

## Canada – Citizenship Certificate (Proof of Citizenship) Application Procedures and Fees

Instead of citizenship cards, Canada will issue a citizenship certificate for those who need to prove Canadian citizenship (e.g. apply for a passport, job, pension, social insurance number, etc.). This application is applicable for applicant(s) who want to pass down the Canadian citizenship to the child(ren) who was born outside Canada, to prove the Canadian citizenship, to replace a lost/destroyed or stolen certificate or update the biographical information.

### 1. Handling and Applications Fees

Our handling fee for the standard Canada Citizenship Certificate application is USD880, inclusive of the government filing fee. An expedited processing service is available for an additional fee (see note 2). In particular, our fees cover the following services:

- (1) Providing advice regarding the application for Canada Citizenship Certificate in general;
- (2) Assistance for the preparation of documents required for the client;
- (3) Preparation of authorization letter(s) and application form(s);
- (4) Prepare and submit documents package to IRCC;
- (5) Liaison with the IRCC regarding the application;
- (6) Report the application status to the client;
- (7) Application processing at the IRCC;
- (8) Forward the certificate to the client's designated mailing address.

#### Notes:

- (1) The fees stated are exclusive of delivery charges, document translation fees, notarization fees, etc., if any.
- (2) IRCC will review the request for expedited processing and decide whether the application qualifies for urgent processing. However, the actual processing time cannot be guaranteed.

### 2. Payment Terms and Method

Upon receipt of confirmation of engagement, we will issue an invoice and email it together with detailed wire instructions to you. Because of the nature of services, we require full payment in advance. In addition, once service is commenced, no service fees will be refunded.

We currently only accept checks, cash or TT and credit card payment through PayPal. If the invoice is settled by PayPal, an extra 5% service fee will be charged.

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If Taiwan uniform invoice is required, a Business Tax at 5% of the invoiced amount will be charged and collected.

### 3. Eligibility Criteria

#### **Canada Citizenship Certificate is for applicant(s) who:**

- need to replace or update the citizenship certificate;
- want to pass down the Canadian citizenship to your child born outside Canada and you were born in Canada or naturalized before your child was born;
- were born outside of Canada and your legal parent at birth or biological parent was born in Canada or naturalized before you were born;
- need a document that proves your Canadian citizenship (such as to apply for a passport, job application, pension, Social Insurance Number, etc);
- think you're a Canadian citizen and want to know for sure;
- for applicant(s) or the child you are applying for was adopted outside of Canada by Canadian citizenship to use for a replacement certificate.

#### **For Replacement**

- For citizenship cards issued before 2012
- The information on the certificate is out of date
- There is an error on your certificate that needs to be corrected, or
- The certificate has been damaged, stolen, lost or destroyed

#### **Special cases for expedited processing**

- (1) Accessing benefit (e.g., for pension, health care and Social Insurance Number)
- (2) Proving identity for employment purposes
- (3) Travelling to or from Canada due to death or serious illness of applicant's family members

#### **Notes:**

- (1) Applicant(s)' current certificate will be cancelled if the application is approved. No more than one valid certificate of citizenship or naturalization should be held. The authority must receive previous certificates before a new one can be issued.
- (2) Not all children born in Canada automatically become Canadian citizens at birth. For more details, please contact Kaizen's immigration consultant.

### 4. Documentary Evidence and Information Requirements

#### **General submission**

- (1) Complete application form of [CIT 0001]
- (2) Two (2) photographs meet the [photo specifications](#)
- (3) Two (2) pieces of valid personal identifications (e.g. driver's license, age of majority card, passport, certificate of Indian status card, health insurance identification card, senior citizen's card, travel document, etc.) that at least one contain photo
- (4) Evidence for parents and grandparents who were employed outside Canada in or with the Canadian Armed Forces, the federal public administration or the public service of a province or territory (if applicable, details please check [here](#))
- (5) Evidence for name change (if applicable, details please check [here](#))
- (6) Evidence for date of birth correction (if applicable, details please check [here](#))
- (7) Form [IRM 0002] for gender identifier change **and** Statutory Declaration (applicable for the case of Change of Sex or Gender)
- (8) Authorization form of [IMM 5476]

**For Previously issued 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:**

Item	Description	Paper Format	Online Format
1	All original citizenship/naturalization certificates (inc. any pink transmission copies, if applicable)	Original	Scanned Colour image
2	Registration of Birth Abroad certificate (RBA document issued prior to February 15, 1977, if applicable)	Colour copy	Scanned Colour image
3	Retention of Canadian Citizenship certificate, if applicable	Colour copy	Scanned Colour image

**For applicant(s) born in Canada and have never had a citizenship certificate:**

Item	Description	Paper Format	Online Format
1	Canadian birth certificate issued by the appropriate provincial/territorial authority in Canada	Colour copy	Not applicable
2	Proof of other nationalities by you and your Canadian Parent before February 15, 1977, if applicable	Colour copy	Not applicable

**For applicant(s) (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:**

Item	Description	Paper Format	Online Format
1	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
2	Proof that at least one of your parents (legal parent at birth or biological parent) is a Canadian citizen. E.g. <ul style="list-style-type: none"> <li>• Parent's provincial/territorial birth certificate, OR</li> <li>• Parent's Canadian citizenship/naturalization certificate, OR</li> <li>• Parent's Certificate of Registration of Birth Abroad (RBA) or Certificate of Retention of Canadian Citizenship</li> <li>• Parent's British naturalization certificate issued in Canada or Newfoundland and Labrador</li> <li>• Any other evidence that your parent is a Canadian citizen</li> </ul>	Colour copy	Scanned Colour image
3	Proof of other nationalities acquired by you and your Canadian Parent before February 15, 1977, if applicable	Colour copy	Scanned Colour image
<i>If your Canadian parent is NOT listed on your country-specific birth certificate OR you want to provide supporting documents with your application:</i>			
4	Birth records and documents confirming the name(s) of your Canadian parent(s) at the time of your birth (e.g. pre-birth orders, court orders, surrogacy agreements, hospital records, etc.)	Colour copy	Scanned Colour image
5	A letter to explain why your Canadian parent (legal parent at	Colour	Scanned

	birth or biological parent) is not listed on your country-specific birth certificate.	copy	Colour image
6	A letter to explain why your country-specific birth certificate was changed, replaced or you aren't sure.	Colour copy	Scanned Colour image

**For British Subject who has never been issued a Canadian citizenship certificate and lived in Canada for 5 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 5 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:**

Item	Description	Paper Format	Online Format
1	Your long-form birth certificate issued by the appropriate government authority in the country where you were born	Colour copy	Not applicable
2	Proof of acquisition of British subject status, e.g. birth certificate or a British naturalization certificate	Colour copy	Not applicable
3	Proof of your landed immigrant (LI) status in Canada, e.g. a copy of your immigration document, the stamped page from the passport used when you entered Canada, if applicable	Colour copy	Not applicable
4	Proof of your period of residence in Canada before January 1, 1947 <u>OR</u> in Newfoundland and Labrador before April 1, 1949	Colour copy	Not applicable
<i>If you are/were a British subject woman who married before January 1, 1947</i>			
5	Marriage certificate	Colour copy	Not applicable
6	Information about your husband's nationality (or nationalities) before January 1, 1947 such as <ul style="list-style-type: none"> <li>• His birth certificate</li> <li>• His citizenship/naturalization certificates (British or foreign)</li> <li>• Any other proof of his citizenship/immigration status in Canada or another country, such as immigration documents, visas, passports, etc.</li> </ul>	Colour copy	Not applicable

**For woman who married a man who was born or had been naturalized British in Canada before January 1, 1947 OR married a man who was born or had been naturalized British in Newfoundland and Labrador before April 1, 1949 OR lost your British subject status upon or during marriage before January 1, 1947:**

Item	Description	Paper Format	Online Format
1	Your long form birth certificate issued by the appropriate government authority in the country where you were born	Colour copy	Not applicable
2	Marriage certificate	Colour copy	Not applicable
3	Information about your husband's nationality (or nationalities) upon or during your marriage e.g. <ul style="list-style-type: none"> <li>• His birth certificate</li> <li>• His citizenship/naturalization certificates (British or foreign)</li> <li>• Any other proof of his citizenship/immigration status in Canada or another country, such as immigration</li> </ul>	Colour copy	Not applicable

	documents, visas, passport, etc.		
4	Proof of acquisition of British subject status, such as your birth certificate or a British naturalization certificate, if applicable	Colour copy	Not applicable
5	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	Colour copy	Not applicable

### Special cases for premium process

- (1) Letter to explain the reasons for urgent processing
- (2) Supporting document
  - (a) Plane ticket or itinerary with proof of payment
  - (b) Letter from employer
  - (c) Letter from school
  - (d) Doctor's note
  - (e) Death certificate

### Notes:

- (1) A certified translation of any documents that are not in English or French. The translator must sign a **sworn statement (affidavit)** in the presence of a notary public if he/she is not a Canadian certified translator. Translation from family members is not accepted.
- (2) All documents must provide clear and legible, high quality, colour copies or scanned files.
- (3) If you're applying on behalf of a **minor who does not have two pieces of identification**, or does not have a photo ID, please include an explanation letter with the application.
- (4) Birth certificates, Social Insurance Number (SIN) cards, bank cards, credit cards, and previous Canadian citizenship certificates are **not accepted** as personal identification for this application process.

## 5. Application Steps and Estimated Timeline

Due to the Covid-19 impact, the application process may be delayed by the relevant government agencies. We can not provide an accurate timeline. If the application submitted outside Canada and the United States may take longer. Upon submission of a complete application package, the processing time for Canada Citizenship Certificate is about **15 months** as of January 2022.

Please be noted that the procedures are vary depending on the current work backlog. If IRCC finds the submitted documents to be insufficient, it may request for additional evidence that the application time shall be extended. More time will be taken for complicated applications. IRCC reserves the right to demand further documents from the applicant(s) as and when necessary.

*Should you need further information or assistance, please visit our official website at [www.kaizenvis.com](http://www.kaizenvis.com) or contact us through the following means:*

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