



DOCUMENT CHECKLIST

APPLICATION FOR A CITIZENSHIP CERTIFICATE (PROOF OF CITIZENSHIP)

Send the following documents with your application. Check ☒ each box once you enclose the item.

Failure to provide a fully completed application form or the necessary documents will result in the return of your application. If you are sending more than one application (for example, family members), and one of the applications is incomplete, all the applications will be returned to you.

If you are applying using the paper application, provide clear and legible, **high quality, colour copies** of your documents.

If you are using the online application, you must upload **high resolution, colour digital or scanned images** of your documents.

Note: This Document Checklist must be included in the envelope with all paper applications that are submitted by mail. If you are completing your application online the system will create an electronic Document Checklist that is personalized for you. You may still use this one for reference.

Note: You must provide an English or French translation of all documents that are in another language, and an affidavit from the person who completed the translation.

Mailing Address

If you are submitting a paper application, **include this completed Document Checklist with your application package** and mail your completed application package to the appropriate address below.

I live inside Canada or the United States

Regular Mail Address:

Case Processing Centre - Sydney-Proofs
P.O. Box 10000
Sydney, Nova Scotia
B1P 7C1

Courier Address:

IRCC Digitization Centre - Proofs
3050 Wilson Ave
New Waterford, Nova Scotia
B1H 5V8

I live outside of Canada and the United States

See section **"Step 4"** in the instruction guide.

Documents required from all applicants

DO NOT SUBMIT ORIGINALS UNLESS OTHERWISE STATED AS DOCUMENTS SUBMITTED WILL NOT BE RETURNED.	PAPER FORMAT	ONLINE FORMAT
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Application Form

☒ Application for a Citizenship Certificate (CIT 0001), completed, signed and dated. Refer to "Step 2" in the instruction guide when completing the application form.	Original	Online form
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Photos

☒ Citizenship photograph(s). Refer to "Step 1" , Photographs section, in the instruction guide.	Originals, two (2)	Digital colour image
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Identity documents

☒ Two (2) pieces of valid personal identification, such as a passport, a driver's license, or a health insurance card, one of which must have your photo on it. Refer to "Step 1" , Acceptable identity documents section, in the instruction guide.	Colour copy	Scanned colour image
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Applicable fees

☐ Proof of payment. Refer to "Step 3" in the instruction guide.	Original	Not Applicable
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Documents required from some applicants

You must include the forms below, if applicable

☐ Use of a Representative (IMM 5476) form, completed, signed and dated. Refer to "Step 2" in the instruction guide.	Original	Scanned colour image or PDF
☐ Statutory Declaration - Request for a Change of Sex or Gender form, completed, signed and dated.	Original	Scanned colour image or PDF
☐ Proof of legal change of name, such as a provincial/territorial Legal Change of Name document, marriage certificate, court order, adoption order, divorce decree, etc., or foreign equivalent of such documents. Refer to "Appendix C: Name change" in the instruction guide.	Colour copy	Not applicable

Required Additional Documents

Identify the scenario below that best describes your situation and provide the supporting documents listed.

Note: As set out in the *Citizenship Act* and the *Citizenship Regulations*, No. 2, we may ask you for further information or documents when processing your application.

SCENARIO 1.

Online or paper applications

You were previously issued a:

- Canadian citizenship certificate, or
- Canadian naturalization certificate (you were granted Canadian citizenship), or
- Certificate of Registration of Birth Abroad (RBA), or
- Certificate of Retention of Canadian Citizenship, or
- British naturalization certificate issued in Canada or in Newfoundland and Labrador

Please provide:

☐ all original citizenship/naturalization certificates (including any pink transmission copies), if applicable to you	Original	Scanned colour image
☐ your Registration of Birth Abroad certificate (RBA document, issued prior to February 15, 1977), if applicable to you	Colour copy	Scanned colour image
☐ your Retention of Canadian Citizenship certificate, if applicable to you	Colour copy	Scanned colour image

SCENARIO 2.

Paper applications only

You were born in Canada and you have never had a citizenship certificate.

Please provide:

☐ your Canadian birth certificate, issued by the appropriate provincial/territorial authority in Canada	Colour copy	Not applicable
☐ proof of other nationalities acquired by you and your Canadian parent before February 15, 1977, if applicable to you	Colour copy	Not applicable

SCENARIO 3.**Online or paper applications**

You (or the minor you are applying for) was born outside Canada to a Canadian parent, and never had a:

- Canadian citizenship certificate, or
- Certificate of Registration of Birth Abroad (RBA), or
- Certificate of Retention of Canadian Citizenship.

Please provide:

☐ your country specific birth certificate displaying the name of your Canadian parent(s) , issued by the appropriate government authority in the country where you were born.	Colour copy	Scanned colour image
☐ proof that at least one of your parents (legal parent at birth or biological parent) is a Canadian citizen, such as: • parent's provincial/territorial birth certificate, or • parent's Canadian citizenship/naturalization certificate, or • parent's Certificate of Registration of Birth Abroad (RBA) or Certificate of Retention of Canadian Citizenship • parent's British naturalization certificate, issued in Canada or Newfoundland and Labrador • any other evidence that your parent is a Canadian citizen, such as those described in Scenarios 4 and 5 below	Colour copy	Scanned colour image
☐ proof of other nationalities acquired by you and your Canadian parent before February 15, 1977, if applicable to you	Colour copy	Scanned colour image

If your **Canadian parent is NOT listed on your country specific birth certificate** OR you **want to provide supporting documents** with your application, **also provide:**

☐ birth records and documents confirming the name(s) of your Canadian parent(s) at the time of your birth (ex. pre-birth orders, court orders, surrogacy agreements, hospital records, etc.) NOTE: adoption orders are not relevant to this scenario.	Colour copy	Scanned colour image
☐ an explanation why your Canadian parent (legal parent at birth or biological parent) is not listed on your country specific birth certificate.	Colour copy	Scanned colour image
☐ an explanation why your country specific birth certificate was changed, replaced or you aren't sure and you didn't have enough space in section 6.	Colour copy	Scanned colour image

Note: On April 17, 2009, the Citizenship Act was amended to include a first generation limit on claims of citizenship by descent through a Canadian parent. If this is your first application for a citizenship certificate, and you were born outside Canada in the second or subsequent generation, this limitation *may apply to you*, even if you provide the documents specified in Scenario 3. For more information, refer to the Amendments to the Citizenship Act section of the Instruction Guide.

SCENARIO 4.**Paper applications only**

You were a British Subject, you have never been issued a Canadian citizenship certificate, and you:

- lived in Canada *for five years* before January 1, 1947 *as a landed immigrant* (permanent resident), or
- lived in Canada for at least 20 years before January 1, 1947, or
- had your ordinary place of residence in Canada on January 1, 1947, or
- lived in Newfoundland and Labrador for *five years immediately before April 1, 1949*, or
- lived in Newfoundland and Labrador for at least 20 years before April 1, 1949, or
- had your ordinary place of residence in Newfoundland and Labrador on April 1, 1949

Please provide:

☐ your long form birth certificate, issued by the appropriate government authority in the country where you were born	Colour copy	Not applicable
☐ proof of acquisition of British subject status, such as your birth certificate or a British naturalization certificate	Colour copy	Not applicable
☐ proof of your landed immigrant (LI) status in Canada, such as a copy of your immigration document or the stamped page from the passport used when you entered Canada, if applicable to you	Colour copy	Not applicable
☐ proof of your period of residence in Canada before January 1, 1947, OR in Newfoundland and Labrador before April 1, 1949	Colour copy	Not applicable

If you are/were a **British subject woman who married before January 1, 1947**, please also provide:

☐ your marriage certificate	Colour copy	Not applicable
☐ information about your husband's nationality (or nationalities) before January 1, 1947, such as: • his birth certificate • his citizenship/naturalization certificates (British or foreign) • any other proof of his citizenship/immigration status in Canada or another country, such as immigration documents, visas, passports, etc.	Colour copy	Not applicable

SCENARIO 5.

Paper applications only

You are a woman and:

- before January 1, 1947, you married a man who was born, or had been naturalized British, in Canada, or
- before April 1, 1949, you married a man who was born, or had been naturalized British, in Newfoundland and Labrador, or
- before January 1, 1947, you lost your British subject status upon or during marriage.

Please provide:

☐ your long form birth certificate, issued by the appropriate government authority in the country where you were born	Colour copy	Not applicable
☐ your marriage certificate	Colour copy	Not applicable
☐ information about your husband's nationality (or nationalities) upon or during your marriage, such as: • his birth certificate • his citizenship/naturalization certificates (British or foreign) • any other proof of his citizenship/immigration status in Canada or another country, such as immigration documents, visas, passports, etc.	Colour copy	Not applicable
☐ proof of acquisition of British subject status, such as your birth certificate or a British naturalization certificate, if applicable to you	Colour copy	Not applicable
☐ proof of your landed immigrant (LI) status in Canada, such as a copy of your immigration document or the stamped page from the passport used when you entered Canada, if applicable to you	Colour copy	Not applicable