Citizenship and Immigration Canada | Citoyenneté et Immigration Canada

CITIZENSHIP

Canada

Application for Canadian citizenship for a person adopted by a Canadian citizen (on or after January 1, 1947)

Part 2 - Adoptee's application

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This application is made available free of charge by Citizenship and Immigration Canada and is not to be sold to applicants.

This publication is available in alternative formats upon request.

Cette trousse est également disponible en français

CIT 0014E (11-2009)

Canada

Overview

Application package

This application package consists of:
- an instruction guide, and
- the required form(s).

The **instruction guide** is a tool that provides
- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC), and
- assistance with how to fill out the forms and the required supporting documents.

Read the instruction guide thoroughly and then fill out each of the applicable form(s).

The **form(s)** are specifically designed with questions that will assist in the processing of your application.

Why you need to read this guide

This guide provides all of the instructions necessary to complete this application. As a result of reading the guide, you should be able to:
- complete the application form, and
- determine what supporting documents need to be included.

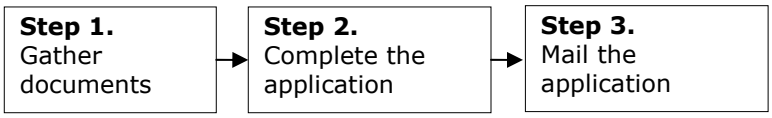
Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

This symbol...	Tells you...
	What you **must** do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
Note:	Tips that will assist you with this application.

The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



Before You Apply

Do you have your decision letter?

This application package is the second part of a two part process. Part 2 will not be processed until the *Part 1- Confirmation of Canadian citizenship of the adoptive parent(s)* has been assessed and you have been advised by CIC to submit *Part 2*.

Do not start until you have your decision letter for Part 1.

Amendments to the *Citizenship Act* limit citizenship by descent

On April 17, 2009, the rules changed for people born outside Canada. Citizenship by birth outside Canada to a Canadian parent (citizenship by descent) is now limited to the first generation born or adopted outside Canada.

This means that, in general, children born outside Canada to a parent who was a Canadian citizen at the time of birth will only be Canadian at birth if:

- the parent was born in Canada, or
- the parent became a Canadian citizen by immigrating to Canada (becoming a permanent resident) and being granted citizenship (also known as naturalization)*.

This limitation to citizenship by descent also applies to foreign-born individuals adopted by a Canadian parent. This means that children born outside Canada and adopted by a Canadian parent will **only** be eligible for a grant of Canadian citizenship under the adoption provisions of the *Citizenship Act* if:

- the adoptive parent was born in Canada; or
- the adoptive parent became a Canadian citizen by immigrating to Canada and being granted citizenship*.

There are exceptions to these rules. The limitation does not apply to a child born or adopted outside Canada in the second or subsequent generation, if at the time of the child's birth or adoption, the child's Canadian parent was working outside Canada as an employee of the Canadian government or a Canadian province or territory, or serving outside Canada with the Canadian Forces.

The new rules will not take citizenship away from a person who was a citizen immediately before the rules came into effect on April 17, 2009.

Children who are not eligible for citizenship under the *Citizenship Act* may be eligible to be sponsored as permanent residents. An application for citizenship for a child under 18 may be submitted as soon as the child becomes a permanent resident.

If you think the above limitation may apply to you or your child, please contact us for further information (see the "How to Contact CIC" section at the end of this guide).

*Some naturalized citizens became citizens by descent by operation of law on April 17, 2009. If you think this may apply to you and you need more information, please contact us (see the "How to Contact CIC" section at the end of this guide).

Differences between citizenship adoption process and grant of citizenship (naturalization)

People who are eligible for citizenship under the *Citizenship Act* also have the option to become citizens through the regular citizenship grant process. The table below demonstrates the requirements which must be met for both types of applications.

Requirements	Citizenship adoption process		Grant of citizenship (naturalization)	
	Adult	Minor	Adult	Minor
Be a Permanent Resident	No	No	Yes	Yes
Take the oath of citizenship	No	No	Yes	14 years of age and over
Background verifications (security, criminality and immigration)	No	No	Yes	Yes
Residence (1095 days in the past 4 years)	No	No	Yes	No
Knowledge and language (test)	No	No	Yes	No

This table compares the differences between the two processes regarding future generations of Canadian citizens, depending on the two streams of applications.

Future generations	Citizenship adoption process		Grant of citizenship (naturalization)	
	Adult	Minor	Adult	Minor
Ability to pass on citizenship to future children born outside Canada	No	No	Yes	Yes
Ability to have foreign-born adopted children to become Canadian citizens through the citizenship adoption process	No	No	Yes	Yes

For more information on the minor grant of citizenship (naturalization) process, please consult the CIC website: www.cic.gc.ca/english/information/applications/minors.asp

Who may apply for Part 2?

The following persons should fill out this part of the application:

- a Canadian citizen who wants to apply for Canadian citizenship on behalf of:
  - an adopted person who is under 18 years of age; or
  - a person who will be adopted in the near future and that person is under 18 years of age; or
- a person who was adopted by a Canadian citizen, who is 18 years of age or older and wants to apply for Canadian citizenship; or
- a legal guardian or a non Canadian adoptive parent who wants to apply for Canadian citizenship on behalf of an adopted person under 18 years of age, if the adopted person had at least one Canadian

parent at the time of adoption.

Note: Adopted persons 18 years of age or older must fill in and sign their own application.

Who should not use this application?

If ...	Then ...
the adoptive parent is not a Canadian citizen	you may be able to sponsor the adopted person or the person you intend to adopt under the *Immigration and Refugee Protection Act*.
the adoption is going to take place or be completed in Canada after the adopted person arrives See: "Quebec adoptions" in this section if the adoption will be completed in Quebec.	

The adopted person

The adopted person is someone who:

- was or will be adopted on or after January 1, 1947; and
- is not a Canadian citizen; and
- has at least one adoptive parent who was a Canadian citizen at the time of the adoption.

The category of adopted persons also includes:

- adopted persons who are minors under 18 years of age;
- persons who were adopted as minors and are now adults;
- persons who were adopted when they were adults.

Quebec adoptions

Under the Civil Code of Quebec, adoptions from non-Hague countries are only considered fully completed once the adoption is recognized by a court in Quebec. This takes place only after the adopted person arrives in Quebec. However, Canadian citizenship can be granted to adopted persons destined to Quebec, as long as a full adoption has been completed in the child's country of residence before they arrive in Canada. **The Quebec government must first have confirmed to Citizenship and Immigration Canada that they do not object to the adoption.**

Possible loss of other citizenship

The adopted person could lose his or her present nationality or citizenship if he or she becomes a Canadian citizen. If you have any questions about this, you should contact the embassy, high commission or consulate of the country of the adopted person's current nationality.

The Application Process

Contact your provincial, territorial or government officials of the country where you reside *(if applicable)*
Before you begin your application with CIC, you should make the appropriate authorities aware of your intention to adopt

↓

Complete and submit *Part 1*
Gather all required documents, pay fees, fill out the application forms and mail your completed package as outlined in this guide

↓

Case Processing Centre-Sydney (CPC-S) checks your application
Did you include the fee receipt and the completed and signed form in your package?

If **yes**, an acknowledgement letter will be sent to you ↔ If **no**, your application will be returned to you

↓

CPC-S verifies the Canadian citizenship of the adoptive parent
Is at least one parent a Canadian citizen who was either born in Canada or was granted Canadian Citizenship before the adoption took place?

If **yes**, a letter describing next steps will be sent to you ↔ If **no**, a letter of explanation will be sent to you

↓

Complete and submit *Part 2*
Gather required documents, fill out forms and mail the application

Complete and submit the *Canadian Citizenship Certificate Preparation Form* to CPC-S

↓

CPC-S or Visa Office processes *Part 2* of your application
Does your application meet the requirements for approval?

If **yes**, Canadian citizenship will be granted to the adopted person ↔ If **no**, a letter of explanation will be sent to you

↓

You will receive a Canadian Citizenship Certificate

If you applied	**you will**
in Canada	receive the certificate by mail from CPC-S
outside Canada	be contacted by the visa office with instructions

Action you must take
CPC-S process
CPC-S or Visa office process
CIC Assessment

Step 1. Gather Documents

Step 1. Gather documents → **Step 2.** Complete the application → **Step 3.** Mail the application

What documents are required?

The table below identifies the documents that you will need to send with Part 2 of the application. You may use the document checklist to ensure that your application includes all of the required documents.

	Document	Description	Format
1	Two (2) pieces of the adopted person's personal identification	Pieces of identification should have the name of the adopted person and the date of birth. At least one of the documents **should have a photo** on it (if available). **Examples** include: • passport • birth certificate • hospital record • a health insurance card • immunization record, etc.	Clear and legible certified true copies See: "Certified true copies" in Step 1.
2	Two (2) citizenship photos of the adopted person	Photos that have been taken within the last 12 months and are in accordance with the *Citizenship Photograph Specifications* form (CIT 0021) • One photo must be sent with Part 2 (put the photo in a small envelope). • **You must keep the second photo**. You will receive the decision letter by mail after the assessment of Part 1, which will include instructions to send this photo with the *Canadian Citizenship Certificate Preparation* form.	Original
3	One (1) of the following documents: (except for Quebec) OR Adoption documents for Quebec adoptions:	• Adoption order; **or** • Adoption judgment; **or** • Adoption certificate. OR If the adoption has been finalized by the Quebec Court, one of the following documents can be provided: • Jugement d'adoption; or • Jugement sur requête en adoption; or • Reconnaissance de jugement d'adoption; or • Certificat d'inscription d'adoption; or • Attestation d'adoption; or • Lettre d'attestation d'adoption.	Clear and legible certified true copy

	Document	Description	Format
4	One (1) document providing details of the biological parent(s) of the adopted person	• birth certificate showing the names of the biological parents (if available) • for orphaned children: death certificate of parents (certified authentic by the local government) **Note:** For the purpose of the grant of Canadian citizenship, the term "biological parents" means the "legal parents at birth" of the adopted person.	Clear and legible certified true copy
5	Additional documents (if required)	Possible documents are: • translation of documents that are not in English or French • legal change of name document • supporting documents to prove a name change • supporting documents to prove a date of birth correction • document to prove legal guardianship	Clear and legible certified true copies

Certified true copies

To have a copy certified, an authorized person must compare the original document to the photocopy and must print the following on the photocopy:

- "I certify that this is a true copy of the original document";
- the name of the original document;
- the date of the certification;
- his or her name;
- his or her official position or title;
- his or her signature.

Who can certify copies?

People authorized to certify copies include the following:

In Canada:	Outside Canada:
• a commissioner of oaths • a notary public • a justice of the peace	• a judge • a magistrate • a notary public • an officer of a court of justice • a commissioner authorized to administer oaths in the country in which the person is living

Translated documents

Any document that **is not** in English or French **must be** accompanied by:

- the English or French translation; and
- an affidavit from the person who completed the translation.

Note: An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document.

Translations by family members are not acceptable.

Family member is defined as being a: parent, guardian, sibling, spouse, grandparent, child, aunt, uncle, niece, nephew and first cousin.

Photographs

You will need two (2) citizenship photos of the adopted person taken within 12 months of the date of this application.

- **One photo** needs to be submitted with this application (put the photo in a small envelope).
- **One photo** needs to be submitted with the *Canadian Citizenship Certificate Preparation* form that you will receive with your decision letter after the assessment of Part 1. This photo will appear on your wallet-size citizenship certificate.

Follow the steps from the *Citizenship Photograph Specifications* form (CIT 0021) to obtain acceptable citizenship photos.

Name change

The name on the adopted person's citizenship certificate will be the same as the one shown on the adoption order unless the adopted person:

- has legally changed it, or
- is requesting a different name for the citizenship certificate, and can provide supporting documents.

Consult the table below to determine the documents that are to be included with the application.

If the adopted person…	**then you must provide a copy of …**
has legally changed the name	• a provincial legal change of name document, or • a provincial adoption order indicating the new name, or • if residing outside Canada, a legal change of name document issued by the responsible government authority in the adopted person's country of residence.
is requesting a name change that is not significant (for example a slight change in spelling)	one of the following that reads **exactly** the same as the name being requested: • a provincial health card, or • a provincial driver's licence, or • an official school record issued by the provincial department responsible for education, or • if residing outside Canada, foreign passport or foreign national identity card.
is requesting a name change that is significant (more than a slight change in spelling)	• the documents noted above **and** • linking documents showing the use of both old and new names, or the basis for the change. Examples of linking documents include: • marriage certificate • foreign change of name document • divorce judgment

	• adoption order or • foreign passport showing both names.

No name changes after processing has begun.

You cannot request a name change after the application has been submitted. If satisfactory documentation is not provided with the application to support the name requested, the citizenship certificate will reflect the name indicated on the adoption order.

Date of birth correction

The date of birth on the adopted person's citizenship certificate will be the same as the one shown on the adoption order unless:

- for former permanent residents of Canada, the date of birth has been corrected on the adopted person's immigration document, or
- it has been legally changed, or
- the adopted person is requesting a different date of birth for the citizenship certificate and can provide supporting documents.

If the adopted person...	then you must provide a copy of ...
is a former permanent resident of Canada, and the date of birth has been corrected on the immigration document	• an approved *Request to Amend Immigration Record of Landing* (IMM 1000) or *Confirmation of Permanent Residence* (IMM 5292).
has legally changed the date of birth by a provincial/territorial court order	• provincial/territorial court order changing the date of birth **and** • completed questionnaire *Request to Correct a Date of Birth for Citizenship* (CIT 0464)*
is residing outside Canada and has legally changed the date of birth by court order outside Canada	• foreign court order changing the date of birth **and** • completed questionnaire Request to *Correct a Date of Birth for Citizenship* (CIT 0464)*
did not change the date of birth by a provincial/ territorial or foreign court order **and** is a former permanent resident and the date of birth has not been corrected on the immigration document	• a refused *Request to Amend Immigration Record of Landing* (IMM 1000) or *Confirmation of Permanent Residence* (IMM 5292) **and** • completed questionnaire *Request to Correct a Date of Birth for Citizenship* (CIT 0464)* **and** • documents to support the new date of birth.

*** To order this form, contact the National CIC Call Centre (see "**How to Contact CIC**" at the end of this instructions guide).**

You cannot request a change in the date of birth after the application has been submitted. If satisfactory documentation is not provided with the application to support the date of birth requested, the citizenship certificate will reflect the date of birth indicated on the adoption order.

If you do not have a court order changing the date of birth and the adopted person was formerly a permanent resident of Canada, you must first request an amendment to the immigration document before requesting a different date of birth on the citizenship certificate.

For information on amending your immigration document
Refer to the guide Request to Amend the Immigration Record of Landing or your Confirmation of Permanent Residence (IMM 5218).

Step 2. Complete the Application

Step 1. Gather documents → **Step 2.** Complete the application → **Step 3.** Mail the application

Filling out the application

Follow the step-by-step instructions below to complete the application form.

The following is the form that must be filled out and submitted:

- *Adoptee's Application* (CIT 0012)

If you are completing this application for a child under 18 years of age, remember all questions are about the child.

It is a serious offence to give false or misleading information on this form. The information you provide on your application may be subject to verification.

Be complete and accurate

Complete all sections. If any section is not applicable to you, write "N/A" ("Not applicable"). **If your application is incomplete it may be returned to you and processing may be delayed.**

Note: If you need more space for any section, use an extra sheet of paper and indicate the number and/or letter of the section you are completing and submit it along with your application.

You must use a separate application form for each adopted person.

Question	Action
Section 1	
1A	Write the last name (surname/family name), given name of the adopted person as indicated on the adoption order.
1B	Would you like to receive service (correspondence or interview) in English or in French?
Section 2	
2	Check the box to indicate if you have special needs. If yes, write what your special needs are. Special needs are described as: • wheelchair access • sign language interpretation • personal assistance (for example, you will be accompanied by a care attendant, an interpreter, a seeing eye dog, a sighted guide, etc.)

Question	Action
Section 3	
3A	You must receive confirmation that Part 1 was approved before submitting Part 2 of the application. After having submitted Part 1 of the application, you should receive a decision letter confirming that at least one adoptive parent is a Canadian citizen or not. Enter the date indicated in that letter.
Section 4	
4A	Check only one (1) box to identify who is applying on behalf of the adopted person: • the adoptive parent (for minors under 18 years of age); or • the adopted person (if aged 18 years or older); or • the legal guardian (includes non Canadian adoptive parent). **Note:** A legal guardian or a non Canadian adoptive parent may apply on behalf of an adopted person (under 18 years of age) if the adopted person had at least one Canadian parent at the time of the adoption.
4B	Write the last name (surname/family name) and given name the person applying for the adopted person's Canadian citizenship.
4C	Write the residential address of the applicant, complete with the postal code.
4D	Write the mailing address, complete with the postal code if different from the home address in "4C". **Note:** If you provide us with a mailing address, all correspondence will be sent to that address.
4E	Write the contact details for where you can be reached, including: • a home number, • a business number, • a cellular telephone number, • a fax number, • an e-mail address, if available.
Section 5	
5A	Write the date the adoption was completed as it appears on the adoption order. See: "Quebec adoptions" in the Before You Apply section
5B	Write where the adoption was completed (the city or town, the region or province and the country).
5C	Write the age of the adopted person at the time of adoption.
5D	Check the box to indicate if the adopted person is a relative of one of the adopted parents. If yes, write what is the relationship and to which parent. **Note:** A relative is someone who has a relationship either by blood or by marriage (for example: brother, sister, cousin, niece or nephew).
5E	Check the box to indicate if the adopted person will come to Canada to live within 6 months of being granted Canadian citizenship. If yes, write the name of the province or territory in which the adopted person will be living. See: "Who should not use this application?" in the Before You Apply section.

Question	Action
Section 6	
6A	Write the adopted person's last name (surname/family name) and given name(s) at birth.
6B	Write the adopted person's last name (surname/family name) and given name(s) as they appear on the birth certificate or the adoption order of the adopted person if different from 6A.
6C	Check the box to indicate if the name of the adopted person changed since birth. If yes, you must provide documentation to prove the change of name (if different from A or B). The name on the citizenship certificate will be the same as the one shown on the adoption order. If you want a different name on the certificate, you must provide us with satisfactory documentation. See: "Name change" section of this guide.
6D	Check the box to indicate if the adopted person has used any other name(s) in the past, or is known by a name other than the one you listed above. If yes, write the name(s) on the application form. Other names can include birth name, nicknames, community names, etc.
6E	Write the full name of the adopted person as it appears on the birth certificate, adoption order or other legally recognized document in the adopted person's native language (for example: Arabic, Cyrillic, Chinese, Korean, Japanese characters or Chinese commercial/telegraphic code).
6F	Write the adopted person's date of birth exactly as it appears on their birth certificate or the adoption order. Enter the place of birth (city or town), the province or region and the country where the adopted person was born. The date of birth on the citizenship certificate will be the same as the one shown on the adoption order or birth certificate. If you want a different date of birth on the certificate, you must provide us with satisfactory documentation. See: "Date of birth correction" section of this instructions guide.
6G	Is the adopted person a female or a male?
6H	Check one (1) box only to indicate the marital status of the adopted person.
6I	Write the adopted person's current country or countries of citizenship, including the following information for their passport or travel document (if available): • current passport or travel document name and number • date the document was issued, and expiry date. Check the box to indicate which passport or travel document will be used to travel to Canada. **Note:** if you checked "I don't know", the Visa Officer or your adoption agency will provide you advice on what type of documentation you will require to travel to Canada. See: "Important note for adoptive parents returning to Canada with the adopted person" later in this guide.
6J	Write the details about each of the adopted person's biological family members including biological father, biological mother and biological brothers and sisters. If you do not have that information, write ''unknown''. For the purpose of the grant of Canadian citizenship, the term "biological family members" means the "legal family members at birth" of the adopted person.

Question	Action
6K	Check the box to indicate if you know where the adopted person currently lives. If yes, write the name of a contact person or organization outside of Canada where the adopted person currently lives. The contact person can be the adopted person if an adult.
6L	Write the same address you entered in question 6K written in the language of the country where you reside (if applicable). Examples: Arabic, Cyrillic, Chinese, Korean, Japanese characters or Chinese commercial/telegraphic code.
6M	Write the details of where the adopted person stayed or lived during the past 10 years. You **must** account for each month. Enter the complete address, including the street, town or city, province, state or district and country. If there is no street or street number, explain exactly the location of the house or building. Do not use post office (P.O.) box addresses.
6N	Write details on what the adopted person has been doing in the past 10 years, starting with the most recent information. Please also account for the adopted person's activities since turning age 13, should this period of time be longer than the last 10 years. Do not leave gaps. **For example:** If the adopted person is: • 30 years old, you will need to provide details from age 13 onwards. • 22 years old or younger, you would only need to provide the details of the last 10 years. • 10 years of age, you would provide details for the years since birth.
Section 7	
7	Write the details of the adoptive parents: • the last name (surname/family name); • the given name(s); • any other name(s), including maiden name, names from previous marriages, nicknames, etc.; • the country and date of birth. **Note:** If there are two adoptive parents, complete **both columns**.
Section 8	
8A	Write the residential address of the adoptive parents or the legal guardian, complete with the postal code if different from the home address in 4C.
8B	Write the contact details for where you can be reached if different from the home address in 4E, including: • a home number, • a business number, • a cellular telephone number, • a fax number, • an e-mail address, if available.
Section 9	
9	If an individual (including family members), authorized officer of a firm or organization assisted in the completion of this application, they must complete and sign this section.

Question	Action
Section 10	
10A	**Note: This section is not an application for a Canadian passport. If you intend to apply for a Canadian passport for the adopted person, visit the Passport Canada Web site at www.ppt.gc.ca.** **Canadian passport :** If the adopted person currently resides outside of Canada, you may need to apply for a Canadian passport to facilitate travel and admission to Canada for the adopted person. With your consent, CIC can share the necessary information with the Consular Officials at the Canadian Embassy, High Commission or Consulate to facilitate the Canadian passport application process for the adopted person. Check the appropriate box to indicate if you intend or not to apply for a Canadian passport for the adopted person at a Canadian Embassy, High Commission or Consulate if the adopted person is granted Canadian citizenship. If you check "**yes**", go to the question 10B. If you check "**no**", go to section 11.
10B	Check "yes" or "no" to indicate if you authorize CIC to release the information related to this application to the Canadian Embassy, High Commission or Consulate outside of Canada to facilitate the Canadian passport application process for the adopted person. If you check "yes", print and sign your name. Enter the date and place (city, town or village) beside the signature. **Note:** If you check "**yes**", this will allow the Canadian Embassy, High Commission or Consulate to have the information they require on an expedited basis in order to facilitate the Canadian passport application process for the adopted person. If you check "**no**", CIC will not release the information related to this application to the Canadian Embassy, High Commission or Consulate outside of Canada. Therefore, CIC will be unable to facilitate the Canadian passport application process for the adopted person. Read and sign the authorization to release information.
Section 11	
11A	Read the Privacy Notice.
11B	Sign the declaration. The adoptive parent(s), legal guardian(s) or applicant over 18 years of age, **must** sign the application, using the same signature they currently use on other official documents. Enter the date and place (city, town or village) beside the signature. Sign and date the application on the same day. Children who are 14 years of age or older **must also** co-sign the application form with the adoptive parent or legal guardian who is applying on behalf of the adopted person.

Step 3. Mail the Application

Step 1. Gather documents → **Step 2.** Complete the application → **Step 3.** Mail the application

Where to mail the application

Mail your completed application in a stamped envelope to the address shown below:

(Your Name)
(Your Address)
(Your Postal Code)

Affix sufficient postage

ADOPTION
Office responsible for Part 2 - Adoptee's application

The address where you must send Part 2 is found in the decision letter for Part 1 you received from the Case Processing Centre.

It is very important that you mail your application to that address. If you cannot find the information on the letter, contact the CIC Call Centre.

See: "How to Contact CIC" at the end of this guide.

Sign the form

The application must be signed and dated before it is mailed. If your application is not signed and dated, it will be returned to you.

Send the document checklist

Make sure you use the document checklist and include it with your application.

If you are sending more than one application

If you are sending more than one application (for example, applications for family members), you may send one receipt to cover all applications. Mail the receipt (if applicable) and all applications together in one envelope so that they will be processed together.

***Canadian citizenship certificate preparation* form**

Do not forget to send the ***Canadian citizenship certificate preparation form*** (CIT 0480 E) with a photo of the adopted person to the Case Processing Centre in Sydney.

What Happens Next

Part 2 of the application process

The table below represents the phases of Part 2 of the application process.

Phase	Description
After sending Part 2 of the application	Citizenship and Immigration Canada (CIC) verifies that the adoption: • is approved by the province, territory or the country of residence of the adopted person; and • fulfills the requirements of the *Citizenship Act and Regulations*.
Decision letter	After the assessment of Part 2, CIC will send you a decision letter.
Citizenship certificate	If the application for citizenship is approved, the adopted person will be granted Canadian citizenship and will receive: • a Canadian citizenship certificate • a Commemorative document

Note: An interview may be required during the process.

Current processing times

CIC works to process the application of an adopted person residing inside and outside Canada as quickly as possible. However, many factors may affect the processing time and some applications may take longer.

Updating your contact information

During the Citizenship process, you must advise us of any change of address or telephone number.

If you reside	Then you can
in Canada	• go to www.cic.gc.ca, click on *Change My Address* in the *I Need To ...* section on the right-hand side of the page; or • contact the CIC Call Centre.
outside Canada	• contact the Canadian visa office responsible for the country where you reside. See: "How to Contact CIC" at the end of this guide.

Checking application status on-line

You can check the status of your application on-line by doing the following:

1. Log on to our website at: www.cic.gc.ca;
2. Go to *Check My Application Status* in the *I need to...*section on the right-hand side of the page.

Protecting your information

Your personal information is:

- only available to CIC employees who need to see it in order to provide the services to you, **and**
- not disclosed to anyone else except as permitted under the provisions of the *Privacy Act*.

You can obtain additional information on the protection of your data by visiting the "Frequently Asked Questions" (FAQ) on our website.

Important note for adoptive parents returning to Canada with the adopted person

The adopted person's passport or travel document for travel to Canada

Document(s) required for travel to Canada

The adopted person may require a **passport** to travel to Canada. Depending on the country where the adopted person resides, the person may or may not be able to travel to Canada with a Canadian passport. Some countries do not allow adopted persons to leave on any travel document other than their national passport, in which case a **facilitation visa** will be required.

Note: Adoptions from the United States

While a person adopted from the U.S. may not need a travel document (passport or facilitation visa) to travel to Canada, all provincial or territorial adoption requirements and Hague Convention requirements must be met, and Canadian citizenship must be granted before entering Canada.

Canadian passport:

Adopted persons granted Canadian citizenship following an adoption abroad are entitled to Canadian passport services.

With your consent, CIC will share the necessary information with the consular officials at the Canadian Embassy, High Commission or Consulate to facilitate the Canadian passport application process for the adopted person. CIC will provide a letter to the applicants advising them that citizenship has been granted to the adopted person. This letter can be presented to Canadian consular officials by applicants when applying for a Canadian passport. This letter is **not** proof of citizenship.

For additional information or to obtain a Canadian passport application forms, please visit the Passport Canada website at: www.pptc.gc.ca/planification/adoption.aspx?lang=eng&region=Canada

Facilitation visa:

In certain cases, after Canadian citizenship is granted, the national passport of the adopted person may be used for travel to Canada. This could be the case in countries where adopted children cannot exit their country of birth with a Canadian passport. This could also be the case when parents opt to travel to Canada **before** a Canadian passport could be issued abroad. In some situations, it is not possible or it would cause delay for the adopted person to travel to Canada on a Canadian passport.

In such cases, the parent(s) may request a facilitation visa to be affixed in the child's national passport instead of obtaining a Canadian passport. Facilitation visas are used mostly in a consular context to assist Canadians to depart from, or transit through, the country of their other nationality. A facilitation visa **is not proof of citizenship**.

- There is no application form to complete to apply for a facilitation visa.
- There is a $75 CAD processing fee for the visa, payable at the Visa Office (where applicable, please consult the relevant visa office website for the appropriate method of payment).
- Parents can request a facilitation visa for their adoptive child by adding a note to Part 2 of the application for Canadian citizenship and including the child's national passport in the application (the facilitation visa will be inserted directly in the child's national passport).
- Processing times for a facilitation visa are short (in general, ranging from same day service to a couple of days, depending on the mission processing the case).

The facilitation visa and the adopted person's national passport must be shown to Canadian border officers when the person arrives in Canada.

Make sure to find out about the requirements for obtaining a passport or travel document for the adopted person before making plans to bring him or her to Canada.

If you are unsure whether a facilitation visa is required for the adopted person, you can

- visit the Canadian visa office Website;
- contact the Canadian visa office; or
- consult your adoption agency.

Citizenship Certificate:

Once citizenship is granted and the *Canadian Citizenship Certificate Preparation Form* is received, a Canadian citizenship certificate will be issued by the Case Processing Centre (CPC) in Sydney, Nova-Scotia. **The Canadian citizenship certificate is produced in Canada only.** The citizenship certificate of the adopted person will be mailed by the CPC to the Canadian address that you have provided in the application form. For adopted persons living abroad, the certificate will be sent to the visa office responsible for their area of residence. The visa office will then arrange to have the certificate sent to the adopted person. A citizenship certificate is proof of citizenship. **It is not a travel document.**

How to Contact CIC

The table below shows the three ways you can contact CIC.

Website	www.cic.gc.ca
Within Canada	CIC Call Centre: **1-888-242-2100 (toll-free)** **Hours of operation:** Monday to Friday 8 a.m. to 4 p.m., your local time If you are **deaf, deafened or hard of hearing, or you have a speech impediment** and use a text telephone, you can access the TTY service from 8 a.m. to 4 p.m. your local time by calling: 1-888-576-8502 (in Canada only).
Outside Canada	Contact a visa office at a Canadian • Embassy, • High Commission, **or** • Consulate. Consult the local phone pages or the CIC website for addresses, phone numbers and website addresses.

This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act* and Regulations or the *Citizenship Act* and Regulations, as applicable.