



# 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 for your **first** citizenship certificate, provide clear and legible **certified copies** of your documents. **If it is for a replacement, provide clear and legible photocopies of your documents.**

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

<b>DO NOT SUBMIT ORIGINALS UNLESS OTHERWISE STATED AS DOCUMENTS SUBMITTED WILL NOT BE RETURNED.</b>	<b>Format</b>
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### Forms

<input type="checkbox"/> Application for a Citizenship Certificate (CIT 0001), completed, signed and dated.	Original
<input type="checkbox"/> Use of a Representative (IMM 5476) form, completed, signed and dated. See section " <b>Step 2. Complete the Application</b> " in the instruction guide.	Original

### Optional

<input type="checkbox"/> Request form for a Change of Sex Designation (CIT 0404), completed, signed and dated.	Original
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### Photos

<input type="checkbox"/> Two citizenship photos. Refer to Citizenship Photos section in the instruction guide.	Original
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### Applicable fees

<input type="checkbox"/> Consult the " <b>pay the fees</b> " section in the instruction guide for further information.	Original
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### Identity documents

<input type="checkbox"/> Two (2) pieces of personal identification, such as a passport, a driver's license or a health insurance card, one of which <b>must have your photo</b> on it.	Copy
<input type="checkbox"/> Marriage certificate/divorce certificate and/or a legal name change certificate (if applicable).	Copy

### Additional documents: Identify the scenario that describes your situation and submit the appropriate supporting documents.

#### Scenario 1 – If you have ever been issued a Canadian citizenship certificate, a Canadian naturalization certificate or a certificate of registration of birth abroad (RBA), and you are applying to replace your certificate:

<input type="checkbox"/> <ul style="list-style-type: none"> <li>all citizenship/naturalization certificate(s) and any pink transmission copies (exception of registration of birth abroad certificates);</li> </ul>	Original
<input type="checkbox"/> <ul style="list-style-type: none"> <li>your registration of birth abroad certificate (RBA) (if applicable).</li> </ul> <p><b>Note:</b> Certificates of registration of birth abroad (RBA) ceased to be issued on February 15, 1977. If you are applying for a replacement of your RBA, if your application is approved, you will receive the current citizenship certificate.</p>	Copy

#### Scenario 2 – If you were born in Canada and have never had a citizenship certificate:

<input type="checkbox"/> <ul style="list-style-type: none"> <li>your birth certificate (issued by the appropriate provincial or territorial authority);</li> </ul>	Certified copy
<input type="checkbox"/> <ul style="list-style-type: none"> <li>proof that you ceased to be a British subject before January 1, 1947 (or April 1, 1949 for Newfoundland and Labrador), if applicable, such as: <ul style="list-style-type: none"> <li>foreign naturalization certificate, or</li> <li>marriage certificate.</li> </ul> </li> </ul>	Certified copy

**Scenario 3 – If you were born outside Canada on or after January 1, 1947 to a Canadian parent or a parent who became a citizen as a result of the legislative amendments to the *Citizenship Act* on April 17, 2009 or June 11, 2015:**

<input type="checkbox"/> <ul style="list-style-type: none"> <li>all citizenship/naturalization certificate(s) (if applicable);</li> </ul>	Original
<input type="checkbox"/> <ul style="list-style-type: none"> <li>your birth certificate which lists your parents (issued by the responsible government authority in the country where you were born);</li> </ul>	Certified copy
<input type="checkbox"/> <ul style="list-style-type: none"> <li>proof that one or both of your natural parents were Canadian citizens when you were born, such as:           <ul style="list-style-type: none"> <li>your parent(s)' provincial or territorial birth certificate,</li> <li>Canadian citizenship certificate,</li> <li>certificate of registration of birth abroad,</li> <li>retention certificate, or</li> <li>British naturalization certificate;</li> </ul> </li> </ul> <p style="text-align: center;"><b>OR</b></p> <input type="checkbox"/> <ul style="list-style-type: none"> <li>proof that one or both of your natural parents acquired citizenship under the legislative amendments to the <i>Citizenship Act</i> on June 11, 2015, such as:           <ul style="list-style-type: none"> <li>your parent(s)' provincial or territorial birth certificate,</li> <li>Canadian citizenship certificate,</li> <li>British naturalization certificate; or</li> <li>proof that they were ordinarily resident in Canada on January 1, 1947 (or in Newfoundland and Labrador on or before April 1, 1949) (for example: employment or school documents).</li> </ul> </li> </ul> <p><b>Note:</b> If you were not a Canadian citizen immediately before April 17, 2009, see "Amendments to the <i>Citizenship Act</i> limit citizenship by descent" and "Amendments to the <i>Citizenship Act</i> extending citizenship" in the instruction guide for important information regarding the limit to citizenship by descent and exceptions to this limit.</p>	Certified copy

**Scenario 4 – If you were born outside Canada and Newfoundland and Labrador before January 1, 1947, (or April 1, 1949 for Newfoundland and Labrador) to a parent who was born or naturalized in Canada (or Newfoundland and Labrador) or who became a citizen on January 1, 1947 (or on April 1, 1949 for Newfoundland and Labrador):**

<input type="checkbox"/> <ul style="list-style-type: none"> <li>all citizenship/naturalization certificate(s) (if applicable);</li> </ul>	Original
<input type="checkbox"/> <ul style="list-style-type: none"> <li>your birth certificate which lists your parents (issued by the responsible government authority in the country where you were born);</li> </ul>	Certified copy
<input type="checkbox"/> <ul style="list-style-type: none"> <li>proof that one or both of your natural parents became a citizen on January 1, 1947 (or April 1, 1949 for Newfoundland and Labrador), such as:           <ul style="list-style-type: none"> <li>your parent's provincial or territorial birth certificate,</li> <li>Canadian citizenship certificate, or</li> <li>British naturalization certificate;</li> </ul> </li> </ul>	Certified copy
<input type="checkbox"/> <ul style="list-style-type: none"> <li>your parents' marriage certificate (if applicable).</li> </ul>	Certified copy

**Scenario 5 – If you were a British subject who lived in Canada for 20 years immediately before January 1, 1947 (or April 1, 1949 for Newfoundland and Labrador):**

<input type="checkbox"/> <ul style="list-style-type: none"> <li>your birth certificate (issued by the responsible government authority in the country where you were born);</li> </ul>	Certified copy
<input type="checkbox"/> <ul style="list-style-type: none"> <li>Proof of acquisition of British subject status, such as:           <ul style="list-style-type: none"> <li>British birth certificate, or</li> <li>British naturalization certificate;</li> </ul> </li> </ul>	Certified copy
<input type="checkbox"/> <ul style="list-style-type: none"> <li>for women married before January 1, 1947: details of your husband's nationality at the time of your marriage.</li> </ul>	Certified copy

**Scenario 6 – If you were a British subject who was ordinarily resident in Canada on January 1, 1947 (or in Newfoundland and Labrador on April 1, 1949) and you did not become a Canadian citizen on January 1, 1947 (or on or before April 1, 1949 for Newfoundland and Labrador):**

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>your birth certificate (issued by the responsible government authority in the country where you were born);</li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Proof of acquisition of British subject status, such as:               <ul style="list-style-type: none"> <li>British birth certificate, or</li> <li>British naturalization certificate;</li> </ul> </li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>proof of residence in Canada (or Newfoundland and Labrador) such as:               <ul style="list-style-type: none"> <li>school or employment records, or</li> <li>any other documents showing residence in Canada;</li> </ul> </li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>for women married before January 1, 1947: details of your husband's nationality at the time of your marriage.</li> </ul>	Certified copy

**Scenario 7 – If you were a British subject who lived in Canada as a permanent resident immediately before January 1, 1947 (or immediately before April 1, 1949 for Newfoundland and Labrador):**

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>your birth certificate (issued by the responsible government authority in the country where you were born);</li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Proof of acquisition of British subject status, such as:               <ul style="list-style-type: none"> <li>British birth certificate, or</li> <li>British naturalization certificate;</li> </ul> </li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>proof of admission to Canada as a permanent resident such as:               <ul style="list-style-type: none"> <li>immigration document, or</li> <li>Passport you used when you originally entered Canada (if it includes an original entry or admission stamp);</li> </ul> </li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>for women married before January 1, 1947: details of your husband's nationality at the time of your marriage.</li> </ul>	Certified copy

**Scenario 8 – If you are a woman who married (before January 1, 1947) a British subject born or naturalized in Canada before January 1, 1947 (or who resided in Canada before your marriage) and you entered Canada as a permanent resident before January 1, 1947 (Note - Relevant date is April 1, 1949 for Newfoundland and Labrador):**

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>your birth certificate (issued by the responsible government authority in the country where you were born);</li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>your marriage certificate;</li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>proof of your husband's status in Canada such as his:               <ul style="list-style-type: none"> <li>provincial or territorial birth certificate,</li> <li>naturalization certificate, or</li> <li>citizenship certificate;</li> </ul> </li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>proof of your admission to Canada as a permanent resident such as:               <ul style="list-style-type: none"> <li>immigration document, or</li> <li>Passport you used when you originally entered Canada (if it includes an original entry or admission stamp);</li> </ul> </li> </ul>	Certified copy

**Scenario 9 – If you are a woman who lost her British subject status upon or during marriage before January 1, 1947:**

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>your birth certificate (issued by the responsible government authority in the country where you were born);</li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Proof of acquisition of British subject status, such as:             <ul style="list-style-type: none"> <li>British birth certificate, or</li> <li>British naturalization certificate;</li> </ul> </li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>your marriage certificate;</li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>proof of your husband's foreign nationality at time of marriage or proof of your husband's naturalization in a foreign country such as:             <ul style="list-style-type: none"> <li>foreign birth certificate, or</li> <li>foreign naturalization certificate.</li> </ul> </li> </ul>	Certified copy

**Scenario 10 – If you were formerly a Canadian citizen, ceased to be a citizen under former legislation, had not resumed citizenship since its loss:**

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>all citizenship/naturalization certificate(s) (if applicable);</li> </ul>	Original
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>proof that you were formerly a Canadian citizen such as:             <ul style="list-style-type: none"> <li>birth certificate,</li> <li>Registration of Birth Abroad certificate, or</li> <li>citizenship/naturalization certificate;</li> </ul> </li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>proof that you ceased to be a Canadian citizen such as:             <ul style="list-style-type: none"> <li>a letter from IRCC confirming loss of citizenship (if available),</li> <li>foreign naturalization certificate, or</li> <li>marriage certificate.</li> </ul> </li> </ul>	Certified copy

**Scenario 11 – If you were born or naturalized in Canada before January 1, 1947 (or before April 1, 1949 for Newfoundland and Labrador), ceased to be a British subject under former legislation, and you did not become a Canadian citizen on January 1, 1947 (or on or before April 1, 1949 for Newfoundland and Labrador):**

<input type="checkbox"/>	<ul style="list-style-type: none"> <li>all citizenship/naturalization certificate(s) (if applicable);</li> </ul>	Original
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>proof that you were formerly a British subject such as:             <ul style="list-style-type: none"> <li>birth certificate,</li> <li>naturalization certificate, or</li> <li>marriage certificate;</li> </ul> </li> </ul>	Certified copy
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>proof that you ceased to be a British subject such as:             <ul style="list-style-type: none"> <li>letter from IRCC confirming loss of British subject status (if available), or</li> <li>foreign naturalization certificate.</li> </ul> </li> </ul>	Certified copy

**Scenario 12 – If you were born outside Canada and Newfoundland and Labrador before January 1, 1947 (or before April 1, 1949 for Newfoundland and Labrador) to a parent who became a Canadian citizen automatically on June 11, 2015 and you did not become a citizen on January 1, 1947 (or on or before April 1, 1949 for Newfoundland and Labrador):**

<input type="checkbox"/> <ul style="list-style-type: none"> <li>all citizenship/naturalization certificate(s) (if applicable);</li> </ul>	Original
<input type="checkbox"/> <ul style="list-style-type: none"> <li>your birth certificate which lists your parents (issued by the responsible government authority in the country where you were born);</li> </ul>	Certified copy
<input type="checkbox"/> <ul style="list-style-type: none"> <li>proof that one or both of your natural parents acquired citizenship under the legislative amendments to the <i>Citizenship Act</i> on June 11, 2015, such as:             <ul style="list-style-type: none"> <li>your parent's provincial or territorial birth certificate,</li> <li>Canadian citizenship certificate,</li> <li>British naturalization certificate, or</li> <li>proof that they were ordinarily resident in Canada on January 1, 1947 (or in Newfoundland and Labrador on April 1, 1949) (for example: employment or school documents).;</li> </ul> </li> </ul>	Certified copy

**MAILING ADDRESS**

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**Inside Canada****By regular mail:**

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

**By courier:**

Case Processing Centre - Sydney-Proofs  
49 Dorchester Street  
Sydney, Nova Scotia  
B1P 5Z2

**Outside Canada**

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

**Include this completed *Document Checklist* with your application package.**