



DOCUMENT CHECKLIST

APPLICATION FOR A CITIZENSHIP CERTIFICATE UNDER SECTION 3

PROOF OF CITIZENSHIP

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

Failure to provide the necessary documents will result in delays in the processing of your application.

Form			
1	<i>Application for a Citizenship Certificate</i> - (CIT 0001) - completed, signed and dated	<input type="checkbox"/>	
Identity and immigration documents			
<ul style="list-style-type: none"> If the application is for your first citizenship certificate, provide originals or clear and legible certified copies of your documents. If this application is for a replacement of your citizenship certificate, provide clear and legible photocopies of your documents. <p>Note: If supporting documents are not in English or French (for example, a marriage certificate issued in another country) you must supply a photocopy of each original document, a translation and an affidavit from the person who completed the translation. Translations from family members are not acceptable.</p>			
2	You must read the section " Step 1. Gather documents " in the instructions guide in the guide to determine which documents you must submit, depending on your own personal circumstances.	<input type="checkbox"/>	
Photos			
3	<p>Two (2) citizenship photos (refer to the form <i>Citizenship Photograph Specifications</i> - CIT 0021)</p> <p>Adults and children 14 years of age and older must sign their name in black or blue ink in the white signature area below each photo. Do not print.</p> <p>For children under 14 years of age, leave the signature strip blank and print the name of the child on the back of the photos.</p> <p>Put both signed photos in an envelope. Do not staple, glue or otherwise attach the photos directly to the application.</p>	<input type="checkbox"/>	
Fee			
4	<p>In Canada</p> <p>Copy 2 of the <i>Receipt</i> form showing the amount paid. No other form of payment is acceptable.</p> <p>Outside Canada</p> <p>Contact the Canadian Embassy, High Commission or Consulate closest to your home for information on fees and accepted methods of payment. The processing fee must be paid before you submit your application.</p>	<input type="checkbox"/>	
Other			
5	This <i>Document Checklist</i> (CIT 0460)	<input type="checkbox"/>	
<p>In Canada</p> <p>You have addressed the envelope with correct postage to: Case Processing Centre, Sydney - Proofs, Box 10000, Sydney (NS), B1P 7C1 CANADA</p> <p>Outside Canada</p> <p>You have addressed the envelope with correct postage to: The Canadian Embassy, High Commission or Consulate closest to your home.</p>			<input type="checkbox"/>