



# DOCUMENT CHECKLIST

## APPLICATION FOR CANADIAN CITIZENSHIP UNDER SUBSECTION 5(1) MINORS (UNDER 18 YEARS OF AGE)

Send the following documents with the 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.**

- Application for Canadian Citizenship - Minors (under 18 years of age) applying under subsection 5(1) (CIT 0403), fully completed, signed and dated.** See section "**Step 2. Complete the Application**" in the instruction guide to know how to complete the form.
- Photocopy** of documentation proving you are the person with custody of the minor or are legally empowered to act on the minor's behalf. See section "**Step 1. Gather Documents**" in the instruction guide  
  
**Exception: If the minor is requesting a waiver of the requirement to have an authorized person make the application on their behalf, the minor must check the boxes in sections 1 and 12 of the application form.** See section "**Who can submit the application on behalf of the minor**" in the instruction guide.
- Photocopies of biographical pages of passports and/or travel documents covering the five (5) years immediately before the date of your application, or since the minor became a permanent resident, whichever is most recent.** If these documents are not in your/the minor's possession, provide an explanation in the space provided in question 7 D on the application form and see section "**Step 1. Gather Documents**" in the instruction guide.  
**Note:** if the minor's passport validity was extended, include a photocopy of the page(s) containing the extension stamp(s).
- Photocopy** of two (2) pieces of the minor's personal identification, one of which must have the minor's photo on it. If there is information on both sides of the minor's personal identification documents, provide a photocopy of both sides. See section "**Step 1. Gather Documents**" in the instruction guide for examples.
- Two (2) citizenship photos of the minor. See the \_\_\_\_\_ page.
- On-line Physical Presence Calculator (printout from the Internet) or the form *How to Calculate Physical Presence* (CIT 0407) **fully completed, signed and dated.** **Date of on the Physical Presence Calculator must be the same as the signature date of the application form.**
- Fees.** Copy of the receipt showing the amount paid. See section "**Step 3. Pay the Fees**" in the instruction guide for the acceptable methods of payment.

**If this applies to the minor:**

- Translation** of any documents that are not in English or French and an **affidavit** from the translator. See section "**Step 1. Gather Documents**" in the instruction guide.
- Date of birth correction or a name change:** see section "**Step 1. Gather Documents**" in the instruction guide to know which documents to include.
- Completed *Residence outside Canada* form (CIT 0177) **fully completed, signed and dated, and any supporting documents.** See section "Step 2. Complete the application" in the instruction guide.
- Original** police certificates or clearances from each country where the minor aged 14 years of age or older was present for a total of 183 days or more in the four (4) years immediately before the date of your application. If you are unable to obtain a police certificate for the minor, provide an explanation in the space provided in question 7 L on the application form. Consult \_\_\_\_\_ for specific and up-to-date information on how to obtain police certificates from any country.
- Completed *Use of a Representative* form (IMM 5476). See section "Step 2. Complete the application" in the instruction guide.
- Completed *Request form for a Change of Sex Designation* (CIT 0404).

**Mail your fully completed application form and all required documents to:**

**By regular mail:**

Case Processing Centre - Sydney-Grant 5(1) Minor  
Box 7000  
Sydney, Nova Scotia  
B1P 6V6

**By courier:**

Case Processing Centre - Sydney-Grant 5(1) Minor  
49 Dorchester Street  
Sydney, Nova Scotia  
B1P 5Z2

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