



# CITIZENSHIP Canada

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

### Part 1 - Confirmation of Canadian citizenship of the adoptive parent(s)



[www.cic.gc.ca](http://www.cic.gc.ca)

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### Forms

- Confirmation of citizenship of the adoptive parent(s) (CIT 0010)
- Document Checklist (CIT 0484)
- Payment Receipt (IMM 5401)

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**

# 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.

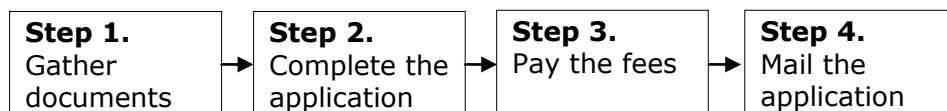
## Symbols used in this guide

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

| This symbol...  | Tells you...   |
|---|--|
|  | What you <b>must</b> 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.   |
| <b>Note:</b>  | 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

### Two part application process

This application is the **first** part of a two part process.

*Part 1 - Confirmation of Canadian citizenship of the adoptive parent(s)* is to confirm that at least one adoptive parent is a Canadian citizen. Part 1 must be submitted by all applicants.

*Part 2 - Adoptee's application* will assess the adopted person's eligibility for Canadian citizenship. Once Part 1 has been assessed, CIC will communicate with you by mail to tell you when and where to submit Part 2. **Do not send Part 2 now.**

**Note:** If you choose to begin gathering the required documents for Part 2 in advance, visit our Web site at [www.cic.gc.ca](http://www.cic.gc.ca).

### 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 to a Canadian parent.

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](http://www.cic.gc.ca/english/information/applications/minors.asp)



### Adoption authorities

CIC facilitates the process for the adopted person to **obtain** Canadian citizenship, however, provinces and territories are responsible for adoptions in Canada.

Start by contacting your [provincial or territorial government office](#) to get information about adoption. Go to our Web site at [www.cic.gc.ca](http://www.cic.gc.ca) for International Adoption Authorities in Canada. If you reside outside of Canada, contact the government officials of the country where you reside.

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### Who may apply for Part 1?


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 and 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.

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### 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 <i>Immigration and Refugee Protection Act</i> . |
| the adoption is going to take place or be completed in Canada after the adopted person arrives   |   |
|  See: " <a href="#">Quebec adoptions</a> " in this section if the adoption will be completed in Quebec. |   |

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### 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 (1) adoptive parent who was or is a Canadian citizen at the time of the adoption.

The category of adopted persons 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.**

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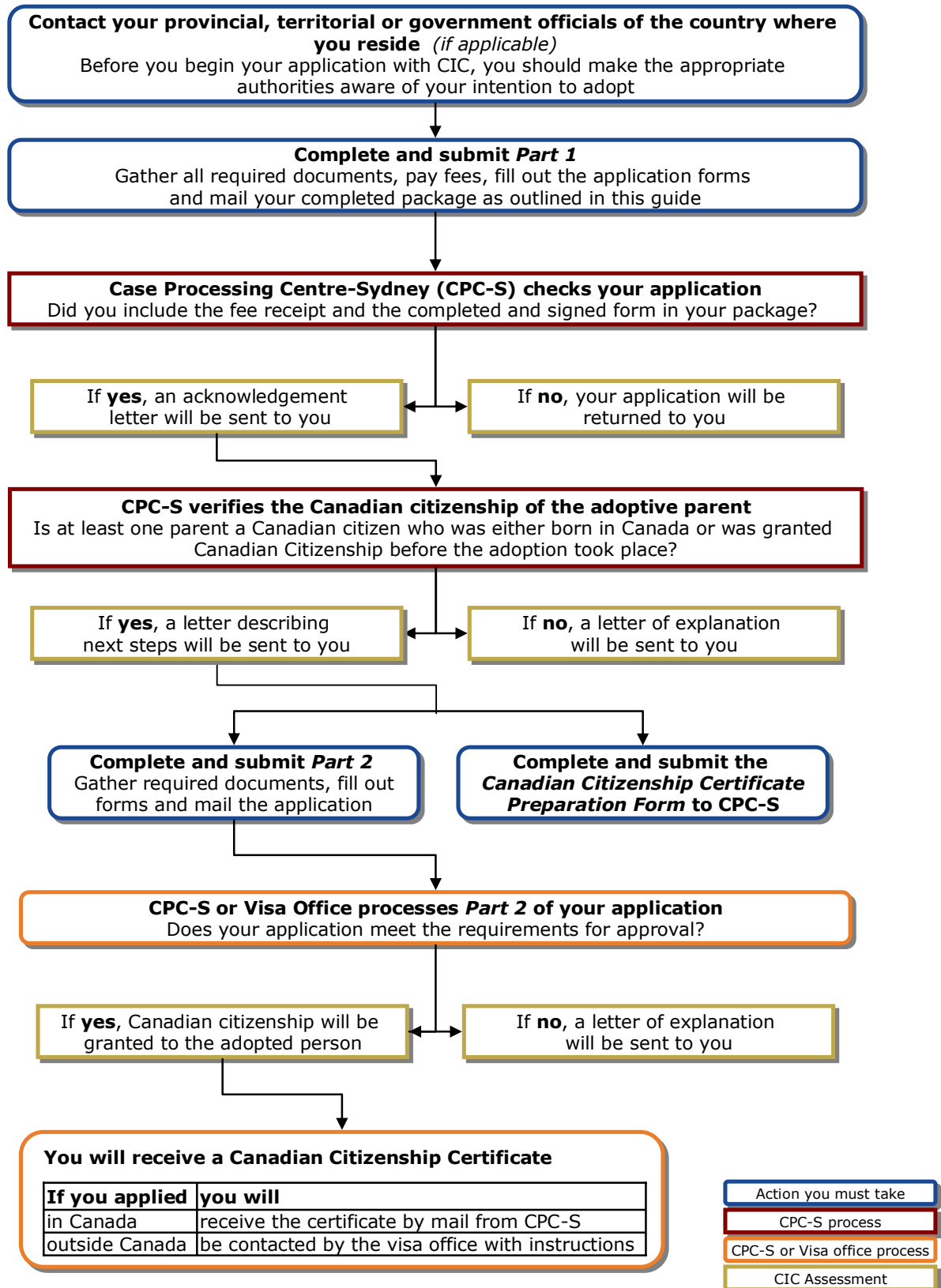


## Possible loss of other citizenship

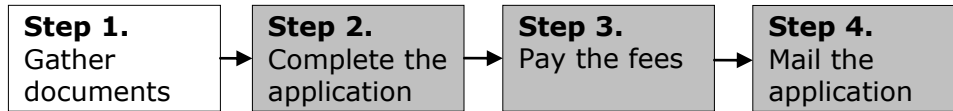
The adopted person could lose his or her present nationality or citizenship if he or she becomes a Canadian citizen. If you have any questions about this, you should contact the embassy, high commission or consulate of the country of the adopted person's current nationality.

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# The Application Process





## Step 1. Gather Documents



### What documents are required?

The table below identifies the documents that you will need to send with Part 1 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 personal identification  | <table border="1"> <thead> <tr> <th>If the adopted person is:</th> <th>Then send two (2) pieces of identification for</th> </tr> </thead> <tbody> <tr> <td>under 18 years of age</td> <td>the person who is making the application on behalf of the adopted person (adoptive parent or legal guardian)</td> </tr> <tr> <td>18 years of age or older</td> <td>the adopted person</td> </tr> </tbody> </table> <p>Both pieces of identification should show your name and date of birth, one of which <b>must have your photo</b> on it.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• a driver's licence</li> <li>• a health insurance card</li> <li>• a copy of your passport page containing your photo and personal details, etc.</li> </ul> | If the adopted person is:   | Then send two (2) pieces of identification for | under 18 years of age | the person who is making the application on behalf of the adopted person (adoptive parent or legal guardian) | 18 years of age or older | the adopted person | Clear and legible certified true copies<br><br> See: "Certified true copies" in Step 1 |
| If the adopted person is: | Then send two (2) pieces of identification for   |  |   |  |                       |  |                          |                    |   |
| under 18 years of age     | the person who is making the application on behalf of the adopted person (adoptive parent or legal guardian)                           |  |   |  |                       |  |                          |                    |   |
| 18 years of age or older  | the adopted person   |  |   |  |                       |  |                          |                    |   |
| 2                         | One (1) proof of the adoptive parent's Canadian citizenship  | Examples include: <ul style="list-style-type: none"> <li>• Provincial/territorial birth certificate</li> <li>• Certificate of Canadian citizenship</li> <li>• Certificate of naturalization</li> <li>• Certificate of Registration of Birth Abroad</li> <li>• Certificate of retention issued between January 1, 1947 and February 14, 1977</li> </ul>   | Clear and legible certified true copy   |  |                       |  |                          |                    |   |
| 3                         | Payment receipt<br><br> See: "Step 3. Pay the Fees" | <ul style="list-style-type: none"> <li>• Receipt showing total payment of application by Internet, <b>or</b></li> <li>• at a financial institution (<b>Original</b> form IMM5401) (In-Canada only)</li> </ul>  | <ul style="list-style-type: none"> <li>• Receipt printed from Internet <b>or</b></li> <li>• Original</li> </ul> |  |                       |  |                          |                    |   |

|   |                                 |  |   |
|---|---------------------------------|--|---|
| 4 | Other documents (if applicable) | <p>Examples include:</p> <ul style="list-style-type: none"> <li>• translation of documents that are not in English or French</li> <li>• legal change of name document</li> <li>• if you are the legal guardian of the adopted person, provide legal documentation proving guardianship.</li> </ul> | 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:**

| <b>In Canada:</b>  | <b>Outside Canada:</b>   |
|--|--|
| <ul style="list-style-type: none"> <li>• a commissioner of oaths</li> <li>• a notary public</li> <li>• a justice of the peace</li> </ul> | <ul style="list-style-type: none"> <li>• a judge</li> <li>• a magistrate</li> <li>• a notary public</li> <li>• an officer of a court of justice</li> <li>• a commissioner authorized to administer oaths in the country in which the person is living</li> </ul> |

**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 person 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.

## Name change

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

| If you have ...   | Then you must submit a copy of...   |
|---|---|
| legally changed your name   | the change of name document issued by a Canadian province or territory, or by the appropriate foreign-state authority.  |
| changed your name as a result of marriage, adoption or divorce  | <ul style="list-style-type: none"><li>the document showing both names <b>and</b></li><li>a copy of one document issued by a Canadian province or territory or by an appropriate foreign-state authority.</li></ul> Example of documents include: <ul style="list-style-type: none"><li>health insurance card,</li><li>driver's licence or</li><li>an official school record issued by the provincial or territorial department responsible for education showing that exact name.</li></ul> |
| applied for an amendment to your <i>Record of Landing</i> , or <i>Confirmation of Permanent Residence</i> | the amendment or a letter confirming the change of name.  |

## Quebec government documents

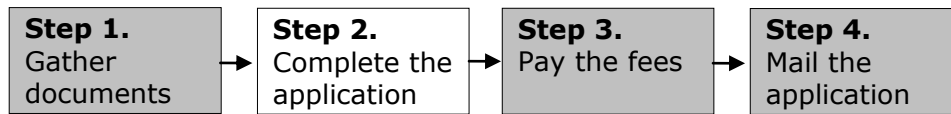
The following documents issued by the government of Quebec **before** January 1, 1994 are **not accepted**:

- baptismal certificates,
- birth certificates, and
- marriage certificates.



If you are currently in possession of one of these certificates you must obtain a new document by contacting the office of the *Directeur de l'état civil du Québec* by visiting their Web site at [www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca).

## Step 2. Complete 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:

- [Confirmation of Canadian Citizenship of the Adoptive Parent\(s\)](#) (CIT 0010)



**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 these forms. 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.

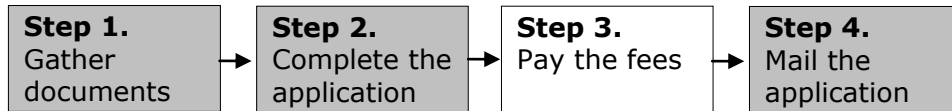
| Question         | Action   |
|------------------|--|
| <b>Section 1</b> |  |
| 1                | Would you like to receive service (correspondence, interview) in English or French?  |
| <b>Section 2</b> |  |
| 2A               | <p>Check only one (1) box to identify who is applying on behalf of the adopted person:</p> <ul style="list-style-type: none"> <li>• the adoptive parent (for minors under 18 years of age); or</li> <li>• the adopted person (if aged 18 years or older); or</li> <li>• the legal guardian (includes non Canadian adoptive parent).</li> </ul> <p><b>Note:</b> A legal guardian or 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.</p> |
| 2B               | Write the last name (surname/family name), given name and the address of the person applying for the adopted person's Canadian citizenship.  |
| 2C               | Write the residential address of the applicant, complete with the postal code.   |

|                  |  |
|------------------|--|
| 2D               | Write the mailing address, complete with the postal code if different from the residential address in "2C".<br><b>Note:</b> If you provide us with a mailing address, all correspondence will be sent to that address.   |
| 2E               | Write the same address you entered for your mailing address (or the residential address if you have no mailing address) written in the language of the country where you reside (if applicable), Examples: Arabic, Cyrillic, Chinese, Korean, Japanese characters or Chinese commercial/telegraphic code.  |
| 2F               | Write the contact details for where you can be reached, including: <ul style="list-style-type: none"> <li>• a home number,</li> <li>• a business number,</li> <li>• a cellular telephone number,</li> <li>• a fax number,</li> <li>• an e-mail address, if available.</li> </ul>   |
| <b>Section 3</b> |  |
| 3A               | Write the details of the adoptive parents: <ul style="list-style-type: none"> <li>• the last name (surname/family name);</li> <li>• the given name(s);</li> <li>• any other name(s), including maiden name, names from previous marriages, nicknames, etc.;</li> <li>• the country and date of birth.</li> </ul> <b>Note: If there are two adoptive parents, complete both columns.</b>  |
| 3B               | Check the box to indicate if the adoptive parent(s) are Canadian citizens or not. If they are, how did they obtain citizenship? <ul style="list-style-type: none"> <li>• by birth (born in Canada); or</li> <li>• by birth outside Canada to a Canadian parent; or</li> <li>• by naturalization (applied to become a Canadian citizen and was granted Canadian citizenship).</li> </ul>  |
| 3C               | Check the box to indicate if the adoptive parent(s) has or have previously been issued a Canadian citizenship certificate.<br><br>If yes, write the certificate number and the complete name as it appears on the certificate, if known.   |
| 3D               | Check the box to indicate if the adoptive parent(s) left Canada or resided outside of Canada for more than one year before 1977. If yes, write the dates and destinations outside Canada where the adoptive parent(s) were.  |
| 3E               | Check the box to indicate if the adoptive parent(s) are or were citizens of another country. If yes, write: <ul style="list-style-type: none"> <li>• the name of the country or countries; and</li> <li>• when the adoptive parent(s) became a citizen of that country or countries; and</li> <li>• by what means they obtained citizenship (by birth in another country, by parentage, by naturalization, by marriage or other).</li> </ul> |
| 3F               | <b>Do not answer this question if you were born inside Canada.</b><br><br>If you were born outside Canada, check the box to indicate if your parent was a Canadian citizen at the time of your birth.  |
| 3G               | Check the box to indicate if the adoptive parent(s) were born to parents who were employed in Canada by a foreign government or international agency. If yes, write the name(s) of the employer and the employment start date.   |

| Section 4 |   |
|-----------|---|
| 4A        | <p>Check the box to indicate if the adoption has been completed or not.</p> <p><b>If no</b>, write:</p> <ul style="list-style-type: none"> <li>• where it will be completed</li> </ul> <p><b>If yes</b>, write:</p> <ul style="list-style-type: none"> <li>• when it was completed</li> <li>• what country issued the adoption order</li> <li>• the age of the adopted person at the time of adoption</li> </ul> <p><b>Note:</b> If the adoption has been completed, enter the date as it appears on the adoption order. Citizenship will not be granted until after the adoption has been finalized and completed.</p> <p> See: "<a href="#">Quebec adoptions</a>" in the Before You Apply section.</p> |
| 4B        | <p>Check the box if the adopted person is a relative of one of the adoptive parents? If yes, what is the relationship?</p> <p><b>Note:</b> A relative is someone who has a relationship either by blood or by marriage (for example: brother, sister, cousin, niece or nephew).</p>   |
| 4C        | <p>Write where the adopted person currently resides (if known).</p> <p>Write the:</p> <ul style="list-style-type: none"> <li>• city or town,</li> <li>• the region or the province, and</li> <li>• the country.</li> </ul>  |
| 4D        | <p>Check the box to indicate if the adopted person will come to Canada to live after Canadian citizenship is granted.</p> <p>If yes, write the name of the province or territory in which the adopted person will be living after their arrival in Canada.</p> <p> See: "<a href="#">Who should not use this application?</a>" in the Before You Apply section.</p>  |
| Section 5 |   |
| 5A        | <p>Check the box to indicate if the personal details of the adopted person are known.</p> <p><b>Note: The rest of section 5 below is to be completed only if the personal details of the adopted person are known.</b></p>  |
| 5B        | <p>Write the last name (surname/family name) and given name(s) of the adopted person, as they appear on their birth certificate or adoption order.</p>  |
| 5C        | <p>Enter information about the adopted person as it appears on the birth certificate or the adoption order.</p> <p>Write the:</p> <ul style="list-style-type: none"> <li>• date of birth,</li> <li>• city or town of birth,</li> <li>• country of birth, and</li> <li>• country or countries of current citizenship.</li> </ul>   |
| 5D        | <p>Is the adopted person a female or a male?</p>  |
| 5E        | <p>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.</p>   |

|                  |   |
|------------------|---|
| 5F               | <p>Check the box to indicate if you have previously submitted a sponsorship application or a permanent residence application for this person.</p> <p>If yes, write the approximate date (month/year) you submitted an application.</p>  |
| <b>Section 6</b> |   |
| 6                | <p>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.</p> <p><b>Note:</b> Write "not applicable" on the first line if you did not have assistance in completing this application.</p>  |
| <b>Section 7</b> |   |
| 7A               | Read the Privacy Notice.  |
| 7B               | <p>Sign the declaration:</p> <p> The adoptive parent(s), legal guardian(s) or applicant over 18 years of age, <b>must</b> 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.</p> <p>The application <b>must</b> be signed and dated before it is mailed.</p> |

## Step 3. Pay the Fees



### Calculating your fees

Use the table below to calculate the total amount of fees to be paid. Fees must be included with this application.

| Age of the adopted person | Number of adopted persons | Amount per adopted person | Amount Due |
|---------------------------|---------------------------|---------------------------|------------|
| 18 years or older         |                           | x \$200                   |            |
| Under 18 years            |                           | x \$100                   |            |
| <b>Total Payment:</b>     |                           |                           |            |

### Explanation of fees and refunds

The following table describes the fees that are required and if they are refundable. All payment must be made in **Canadian funds**.

| Type of Fee                                     | Amount                              | Refundable?  |
|---|-------------------------------------|--|
| Processing Fee                                  | \$100 for each adopted person       | Non-refundable once processing has begun, regardless of the final decision.  |
| Right of Citizenship Fee (if 18 years or older) | \$100 for each adult adopted person | Refundable if: <ul style="list-style-type: none"> <li>• your application is refused, or</li> <li>• we receive your request to withdraw your application <b>before</b> the date the person becomes a Canadian citizen.</li> </ul> |

**Note:** We will issue the refund to the person indicated on the *Payer Information* section of the receipt. If there is no name indicated on the receipt, we will send the refund to the applicant.



**Incorrect fee payment**

Incorrect fee payments may delay processing your application.

| <b>Payment issue</b>       | <b>CIC will...</b>  |
|----------------------------|---|
| No fee included            | return your application.<br><b>Note:</b> Processing of your application will only start after you return your application with requested fees.  |
| Insufficient fees included | inform you of how much to pay and how to pay.<br><b>Note:</b> Processing of your application will only continue after you provide the missing fees.   |
| Overpayment                | <ul style="list-style-type: none"><li>• start processing your application and</li><li>• send you a refund as soon as possible.</li></ul> <b>Note:</b> You do not have to request a refund, it will be done automatically. |

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## Payment method options

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### Preferred method of payment

**Payment of fees on-line is the preferred method of payment for both inside and outside Canada.**

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### Inside and outside Canada – On-line fee payment

#### Availability

For clients located inside and outside of Canada.


#### Resources required

You can pay your fees on-line if you have:

- a credit card (Visa, Master Card or American Express)
- access to a computer with an Internet connection
- a valid email address
- access to a printer (you will need to print the receipt)

#### Instructions

Follow these step-by-step instructions to pay using the Internet.

| Step | Action  |
|------|---|
| 1    | Go to the CIC Web site at <a href="http://www.cic.gc.ca">www.cic.gc.ca</a><br>Select <i>Pay My Application Fees</i> in the <i>I Need To...</i> section on the right hand side of the page.<br>Select <i>Pay fees online</i> .   |
| 2    | Follow the on-line instructions to the end of the payment process.<br>Click on the button to print the CIC official receipt.<br> <b>Do not exit without printing the receipt (page)!</b> |
| 3    | Fill in the Payer Information Section by hand.  |
| 4    | Attach the bottom portion (copy 2) of this receipt to your completed application.   |

#### Proof of payment

The receipt printed off of the Internet in step 2 of the instructions above will serve as your proof of payment.

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**Inside  
Canada only  
– Fee  
payment at  
financial  
institutions**

If you do not wish to pay using the Internet, payment **must** be made at a **financial institution** in Canada. The financial institution will let you know what method of payment it accepts. There is no banking charge to pay at a financial institution.



The only acceptable forms of payment inside Canada are on-line or through a financial institution. If you send any other form of payment inside Canada your application will be returned.

**Availability**





For clients located inside Canada only.

**Resources required**

A payment receipt form (IMM 5401) included in this application or that can be ordered [on-line](#).

**Instructions**

Follow these step-by-step instructions to pay at a financial institution in Canada.

| Step | Action  |
|------|---|
| 1    | Calculate the total fee amount to be paid using the chart in “ <a href="#">Calculating your fees</a> ” at the beginning of this section.  |
| 2    | <p>Fill out one (1) payment receipt form (IMM 5401).</p> <p> An <b>original</b> payment receipt form (pink and white) must be used. A photocopy is <b>not acceptable</b>.</p> <p> See: “<a href="#">Obtaining an original receipt form - inside Canada</a>” in this section.</p>  |
| 3    | <p>Insert the total amount paid on line 09 <i>Citizenship or Immigration Services Fees</i>.</p> <p> Do <b>not</b> complete the top two portions of the receipt. These will be completed by the financial institution.</p>  |
| 4    | <p>Fill in the <i>Payer Information</i> section on the back of the payment receipt form.</p> <p>Do you already have an open file and know the client identification number (client ID) that we have assigned to you?</p> <p><b>If yes</b>, enter the number in the box provided for that purpose.</p> <p><b>If no, leave that box empty.</b></p>  |
| 5    | <p>Bring the receipt form and your payment to the teller (cashier) at the financial institution. Do not present your application, only your receipt form.</p> <p>The teller (cashier) will:</p> <ul style="list-style-type: none"> <li>stamp and enter the amount paid in the upper two portions of the receipt form, and</li> <li>give you the top two portions of the form.</li> </ul> <p> <b>Do not</b> make payment using the automated teller machines or on a financial institution website.</p> |

|   |  |
|---|--|
| 6 | <p>The following list indicates what you should be doing with the different parts of the IMM 5401 receipt.</p> <ul style="list-style-type: none"> <li>• Copy 1 (top): Keep for your records.</li> <li>• Copy 2 (middle): Attach to your completed application.</li> <li>• Copy 3 (bottom): The financial institution will keep the bottom part.</li> </ul> |
|---|--|

**Proof of payment**

Completed payment receipt form (Original form IMM 5401)

**Obtaining an original receipt form - inside Canada**

You may obtain an original receipt form (IMM 5401) inside Canada by:

- ordering through our Web site
- contacting the CIC Call Centre



See: "[How to Contact CIC](#)" at the end of this guide.

**Note:** If you have ordered a complete application package, the original receipt form will be included.

**Outside Canada only**

**The following mode of payment may be used ONLY if you do not have access to the Internet.** If you do not have access to the Internet, you may pay by International bank draft or money order in Canadian funds ONLY.



The only acceptable forms of payment outside Canada are on-line or by International bank draft or money order in Canadian funds. If you send any other form of payment (including cash and personal cheques) from outside Canada your application will be returned.

**Instructions**

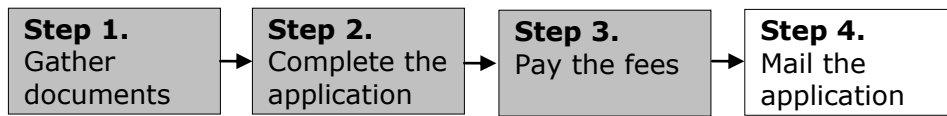
Follow these step-by-step instructions to pay with an International bank draft or money order.

| Step | Action   |
|------|--|
| 1    | Calculate the total fee amount to be paid using the <i>Calculating your fees</i> at the beginning of this section.   |
| 2    | Obtain an international <b>bank draft</b> or <b>money order</b> payable to the <b>Receiver General for Canada</b> . Fees must be in Canadian funds for the required amount only.   |
| 3    | <p>Ensure that the bank draft or money order:</p> <ul style="list-style-type: none"> <li>• can be cashed through a Canadian financial institution; and</li> <li>• <b>clearly indicates on its face the name and complete address</b> (must not be a post office box number) and the <b>transit and account numbers</b> of the financial institution in Canada where it may be cashed.</li> </ul> <p>Incomplete or improper identification of the financial institution may result in processing delays and even in the return of your application.</p> |
| 4    | Include the bank draft or money order in Canadian funds with your completed application.   |

**Proof of payment**

Bank draft or money order in Canadian funds.

## Step 4. Mail the Application



### Where to mail the application

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

|  |   |
|--|---|
| (Your Name)<br>(Your Address)<br>(Your Postal Code)  | Affix sufficient postage <input type="checkbox"/> |
| <b>Case Processing Centre - Sydney - ADOPTION<br/>P.O. Box 10030<br/>Sydney, NS<br/>B1P 7C1<br/>Canada</b> |   |



### 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.

## What Happens Next

### Part 1 of the application process

The table below represents the phases of Part 1 of the application process.

| Phase          | Description  |
|----------------|--|
| Initial Review | <p>Citizenship and Immigration Canada reviews your application to make sure</p> <ul style="list-style-type: none"> <li>the necessary documents are all included in order to process your application, and</li> <li>the appropriate fee payment has been made.</li> </ul>   |
| Decision       | <p>Citizenship and Immigration Canada verifies that at least one of the adoptive parent(s) is a Canadian citizen and that the adoption took place on or after January 1, 1947.</p> <p><b>When your application has been received by the case processing centre you will receive:</b></p> <ul style="list-style-type: none"> <li>a letter of acknowledgment confirming the reception of your application</li> </ul> <p><b>If the application is approved, you will receive:</b></p> <ul style="list-style-type: none"> <li>a decision letter confirming that a least one adoptive parent is a Canadian citizen,</li> <li>instructions on when and where to submit Part 2 of the application – <i>Application for Canadian citizenship for a person adopted by a Canadian citizen- Adoptee’s application</i> (CIT 0012), and</li> <li>instructions on where to submit the <i>Canadian Citizenship Certificate Preparation Form</i>.</li> </ul> |

### Part 2 of the application

Part 2 will be processed **only** after the assessment of *Part 1 – Confirmation of Canadian citizenship of the adoptive parent(s)*. **Do not send Part 2 now.**


In order to accommodate situations where an adoption can take longer to process, an adoptive parent has two (2) years to submit Part 2 of the application from the date of the decision letter provided by CIC after assessing Part 1 of the application.

**Note:** If you choose to begin gathering the required documents for Part 2 in advance, you can download the guide and form for Part 2 by visiting the *Find an Application form or Guide* section on the right hand-side of the page on our Web site at [www.cic.gc.ca](http://www.cic.gc.ca).



### Updating your contact information

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

| If you reside  | Description   |
|----------------|---|
| in Canada      | <ul style="list-style-type: none"> <li>go to <a href="http://www.cic.gc.ca">www.cic.gc.ca</a>, click on <i>Change My Address</i> in the <i>I Need To...</i> section on the right-hand side of the page; or</li> <li>contact the CIC Call Centre.</li> </ul>                                   |
| outside Canada | <ul style="list-style-type: none"> <li>contact the Canadian visa office responsible for the country where you reside.</li> </ul> <p> See: "<a href="#">How to Contact CIC</a>" at the end of this guide.</p> |

### 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](http://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.

## How to Contact CIC

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

|                       |  |
|-----------------------|--|
| <b>Website</b>        | <a href="http://www.cic.gc.ca">www.cic.gc.ca</a>   |
| <b>Within Canada</b>  | <p>CIC Call Centre:<br/><b>1-888-242-2100 (toll-free)</b></p> <p><b>Hours of operation:</b><br/>Monday to Friday 8 a.m. to 4 p.m., your local time</p> <p>If you are <b>deaf, deafened or hard of hearing, or you have a speech impediment</b> 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).</p> |
| <b>Outside Canada</b> | <p>Contact a Canadian:</p> <ul style="list-style-type: none"><li>• Embassy,</li><li>• High Commission, <b>or</b></li><li>• Consulate.</li></ul> <p>Consult the local phone pages or the CIC website for addresses, phone numbers and website addresses.</p>  |



**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.