



# DOCUMENT CHECKLIST

## PART 1 - CONFIRMATION OF CANADIAN CITIZENSHIP OF THE ADOPTIVE PARENT(S)

Send the following documents with your application. Check  each box once they are enclosed.

**Failure to provide the necessary documents will result in delays in the processing of your application.** See the "Complete the application" section of the Instruction Guide for specific instructions on how to complete the questions on each of the forms.



**DO NOT SUBMIT ORIGINALS UNLESS OTHERWISE STATED AS DOCUMENTS SUBMITTED WILL NOT BE RETURNED.**

**Note that certified copies of documents or more information may be requested by an officer at a later date. You must keep a copy of the completed forms and all documents before sending them to the Case Processing Centre in Sydney, Nova Scotia.**

Format

### Form

1. **Part 1 - Confirmation of Canadian Citizenship of the adoptive parent(s) (CIT 0010)**  
Completed, dated and signed

Original

### Documents

2. Two pieces of personal identification for the person who is making the application on behalf of the adopted person (adoptive parent or legal guardian)

**OR**

Two pieces of personal identification of the adopted person (if 18 years of age or older)

Clear and legible certified copy

3. One proof of Canadian citizenship of the adoptive parent(s)

Clear and legible certified copy

### Fee

4. Receipt showing total amount paid.

Copy

### Other Documents

5. Documentation proving legal guardianship, if applicable

Clear and legible certified copy

6. Translations for any documents submitted that are not in English or French. Translations must include an affidavit

Clear and legible certified copy

7. Documentation to prove a change of name, if applicable

Clear and legible certified copy

8. Documentation showing proof of adoptive parent's/grandparent's employment as a Crown servant, if applicable

Clear and legible certified copy

9. *Use of a Representative* form (IMM 5476), if applicable

Original

10. *Request form for a Change of Sex Designation* (CIT 0404), if applicable

Original

11. This document checklist

Copy

12. **You have addressed the envelope with sufficient postage to:**  
Case Processing Centre - Sydney - ADOPTION, P.O. Box 10030, Sydney, NS, B1P 7C1, Canada