

Citizenship and Immigration Canada

Instrument of Delegation

Citizenship Act and Regulations

INSTRUMENT OF DELEGATION

I, Ahmed Hussen, Minister of Citizenship and Immigration, repeal the former Citizenship Instrument of Delegation dated April 26, 2018 and, pursuant to section 23 of the *Citizenship Act* (hereafter referred to as the Act), hereby:

1. Authorize any person whose position is set out in column 4, to do anything that is required to be done or that may be done by me and that is described in column 3, in relation to any provision of the Act and its regulations that is referenced in column 2;
2. Authorize a person who is required to temporarily replace any person whose position is set out in column 4, to exercise the same powers that the person usually occupying that position is authorized to exercise according to paragraph 1;
3. Authorize a person who has *direct or indirect* supervisory responsibility for any person whose position is set out in column 4, to exercise the same powers that the person occupying that position is authorized to exercise according to paragraph 1;
4. The following definitions apply throughout this instrument:
 - a) **Registrar:** means the Registrar of Canadian Citizenship.
 - b) **Citizenship Officer, CN:** an officer within the Centralized Network of the Department of Citizenship and Immigration occupying any of the following positions and who has completed the training required for that position:
 - Citizenship and Immigration Case Processing Agent
 - Citizenship and Immigration Case Processing Officer
 - Team leader
 - c) **Citizenship Officer, DN:** an officer within the Domestic Network of the Department of Citizenship and Immigration occupying any of the following positions and who has completed the training required for that position:
 - Citizenship and Immigration Case Processing Agent
 - Citizenship and Immigration Case Processing Officer
 - Risk Assessment Officer
 - Citizenship Supervisor

- d) Citizenship Officer, CPPG:** an officer of the Department of Citizenship and Immigration within the Citizenship and Passport Program Guidance Branch who reports directly or indirectly to the Registrar, occupies any of the following positions, and who has completed the training required for that position:
- Program Officer
 - Junior Program Officer
 - Program Advisor
 - Senior Program Advisor
 - Senior Policy/Program Advisor
 - Assistant Director
- e) Citizenship Officer, CMB:** an officer of the Department of Citizenship and Immigration
- i. who reports directly or indirectly to a Director within Case Management Branch (CMB), occupies any of the following positions, and has completed the training required for that position:
 - Senior Analyst
 - Manager
 - Investigative Analyst
 - Analyst
 - Junior Analyst
 - Senior Decision-maker
 - Assistant Director
 - or:
 - ii. is a Director within CMB
- f) Immigration Officer at Missions abroad:** a Canada-based officer of the Department of Citizenship and Immigration exercising the function of an Immigration Officer at Canadian missions or immigration offices abroad.

Signed the Honourable Ahmed Hussen
Minister of Citizenship and Immigration

Dated at Ottawa, this 16th of January, 2019

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ACRONYMS

CMB	Case Management Branch
CN	Centralized Network
DN	Domestic Network
NHQ	National Headquarters
CPPG	Citizenship and Passport Program Guidance
CR	<i>Citizenship Regulations</i>
CR2	<i>Citizenship Regulations No. 2</i>

Column 1 Item	Column 2 Act and Regs. References	Column 3 Description of Power	Column 4 Delegated Persons
INTERPRETATION			
1.	CR 2	Delegated authority – Authorize a person to perform the duties of a Citizenship Officer, as prescribed by the Citizenship Regulations.	Registrar
GRANT OF CITIZENSHIP			
2.	A5(1)	Delegated authority – Grant citizenship to any person who meets the specified requirements for citizenship.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
3.	A5(2)	Delegated authority – Grant citizenship to any person, who is a minor child of a citizen, who meets the specified requirements for citizenship.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
4.	A5(3)(a)	Delegated authority – Waive on compassionate grounds the requirements of paragraph 5(1)(d) or 5(1)(e).	Citizenship Officer, CMB Citizenship Officer, DN
5.	A5(3)(b)	Delegated authority – Waive on compassionate grounds, in the case of a minor, the requirements of paragraph 5(1.04)(a) or 5(1)(c) of the Act or the requirement respecting the taking of the oath of citizenship.	Citizenship Officer, CMB
6.	A5(3)(c)	Delegated authority – Waive on compassionate grounds the requirement to take the oath of citizenship in the case of any person who is prevented from understanding the significance of taking it by reason of their mental disability.	Citizenship Officer, CMB
7.	A5(4)	Delegated authority – Grant citizenship to any person in order to alleviate cases of statelessness or of special and unusual hardship or reward services of an exceptional value to Canada.	Director, CMB Assistant Director, CMB Senior Decision-maker, CMB
8.	A5(5)	Delegated authority – Grant citizenship to a person, who has always been stateless, who meets the specified requirements of the Act.	Citizenship Officer, CN Citizenship Officer, CPPG Citizenship Officer, CMB
9.	A5.1(1), A5.1(2)	Delegated authority – Grant citizenship to a person, who was adopted by a Canadian citizen on or after January 1, 1947, or for adoptions that took place before January 1, 1947, was adopted by a parent who became a Canadian citizen on January 1, 1947 (or April 1, 1949, in the case of Newfoundland and Labrador for adoptions that took place prior to April 1, 1949), if the adoption meets the specified requirements for citizenship for adopted persons.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB Missions Abroad: Immigration Officer

10.	A5.1(3)	Delegated authority – Grant citizenship to a person, who was adopted abroad on or after January 1, 1947, by a Canadian citizen who is subject to Quebec law governing adoptions – or before January 1, 1947, by a person who became a Canadian citizen on January 1, 1947 and who is subject to Quebec law governing adoptions, if the adoption meets the specified requirements for citizenship for adopted persons.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB Mission Abroad: Immigration Officer
LOSS OF CITIZENSHIP			
11.	CR7.1(1)	Delegated authority – Approve an application made by a person to renounce the citizenship conferred by the Act if the person meets the specified requirements to renounce citizenship.	Citizenship Officer, CN Citizenship Officer, CPPG Citizenship Officer, CMB
12.	CR7.1(2)	Delegated authority – Waive on compassionate grounds the requirement to understand the significance of renouncing citizenship in the case of a person having a mental disability.	Citizenship Officer, CPPG Citizenship Officer, CMB
13.	CR7.1(3)	Delegated authority – Issue a document to a person attesting that they have renounced the citizenship conferred on them by the Act.	Citizenship Officer, CN Citizenship Officer, CPPG Citizenship Officer, CMB
14.	A9(2)	Delegated authority – Waive on compassionate grounds the requirements of paragraph 9(1)(d) or 9(1)(e) of the Act.	Citizenship Officer, CPPG Citizenship Officer, CMB
15.	A9(3)	Delegated authority – Approve and issue a certificate of renunciation to the applicant who meets the specified requirements to renounce citizenship.	Citizenship Officer, CN Citizenship Officer, CPPG Citizenship Officer, CMB
16.	A10(1)	Delegated authority – Revoke a person’s citizenship or renunciation of citizenship if that person has obtained, retained, renounced or resumed his or her citizenship by false representation or fraud or by knowingly concealing material circumstances.	Senior Analyst, CMB Assistant Director, CMB Senior Decision-maker, CMB Director, CMB
17.	A10(3)	Delegated authority - Before revoking a person’s citizenship or renunciation, provide the person with a written notice specifying his or her right to make written representation, the period within which the person may make his or her representations and the form and manner in which they must be made and the grounds on which the revocation decision may be based.	Senior Analyst, CMB Senior Decision-maker, CMB Assistant Director, CMB Director, CMB
18.	A10(3.2)	Delegated authority - Consider any representations received from the person pursuant to paragraph (3.1)(a) before making a decision.	Senior Analyst, CMB Senior Decision-maker, CMB Assistant Director, CMB Director, CMB
19.	A10(4)	Delegated authority – On the basis of factors prescribed in CR 7.2, determine whether a hearing is required, and hold a hearing if required.	Senior Analyst, CMB Senior Decision-maker, CMB

			Assistant Director, CMB Director, CMB
20.	A10(4.1)	Delegated authority –On the basis of a person’s written representations under 10(3.1)(a) of the Act, determine whether the person has not obtained, retained, renounced or resumed citizenship by false representation or fraud or knowingly concealing material circumstances, or whether considerations respecting the person’s personal circumstances warrant special relief. Refer the case to Court under 10.1(1) of the Act unless the requirements of paragraphs 10(4.1)(a) or (b) have been met.	Senior Analyst, CMB Senior Decision-maker, CMB Assistant Director, CMB Director, CMB
21.	A10(5)	Delegated authority – Provide the decision to the person in writing for decisions made pursuant to subsection A10 (1) of the Act.	Senior Analyst, CMB Senior Decision-maker, CMB Assistant Director, CMB Director, CMB
RESUMPTION OF CITIZENSHIP			
22.	A11	Delegated authority –Grant citizenship to any person who, having ceased to be a citizen, meets the requirements for resumption of citizenship.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
CERTIFICATE OF CITIZENSHIP			
23.	A12(1)	Delegated authority – Determine whether a person, who applies for a certificate of citizenship, is a citizen, and issue a certificate to those who are citizens or provide them with other means to establish their citizenship.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
24.	A12(2)	Delegated authority - Issue a certificate to a person who acquires citizenship pursuant to s. 5, 5.1 or 11(1) of the Act or provide them with other means to establish their citizenship.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
25.	CR 26(3)	Delegated authority – Determine that a person who is the holder of a certificate is not entitled to it.	Registrar
26.	CR2 15(3) & 16(3)	Delegated authority – Require an applicant to provide evidence that establishes that the issuance of a replacement certificate will not contravene subsection 25(1) of the Citizenship Regulations.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
PROCEDURE			
27.	A13.1	Delegated authority –Suspend the processing of an application in the	Citizenship Officer, CN

		circumstances as provided for in this section.	Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB Registrar
28.	A13.2	Delegated authority – Treat an application as abandoned if the circumstances specified in this section are met.	Citizenship Officer, DN Citizenship Officer, CN Citizenship Officer, CMB
29.	A19(2)	Delegated authority – Make a report to the Security Intelligence Review Committee in the circumstances provided for in this section.	Deputy Minister
30.	A19(3)	Delegated authority – Cause a notice to be sent to a person who is the subject of a report made to the Security Intelligence Review Committee.	Deputy Minister
31.	A19.2(1)	Delegated authority – When the Security Intelligence Review Committee has ceased to investigate a person subject to a report, refer the report as described in subsection 19(2) to a retired judge of a superior court appointed under s.19.1(1) of the Act, and notify the person.	Deputy Minister
32.	A22(1.1)	Delegated authority – Waive on compassionate grounds the requirement of paragraph 22(1)(b.1) of the Act.	Citizenship Officer, CMB
33.	A22.1(3)	Delegated authority – Instruct the Attorney General to make an application for leave and judicial review in respect of a decision of a citizenship judge.	Assistant Director, Litigation Management, CMB Director, Litigation Management, CMB
34.	CR 15(1) and 15(2)	Delegated authority – Prepare questions for the ‘Knowledge of Canada and Citizenship Criteria’ test.	Director General, Citizenship Branch
35.	CR 17(1)(c)	Delegated authority – Direct a citizenship judge presiding at a citizenship ceremony not to personally present certificates of citizenship to new citizens.	Director General, CPPG Registrar
36.	CR 17(2)	Delegated authority – Direct that a certificate of citizenship be presented to a person granted citizenship under s. 5(1) of the Act, other than at a citizenship ceremony.	Registrar
37.	CR 19(2)	Delegated authority – Direct that, for a person who has been granted citizenship under s. 5(1) of the Act, the oath be taken other than at a citizenship ceremony.	Registrar
38.	CR 22(1)	Delegated authority – Administer the oath of citizenship and authorize a person in writing to administer the oath of citizenship.	Director General, CPPG Registrar
ADMINISTRATION			
39.	A23.1	Delegated authority – Require an applicant to provide any additional information or evidence relevant to their application. Require an applicant to appear to be examined.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG

			Citizenship Officer, CMB
40.	A23.2	Delegated authority – Seize and detain any document provided for the purposes of the Act for reasons outlined in this section.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
41.	CR 27	Delegated authority – Provide written notice of the seizure of a document under 23.2 of the Act, including the grounds for the seizure, and that the person who provided the document may provide additional information with respect to the document.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
42.	CR 28	Delegated authority – For the purposes outlined in this section disclose information with respect to a seized document, or provide the document itself, to the Canada Border Services Agency for the period necessary to determine whether the document appears to be genuine or to have been unlawfully altered.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
43.	CR 29	Delegated authority – Determine whether a seized document was fraudulently or improperly obtained or used, or whether its seizure is necessary to prevent its fraudulent or improper use. Return a seized document to the person who provided it where factors outlined in CR29 are met.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
44.	CR 30	Delegated authority – Determine whether a seized document was obtained or used fraudulently or improperly or whether the seizure is necessary to prevent its fraudulent or improper use. Detain a seized document for as long as is necessary for the administration of the laws of Canada, then return the document to the authority that issued it or dispose of it in accordance with the laws of Canada.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
45.	A25(1)	Delegated authority – Certify true copies, to be used as conclusive proof in a legal proceeding, of any declarations made under the Act or regulations, or made under any prior Acts or regulations.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
46.	A25 (2)	Delegated authority – Certify a document, to be used as conclusive proof in a legal proceeding, that it contains the same information as the original certificate.	Citizenship Officer, CN Citizenship Officer, CMB
47.	A28	Delegated authority – Prescribe the forms of applications, certificates and other documents required for the purposes of the Act.	Registrar
DISCLOSURE OF INFORMATION			
48.	CR 26.1	Delegated authority – Determine whether the conduct of a person referred to in any of paragraphs 21.1(2)(a) to (c) of the Act meets the requirements of CR 26.1. Disclose information outlined in this section to a body or person	Senior Analyst, CMB

		described in CR 26.1.	
49.	CR 26.3	Delegated authority – Disclose information outlined in this section to any department or agency of the government of Canada or of a province with which the Minister has entered into an arrangement or agreement for the purposes outlined in this section.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
50.	CR 26.3	Delegated authority – Enter into an arrangement or agreement with any department or agency of the government of Canada or of a province for the disclosure of information described in CR 26.3 for the purpose outlined in this section.	Assistant Deputy Minister, Operations Associate Deputy Minister Deputy Minister
51.	CR 26.4(1)	Delegated authority – Disclose information outlined in this section to any department or agency of the government of Canada or of a province with which the Minister has entered into an arrangement or agreement for the disclosure of the information.	Citizenship Officer, CPPG Citizenship Officer, CMB
52.	CR 26.4(1)	Delegated authority – Enter into an arrangement or agreement with any department or agency of the government of Canada or of a province for the disclosure of information for the purpose outlined in this section.	Assistant Deputy Minister, Operations Associate Deputy Minister Deputy Minister
53.	CR 26.4(2)	Delegated authority – Disclose to departments and agencies of the government of Canada or of a province any relevant information related to false representation, fraud or concealment of material circumstances, where this false representation, fraud or concealment of material circumstances resulted in the loss of a person’s citizenship.	Citizenship Officer, CMB
54.	CR 26.5(1)	Delegated authority – Disclose information outlined in this section within the Department of Citizenship and Immigration.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
55.	CR 26.5(2)	Delegated authority – Disclose information outlined in this section to the Department of Employment and Social Development and to the Canada Border Services Agency if the Minister has entered into an arrangement with that Department or Agency for the disclosure of the information.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
56.	CR 26.5(2)	Delegated authority – Enter into an arrangement with the Department of Employment and Social Development and the Canada Border Services Agency for the disclosure of information for the purpose outlined in this section.	Assistant Deputy Minister, Operations Associate Deputy Minister Deputy Minister
57.	CR 26.6(2)	Delegated authority – Disclose information outlined in paragraphs CR 26.6(2)(a) and (b) to the Canada Revenue Agency if the Minister has entered into an arrangement with the Agency for the disclosure of the information.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
58.	CR 26.6(2)	Delegated authority – Enter into an arrangement with the Canada Revenue Agency for the disclosure of information for the purpose outlined in this	Assistant Deputy Minister, Operations Associate Deputy Minister

		section.	Deputy Minister
59.	CR 26.7	Delegated authority – Disclose information outlined in this section to the Royal Canadian Mounted Police, to any provincial or municipal police force or to any other investigative bodies with which the Minister has entered into an arrangement or agreement for the disclosure of the information.	Citizenship Officer, CN Citizenship Officer, DN Citizenship Officer, CPPG Citizenship Officer, CMB
60.	CR 26.7	Delegated authority – Enter into an arrangement or agreement with the Royal Canadian Mounted Police, any provincial or municipal police force or any other investigative bodies for the disclosure of information outlined in this section.	Assistant Deputy Minister, Operations Associate Deputy Minister Deputy Minister