation outside Canada unless they took steps to retain their citizenship by their 28<sup>th</sup> birthday.

**Bill C-37, an Act to Amend the Citizenship Act**, came into force on April 17, 2009, restoring or giving Canadian citizenship to many who never had it, or lost it due to previous legislation, and limiting Canadian citizenship by descent to the first generation born or adopted outside Canada.

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#### 2.2. Who is a citizen?

Sections [3](#) and [4](#) of the [Citizenship Act](#) describe persons who are and who are not citizens.

A person born in Canada is a Canadian citizen unless, at the time of the birth, the parents were not citizens or permanent residents **and** at least one parent had diplomatic status in Canada.

For persons born in another country:

- a person who became a citizen through the naturalization process in Canada (i.e., became a permanent resident or landed immigrant before becoming a citizen) is a Canadian citizen;
- a person born outside Canada to a Canadian citizen parent, in the first generation, (i.e., the parent is a citizen by birth in Canada or through naturalization) is a Canadian citizen;

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- some persons born outside Canada between January 1, 1947, and April 16, 2009, (inclusive) in the second or subsequent generation (i.e. the parent was also born outside Canada to a Canadian parent), may be Canadian citizens; and
- some persons adopted outside Canada by a Canadian parent on or after January 1, 1947, may be Canadian citizens.

### 2.3. Related policies and guidelines

Related policies and guidelines	See
Acquisition of citizenship	<a href="#">CP 9</a> , section 7
Women and loss of British subject status before 1947	<a href="#">CP 9</a> , section 9
Renunciation of citizenship under <a href="#">section 9</a> of the <i>Citizenship Act</i>	<a href="#">CP 9</a> , section 10
Renunciation of citizenship under <a href="#">R7(1)</a>	<a href="#">CP 9</a> , section 11

**Note:** The above related policies and guidelines are being provided in case a consular officer requires additional background. Consular officers are not expected to become experts on these subjects.

### 2.4. Proof of citizenship

Government departments and agencies accept the following documents as proof of citizenship to provide services and benefits. However, there are ways persons born or naturalized in Canada or born outside Canada to a Canadian parent could lose citizenship.

- In general, for persons born in Canada, a provincial or territorial birth certificate, or a certificate of citizenship is accepted as proof of citizenship.
- In general, for persons born outside Canada to a Canadian parent in the first generation, proof of citizenship is a certificate of citizenship. For those registered between January 1, 1947, and February 14, 1977, a Registration of Birth Abroad certificate is accepted as proof of citizenship. Also, the certificate of retention issued between January 1, 1947, and February 14, 1977, is accepted as proof of citizenship.
- For persons who acquired citizenship through naturalization, a certificate of naturalization or a certificate of citizenship is accepted as proof of citizenship.

## 3. The Act and Regulations

### 3.1. Authorities

The legislation that governs citizenship is the *Citizenship Act* and the *Citizenship Regulations*.

### 3.2. Forms

Name/Purpose	Number
Application for a Citizenship Certificate - Under Section 3	CIT 0001
Application for Canadian Citizenship - Adults	CIT 0002
Application for Canadian Citizenship - Minors	CIT 0003
Confirmation of Canadian Citizenship of the adoptive parent(s)	CIT 0010

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Adoptee's Application	CIT 0012
Application for Canadian Citizenship - Statelessness Bloodline Connection	CIT 0497
Application to Renounce Canadian Citizenship - Under Subsection 9(1)	CIT 0302
Application to Renounce Canadian Citizenship (for certain persons who acquired citizenship on April 17, 2009) (R7.1)	CIT 0496
Application to Resume Canadian Citizenship - Under Subsection 11(1)	CIT 0301
Application for Search of Citizenship Records	CIT 0058

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### 4. Roles and responsibilities

For clients outside Canada, consular missions provide general information and case specific information on citizenship certificate (proof) and renunciation applications. Consular missions accept citizenship certificate and renunciation applications on behalf of CIC, forward completed applications to the Case Processing Centre in Sydney, Nova Scotia (CPC Sydney), do follow-ups with clients where required and provide country specific expertise, especially with regard to document authenticity.

Questions on adoption applications and statelessness grant applications should be referred to visa offices.

Adult grant applicants are expected to reside in Canada and no service is provided to these applicants outside Canada.

[Subsection 20\(1\)](#) of the Regulations authorizes consular and visa officers to administer the oath of citizenship to persons outside Canada who have been granted citizenship under sections [A5\(2\)](#) (minor grant), [A5\(4\)](#) (discretionary grant) and [A11\(1\)](#) (resumption).

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### 5. Departmental policy

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#### 5.1. Names

(Currently under revision.)

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#### 5.2. Date of birth

The date of birth on the citizenship certificate will be the same as the one shown on the previous citizenship certificate, if applicable, or the birth certificate or foreign passport unless:

- for former permanent residents of Canada, the date of birth has been corrected on the immigration document; or
- the date of birth has been legally changed; or
- the applicant is requesting a different date of birth for the citizenship certificate and can provide supporting documentation.

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If the applicant...	then the applicant must provide a copy of ...
is a former permanent resident of Canada, and the date of birth has been corrected on the immigration document	<ul style="list-style-type: none"> <li>• an approved Request to Amend Immigration Record of Landing (IMM 1000) or Confirmation of Permanent Residence (IMM 5292).</li> </ul>
has legally changed the date of birth by a provincial/territorial court order	<ul style="list-style-type: none"> <li>• a provincial/territorial court order changing the date of birth; <b>and</b></li> <li>• a completed questionnaire Request to Correct a Date of Birth for Citizenship (CIT 0464)</li> </ul>
is residing outside Canada and has legally changed the date of birth by court order outside Canada	<ul style="list-style-type: none"> <li>• a foreign court order changing the date of birth; <b>and</b></li> <li>• a completed questionnaire Request to Correct a Date of Birth for Citizenship (CIT 0464)</li> </ul>
did not change the date of birth by a provincial/territorial or foreign court order, <b>and</b> the applicant is a former permanent resident, and the date of birth has <b>not</b> been corrected on the immigration document	<ul style="list-style-type: none"> <li>• a refused Request to Amend Immigration Record of Landing (IMM 1000) or Confirmation of Permanent Residence (IMM 5292);</li> <li>• a completed questionnaire Request to Correct a Date of Birth for Citizenship (CIT 0464); <b>and</b></li> <li>• documents to support the new date of birth.</li> </ul>

### 5.3. Parentage - documentation for proof applications

The following documents can be accepted to establish parentage between a child and a parent who is a Canadian citizen:

- the child's birth certificate showing the name of the child and the name of the parent; or
- results of a DNA test prepared by a company that has been accredited by the Standards Council of Canada and whose results are accepted by CIC.

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**Note:** On April 17, 2009, the law changed for people born outside Canada. Citizenship by birth outside Canada to a Canadian parent (citizenship by descent) is now limited to the first generation born or adopted outside Canada. This means that, in general, children born outside Canada to a parent who was a Canadian citizen at the time of birth will **only** be Canadian at birth if: the parent was born in Canada; or the parent became a Canadian citizen by immigrating to Canada (becoming a permanent resident) and being granted citizenship (also known as naturalization).

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## 6. Procedures

### 6.1. Change of sex or gender reassignment

A person who has undergone sex change surgery must produce a statement from his or her surgeon confirming the surgical procedure, and a statement from another person to the effect that he or she was known to him or her prior to the surgery and that he or she is one and the same person.

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### 6.2. Spouse of Canadian living abroad

The *Citizenship Act* was amended in 1988 to allow the spouse of a Canadian citizen residing outside Canada with that Canadian citizen to count certain specific periods as residence in Canada. "Spouse" includes common law partners.

- [Subsection 5\(1.1\)](#) applies only where the Canadian citizen spouse or common law partner is working with the public service of Canada, or a province/territory or for the Canadian Forces.
- Any day of residence outside Canada, before lawful admission to Canada, is equivalent to one-half day of residence in Canada.
- Any day of residence outside Canada, after lawful admission to Canada, is equivalent to one day of residence in Canada.
- Any residence outside Canada before the marriage or common-law relationship that is within the four year period before the date of application cannot be counted towards the residence requirement.

The applicant must fill in the Residence Outside Canada (CIT 0177B) form and include any additional documents as indicated on the form with the application for citizenship.

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### 6.3. Oath outside Canada

The person responsible for administering the citizenship oath outside Canada in the case of minor grants under [subsection 5\(2\)](#), discretionary grants under [subsection 5\(4\)](#) and resumptions under [subsection 11\(1\)](#) is a Foreign Service officer. Regular adult grant applicants under [subsection 5\(1\)](#) must take the oath in Canada.

Once the oath has been taken, the applicant must sign the oath form and the officer witnesses the signature. The signed and dated oath form must be returned to CPC Sydney as evidence of the date and place that citizenship was obtained. Applicants 14 years of age and older must take the oath.

Additional information can be found in [CP 15](#), Appendix D.

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### 6.4. Effective date of citizenship

The effective date of citizenship appears on the commemorative document given to all naturalized citizens. Canadian citizens who apply for a citizenship certificate receive an accompanying letter with their citizenship certificate indicating the effective date of citizenship. "N/A" or "S/O" on that letter means the individual is a citizen by birth.

The initials YP on the photo side of the certificate refer to the year of production of the certificate.

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**Note:** Citizenship certificates are produced several months in advance of a person becoming a Canadian citizen.

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If you are in doubt as to whether the parent was a citizen on the day of the child's birth, contact CPC Sydney for the parent's effective date.

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### 6.5. Certificates with expiry dates

From January 2007 to May 2008, citizenship certificates for persons subject to the retention requirements included an expiry date (the person's 28<sup>th</sup> birthday) at which time citizenship would be lost unless the necessary steps to retain it had been taken. Although the expiry date is no longer relevant for persons who turn 28 on or after April 17, 2009, (the implementation date of Bill C-37) since these individuals will remain Canadian, the card itself will expire on that date, and



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the holder will be required to apply for a new certificate with the appropriate form, photos, documents and fee.

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### 6.6. Surrender/account for previous certificates

When a citizen applies for a replacement certificate, all previous certificates must be returned or accounted for (stolen, lost or destroyed).

Occasionally, a person applies for a replacement certificate, but still has a certificate in his or her possession. In these cases, the application may be processed up to the point of issuing the new certificate. Before a new certificate is issued, CPC Sydney will contact the applicant to request the surrender of all previous certificates. When all previous certificates have been received, a new certificate can be issued.

An applicant is not required to surrender a Registration of Birth Abroad certificate or a certificate of retention. These certificates were issued for registration as a citizen and retention of citizenship and are not citizenship certificates. Commemorative certificates do not have to be returned.

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### 6.7. Replacing certificates due to error

Applicants may obtain a replacement certificate if their original citizenship certificate is unacceptable as a result of an error made by CIC, such as a misspelled name. There is no cost for this service provided that the request for a replacement is made within 90 days following the receipt of the certificate.

The mission must collect the documents and supporting material and send them to CPC Sydney for correction and issuance of a new certificate. A citizenship officer at CPC Sydney will determine whether it was an administrative error.

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### 6.8. Exchange of certificates

An exchange of certificates may be arranged between CPC Sydney and a mission. In these circumstances, the certificate and the Exchange of Documents form (CIT 0045) are forwarded to the mission who then contacts the applicant. When all previous certificates have been received or accounted for and the new certificate given or sent to the applicant, the previous certificates and a confirmation of exchange are returned to CPC Sydney.

On receiving the Exchange of Documents form, and before releasing a new certificate, the Foreign Service officer must:

- contact the applicant;
- obtain previously issued certificate(s) or indicate on the form what happened to the previously issued certificate(s);
- ensure that the client signs the Exchange of Documents form and then countersign;
- inform the applicant, if applicable, that if the previously-issued certificate is found, it must be returned to the citizenship office or sent to CPC Sydney;
- send the completed form (with previously issued certificate(s), if obtained) to CPC Sydney.

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### 6.9. Certificate cancelled and returned as a memento

Applicants may request that a previous certificate be cancelled and returned as a memento with the new certificate. The paper certificate will be stamped "CERTIFICATE NO LONGER VALID" on the side of the certificate that contains biographical data. Citizenship certificates are cancelled with a pin stamp.

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If a notification is received that a certificate holder has died, mission staff must request that the certificate be returned. If the person reporting the death wishes to keep the certificate of the deceased, advise him or her that the certificate can be cancelled and returned.

If available, written confirmation of the death such as a death certificate, funeral home notice, obituary notice or newspaper report should be forwarded to CPC Sydney. In all cases, CPC Sydney must be provided with complete details so that the record can be updated in GCMS.

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### 6.10. Certificate lost in the mail

If an applicant reports that a citizenship certificate was not delivered, the mission will check to see that the certificate was mailed to the applicant's current address. The applicant must submit a solemn declaration that a check with post office and previous address was carried out. When the mission is satisfied, a request for a new certificate should be sent to CPC Sydney with supporting evidence.

The applicant has six months from the date the certificate was mailed to declare that the certificate was never received. After this six-month period, the applicant must submit a new Application for a Citizenship Certificate form, along with the appropriate documents, photographs and fee.

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### 6.11. Certificate in possession of third party

Some applicants for replacement certificates claim that another person has their previous certificate.

If a family member has the certificate, the application must be accompanied by a note to CPC Sydney explaining who has the certificate and what efforts have been made to retrieve it, and providing the full name and address of the person who is holding the certificate.

If a person other than a family member has the certificate, complete details must be provided as to how it came into their possession and that person's contact address, if available. The applicant should be informed that there may be a delay in issuing a replacement.

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### 6.12. Lost and found certificates

Certificates that may have been lost by Canadian citizens and are returned to a consular office should be forwarded to CPC Sydney if they have not been claimed within a reasonable period of time. If there is any reason to believe that the person is no longer a Canadian citizen, CPC Sydney should be advised when the certificate is returned. If the person is deceased, a death certificate or other evidence should be included, if available.

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### 6.13. Urgent cases

Applications are expedited if documents support the need for urgency in the following situations:

- The applicant needs to travel because of death or serious illness in the family, needs a citizenship certificate in order to obtain a Canadian passport and has no other travel document;
- The applicant has imminent travel plans for urgent personal reasons (itinerary required), needs a citizenship certificate in order to obtain a Canadian passport and has no other travel document;
- The applicant is a Canadian citizen and faces the loss of employment or employment opportunity and needs proof of citizenship;
- The applicant is a Canadian, and a potential employer requires proof of citizenship;
- An application has been delayed due to an administrative error;

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- Any situation in which not expediting the citizenship application harms the applicant, such as the need to renounce foreign citizenship by a certain date; or
- The applicant needs a citizenship certificate to access certain benefits such as a pension, Social Insurance Number or health care.

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### 6.14. Original documents/certified copies

For first time proof applications and renunciation applications, applicants must provide certified copies. Original documents are to be copied at the mission and returned to the applicant. Copies can either be certified at the mission or photocopies can be sent to CPC Sydney if the covering letter confirms that the original document was seen at the post. It is preferred that original documents are not submitted with the application. However, during processing, the applicant may, in some circumstances, be asked to submit the originals.

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**Note:** Consular officials should flag to CPC Sydney any issues or concerns regarding the submitted documentation.

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### 6.15. Photocopies of documents

Clear and legible photocopies of both sides are acceptable for all documents that are required for replacement certificate applications (replacement proof).

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**Note:** Consular officials should flag to CPC Sydney any issues or concerns regarding the submitted documentation.

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### 6.16. Acceptable identity documents - verification of identity

Applicants must be able to prove that they are who they say they are. In addition to the documents required for an application, applicants must also provide at least two other documents to establish identity, such as a driver's license, provincial or territorial health insurance card, foreign passport, etc., one of which should contain the applicant's photo and signature. If no photo identification is available, the applicant should provide an explanation. Use discretion with preschool-age children.

Original documents should be verified if there is any doubt about the applicant's identity, or if there are concerns about the validity or authenticity of the identity documents submitted.

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### 6.17. Translated documents

A citizenship applicant who provides documents in a language other than English or French must submit a copy of the document and a copy of the English or French translation with the application. The applicant must also supply a sworn affidavit completed by the translator that the contents of the translation are a true translation and representation of the contents of the original document.

There is no requirement that translated documents submitted by clients living outside Canada be "sworn translations" if the translation of the documents has been verified by an embassy official. If an embassy official will verify the document, the client, a relative or a friend may do the translation. The embassy may accept translated documents in plain English or French if it is willing and capable of verifying the translation of the document.

Upon receipt of "unofficial" translated English or French documents, an embassy official must:

- thoroughly review the translation to verify that its content conforms to the original document upon which the translation was based;
- affix a stamp (or write) "VERIFIED – TRUE TRANSLATION" and the Embassy wet seal on the document; and

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- initial the document.

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### 6.18. Suspicious documents or translations

Send documents or translations suspected of being fraudulent to CPC Sydney with a covering memo providing complete details.

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### 6.19. Quebec documents

The following documents issued by the government of Quebec *before* January 1, 1994, are not accepted:

- Baptismal certificates;
- Birth certificates; and
- Marriage certificates.

Applicants may obtain a new document by contacting the office of the *Directeur de l'état civil du Québec* at [www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca).

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### 6.20. Photographs

Photographs must conform to the photo specifications that are included with each application. Persons aged 14 and over must sign their photos on the white strip. The signature must fit entirely in the signature box on the bottom front of the photos.

For children under 14 the white strip must be left blank. Parents must not sign the white strip on the child's photograph. However, the child's name should be added to the back of the photo.

The signature on the photographs must match the signature on the application.

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### 6.21. Parental consent

Minors of any age may apply for proof of their citizenship. However, parents should be advised when a minor under the age of 14 applies for a proof. Encourage one parent to make the application on behalf of a minor child, or to countersign the child's application.

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### 6.22. Simultaneous application for certificate and search of records

There is no fee for a search of records if the person applies at the same time for a replacement certificate or has applied for and is waiting to receive a certificate.

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### 6.23. Checking citizenship status

If a person's citizenship status is unclear, you should provide the following details (or as many as possible) to CPC Sydney:

- date and place of birth;
- occupation of parents at the time of the person's birth if the person was born in Canada (in case the person's parents had diplomatic status in Canada);
- date and place of parents' marriage, if applicable;
- date and place of marriage, if applicable, for women married before January 1, 1947, and their spouse's place of birth and details of Canadian citizenship status, if applicable;
- proof of person's lawful admission to Canada (where applicable); and

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- proof of residence in Canada (where applicable).

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### 6.24. Final decisions

The authority to make any final determination on citizenship matters rests solely with Citizenship and Immigration Canada.

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### 6.25. Fraudulent cases

The goal of anti-fraud vigilance is to protect the integrity of the citizenship program by ensuring that fraudulent documents and applications are detected. Where consular officers have reason to suspect that citizenship may have been obtained fraudulently or that documents and information are false, they should provide CPC Sydney with the full particulars.

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### 6.26. Commonly used addresses

Office Name	Address
Case Management Branch Citizenship Case Review Unit	Citizenship and Immigration Canada 9th Floor, 300 Slater Street Ottawa ON K1A 1L1
Case Processing Centre-Sydney, Nova Scotia (CPC Sydney)	Citizenship and Immigration Canada 47-49 Dorchester Street P.O. Box 7000 Sydney NS B1P 6V6
Operational Management and Coordination Branch Office of the Registrar of Canadian Citizenship Citizenship Program Delivery and Promotion	Citizenship and Immigration Canada 6th Floor, 360 Laurier Avenue W. Ottawa ON K1A 1L1

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## 7. DNA

DNA testing is an acceptable way to establish parentage in cases where documentary evidence is insufficient or impossible to obtain.

Consular officers who have concerns about birth certificates submitted in support of a citizenship application should flag their concerns to CPC Sydney so that DNA testing may be requested.

It is important to inform applicants that the decision to undergo a DNA test is entirely their own. They must be made to understand that they will have to cover all costs related to this test, regardless of the result, including: sample-taking, courier costs for shipping, laboratory analysis of all samples, and the final report prepared by the laboratory and submitted directly to CIC and the applicant.

Applicants should be informed that CIC recognizes DNA results only from laboratories accredited by the Standards Council of Canada (SCC) at this time. Applicants must be given a list of the names, telephone numbers, email and website addresses of approved laboratories. It is the applicants' responsibility to choose one of these laboratories.

In addition, it must be explained that the government assumes no responsibility for the results of the analysis. The analyses are conducted by private laboratories which send copies of the results

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to CIC. The applicant must sign a release and consent form (given directly to the applicant by the laboratory), before the laboratory can send the results.

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### 7.1. Determining which parent will be tested

For citizenship purposes, it is only necessary to establish one parent/child relationship with the Canadian parent. However, it is preferable to take samples of genetic material from both parents because it facilitates the testing process. The cost to test both parents is often included in the laboratory's regular fee.

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### 7.2. Collecting samples outside Canada

Outside Canada, a **visa officer** must oversee the sample collection of genetic material from one of the parents and the child (applicant).

One of the laboratories listed in section 7.5 will forward a tamper-proof sampling kit (including instructions) to the client or mission (depending on the preference of the mission). Some missions keep a stock of kits that they distribute on notification from the listed laboratory. The kit is self-contained with everything necessary to obtain, pack and ship a sample. It also includes instructions for applicants and mission staff witnessing the sample taking. Following these instructions ensures the reliability of results from the sample. Officers are responsible for assuring local sample-taking arrangements are tamper-proof.

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### 7.3. Procedure for taking DNA samples

The following steps must be followed when samples for DNA testing are taken:

- Provide applicants with the names, telephone numbers and e-mail and website addresses of the laboratories listed in section 7.5. Applicants or their parents are responsible for choosing an accredited laboratory.
- Applicants must be advised of the following: the laboratories listed in this document are not required to be physically present in Canada to be accredited by the SCC, and some laboratories may carry out DNA analysis and retain personal information outside of Canada. Should they elect to undergo DNA testing, applicants may want to find out from the laboratory of their choice whether laws outside of Canada will apply to their personal information, and what measures the laboratory has in place to protect their information.
- Inform the applicant of when and where they must give a sample. Applicants must provide two recent photos (specify passport-size and quality). The photos form part of the documentation shipped with the sample.
- Applicants must present documents to verify the identity they claim.
- **A visa officer** must be present when the sample is collected. The visa officer must:
  - ◆ ensure the person giving the sample is the applicant and the person identified in the sampling kit; and
  - ◆ verify that the sample kit has not been tampered with and complete the chain of custody documents for the sample (or witness their completion);
  - ◆ package the sample and documentation according to instructions in the kit; and
  - ◆ forward the package to the laboratory by the fastest, most reliable means possible. Ideally, no more than seven (7) days should elapse between the sample-taking and

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receipt of the sample by the laboratory. Normally, private courier services, paid by the applicant, can deliver samples within this deadline.

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### 7.4. Sample letter regarding DNA analysis

Name  
Address  
City, Province, Postal Code

Dear Sir or Madam:

RE: Name/Date of Birth, File No.

Further to your application for a [citizenship certificate (proof of citizenship)] or [grant of Canadian citizenship] concerning the above-mentioned child, on (day/month/year) we requested that you provide us with additional evidence to establish the relationship of parentage between (name), born on (date of birth), and yourself.

Since the documentary evidence you provided when you applied does not enable us to establish parentage between you and the child, and you are unable to obtain other documentary evidence, in lieu of documentary evidence we will accept the results of a DNA analysis carried out by a laboratory accredited by the Standards Council of Canada for DNA testing.

Citizenship and Immigration Canada (CIC) accepts results from the following laboratories accredited by the Standards Council of Canada (SCC): GENETRACK BIOLABS INC., MAXXAM ANALYTICS INC., ORCHID PRO-ADN, ORCHID PRO-DNA and DDC/DNA DIAGNOSTIC CENTER. These laboratories are not required to be physically present in Canada to be accredited by the SCC, and some laboratories may carry out DNA analysis and retain personal information outside of Canada. Should you elect to undergo DNA testing, you may want to inquire with the accredited laboratory of your choice as to whether laws outside of Canada will apply to your personal information, and what measures they have put into place to protect your information.

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### 7.5. Laboratories recognized by CIC to carry out DNA analysis

The following laboratories have been accredited by the Standards Council of Canada for DNA testing. Clients must be given the names, telephone numbers, e-mail and website addresses of **all** the accredited laboratories.

#### **GENETRACK BIOLABS INC.**

Toll free telephone: 1-888-828-1899  
e-mail: [immigration@genetrack.com](mailto:immigration@genetrack.com)  
website: [www.genetrack.com](http://www.genetrack.com)

#### **MAXXAM ANALYTICS INC.**

Toll free telephone: 1-877-706-7678  
e-mail: [dna@maxxamanalytics.com](mailto:dna@maxxamanalytics.com)  
website: [www.thednalab.com](http://www.thednalab.com)

#### **ORCHID PRO-ADN**

Toll free telephone: 1-800-565-4505  
E-mail: [info@proadn.ca](mailto:info@proadn.ca)  
Web site : [www.proadn.ca/](http://www.proadn.ca/)

#### **ORCHID PRO-DNA**

Toll free telephone: 1-800-563-4363  
E-mail: [info@orchidcellmark.ca](mailto:info@orchidcellmark.ca)

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Web site: [www.orchidcellmark.ca](http://www.orchidcellmark.ca)

### **DDC/DNA DIAGNOSTIC CENTER**

Toll Free Telephone: 1-877-842-4827

E-mail: [immigration@sponsordna.com](mailto:immigration@sponsordna.com)

Web site: [www.sponsordna.com](http://www.sponsordna.com)



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### Appendix A – Referral Form

From: Mission XXX

To: CPC Sydney

Additional form is included with this application for the following reason(s):

- DNA may be required (please provide rationale).
- Registration of birth occurred more than two years after birth of child.
- Parentage should be investigated (please provide reasons).
- Documents may be fraudulent (please provide justification).
- Request to amend name and/or date of birth.
- Fraud suspected (please provide justification).
- Other:

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