



# DOCUMENT CHECKLIST

## APPLICATION FOR CANADIAN CITIZENSHIP UNDER SUBSECTION 5(2)

### MINORS (UNDER 18 YEARS OF AGE)

Send the following documents with your application. Check  each box once you enclose the item.

**Failure to provide a fully completed application form or the necessary documents will result in the return of your application. If you are sending more than one application (for example, family members), and one of the applications is incomplete, all the applications will be returned to you.**

- Application for Canadian Citizenship - Minors (CIT 0003), fully completed, signed and dated.** See section "**Step 2. Complete the Application**" in the instruction guide to know how to complete the form.
- Photocopies of biographical pages of passports and/or travel documents.** If these documents are not in your possession, provide an explanation in the space provided in question 9 on the application form. See section "**Step 1. Gather Documents**" in the instruction guide.  
**Note:** If your passport validity was extended, include a photocopy of the page(s) containing the extension stamp(s).
- Photocopy** of two (2) pieces of your child's personal identification, one of which **must have a photo** on it. If there is information on both sides of your child's personal identification documents, provide a **photocopy of both sides**. See section "**Step 1. Gather Documents**" in the instruction guide for examples.
- Two (2) citizenship photos. See the Citizenship Photograph Specifications page.
- Photocopy** of your child's birth certificate or Adoption order. See section "**Step 1. Gather Documents**" in the instruction guide.
- Fees.** Copy of the receipt showing the amount paid. See section "**Step 3. Pay the Fees**" in the instruction guide for the acceptable methods of payment.

**If this applies to you:**

- Photocopy** of the parent's proof of Canadian citizenship, if applicable. See section "**Step 1. Gather Documents**" in the instruction guide for examples.
- Photocopy** of legal documentation proving guardianship, if a legal guardian is applying on behalf of the child. See section "**Step 1. Gather Documents**" in the instruction guide.
- Translation** of any documents that are not in English or French and an **affidavit** from the translator. See section "**Step 1. Gather Documents**" in the instruction guide.
- Date of birth correction or a name change:** see section "**Step 1. Gather Documents**" in the instruction guide to know which documents to include.
- Completed *Use of a Representative* form (IMM 5476). See section "Step 2. Complete the application" in the instruction guide
- Original police certificates or clearances from each country where your child was present for a total of 183 days or more while 14 years of age and over in the four (4) years immediately before the date of your child's application. If you are unable to obtain a police certificate for your child, provide an explanation in the space provided in question 9 on the application form. Consult [How to get a police certificate \(police check\)](#) for specific and up-to-date information on how to obtain police certificates from any country.
- Completed *Request form for a Change of Sex Designation* (CIT 0404).

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

**By regular mail:**

Case Processing Centre - Sydney - Grant Minors  
Box 7000  
Sydney, Nova Scotia  
B1P 6V6

**By courier:**

Case Processing Centre - Sydney - Grant Minors  
49 Dorchester Street  
Sydney, Nova Scotia  
B1P 5Z2

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