



CITIZENSHIP Canada

Application for a Search of Citizenship Records



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Attachments:

Forms:

- Application for a Search of Citizenship Records (CIT 0058)
- 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 paragraph 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

This application is to request a search of Canadian citizenship records to verify naturalization or citizenship information. In response to this application, you will receive a:

- No Record Letter, if no record of the person is found; **or**
- Record Letter detailing how and when the person became a Canadian citizen, or if a pending Canadian Citizenship application is in process.

Note: *Record Letters are issued for specific reasons and are valid for a limited time period only. These letters cannot be used as proof of citizenship. These letters cannot be used to cross international borders including the Canada/U.S.A. border. **The only official proof of citizenship is a citizenship certificate.** For information on how to get a citizenship certificate, contact a Call Centre.*

Before you apply

Please read this information sheet **carefully**. We cannot process your application if it is completed incorrectly or if you fail to provide the necessary documents. We will not refund the processing fee once we receive your application.

What you must send with this form

Fee See page 5 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 5 “*Citizenship fees*”.

Note: *If you are submitting this form **at the same time** as an Application for a Citizenship Certificate (proof of citizenship), you do not have to pay for a Search of Citizenship Records.*

Documents Whether you are applying for information about yourself or about another person, you must send a **clear and legible photocopy** of two pieces of **your** personal identification to show **your** identity (for example, your driver’s license, and your health insurance card). If you are applying for information on another person, you may have to provide clear and legible photocopies of other documents, such as proof of your relationship to that person and/or proof of death.

Where you must send this form

On the envelope to mail your application, print:

Your Name
Your Address
Your Postal Code

**Case Processing Centre - Sydney - Search
P.O. Box 10010
SYDNEY NS B1P 7C1**

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

If you are sending more than one application (for example, applications for family members), you may send one receipt to cover all applications. Mail the receipt and all applications together, in one envelope. That way they will be processed together.

Authorization for the release of information

The information contained in citizenship records is protected under the *Privacy Act*. The Act also states that information cannot be released without the written consent of the person concerned.

That is why you must complete Section 4 of the application (Authorization for the release of information). By signing Section 4, you are agreeing to let us release the information.

Citizenship fees

What fees are required?

You must pay a **Processing Fee** when you submit an application for a search of citizenship records.

Processing fee: \$75 per person

Note: If you are submitting this form **at the same time** as an Application for a Citizenship Certificate (proof of citizenship), you do not have to pay for a Search of Citizenship Records.

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.

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
	SEARCH OF CITIZENSHIP RECORDS		x \$75	
Total				\$

Step 2: Fill out one receipt form (IMM 5401) 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

- A** Whether you are applying for information about yourself or about another person, write down the surname/last name and given name(s) of the person whose record you want us to search. It will help us find the record if you write the name the same way the name was recorded on the *Record of Landing* (IMM 1000) document or on a citizenship certificate.
- B** You must indicate all the names the person has ever used, for example, names at birth, name used during a previous marriage, nick names etc.
- C** Indicate the date of birth and the place and country where the person was born. Give the date the person entered Canada as a permanent resident.
- D** If the person ever had a citizenship certificate, indicate the name that was on that certificate, when it was issued and the number of the certificate if you have this information.
- E** If the person entered Canada before 1915, you will need to fill out the section on the person's father. This is because citizenship records for persons who entered Canada before 1915 are usually based on the father's record. Without the father's information, we will not be able to find the person's record. For this section, fill in as much detail as you know about the name of the town and province where the father lived, what his job was and the father's birth date.

Section 3

Whether you are applying for information about yourself or about another person, **you must fill in this section about yourself.**

- Write down your surname/last name and given name(s)
- Provide your current mailing address, complete with postal code.
- We may need to contact you by phone. List the telephone number(s) where you can be reached.

Section 4

Citizenship and Immigration Canada cannot release information about an individual unless the individual agrees.

- A** If this Application for a Search of Citizenship Records is for information about you only, tick off YES in the first box and go to the next section (Section 5).

If the information you need is about a relative or another person, tick off NO in the second box and complete all of section 4. You must have the permission from that other person for the release of this personal information.

- B** Have the other person sign their name where it says 'signature' and have the person fill in the date of the signing.
- C** If the other person is deceased, you will need to give the date of death. Do not forget to provide proof of death if the person has been deceased for less than 20 years. If the other person is not deceased and does not give us permission to release the information, you will not be able to access the record.
- D** You must indicate what your relationship is to the person whose record is requested; for example, husband, wife, child, brother, sister or parent, and provide proof of relationship for example birth certificate showing parentage.

Section 5

- You must indicate why you need a letter. Use the space provided to write down the reasons you need the letter.
- Sign (do not print) the application, as you sign on other official documents. Write down the date and place. Date the application the same day you sign it.

What happens next?

Once you have completed **all** the sections of your application, mail it to the address indicated on page 3 of the instructions. Remember to include all supporting documents and fees.

Citizenship and Immigration officials will search the Citizenship Registration System for the record. When the record is located a letter will be sent to the mailing address. The letter will indicate when the person became a citizen or if there is a Canadian Citizenship application in process.

If there is no record, or if no record can be located based on the information provided, a letter indicating there is no record will be sent to the mailing address.

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 a Search of Citizenship Records

Please PRINT in ink or TYPE

Protected when completed

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

2 Information on the person whose record you are asking for

A Surname/Last name		Given name(s)	
B List other names used (e.g. maiden name, alias, etc.)		Date of birth Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	
C Place and country of birth		Date of entry into Canada Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	
D Name on certificate of Canadian citizenship or naturalization (if known)	Canadian citizenship certificate no. (if known)	Date certificate was issued (if known) Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	

IF the above person entered Canada before 1915, complete this section

E Father's surname/last name		Father's first name(s)	
When the father became a Canadian citizen, a) where was he living? _____ b) what was his job? _____		Father's date of birth Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	

3 Information on the person asking for the search

Surname/Last name		Given name(s)	
Mailing address			
Street no.	Street		Apt. no.
City/Town		Province	Postal Code
Telephone (home)		Telephone (work)	
Area Code	Telephone no.	Area Code	Telephone no.
		Extension	

4 Authorization for the release of information

A Are you the person named in Section 2?

- ☐ Yes ➡ Go to Section 5
☐ No ➡ Go to next question

B Does the person named in Section 2 consent to this search?

- ☐ Yes ➡ I am the person named in Section 2 and I authorize the release of information to the person making this application.

Signature

Date
Day Month Year

- ☐ No ➡ Go to next question

4 Authorization for the release of information (continued)

C Is the person named in Section 2 deceased?

<input type="checkbox"/>	Yes	►	Date of death	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>
<input type="checkbox"/>	No	►	Go to next question			


Provide proof of death
(clear and legible photocopy of death certificate)

D What is your relationship to the person named in Section 2?

Provide proof (clear and legible photocopy of birth certificate, marriage certificate, etc.)

5 Why do you need this information? (to give to a foreign government, for employment, etc.)

You **must** give a valid reason(s) for requesting this information.

 Signature _____	Place _____	Date	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>
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REMEMBER:

If you are sending more than one application, send all of them together in one envelope. The applications will be processed together. Failure to include the necessary documentation (e.g. 2 pieces of identification) will result in delays in processing your application.

FOR DEPARTMENTAL USE ONLY

Documents:	Office	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	NR	PR
	\$ <input type="text"/> .00	Receipt no. <input type="text"/>		Receipt date Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>		

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:

<http://www.canadapost.ca/tools/docp/CIC/bin/hpm-e.asp>

or may be obtained by contacting a CIC Call Centre.