



CITIZENSHIP Canada

Application for Canadian Citizenship Under Paragraph 5(2)(a) Minors (under 18 years of age)



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Attachments:

Forms:

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

**Cette trousse est également
disponible en français**

Important information

If you need help with this application kit or you want to obtain another type of kit, please visit our Web site at <http://www.cic.gc.ca> or phone a Call Centre. **The Call Centres are accessible only in Canada.**

If you live outside of Canada, refer to our web site or contact the Canadian Embassy, High Commission or Consulate for information.

Location	Phone Number	Remarks
If you are in MONTREAL or surrounding area, call	(514) 496-1010	To speak with an operator, call between 07:00 and 17:00 EST
If you are in TORONTO , GREATER TORONTO or MISSISSAUGA, call	(416) 973-4444	To speak with an operator, call between 08:00 and 16:00 EST
If you are in VANCOUVER or local calling area, call	(604) 666-2171	To speak with an operator, call between 08:00 and 16:00 PST
If you are ANYWHERE ELSE in CANADA , call	1-888-242-2100	Toll free number
If you have a hearing disability and use a teletypewriter, you may access our TTY service at	1-888-576-8502	Service is accessible Monday to Friday, between 07:00 and 19:00 EST Toll free number

Using the Call Centre Service

The Call Centre system can help answer some of your questions and can be used to order application kits. It is available 24 hours a day. It is an automated system that can be accessed using a touch tone phone. If you don't have a touch tone phone or need to speak to an agent, you must call during normal working hours.

To access the automated service, dial the applicable number above. Have a pen and paper ready to record the information you receive. Select the language you want to use, either "1" for English or "2" for French. Next, select the service you want to use:

- Press "1" for Citizenship information
- Press "2" for Immigration information
- Press "3" to advise us of your change of address
- Press "4" for information on passports, birth certificates or other documents

Citizenship Application Kits

Canadian Citizenship (Adults)
Canadian Citizenship (Minors)
Search of Citizenship Records

Citizenship Certificate (Proof from Inside Canada)
Citizenship Certificate (Proof from Outside Canada)

To obtain information on the following application forms, you must speak to a Call Centre agent

Application for Citizenship under 5(2)(b)
Resumption
Renunciation
Retention

This guide is not a legal document. Detailed eligibility requirements are available through the *Citizenship Act* and *Regulations* or through one of the CIC Call Centres. Programs or services may change with little notice; details should be verified with the Call Centre.

Overview

For an adult applying for Canadian citizenship you must complete the form “**Application for Canadian Citizenship - Adults**” (form number CIT 0002).

Before you apply

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

The child could lose his/her present nationality or citizenship if he/she becomes a Canadian citizen. If you have any questions about this, you should ask the Embassy, High Commission or Consulate of the country of your child's present nationality.

A child born to a Canadian parent(s) outside Canada is a Canadian citizen. In this case, please ask for the form “**Application for a Citizenship Certificate from Inside Canada**” (form number CIT 0001) if you reside in Canada, or the form “**Application for a Citizenship Certificate from Outside Canada**” (form number CIT 0006) if you reside abroad.

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

This application form is for a child who:

- is under 18 years of age (if your child turns 18 before the parent becomes a Canadian citizen, your child will have to re-apply as an adult. Should this happen, payment submitted with your child's minor grant application will be applied to his or her adult application);
- is not a Canadian citizen;
- has been admitted to Canada as a permanent resident (landed immigrant); **and**
- has at least one parent (includes adoptive parent) who is a citizen OR who will become a citizen at the same time as the child.

Children must not

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

What you must send with this form

Fee	See page 6 for information on the current fee and method of payment. The fee is not refundable. If you have printed this application from the web site a receipt is not included. You must order an original receipt as shown on page 6 “ <i>Citizenship fees</i> ”.
Documents	You must send a clear and legible photocopy of: <ol style="list-style-type: none">1. the child's <i>Record of Landing</i> (IMM 1000)2. the child's birth certificate, or in the case of adopted children, an adoption order (showing the child's name, date of birth, place of birth and the names of the parents/adoptive parents). For adopted children living in Quebec, you must submit one of the following documents:

- jugement d'adoption; or
 - reconnaissance de jugement d'adoption; or
 - certificat d'inscription d'adoption.
3. 2 pieces of the child's personal identification (for example, school record and a health insurance card)
 4. if applicable, proof of the parent(s)'s Canadian citizenship (for example, a certificate of Canadian citizenship or Canadian birth certificate)
 5. if you are the legal guardian of the child, provide legal documentation proving guardianship

Note: If supporting documents are not in English or French (for example, a birth certificate issued in another country) you must supply a photocopy of each original document, a translation and an affidavit from the person who completed the translation. Translations from family members are not acceptable.

Note: Baptismal certificates, birth certificates and marriage certificates issued by the government of Quebec before **January 1, 1994** are no longer accepted for issuing a grant of Canadian citizenship. If you have one of these certificates you must obtain a new document. This can be done by contacting the office of the Registrar of Civil Status of Quebec at one of the following numbers: Québec - (418) 643-3900, Montréal - (514) 864-3900, elsewhere in the province - 1-800-567-3900. Information can also be obtained by visiting their Web site at www.etatcivil.gouv.qc.ca.

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

You must provide 2 citizenship photos of the child taken within the last 12 months. Take the form called "**Citizenship Photograph Specifications**" included in this application kit to the photographer to make sure you get the correct size photos.

When you have the child's photo taken, please ensure that the child does not wear a head covering unless the child wears one because of his/her religion.

When you pick up the photos at the photographer, check to make sure the size of the photos is correct and the back of the photos are dated and identified by the photographer.

Signature on both application and photos

- If the child is 14 years of age and older, the child **must** sign his/her name in the white area below each of the photos. **Do not print.**
- If the child is **under 14**, print the child's name on the back of the photo.

Put both signed photos of the child in the small envelope provided with this form. **Do not staple, glue or otherwise attach the photos directly to the application.**

Application printed from the web site.

Please note that if you have printed the application from the web site, there is no photo envelope provided. Therefore, we ask that you provide your own **envelope for each** set of photos.

Citizenship fees

What fees are required?

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

Are fees refundable?

Processing fee

The processing fee is not refundable. The processing fee will not be refunded, regardless of the final decision, once the Case Processing Centre has started processing the application.

After you have read this guide, you should be able to decide if the child is eligible. Make sure that the child is eligible **before** you pay the fees and that you provide all the information requested before you submit the application. **If the child is found not to be eligible, the processing fee will not be refunded.**

How do I calculate the fees required?

Step 1: Use this chart to calculate the fees required.

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

Step 2: Fill out one receipt form (IMM 5401) for the child and for yourself and **other members of your family** if you are applying at the same time.

An original receipt must be used; **a photocopy is not acceptable.** You can order an original receipt from our Web Site at <http://www.cic.gc.ca> or contact a Call Centre **agent**.

Step 3: Insert the “Total” on line **09 Citizenship or Immigration Services Fees**.

Do **not** complete the top two portions of the receipt; these will be completed by the financial institution.

Step 4: Complete the “Payer Information” sections on the reverse of the receipt.

If you already have an open file and know the client identification number that we have assigned to you, enter the number in the box provided for that purpose. If not, leave that box empty.

Step 5: Bring the receipt and your payment to the financial institution.

Do **not** make payment using the automated teller machines.

What if I make an incorrect payment?

If you are required to pay additional fees, the Case Processing Centre will send you a form (IMM 5412) which will indicate the amount required for correct payment. Not paying the correct fee will result in a delay in finalizing your application. This payment must also be paid at a designated financial institution.

If you have paid too much, your application will be processed and the amount of the overpayment will be refunded.

A cheque will be issued by Citizenship and Immigration Canada as soon as possible.

Where can the fees be paid?

Payment can be made at most financial institutions in Canada. Check with financial institutions in your area.

Note: There is no banking charge to pay. The service is free.

What can I use to pay the fees?

The financial institution will let you know what form of payment it considers acceptable. Please note that personal cheques and travellers' cheques are not acceptable.

What if there is no local financial institution which will accept payment?

In this situation, you may pay the fees by mail. Call a Call Centre **agent** for instructions.

What does the financial institution do?

The financial institution will accept your payment. The financial institution will stamp and insert the amount paid in the upper two portions of the receipt. You will receive the top two portions of the receipt. **Make sure you are given these and that they have been stamped and completed before you leave the financial institution.**

Note: Do not present your application to the financial institution, only your receipt.

What do I do after I have paid the fees?

Retain the top portion (Copy 1 – Client's copy) of the receipt which you have been given for your records. Attach the middle portion (Copy 2 – To be sent by client to Citizenship and Immigration Canada) to your completed application and mail it to the Case Processing Centre. **DO NOT SEND ANY OTHER FORM OF PAYMENT WITH YOUR APPLICATION.**

How to complete the form

COMPLETING THE APPLICATION FORM

Follow the instructions carefully. Delays will result if the application is not properly completed. If you need more space to answer any questions please use an extra sheet.

FOLLOW THESE STEP BY STEP INSTRUCTIONS

Section 1

You must indicate whether you would like service in English or French.

Section 2

You must indicate if the child has any special needs. Special needs are described as:

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

Section 3

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

Section 4

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

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

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

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

- jugement d'adoption; or
- reconnaissance de jugement d'adoption; or
- certificat d'inscription d'adoption.

Section 5

- A Write down the child's surname/last name and given name(s), **as they appear on the *Record of Landing* (IMM 1000).**

- B** If the child's name has been legally changed since he/she came to Canada, tell us what the new name is. Remember to supply a clear and legible photocopy of the legal name change document (for example, provincial change of name certificate, court order, adoption order, etc.)
- C** If the child has used another name in the past or is known by a name other than the one you listed above, write it down on the application. (Other names can include birth names, nicknames, call names and community names, etc.) You can use a separate piece of paper if required.
- D** The name on the child's citizenship certificate will be the **same** as the one shown on the *Record of Landing*, unless it has legally been changed after arriving in Canada. A legal name change must be supported by a copy of an approved amendment to the *Record of Landing*, or a provincial legal change of name document, or a provincial adoption order.

If the child's name has not been changed legally, you may still request that the citizenship certificate show a different name if you can provide a provincial document (e.g. a health card or an official school record issued by the provincial department responsible for education) reading exactly the same as the name you are requesting.

If this change is significant, linking documentation showing the use of both old and new names, or the basis for the change, will be required as well as the provincial document. Examples of linking documents include an amended birth certificate, a foreign change of name, an adoption order, or a foreign passport showing both names.

Please note that you cannot request a name change after your application has been submitted to Sydney, Nova Scotia.

Note: If you are submitting a Quebec issued document, see instructions in the section on Documents.

Section 6

- A** Write down the child's date of birth exactly as it appears on the child's *Record of Landing* or the amendment to the *Record of Landing* if the child already obtained one. This is the date of birth that will appear on the child's citizenship certificate. Indicate the place and country where the child was born.

If the date of birth on the *Record of Landing* is not the correct birthday, it may be possible to change the information in the child's immigration record. The child's *Record of Landing* will be changed only to correct mistakes made by Citizenship and Immigration Canada in recording the information provided when applying to come to Canada. If you are applying to correct the child's *Record of Landing*, **do not apply for citizenship for your child until you have received a response to the request.** You may not change the child's birth date during the processing of his/her application for citizenship.

To apply for an amendment to the child's birth date, contact the Call Centre nearest you and ask for the **"Request to amend the Immigration Record of Landing"** kit. This kit is also called an "IMM 5218 kit". You may also obtain the kit from our Internet site. Amendments to the *Record of Landing* takes approximately 8 weeks. Please include this response with the child's citizenship application.

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

Section 7

- A** Provide the child's current home address, complete with postal code.
- B** If the mailing address is different from the home address, include the mailing address, complete with postal code.
- C** We may need to contact you by phone. List the telephone number(s) where you can be reached.

Section 8

- A Write down the surname/last name and given name(s) of the child's parents.
- B Write down the country and date of birth of the child's parents.
- C Write down the number(s) of the Canadian citizenship certificate(s) of the child's parents and the date(s) when they became Canadian citizens if applicable.

Section 9

Write down the date when the child became a permanent resident of Canada. Please refer to Box 45 of the child's *Record of Landing* document. If the child's *Record of Landing* document does not have a box 45, please insert the child's landing date. You must let us know if the child left Canada for six months or longer since becoming a permanent resident. If no, go to Section 10 of the application. If yes, give details of the time the child spent away from Canada. Please use another piece of paper if you need more space.

Section 10

PROHIBITIONS UNDER THE *CITIZENSHIP ACT*

Certain conditions spelled out in the *Citizenship Act*, may affect the child's application for citizenship. To find out if this applies to the child go to Section 10 of the application. If any of the questions in Section 10 of the application applies to the child, you must provide details. For further information please call a Call Centre (see page 2 of the instructions).

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

The Registrar of Canadian Citizenship must check with the Royal Canadian Mounted Police and the Canadian Security and Intelligence Service to find out if there are any criminal or security reasons which could prevent the child from acquiring Canadian citizenship. Also, the child's entry to Canada and status will be verified with Immigration officials.

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

Section 11

The parent or guardian of the child must **sign** the application. Children (14 years of age **and** older) must also sign the application.

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

The application must be signed and dated before it is mailed to CPC Sydney. Citizenship and Immigration Canada will use the date you sign the application for the purpose of determining whether the child meets the applicable criteria. If the application is not signed and dated, it will be returned to you. The application will also be returned to you if it is stale-dated (we receive an application signed more than 3 months ago) or if it is post-dated (we receive an application dated into the future).

Section 12

The individual, authorized officer of a firm or organization who assisted in the completion of this application must complete and sign this section.

Once you have completed **all** the sections of your application, mail it to the CPC-Sydney address found on page 5 of these instructions. Remember to include your photographs and all supporting documents. **If you are sending more than one application (for example, applications for family members), you must send one receipt to cover all applications. Mail the receipt and all applications together in one envelope. That way they will be processed together.**

Where to send your application

On the envelope to mail your application, print:

Your Name
Your Address
Your Postal Code

**Case Processing Centre - Sydney - Grant Minors
P.O. Box 7000
SYDNEY NS B1P 6V6**

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

What happens next?

To start the processing, send the child's completed application form to the address on page 5 of the instructions. We will review the information and documents and we will contact you if further information or documents are required.

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

If your child turns 18 before the parent becomes a Canadian citizen, your child will have to re-apply as an adult. Should this happen, payment submitted with your child's minor grant application will be applied to his or her adult application.

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

Citizenship and Immigration Canada has a quality assurance program. In this program, some applications are randomly selected for special review. The review means that you might be called to an interview with a Citizenship and Immigration official, so that we can make sure that all the documents you gave us are correct, and that your child's application was completed properly. The interview is very short, and should not result in any delay to the processing of your child's application.

REMEMBER: You must advise us of any change of address or telephone number by calling a Call Centre or by entering your new address on the web site <http://www.cic.gc.ca> and then clicking on the "On-line Service - Change of Address" feature.



**Application for Canadian Citizenship -
Minors (under 18 years of age)
Under Paragraph 5(2)(a)**

Before you start, read the instructions

Please PRINT in ink or TYPE Protected when completed

Receipt no.

Certificate no.

1 I want service in English ☐ OR French ☐ Please check (✓) one

2 The child has special needs No ☐ Yes ☐ If yes, explain:

3 Have you applied for the child to obtain Canadian citizenship before? No ☐ Yes ☐ When? Year

4 The person applying for the child is the Parent ☐ OR Guardian ☐ Is the child adopted? No ☐ Yes ☐

Print your name

You must provide the birth certificate, adoption order or a legal document showing guardianship.
(See instructions about Quebec issued documents in the section on documents)

For official use only

5 A Child's name (**exactly** as it is shown on the immigration document)

Surname/Last name

Given name(s)

B Has the child's name been legally changed since coming to Canada? To: No ☐ Yes ☐ **You must provide a clear and legible copy of the legal change of name document.**
(See instructions in Section 5 about Quebec issued documents)

Surname/Last name

Given name(s)

C List any other names the child has used in the past or now uses (for example, birth name, nicknames, etc.)

Surname/Last name

Given name(s)

D Name you want on citizenship certificate (documentation required)

Surname/Last name

Given name(s)

6

A Birth details Date Day Month Year Place City, town, etc. Country

B Child's present citizenship

C Personal information Sex Male ☐ OR Female ☐ Height cm OR ft in Colour of eyes

Marital status Single ☐ Married ☐ Widowed ☐ Divorced ☐ Separated ☐

7

A Home address

Postal code

B Mailing address (if different from home address)

Postal code

C Telephone number(s) Home () Work () Ext.

8 CHILD'S PARENTS

FATHER

MOTHER

A Surname/Last name

Given name(s)

Other name(s) used

B Country and date of birth**C** Proof of Canadian citizenship

			Maiden name		
		Day	Month	Year	
Citizenship certificate number		Day	Month	Year	
Citizenship certificate number		Day	Month	Year	

9 When did the child become a permanent resident of Canada?

Day	Month	Year

Has the child left Canada for 6 months or longer since becoming a permanent resident?

Yes ☐

No

☐**If no, go to Section 10.****If yes, give details of the time the child spent away from Canada.**

FROM			TO			DESTINATION	REASON	# of days
D	M	Y	D	M	Y	What country did the child go to?	Why did the child go to this country?	absent
								days
								days
								days
TOTAL								days

*Use another piece of paper if you need more space.***10 PROHIBITIONS UNDER THE CITIZENSHIP ACT**

1. Is the child now:

- an inmate of a penitentiary, jail, reformatory, or prison?
- on probation?
- on parole?

2. In the past 3 years, has the child been convicted in Canada of an indictable crime or a crime under the *Citizenship Act*?3. Is the child now charged with a crime, or a crime under the *Citizenship Act*?

4. Is the child now, or has the child ever been, under a deportation order (has the child been asked by Immigration officials to leave Canada)?

5. Is the child now under investigation for or charged with a war crime or a crime against humanity or has the child ever been convicted of a war crime or a crime against humanity?

6. In the past 5 years, has the child had Canadian citizenship which has been taken away (revoked)?

I am the parent or guardian of this child. I have read and understand the prohibitions under the *Citizenship Act*.

I declare that these prohibitions:

☐

Do not apply to the child

☐

Do apply to the child Provide details


11 SIGNATURE(S) I agree to advise Citizenship and Immigration if any information on this form changes before the child takes the Oath of Citizenship. I understand the contents of this form. I declare that the information provided is true, correct and complete, and that the photographs enclosed are a true likeness of the child. I understand that if I make a false declaration, or fail to disclose all information material to the child's application, the child could lose his/her Canadian citizenship and I could be charged under the *Citizenship Act*.

I have indicated in Section 10 whether the prohibitions apply to the child.

**PARENT'S/
GUARDIAN**
 **signature** _____ Place _____ Date

Day	Month	Year

Children (14 years of age and older) must also sign this application:

CHILD'S
 **signature** _____ Place _____ Date


Day	Month	Year

12 INDIVIDUAL, FIRM OR ORGANIZATION WHO ASSISTED IN THE COMPLETION OF THIS APPLICATION
(The applicant does not complete this section)

Name of individual who assisted in completing this application form: _____

Name of firm, organization: _____

Address: _____

 Signature of Individual _____ Date

Day	Month	Year

REMEMBER:

**If you are sending more than one application, send all of them together in one envelope.
The applications will be processed together.**

Protected Information
Personal Information Bank CIC PPU 050

Information in this form is collected under the *Citizenship Act* to determine eligibility for the grant of Canadian citizenship and to maintain a record of persons to whom citizenship certificates were issued. Under the *Privacy Act*, you have the right to access, request correction of or have a notation attached to the information concerning yourself.



CITIZENSHIP PHOTOGRAPH SPECIFICATIONS

Notes to the applicant

TAKE THIS PAGE WITH YOU TO THE PHOTOGRAPHER

- Citizenship photographs are not the same as passport photographs.

Notes to the photographer

Please make sure that you provide:

- 2 identical photographs (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera;
- the name of the photographer or the studio, the studio address and the date the photos were taken on the back of the photographs.

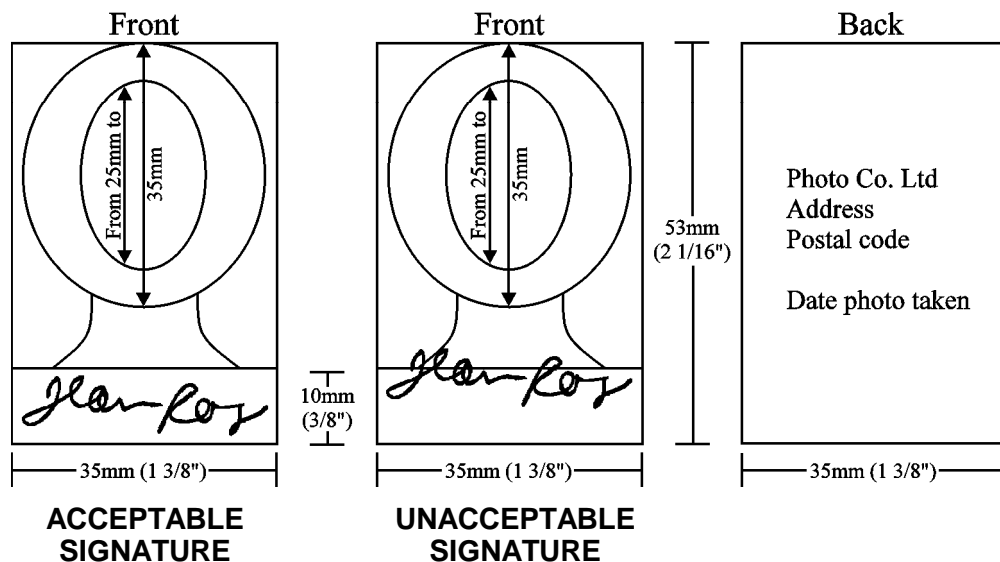
The photographs must:

- show a full front view of the person's head centered in the middle of the photograph;
- have a plain white background;
- have a plain white signature strip (no more than 10mm and no less than 6mm deep) at the bottom;
- be produced on single weight matte paper.

The photographs must measure:

- 35mm x 53mm finished size;
- between 25mm and 35mm from chin to crown.

Applicants 14 years of age and over must sign within the white signature strip below each photo.
For applicants 13 years of age and under leave signature strip blank. Parent must NOT sign child's photo.



Your signature must fit entirely within the white signature strip that appears at the bottom of your photographs. Your photographs will be returned to you if any portion of your signature extends outside the white strip.

Important Notice

Fees Receipt Form IMM 5401

Form IMM 5401 is **not** included in the Internet version of this application kit because an original receipt with a unique serial number must be used. An original receipt can be ordered over the Internet at the following address:

www.canadapost.ca/tools/docp/CIC/bin/hpm-e.asp

or may be obtained by contacting a CIC Call Centre.