



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

CP 15

Guide to Citizenship Ceremonies

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Updates to chapter

Listing by date:

Date: 2008-05-27

The following changes have been made:

- Section 11 provides instructions should a co-host or partner indicate that they will issue a press release or any other form of communication to the public or media.
- Section 12.1 provides clarification on the roles and responsibilities of CIC regarding the invitation of guests to citizenship ceremonies.
- Section 12.8 provides guidance about people who seek nomination, publicly indicate their intention to run, or run in an upcoming election.
- Addition of Appendix E – *Notification of prominent guest attending a citizenship ceremony.*

2006-07-31

Changes have been made to section 5 “Volunteer presiding officer”:

- To clarify the need for citizenship staff to request delegation from the Registrar for each ceremony where a citizenship judge is not available to preside.
- To clarify who could be delegated in exceptional situations where a citizenship judge or approved voluntary presider cannot attend.

2006-06-07

A minor change has been made to Appendix D, section “Assessment of language capabilities and knowledge of Canada,” to reflect that, effective April 18, 2005, the knowledge of Canada and language requirements are waived for individuals 55 years and over.

2005-03-02

The following operations memoranda, operational bulletins and other major changes have been incorporated:

- CP 02-04 (Delegation to Preside over Citizenship Ceremonies)
- CP 03-03 (Media at citizenship ceremonies)
- OB 009 (The use and distribution of Holy Books at Ceremonies)
- Authorization to preside at citizenship ceremonies granted to the Governor General, Lieutenant Governors and territorial commissioners.
- Changes to Appendix A – *Sample Information Sheet for Candidates*
- Addition of Appendix D – *Guide for Taking the Oath Outside the Normal Citizenship Ceremony*

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1. Introduction

A citizenship ceremony is a unique part of Canadian life. It is a rare celebration of our citizenship and one of the few occasions when we reflect on the rights, responsibilities, and benefits of being a Canadian citizen.

The Canadian citizenship ceremony is the formal welcome and recognition of new citizens from all Canadians. For a new citizen, the ceremony is the formal entry into the Canadian family and the acceptance of the rights and responsibilities of membership.

Approximately 2,500 citizenship ceremonies are held in communities across Canada every year. The pride of new citizens as they complete the citizenship process moves all who attend or take part in a citizenship ceremony.

The citizenship ceremony is legally and symbolically important. All applicants who attend a ceremony are being granted citizenship. An applicant only becomes a citizen after taking and signing the "Oath of Citizenship" and being presented with the certificate of citizenship.

The citizenship ceremony is a significant milestone in the lives of "Canadians in waiting." It is a goal reached after transition, and sometimes hardship. It is always a cherished prize and a starting point in a promising future and a new way of life.

The citizenship ceremony is also important for all the other people attending. It is a reminder of the values that Canadians share, of the diversity and welcome that play such an important role in our citizenship, and of the obligations it entails.

2. Background

2.1. Background

Citizenship ceremonies are held either "on site," in a citizenship ceremony room at a citizenship office, or "off site" such as a city hall, a school or community centre. Sometimes, a special guest is invited. The special guest may be the Governor General, the Lieutenant-Governor, an elected federal, provincial, territorial or municipal official, or a community leader.

Regardless of location or the presence of special guests, the ceremony follows the guidelines set in legislation and regulations, and follows a prescribed format.

This chapter sets out guidelines for citizenship ceremonies. The guidelines serve to preserve and maintain the formality of the citizenship ceremony while keeping it a relaxed and memorable event for recipients and others taking part.

This guide was developed in order to help CIC staff organize and plan citizenship ceremonies. It explains in detail the steps and procedures to follow for the preparation and realization of such an event. It also explains the roles and protocols that different participants (citizenship judge, presiding officials, clerk of the ceremony, Order of Canada recipients, special guest, etc.) should respect during ceremonies.

2.2. Legislation

The *Citizenship Act* and the *Citizenship Regulations* are the authorities for administering the "Oath of Citizenship" and provide the legal guidelines for ceremonies.

2.3. The *Official Languages Act*

The citizenship process is subject to the 1988 *Official Languages Act*. In June 1991, CIC issued *Guidelines on the Use of Official Languages in the Citizenship Courts*.

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The guidelines say:

As well as providing services to the public, the Courts are required to enhance the public's understanding and appreciation of the values inherent in Canadian society, among which is the equality of status of both official languages.

3. Ceremonies

3.1. On-site ceremonies

It is usually more convenient to hold citizenship ceremonies in citizenship offices. The citizenship ceremony rooms have adequate sound systems and symbols of Canadian citizenship on permanent display. Usually, support services for ceremonies are available. On-site ceremonies follow the same general format as described in the following pages.

3.2. Off-site ceremonies

Ceremonies can be held in public spaces such as city halls, provincial legislatures, community centres, church halls, recreation areas attached to synagogues, mosques, or temples (but not churches, synagogues, mosques or temples themselves), schools, armories, municipal halls or public parks.

Ceremonies held off-site follow the same general format as ceremonies at citizenship offices.

3.3. Special ceremonies

There may be a host organization for special ceremonies, such as a school or community group. A representative of the host may open the ceremony, introduce the platform party and welcome the citizenship judge or volunteer presiding officer. See *Hosts and sponsors* in section 6 below.

3.4. Length of ceremonies

A typical citizenship ceremony lasts from 30 to 45 minutes, depending on the number of new citizens and guest speakers.

3.5. Size and frequency of ceremonies

The size and frequency of ceremonies depend on the size of the community. Remote communities may have only one ceremony a year, with as few as 10 new Canadians. In major centres, there may be several ceremonies at the citizenship office every week, with as many as 100 candidates at each.

For a new citizen, the citizenship ceremony is the formal entry into the Canadian family and the acceptance of the rights and responsibilities of membership. In view of its symbolic importance, larger ceremonies are not recommended.

3.6. Standard ceremony scenario

Citizenship ceremonies are conducted in both of Canada's official languages. Ceremonies follow a set format.

3.7. The preamble

When the candidates, their guests, and other guests are in their seats, the clerk of the ceremony gives the preamble or instructions about the ceremony.

The clerk introduces himself or herself, the citizenship staff, and the citizenship judge or volunteer presiding officer. The clerk tells the candidates what will happen during the ceremony and what they are to do.

The language should be clear and simple, gender-neutral, and be recited slowly.

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The preamble should include:

- acknowledgement of special guests;
- an explanation of the logistics of the ceremony:
 - ◆ repeating the oath (individually if there are fewer than 10 candidates, collectively if there are 11 or more)
 - ◆ the use of a holy book for those candidates who choose to swear the "Oath of Citizenship"
 - ◆ minors under 14 years of age do not have to repeat the "Oath of Citizenship" but may if they wish
 - ◆ candidates will be called by name to come to the stage area to receive certificates
 - ◆ candidates will then go to the table to sign the "Oath of Citizenship" form
 - ◆ parents sign the "Oath of Citizenship" form for minors under 14
 - ◆ new citizens return to their assigned seats
 - ◆ the singing of "O Canada," introducing a guest singer or choir (if available)
 - ◆ the reception
- a reminder that still photos and videotaping are not allowed during the repeating of the "Oath of Citizenship";
- a reminder that a candidate is not a citizen until he or she signs the "Oath of Citizenship" form;
- an explanation of what is in the certificate package, emphasizing the importance of safeguarding the certificate package contents and reminding candidates that it is important to check the certificate package to be sure it is complete and accurate;
- a statement on the importance of making corrections to information in the certificate package as soon as possible after the ceremony.

The clerk closes the preamble by saying that the ceremony is about to begin.

3.8. Opening the ceremony

The clerk signals the RCMP officer standing at the entrance of the room, who says:

"All rise.

Veillez vous lever."

The RCMP officer then leads the citizenship judge or volunteer presiding officer and special guests into the room and to the stage area.

When the citizenship judge or volunteer presiding officer, the clerk, and special guests are in their places onstage, the RCMP officer moves to the far left of the stage (as seen by the audience).

The judge or presiding officer and special guests sit down. The RCMP officer then says:

"This citizenship ceremony is now in session.

La cérémonie de citoyenneté est maintenant commencée."

The RCMP officer remains standing at the far left of the stage area for the ceremony. If an RCMP officer is not available, the clerk of the ceremony opens the ceremony.

The clerk then says:

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*"Please be seated.
Veuillez vous asseoir."*

When the candidates and guests are sitting, the clerk says:

"Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding officer), in accordance with the provisions of the Citizenship Act, it is my privilege to present to you (number of) candidates for citizenship who have complied with the requirements of the Citizenship Act and are now ready to take the 'Oath of Citizenship' and become Canadian citizens.

Monsieur, Madame (nom du juge de la citoyenneté ou du président de cérémonie), conformément aux dispositions de la Loi sur la citoyenneté, j'ai le privilège de vous présenter (nombre) demandeurs de citoyenneté qui se sont conformés aux exigences de la Loi sur la citoyenneté et qui sont maintenant prêts à prononcer le serment de citoyenneté et à devenir des citoyens canadiens."

3.9. Citizenship judge or volunteer presiding officer speaks

The citizenship judge or volunteer presiding officer welcomes candidates and guests to the ceremony. The welcome emphasizes the importance of active citizenship, the contribution each new citizen can make to Canadian society, and the rights and responsibilities of citizenship. The judge or volunteer presiding officer speaks for no longer than 10 minutes.

3.10. Taking the Oath of Citizenship

This is a solemn and significant part of the citizenship ceremony. The procedure must be clearly outlined to avoid misunderstanding.

The clerk says:

"Would the candidates for citizenship please stand.

Les demandeurs de citoyenneté sont priés de se lever."

When the candidates are standing, the clerk says:

"Please raise your right hand and repeat the oath after the citizenship judge (or presiding officer). If you choose to swear the oath on a holy book, please place the holy book in your left hand. (Pause)

Now, please raise your right hand and repeat the 'Oath of Citizenship' after the citizenship judge (or presiding officer).

Veuillez lever votre main droite et répéter le serment après le juge de la citoyenneté (ou le président de cérémonie). Si vous avez choisi de prêter serment sur un livre saint, veuillez prendre le livre saint dans votre main gauche. (Pause)

Maintenant, veuillez lever votre main droite et répéter le serment de citoyenneté après le juge de la citoyenneté (ou le président de cérémonie).

Guests are also invited to stand and reaffirm their citizenship if they want to.

Les invités peuvent aussi se lever et réaffirmer leur citoyenneté s'ils le désirent.

The 'Oath of Citizenship' will be administered in both official languages. Please use the language of your choice, or both.

La prestation du serment de citoyenneté se fait dans les deux langues officielles. Veuillez prêter serment dans la langue de votre choix ou dans les deux langues."

The judge or presiding officer stands, faces the candidates, and says:

"Please repeat after me.

Veuillez répéter après moi.

*I swear (or affirm) that I will be faithful
and bear true allegiance*

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*to Her Majesty Queen Elizabeth the Second,
Queen of Canada,
Her Heirs and Successors,
and that I will faithfully observe
the laws of Canada
and fulfill my duties as a Canadian citizen.*

In recognition that Canada is a bilingual country, I would like to invite those who wish to do so, to repeat the French version of the oath of Citizenship after me. This symbolic gesture exemplifies your commitment to respecting Canada's two official languages.

Je jure (ou j'affirme solennellement) que je serai fidèle et que je porterai sincère allégeance à

*Sa Majesté la Reine Elizabeth Deux, Reine du Canada
à ses héritiers et à ses successeurs,
que j'observerai fidèlement les lois du Canada
et que je remplirai loyalement mes obligations de citoyen Canadien.*

You are now Canadian citizens, citizens of a bilingual country.

Vous êtes maintenant citoyens canadiens, citoyens d'un pays bilingue."

After the taking of the "Oath of Citizenship," the clerk of the ceremony says:

"Please be seated.

Veillez vous asseoir."

3.11. Presentation of certificates

The clerk of the ceremony says to the candidates:

"The citizenship judge (or presiding officer) will now present certificates of citizenship. When I call your name, please come to the front, where Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding officer) will present you with your certificate.

After you receive your certificate, please go to the table at (location of table) to sign the 'Oath of Citizenship' form.

After you have signed the 'Oath of Citizenship' form, please return to your seat.

Le juge de la citoyenneté (ou le président de cérémonie) remettra maintenant les certificats de citoyenneté. Quand je prononcerai votre nom, veuillez vous rendre à l'avant de la salle, où Monsieur, Madame (nom du juge de la citoyenneté ou du président de cérémonie) vous remettra votre certificat.

Une fois que vous aurez reçu le certificat, veuillez vous rendre à la table se trouvant (endroit de la table) pour signer le formulaire de serment de citoyenneté.

Après que vous aurez signé le formulaire, vous pourrez regagner votre place."

3.12. Presentation at large ceremonies

At large ceremonies where 100 or more candidates receive citizenship, more than one person may present the certificates.

3.13. Clerk calls candidates forward

The clerk of the ceremony calls out the names of candidates and hands the candidates' certificates to the citizenship judge or presiding officer. Family groups can be called to receive their certificates together.

In large ceremonies, an entire row can be called to receive certificates at the same time. This is preferable to their coming to the front individually.

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3.14. Citizenship judge or presiding officer congratulates candidates

The judge or presiding officer and special guests take their places for presentation of the certificates. The citizenship judge or presiding officer congratulates each candidate, shakes the candidate's hand if that is appropriate, and puts the certificate in the candidate's left hand.

For all new citizens, including small children, a handshake is the appropriate greeting.

See also section 10 below, Cultural considerations.

3.15. Special guests congratulate candidates

Special guests participating in the presentation will shake hands with the new citizens before they return to their seats.

3.16. Minors under 14 may receive certificates

Although the *Citizenship Act* does not require new citizens under the age of 14 to take the "Oath of Citizenship," they may attend the ceremony and receive certificates.

3.17. Signing the "Oath of Citizenship" form

After new citizens receive their certificates, they go to the certificate table to sign the "Oath of Citizenship" form. The new citizens then return to their seats.

3.18. After candidates sign the "Oath of Citizenship" form

When all candidates have signed the form and are back in their seats, the citizenship judge or volunteer presiding officer and special guests return to their places.

The clerk of the ceremony says:

"That concludes the administration of the 'Oath of Citizenship' and the presentation of certificates.

Voilà qui termine la prestation du serment de citoyenneté et la présentation des certificats."

The clerk then sits.

Once the certificates of citizenship have been presented, the judge or presiding officer congratulates the new citizens and calls out all their countries of origin. Countries of origin are available on GCMS.

3.19. Closing remarks

The judge or presiding officer introduces special guests, who make their remarks.

After special guests have spoken, the judge or presiding officer makes concluding remarks and asks the new citizens and guests to join in singing "O Canada."

3.20. The National Anthem

The clerk of the ceremony may say:

"You may sing 'O Canada' in English or French, or both. The words are on the card on your seat.

Vous pouvez chanter « Ô Canada » en français ou en anglais, ou encore dans les deux langues. Les paroles sont inscrites sur la carte qui se trouvait sur votre siège."

The platform party stands at attention for "O Canada."

At the conclusion of our Anthem, the clerk says:

"Please remain standing.

Veillez rester debout."

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3.21. Ceremony ends

The RCMP officer says:

*"This citizenship ceremony is now closed.
La cérémonie de citoyenneté est maintenant terminée."*

The RCMP officer leads the citizenship judge or presiding officer and others in the platform party from the stage area and out of the room.

If an RCMP officer is not present, the clerk of the ceremony must close the ceremony.

3.22. Clerk's closing remarks

The clerk of the ceremony remains standing. When the platform party has left the room, the clerk may again remind the new citizens to check the contents of their certificate packages, and to correct mistakes on the certificate as soon as possible.

If there is a reception, the clerk adds:

*"I invite you to the reception, being held in (place).
Je vous invite à la réception qui se tiendra (endroit)."*

3.23. Informal reception

Community groups sometimes host informal receptions following the ceremony. These gatherings give the new citizens the opportunity to mingle and meet the judge or presiding officer, special guests, and the clerk and citizenship staff.

4. Citizenship judge and clerk of the ceremony

4.1. Citizenship judge

The citizenship judge is vested with the authority to conduct a ceremony of Canadian Citizenship. In this regard, the judge is responsible for carrying out the requirements of the *Citizenship Act* with respect to administering the "Oath of Citizenship" and for ensuring the implementation of the Official Languages policy in the citizenship ceremony.

4.2. Clerk of the ceremony

The clerk of the ceremony is a citizenship officer who plans and organizes the ceremony and makes sure that it runs smoothly.

Most important, the clerk sets the tone for the ceremony. The clerk ensures that the ceremony is dignified and relaxed and that the new citizens are treated with respect.

4.3. Dress code

The dress for the citizenship judge is a black barrister's robe with maroon facings, white barrister tabs, white wing-collar shirt and waist coat.

The dress for staff and volunteers at all citizenship ceremonies is business dress. The clerk also wears a barrister's robe, similar to an academic gown, for all ceremonies.

Citizenship judges who are Order of Canada recipients should wear their applicable medal or badge so that it can be seen.

4.4. Relevant acts

The *Citizenship Act* and its accompanying Regulations, the *Canadian Multiculturalism Act* and the *Official Languages Act* are relevant to citizenship ceremonies.

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4.4.1 *Canadian Multiculturalism Act*

The *Canadian Multiculturalism Act* recognizes Canada's cultural diversity and states that all Canadians are free to maintain and share their cultural heritage, and to participate fully and equally in Canada's national life.

Comments and actions at a citizenship ceremony must respect Canada's cultural diversity and promote a better understanding and appreciation thereof.

5. Volunteer presiding officer

5.1. Background - Volunteer presiding officer

In April 1994, the Minister of Citizenship and Immigration invited Companions, Officers and Members of the Order of Canada to volunteer for the ceremonial element of citizenship ceremonies. The participation of recipients of the Order of Canada shows the importance of active citizenship and strengthens ties to the community.

In April 2004, the Minister invited the individuals holding the position of Governor General, Lieutenants-Governor and the Commissioners of the Territories to preside at citizenship ceremonies in addition to the Order of Canada recipients.

The volunteer presiding officer's role at a citizenship ceremony is ceremonial, on behalf of the Government of Canada. Volunteer presiding officers have no administrative or judicial responsibilities. Usually they officiate at ceremonies in their own communities. They are not paid. CIC reimburses volunteer presiding officers for approved out-of-pocket expenses (such as parking fees) directly associated with the ceremony.

5.2. Delegation to preside over citizenship ceremonies

When citizenship judges are not available, only Order of Canada recipients, the Governor General, Lieutenants-Governor and Commissioners of the Territories authorized by the Citizenship Registrar and who have volunteered to participate will be invited to preside at citizenship ceremonies.

On occasion, the Minister may seek to make an exception. Unless authorized by the Minister to do otherwise, the Registrar will only delegate Order of Canada recipients, the Governor General, Lieutenant-Governors and the Commissioners of the Territories or CIC officials to preside at citizenship ceremonies.

Where a citizenship judge is not available, citizenship staff must request delegation by the Registrar of an approved person (as described above) to preside over a particular ceremony. This request must be made in advance each time a citizenship judge is not able to preside. This applies in every case even when the person was previously delegated to preside over past ceremonies.

In very exceptional cases, the Registrar may delegate a CIC employee to preside at a ceremony when faced with a situation where citizenship applicants are convoked and the citizenship judge or previously approved voluntary presider cannot attend, for example because of illness.

Normally, only those at the management level (at a local office, regional office or national headquarters) would be so delegated in order to highlight the special nature of the ceremony. These exceptional situations will be dealt with on a case by case basis. Only under exceptional circumstances can the delegation be granted after the ceremony, and in those cases the CIC official must inform the Registrar as soon as possible.

5.3. Inviting a volunteer presiding officer

Local citizenship offices must contact the people who have volunteered to be presiding officers at citizenship ceremonies. The citizenship office should hold an orientation meeting for those who

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are willing to be presiding officers. See *Suggested orientation for presiding officer*, section 5.7 below.

It is best to set a schedule with the volunteer presiding officers, so they know well in advance when they are to preside at a ceremony. The schedule should be available to all citizenship office staff involved in ceremonies.

The volunteer presiding officer should be asked to arrive at the site for the ceremony at least a half-hour before the scheduled start in order to review the program and his or her speaking notes. The presiding officer should be advised if there are special guests and about introductions and any special thanks to be made during the ceremony.

Local citizenship offices are responsible for answering questions about scheduling or planning for local ceremonies. If there are questions about the involvement of an Order of Canada recipient or about protocol, staff should contact the Integration Branch.

5.4. Dress

Dress for volunteer presiding officer at a citizenship ceremony is business dress. Citizenship staff provide him or her with a robe, similar to an academic gown, to wear during the ceremony.

5.5. Order of Canada medal

A volunteer presiding officer who is a recipient of the Order of Canada wears the appropriate medal so that it is visible.

5.6. Reception

If there is a reception following the citizenship ceremony, the volunteer presiding officer is invited and expected to attend, if possible. Often, new citizens ask to have their photographs taken with the presiding officer. If the media attend a ceremony, they may wish to talk with the presiding officer.

5.7. Suggested orientation for presiding officer

The following is a suggested agenda for an orientation program for volunteer presiding officers who wish to preside at citizenship ceremonies.

- Ask the presiding officer to bring an up-to-date copy of his or her *curriculum vitae*, if one is not already available on file.
- Invite the volunteer presiding officer to attend a citizenship ceremony as part of the orientation.
- Give a brief explanation of the citizenship process and the changes being made to streamline it.
- Give each potential volunteer presiding officer a copy of *Presiding at Citizenship Ceremonies: A Guide for Order of Canada Recipients* (prepared by the Integration Branch, revised edition, February 2002), and other citizenship material, such as *A Look at Canada, How to Become a Canadian citizen*.
- Review *Presiding at Citizenship Ceremonies: A Guide for Order of Canada Recipients* and other citizenship material. Leave time for questions, comments, and discussion.
- Discuss the role of the clerk of the ceremony, the citizenship judge or volunteer presiding officer, special guests, guest speakers, and the RCMP officer.
- Explain when and how often presiding officers will be asked to preside at citizenship ceremonies.

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- Questions and answers.

6. Hosts and sponsors

6.1. Host

A host takes an active part in the preparation and presentation of the citizenship ceremony and/or a reception following the citizenship ceremony.

6.2. Sponsor

A sponsor usually does not take an active part in the ceremony or reception, but covers some or all of the costs of both or either. Sponsors usually meet costs indirectly (through the free use of a hall), rather than directly (through a cash donation).

6.3. Department does not act as host or sponsor

Generally, CIC does not act as host or sponsor for ceremonies or receptions after a citizenship ceremony.

An appropriate community group or business may be a host or a sponsor.

Multicultural associations representing more than a single ethnic group are encouraged to be hosts or sponsors for ceremonies, as their involvement promotes Canada's multicultural reality.

6.4. Guidelines for hosts and sponsors

Some guidelines for hosts and sponsors:

- The citizenship ceremony cannot be exclusive, that is, only for candidates of a single ethnic or religious origin, or for a specific age group.
- There can be no sales, marketing, promotion of religious, political, social policies or platforms by a host or sponsor. This includes distribution or availability of literature and business cards. A Canadian citizenship ceremony is not the time or the place to refer to conflicts in other countries, or to a specific faith or denomination.
- Sponsors and hosts can be community organizations, companies, non-profit organizations, unions, volunteer groups, service clubs, or veterans' organizations.
- Refreshments should be simple — tea, coffee, juice, cookies, coffee cakes and other simple dishes. Under no circumstances should beer, wine, or liquor be served.

6.5. Clerk works with host or sponsor

The clerk of the ceremony makes arrangements with hosts and sponsors, working with them before and after the ceremony. The clerk must ensure that hosts and sponsors understand the purpose of a citizenship ceremony and follow guidelines set by the *Citizenship Act*, the *Citizenship Regulations* and departmental policy for ceremonies.

6.6. Host group responsibilities

The following is a suggested list of responsibilities for groups acting as the host for citizenship ceremonies. The host group should:

1. A few weeks before the ceremony, provide citizenship staff with a map showing the location of the ceremony. The map should show:
 - ◆ public transit routes to ceremony location;
 - ◆ parking area at ceremony location.

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2. Prepare the room for the ceremony:
 - ◆ set-up as discussed with CIC staff;
 - ◆ provide and set up chairs for new citizens, their guests, and other guests;
 - ◆ provide and set up tables and tablecloths for CIC staff;
 - ◆ provide and set up chairs for platform party.
3. Provide a room to greet special guests before the ceremony.
4. Provide a room that the citizenship judge or presiding officer and clerk can use to change and store coats.
5. Provide a cloak room for CIC staff and others in the platform party.
6. Provide a cloak room for new citizens, their guests, and other guests.
7. Greet new citizens at main entrance and direct new citizens and their guests to the registration area and the area where the citizenship ceremony is to be held.
8. Provide a table for registration of new citizens, preferably near the entrance to the area where the citizenship ceremony is to be held.
9. Provide appropriate music for before and after the ceremony, and for the singing of "O Canada" in both official languages.
10. Prepare the reception area.
11. Provide a guest list to citizenship staff to be included with CIC's invitation list.
12. Prepare a program for the ceremony at the host group's own expense (optional).

7. Working with volunteers

The following is based on "Volunteer Management," by John Fisher. "Volunteer Management" is No. 5 in the *Handbooks for Voluntary Organizations* series.

7.1. Background

Working with volunteers and organized community groups that offer to help with one or more citizenship ceremonies can be effective.

Volunteers and volunteer groups usually bring great enthusiasm to their task. Volunteers are not free labour. They are equal to paid staff and should understand and be involved in decisions.

They respond best when given a sense of responsibility, of belonging, of being needed, and of making a difference.

Those who volunteer to help with citizenship ceremonies will need orientation so they understand the reasons, format and restrictions for citizenship ceremonies, and their role in citizenship ceremonies.

7.2. Why use volunteers?

Using volunteers can do much to enhance citizenship ceremonies and the citizenship process. Volunteers:

- can enable paid staff to perform tasks closer to their special qualifications and expertise;
- can provide wider public support for citizenship and citizenship ceremonies by informally promoting the value of citizenship to friends, family, and other members of the community;

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- are often more in touch with the community's views and needs;
- offer a range of contacts within the community;
- allow paid staff to expand existing services or launch new services.

7.3. Orientation

Orientation is a vital part of working with volunteers and volunteer groups, whether they are helping with one or several ceremonies .

Orientation should include the following:

- an explanation of the process leading to citizenship and a description of the various elements of a citizenship ceremony;
- an explanation of why CIC holds citizenship ceremonies;
- an explanation of how volunteer contributions make a difference to a citizenship ceremony;
- a clear explanation of the volunteer's obligations, such as confidentiality and respecting cultural differences and sensitivities;
- practical information, such as work space and restrooms, if the volunteers are working at a citizenship office;
- dress code for ceremonies.

7.4. Support for volunteers

Volunteers are usually self-directed, motivated, and interested. They bring with them experience, knowledge and skills. Every effort should be made to put these assets to work in citizenship ceremonies.

A volunteer has the right to be treated with the same respect as a paid employee.

8. Preparing for a ceremony

8.1. Scheduling a ceremony

On-site ceremonies are usually held on a regular schedule. The schedule can be as infrequent as once a year in smaller centres, to two or three ceremonies every day in larger centres.

8.2. Off-site ceremonies

Scheduling difficulties may arise with ceremonies held off site or on special occasions, as the venues may be in out-of-the-way locations or held on weekends or statutory holidays such as Canada Day.

8.3. Allowing time for notification

When scheduling an off-site or a special ceremony, enough time should be allowed to notify candidates and special guests. There should also be enough time to prepare staff and volunteers.

8.4. Availability of site

If the ceremony is off site, the site should be available long enough to set up the room for the ceremony, hold the ceremony, and return the room to its original state.

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8.5. Checking availability of buses and parking

If the ceremony is being held on a statutory holiday (such as Canada Day), outside normal business hours, or on a weekend, the availability of public transit and open parking lots will have to be checked.

8.6. Cultural sensitivities

Citizenship staff should keep cultural sensitivities in mind. For instance, members of some religious groups may not wish to attend a ceremony or a reception on a holy day for their religion. Every Citizenship office should have a calendar available with all major religious holidays marked on it. See section 10.1 below, *Cultural differences and sensitivities*.

8.7. Accessibility

Ceremony organizers should always keep accessibility in mind for candidates for citizenship and their guests, the citizenship judge or the volunteer presiding officer, and members of the platform party.

People should be able to reach the stage area, the table for signing the “Oath of Citizenship” form, and their seats with as little difficulty as possible. Washrooms should be accessible.

Citizenship staff should help any person who requires assistance.

The Department can arrange for the services of a sign language interpreter. Candidates may be accompanied by a guide dog, their own sign language interpreter or other persons to help them during the ceremony.

Ceremony organizers might consider seating people with special needs in the front row, and having the presenter take certificates to them.

8.8. RCMP

The RCMP has traditionally participated in citizenship ceremonies. The attendance of an officer in dress uniform serves as a symbol of important Canadian values as law, order and good government.

The RCMP officer wears the familiar ceremonial scarlet uniform for the ceremony.

The clerk of the ceremony arranges with the local RCMP detachment for an officer to take part in the citizenship ceremony.

8.8.1 If RCMP is unavailable

If an active or retired RCMP officer is not available, members of other police forces or the Canadian Armed Forces should not be invited to participate in the ceremony. These police forces do not provide the same unique Canadian symbolism as does Canada’s national police force, the RCMP. In addition, some clients may feel intimidated by police presence outside of the RCMP.

In the absence of the RCMP, the clerk of the ceremony starts the ceremony, ends the ceremony and escorts the presiding officer and special guests into and out of the room.

8.9. Notifying candidates

Citizenship staff should send Form CIT 0024 “Notice to Appear to Take the Oath of Citizenship” to candidates who have met all the requirements for citizenship. It is strongly recommended to include with the Notice to Appear an *Information sheet for candidates*. See section below “Giving seven days’ notice.”

8.9.1. Giving seven days' notice

The Notice to Appear should be sent to candidates at least 14 days before the ceremony so that it reaches each candidate at least seven days before the ceremony.

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The date, time and place for the ceremony should be included in the space provided on the Notice. Citizenship offices may also wish to include their phone number on the form.

8.9.2. Information sheet

The Notice to Appear should include an information sheet (see *Sample Information Sheet*, Appendix A) which advises the candidate as follows:

- the time for arrival at the ceremony site (for a large ceremony, candidates should arrive at least 30 minutes before the ceremony starts);
- how many guests each candidate can invite (there may be a limit on the number of guests for large ceremonies). Some offices print "tickets" using a word processing program;
- candidates under 14 years of age do not have to attend or take the "Oath of Citizenship," but may attend and take the oath if they wish;
- infants are welcome, but may have to leave if they disrupt the ceremony;
- candidates are expected to wear appropriate dress (usually business attire). Many candidates choose to wear their ethnic dress, which is appropriate;
- candidates can choose to swear the "Oath of Citizenship" (in which case they should bring their own holy book);
- candidates must bring their Record of Landing (IMM 1000) and/or their permanent resident card (PR card) to the ceremony;
- cameras are permitted during the ceremony but photographs cannot be taken when candidates are repeating the oath;
- information on available parking and public transportation.

8.10. List of candidates

Citizenship staff should make a list of the candidates for citizenship to whom a "Notice to Appear" has been sent and make at least three copies. The list should be alphabetical, by last name.

One copy is used for checking off the names of the candidates as they arrive for the ceremony. If a candidate does not appear for the ceremony, a staff member will remove the candidate's certificate and certificate package and store them securely.

The other copy is used to check off candidates' names as they sign the "Oath of Citizenship" form and receive certificate packages.

The clerk of the ceremony may also want to keep a list of candidates' countries of origin for the citizenship judge's or volunteer presiding officer's remarks to the candidates. If so, the list should contain the correct names of the countries of origin. This information is available on GCMS.

8.11. Staff

Experience shows that at least three staff members are needed for a large ceremony, i.e., the clerk of the ceremony, a staff member to check arriving candidates against the list of candidates to receive certificates and a staff member to check that all candidates who receive certificates sign the "Oath of Citizenship" form and receive certificate packages. In addition to countersigning the oath, staff assist with the stamping of IMM 1000 or collecting the Permanent Resident Card.

If candidates are assigned seats, the staff member who checks arriving candidates against the list of those to receive certificates may also give them their seat number at the same time.

All staff should deal with arriving candidates in a friendly, welcoming manner. If possible, every effort should be made to accommodate late arrivals.

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More staff members are needed for larger ceremonies.

All staff involved in a citizenship ceremony should know what to do and what other staff members are doing.

If there is a reception after a ceremony, Citizenship staff should attend to answer questions and mingle with the new citizens.

8.12. Suitable dress

The dress for Citizenship staff and volunteers at all citizenship ceremonies is business attire.

8.13. Name tags

At large ceremonies, volunteers and Citizenship staff, who are not wearing robes, should wear name tags for identification purposes.

The name tags should include affiliation. For instance, CIC name tags should say: Jane Smith, Citizenship and Immigration Canada. The volunteer tags should say: George Jones, Anytown Chamber of Commerce.

8.14. Rehearsals

A rehearsal for an unusually large or special ceremony can help both Citizenship staff and volunteers avoid potential problems.

A rehearsal should be scheduled at a time when everyone can attend. Staff should run through the ceremony, using stand-ins for special guests, etc.

If a group acting as host for the ceremony provides Girl Guides, Boy Scouts, etc. to welcome people to the ceremony and show them to their seats, the youth group should be included in the rehearsal.

Citizenship offices involved in a large or special ceremony might consider providing staff, volunteers, hosts and sponsors with written briefing material.

If there is not enough time to rehearse, staff should at least check the stage, lighting, sound system, and so on.

8.15. Off-site ceremonies

Many of the guidelines for holding a ceremony off-site apply to ceremonies held in a citizenship office. The guidelines for placing flags, coats of arms, and so on are the same.

Churches and other religious sites and political offices are not appropriate places for citizenship ceremonies. CIC cannot appear to promote a specific religion or political group.

However, ceremonies can be held in church halls or synagogue recreation areas.

8.16. Ceremony room

The room should reflect a national image of Canada. Paintings, photographs and art should depict Canada and Canadians.

Whether a citizenship ceremony is on-site or off-site, a standard layout is encouraged.

8.17. Room set-up

The room should be set up as follows:

- at the front of the room, a stage area for the platform party — the citizenship judge or presiding officer, the clerk of the ceremony and the RCMP officer;
- chairs for the judge or presiding officer and the clerk of the ceremony;

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- if there are special guests, chairs in the stage area, either to the right (from the audience viewpoint) of the stage area or at the rear (if there are many special guests, they can be seated in the first row of the audience);
- a lectern and/or table for the judge or presiding officer and special guests;
- the Canadian flag prominently displayed in the stage area;
- a table on which the clerk of the ceremony may place the candidates' certificates;
- if a soloist or choir is not leading the singing of the national anthem, a cassette or compact disc player for the playing of "O Canada."
- the wall behind the stage area may be decorated with Canada's Coat of Arms, and/or the flags and emblems of the provinces and territories, and/or a photograph of the Queen and/or the current Governor General;
- a table at one side of the room at which candidates can sign the "Oath of Citizenship" form (the table is best placed to the left of the audience as it faces the stage area);
- if seats are assigned, candidates for citizenship sit immediately in front of the centre of the stage;
- guests of candidates sit on either side of the seats reserved for candidates.

[Suggested layout for room](#) [Adobe Acrobat format]

8.18. The stage area

The area for the platform party can be a stage, a slightly raised platform, or simply an area at the front of the room.

There must be room for the citizenship judge or presiding officer and a lectern. There must also be room for a table (for the clerk of the ceremony), the RCMP officer, the flag, and the sound system.

If there is a guest speaker, there should be room for the guest speaker to sit in the stage area and have easy access to the judge's or presiding officer's lectern.

There should be seating in the stage area for any special guests who are part of the platform party.

8.19. Stages and platforms

If a theatre-type stage or a platform is used, there should be stairs on both sides so candidates can get on and off easily and quickly. There must be enough room for candidates to appear before the citizenship judge or presiding officer and receive their certificates without danger of falling off the stage.

The stage should be set up so that people with disabilities do not have difficulty getting on and off the stage.

8.20. Lectern

Ideally, the citizenship judge or presiding officer should have a lectern — a small desk or stand with a sloping top for speaking notes.

The lectern is at the centre of the stage area, at the front.

8.21. Clerk's desk

The clerk of the ceremony should have a small desk or table on which to put the candidates' certificates.

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8.22. Lighting

If possible, the stage lighting should be checked before the ceremony, ensuring that the stage lights do not hinder anyone's vision.

8.23. Sound system

The sound system should include a microphone for the citizenship judge or presiding officer, a microphone for the clerk of the ceremony, and a cassette deck or CD player for the playing and singing of "O Canada."

The sound system should always be checked before a ceremony, whether the ceremony is being held on site or off site, to ensure that it is working and can be heard throughout the room.

Even if the sound system has worked flawlessly at every ceremony for several years, it should still be checked before each ceremony. A sound system failure is embarrassing and takes away from the dignity of the ceremony.

Someone who knows how the sound system works should be available during the ceremony.

If the sound system fails at a large ceremony, staff should not try to continue without microphones and expect participants to "project" with excessive volume. In a large room, people cannot hear what is being said. Staff should wait until the sound system is working again.

8.24. Seating for candidates

Candidates' seats should be comfortable and adequately spaced. The candidates will be leaving their seats, coming to the stage area, leaving it and returning to their seats. There should be enough space between rows so they can leave and return to their seats without disturbing those in the rows ahead and behind.

For a large ceremony, staff should consider splitting the candidates' seating into sections, with an aisle to the stage between each section. Generally, no more than 12 people should be in one row of seating.

To ease the flow of candidates from their seats to the stage area, and then back, staff should put a number on each seat and give each candidate a seat number upon arrival for the ceremony. The seat numbers correspond to the order in which candidates receive their certificates.

Number One is the first candidate to receive a certificate, and Seat One should be at the right of the first row facing the stage area. Candidate One should go to the stage from the right, as should the rest of the candidates in the row. The candidates in each row should return to their seats from the left.

This creates a smooth flow to and from the stage, and prevents candidates headed for the stage from colliding with those leaving it. It also means that candidates returning to their seats do not have to climb over those already sitting down.

8.25. Flags, coats of arms and emblems

See section 8.30 below, *Displaying flags, coats of arms and emblems in the room*, for the order in which flags, coats of arms and emblems are displayed.

The Canadian flag **MUST** be displayed on the stage area. If one or more of the other symbols of Canadian identity are available, they may be displayed elsewhere in the room.

The guidelines for the display of flags, coats of arms, emblems, and portraits apply to all ceremonies.

The Canadian flag must be flown or displayed in the stage area at all citizenship ceremonies, always on the right of the citizenship judge or volunteer presiding officer, at the rear of the stage area. The flag must be as good as new.

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The flag can be hung on a staff or pole 2 to 2.5 m high, or be displayed flat, either horizontally or vertically. If displayed vertically, the upper part of the leaf is to the left and the stem is to the right, as seen by the audience.

The flags of provinces and territories may be flown or displayed with the Canadian flag at citizenship ceremonies. These other flags should be no larger than the Canadian flag, and be flown or displayed at the same height and to the right of the Canadian flag, as seen by the audience. If there is a desire to display provincial and territorial flags, all of the flags must be on display. No provincial or territorial flag may be present in isolation.

8.26. Arms of Canada and the provinces

The Coat of Arms of Canada and provincial coats of arms may also be displayed at citizenship ceremonies.

The Arms of Canada are to be displayed immediately behind the citizenship judge or volunteer presiding officer. The arms of the provinces and territories may also be displayed, if all are available.

If all the arms are displayed, the Arms of Canada must be above or to the left (as seen by the audience) of the arms of the provinces and territories.

8.27. Emblems of Canada, the provinces and territories

The maple leaf is the official national symbol of Canada. Every province and territory has a floral emblem.

A complete set of the emblems of Canada can be displayed at a citizenship ceremony. They should be displayed behind the judge or presiding officer and below or to the right (as seen by the audience) of the Arms of Canada or the Arms of Canada and the provinces and territories.

8.28. Portraits

A portrait of the Queen and/or the current Governor General may hang at the back of the stage area.

If both portraits are displayed, the Queen's portrait is displayed at the left, as seen by the audience, and the Governor General's portrait to the right. The portraits should be beside each other, not one above the other, or one at the far left and another at the far right of the stage area.

8.29. *Canadian Charter of Rights and Freedoms*

A framed copy of the *Canadian Charter of Rights and Freedoms*, in both official languages, may also be displayed.

8.30. Displaying flags, coats of arms and emblems in the room

If there is no room on the stage area for provincial and territorial flags, coats of arms, or emblems, they can be displayed in the room. They should be displayed in the same order as they would be on the stage, i.e., the Canadian symbol on the left (as seen by the audience) and provincial and territorial symbols to the right of the Canadian symbol (as seen by the audience).

8.31. National Anthem "O Canada"

The singing of "O Canada" is an important and integral part of the citizenship ceremony.

New citizens, the platform party and guests are expected to sing "O Canada" and are encouraged, if they choose, to sing it in both official languages.

It is easier for people to sing in public if there is music and/or a soloist or singing group (such as a trio, quartet, or choir) to lead the singing.

If there is no choir, singer, or accompanist, staff can use a recording of "O Canada."

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Recordings of "O Canada" on cassette tape and compact disk for use in citizenship ceremonies are available through the Integration Branch. These items should be ordered through the Distribution Centre, Communications Branch.

8.31.1. National Anthem cards

Cards with "O Canada" and a history of our anthem are available through the Integration Branch. These cards should be ordered through the Distribution Centre, Communications Branch. The cards read as follows:

O CANADA	O CANADA
OUR NATIONAL ANTHEM O Canada! Our home and native land! True patriot love in all thy sons command.	NOTRE HYMNE NATIONAL O Canada! Terre de nos aïeux, Ton front est ceint de fleurons glorieux!
With glowing hearts we see thee rise, The True North strong and free!	Car ton bras sait porter l'épée, Il sait porter la croix!
From far and wide, O Canada, we stand on guard for thee.	Ton histoire est une épopée Des plus brillants exploits.
God keep our land glorious and free! O Canada, we stand on guard for thee.	Et ta valeur, de foi trempée, Protégera nos foyers et nos droits.
O Canada, we stand on guard for thee.	Protégera nos foyers et nos droits.

"O Canada" was proclaimed Canada's national anthem on July 1, 1980, 100 years after it was first sung on June 24, 1880. The music was composed by Calixa Lavallée, a well-known composer; French lyrics to accompany the music were written by Sir Adolphe-Basile Routhier. The song gained steadily in popularity. Many English versions have appeared over the years. The version on which the official English lyrics are based was written in 1908 by Mr. Justice Robert Stanley Weir. The official English version includes changes recommended in 1968 by a Special Joint Committee of the Senate and House of Commons. The French lyrics remain unaltered.

«O Canada» a été proclamé comme hymne national le 1er juillet 1980, un siècle après avoir été chanté pour la première fois, le 24 juin 1880. La musique est l'œuvre de Calixa Lavallée, célèbre compositeur, et les paroles françaises sont de sir Adolphe-Basile Routhier. Le chant est devenu de plus en plus populaire et, au cours des années, il est apparu de nombreuses versions anglaises. La version anglaise officielle est basée sur celle composée en 1908 par le juge Robert Stanley Weir. Elle incorpore les changements apportés en 1968 par un comité mixte du Sénat et de la Chambre des communes. La version française n'a pas été modifiée.

The cards should be placed on the seats of candidates and guests; they are welcome to keep the cards.

8.32. Signing the "Oath of Citizenship" form

A table will be needed, preferably to the left of the stage area, for candidates to sign the "Oath of Citizenship" form.

The forms should be in the same order as candidates receive their certificates from the citizenship judge or volunteer presiding officer.

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As stated in section 21 of the Citizenship Act, "...a person who takes the oath of citizenship pursuant to subsection 19(1) or 20(1) shall, at the time the person takes it, sign a certificate in prescribed form certifying that the person has taken the oath, and the certificate shall be countersigned by the citizenship officer or foreign service officer who administered the oath and forwarded to the Registrar." In most cases, the citizenship oath should be administered orally by the judge or volunteer presiding officer before the applicants sign the oath form.

For a large ceremony, it may be more convenient for administrative reasons to have the forms signed outside the room before the ceremony starts. In those cases, it is essential to orally explain the contents of the oath form to applicants so that they clearly understand that, by signing the document, they are agreeing to proceed to take the oath or affirmation, as well as confirming that they are not subject to prohibitions.

Whenever the oath form is signed, applicants should be made aware of the meaning of taking the oath and should understand what they are about to sign.

8.33. Gifts and mementos

CIC gives new citizens a Canadian flag lapel pin and, at some ceremonies, children receive a small Canadian flag. These items can be distributed either before the ceremony begins or during the certificate presentation. They are available through the Integration Branch. The lapel pins and flags should be ordered through the Distribution Centre, Communications Branch.

Special guests, particularly provincial, territorial or municipal government representatives, may also want to present gifts or mementoes, such as lapel pins.

The clerk of the ceremony must determine if the gifts are acceptable, and how to distribute them.

Generally, a lapel pin or badge with a coat of arms or a flag is an acceptable gift. Lapel pins or badges can be on a business card with the name of the province, territory, or municipality.

Small gifts can be given to new citizens when they receive their certificates from the citizenship judge or presiding officer or from a guest who is part of the platform party.

Staff should keep cultural and religious sensitivities in mind. Gifts that represent a particular religious or ethnic group are not appropriate. For instance, a gift of holy bibles to new citizens is inappropriate. Some may not be Christians and may find such a gift inappropriate. See section 10 below, *Cultural considerations*.

Gifts that promote a particular business are also inappropriate (for instance, pens). On the other hand, it is appropriate for a business to sponsor or host a ceremony, and be recognized for being such by the judge or presiding officer.

Staff should find out before the ceremony if a host or sponsor intends to present a gift, and determine if it is appropriate.

It is best to distribute larger gifts, such as books about a province, territory, or municipality, with the certificate packages or after the ceremony.

Staff should advise the judge or presiding officer if gifts are being presented. The judge or presiding officer should acknowledge donors in his or her remarks.

8.34. Use of holy books

To foster respect for the multi-religious character of Canada and participants' freedom of choice of religion, as guaranteed by the *Canadian Charter of Rights and Freedoms*, CIC will no longer allow the display or distribution of holy books during citizenship ceremonies.

Policy

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Section 24 of the *Citizenship Act* states that persons taking the Oath of Citizenship can either swear or affirm their allegiance. Swearing accommodates those who wish to refer to their religious beliefs in the context of the citizenship ceremony. Affirmation is intended to accommodate those who do not wish to use a holy book during a citizenship ceremony; instead they make a solemn declaration without reference to any religious text.

CIC will no longer accept holy books from various religious organizations, nor will it permit the display or distribution of holy books before or during citizenship ceremonies.

Procedures

Local offices inform applicants of the option to either swear or affirm an Oath of Citizenship. Offices send citizenship candidates a Notice to Appear to Take the Oath of Citizenship. This notice informs candidates that, if they wish to swear the Oath of Citizenship on a holy book, they must bring their own holy book. It is also recommended that the *Information Sheet for Candidates*, which states that candidates have the choice of swearing the oath on a holy book or affirming it, be included with the notice. This information sheet also states that, if applicants wish to swear the oath on a holy book, they must bring their own.

The option to swear or affirm must be announced to applicants before the actual oath-taking, either immediately before or during the citizenship ceremony. This can be done by citizenship staff or a citizenship judge. It should not be implied that one option is more desirable than the other.

Local offices must remain sensitive to the multi-religious character of Canada and therefore refrain from participating in an activity that could be subject to or be perceived to be subject to influence by a religious group. The citizenship ceremony is not a venue for promoting specific religious beliefs. CIC staff must always remember to avoid giving or seeming to give preference to one religion over another. Therefore, the display and distribution of holy books will no longer be permitted in CIC offices.

9. Privacy rights

The *Privacy Act* states that the list of names of prospective citizens is protected information.

The names must not be published in a program or released to anyone — before, during or after a ceremony.

See also section 11, Media.

10. Cultural considerations

10.1. Cultural differences and sensitivities

Canada is a multicultural country. Canadians welcome people from a wide range of cultural backgrounds as citizens.

Behaviour that is appropriate by traditional Canadian standards can be considered inappropriate and even insulting by people of different cultural backgrounds.

For instance, men and women from some cultures may find it inappropriate to shake hands with members of the opposite sex. Others might find any physical contact other than a hand-shake to be inappropriate.

Remarks, either formal or informal, that reflect on a particular culture, religious belief, or nationality are out of place at a citizenship ceremony.

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The clerk should be aware of cultural differences and sensitivities, and ensure that all ceremony participants respect them.

It is never appropriate to hold a ceremony specifically for a group made up of people of a particular ethnic or national origin or religious belief. For instance, it is not appropriate to hold a ceremony for new citizens of U.S. origin only.

11. Media

The media may be invited to attend a citizenship ceremony, particularly special ceremonies, such as those on Canada Day, or those attended by the Governor General, a Lieutenant-Governor, the Prime Minister, or special guests.

Federal privacy legislation states that candidates and new citizens cannot be photographed, identified, or interviewed at a ceremony without their consent.

The following current guidelines must be followed to permit media to photograph, make a sound recording or videotape during the ceremony, including the administration of the oath of citizenship.

The local office is responsible for:

- informing all scheduled applicants of the media's presence and of their option to attend another ceremony if they object to the media's presence;
- ensuring that any applicant 18 years of age or older signs the *Permission Release* form (CIT 0448) indicating that they, and the minor child(ren) for whom they have also made an application, if applicable, accept that the media may take photographs, make a sound recording or videotape during the ceremony;
- rescheduling applicants for a new ceremony that is as close to the date of the original ceremony as possible when applicants indicate that they do not wish to participate in the ceremony where the media is present.

Members of the media should be advised of the significance of the oath and asked to respect any guidelines as determined appropriate by the local office to ensure minimal disruption during the oath.

The citizenship judge or presiding officer should be advised as soon as it is known that the media will be present. In the event that the citizenship judge or presiding officer has any concerns about the media taking photographs, making a sound recording or videotaping during the oath, these concerns should be addressed prior to the commencement of the ceremony.

Citizenship staff should be prepared to help reporters arrange interviews. Staff members will also have to ensure that electrical outlets are available for television and radio, and that there is an area for interviews.

One staff member should be assigned to coordinate the activities of the media.

If a co-host or partner indicates that they wish to issue a press release, or any other form of communication to the public or media, approval must first be sought from the Regional Communications Director and, if necessary, NHQ Communications. Any communication document must be issued jointly by CIC and the co-host or partner.

If there are any doubts or concerns about the media at a specific ceremony, staff should contact the regional communication representative.

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12. Special guests

12.1. Inviting special guests

Citizenship ceremonies are organized and held as state functions; as such CIC bears full responsibility for the ceremony. Therefore, invitations to ceremonies are to be extended by CIC officials. In the event of a ceremony being co-hosted by a community group or other partner, CIC officials are expected to work closely with these organizations. If the co-host wishes to invite guests to the event, the invitation list must be provided to CIC. Upon approval, CIC and the co-host will issue a joint invitation. CIC officials are also expected to work in close collaboration with citizenship judges in the planning of all ceremonies. When citizenship judges wish to invite guests to ceremonies, they will also be expected to provide a list of guests for approval by CIC, and once approved, either the judge or CIC can extend the invitation.

A special guest can be someone involved in the community or attached to the local organization that is co-hosting the ceremony. It is the responsibility of local offices to ensure that all invited guests understand and respect CIC's guidelines concerning citizenship ceremonies. Prior to inviting special guests that are senior public officials or prominent figures (e.g., members of Parliament, provincial lieutenant-governors, provincial members of Legislatures, local mayors, celebrities), CIC officials are also asked to get consent from the Manager of the Citizenship Program Delivery and Promotion Unit of OMC at NHQ before any invitation is extended. The template *Notification of prominent guest attending a citizenship ceremony* should be completed and sent to the Nat-Cit-Operations mailbox (see Appendix E).

The clerk of the ceremony should brief guests on the protocol of the citizenship ceremony, making it clear that political, religious, controversial and commercial topics are not appropriate.

12.2. Governor General

If the Governor General accepts an invitation to attend, the ceremony — including the number of candidates — is planned in consultation with Government House officials.

When attending ceremonies, the Governor General is usually the only person, other than the citizenship judge or presiding officer, who speaks at the ceremony.

Staff are to address the Governor General as "Your Excellency."

The Governor General does not present certificates to the new citizens, but does congratulate them upon their receiving citizenship. The Governor General will present certificates when presiding.

See also section 13 below, *Ceremony with Governor General or Lieutenant-Governor*.

12.3. Lieutenant-Governor

Planning for a ceremony that a Lieutenant-Governor is attending is conducted in consultation with provincial Government House staff.

The Lieutenant-Governor does not present certificates to the new citizens, but does congratulate them upon their receiving citizenship. The Lieutenant-Governor will present certificates when presiding.

Staff are to address a Lieutenant-Governor as "Your Honour."

See also section 13 below, *Ceremony where the Governor General or a Lieutenant-Governor is a special guest*.

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12.4. Spouses

Spouses of the Governor General and Lieutenant-Governors have official status and hold the same rank. The courtesies extended to the Governor General and a Lieutenant-Governor are also extended to their spouses.

For instance, the spouse of the Governor General is addressed as "Your Excellency," and the spouse of a Lieutenant-Governor is addressed as "Your Honour."

12.5. Spouse's role in a ceremony

If he or she wishes, the spouse of the Governor General or of a Lieutenant-Governor is included in the procession entering the room where the ceremony is held. He or she is seated next to the Governor General or Lieutenant-Governor during the ceremony, and is included in the procession at the end. The spouse of the Governor General does not present certificates or congratulate or greet new citizens during the ceremony. The spouse of the Lieutenant-Governor does not present certificates, but does congratulate new citizens upon their receiving citizenship.

If there is a reception following the ceremony, these spouses participate.

12.6. Presence of the Prime Minister, federal cabinet ministers or a provincial premier

The presence of the Prime Minister, a federal cabinet minister, or a provincial premier is usually planned with their respective staff.

See also section 14 below, *Ceremony where the Prime Minister, a federal cabinet minister or a premier is a special guest.*

12.7. Members of Parliament

Members of Parliament are always welcome to attend citizenship ceremonies in their own or neighbouring ridings.

A member of parliament may bring greetings on behalf of the federal government.

They may congratulate or greet new citizens during the ceremony and may be asked to give a short speech.

See also section 15 below, Guidelines for members of Parliament appearing as special guests.

12.8. People who seek nomination, publicly indicate their intention to run, or run in an election campaign

People who are seeking nomination or who have publicly indicated their intention to run in an upcoming election are not to be invited to ceremonies. This does not include incumbent Members of Parliament. It is the responsibility of local offices to confirm whether a guest has been nominated or has publicly indicated their intention to run in an upcoming election.

Once the writ for a federal, provincial or municipal election is issued and until the new candidates are sworn in, neither incumbent members nor candidates should be invited to a citizenship ceremony. This avoids any appearance of a citizenship ceremony being used for partisan political purposes. For example, if a provincial election is called, neither provincial incumbents nor candidates should be in attendance at the ceremony. This would not, however, preclude a federal or municipal incumbent from attending if desired.

If incumbent members or candidates attend a citizenship ceremony, the clerk must explain that they will not be allowed to speak, will not be introduced, and should not introduce themselves as a candidate.

In the event that a referendum is called and until the swearing-in ceremony, no elected officials at the federal, provincial or municipal level are to be invited to participate in a citizenship ceremony.

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Campaign material from either an election or a referendum may not be distributed or displayed at citizenship ceremonies or on the premises where ceremonies are being held.

12.9. Other special guests

Special guests, such as former federal cabinet ministers, provincial cabinet ministers, members of provincial and territorial legislatures, elected municipal leaders and civic and community leaders, may be guests at citizenship ceremonies.

Special guests may make brief remarks welcoming new citizens. They may simply congratulate new citizens during the ceremony after they have received their certificates.

12.10. Special guests' remarks

The Governor General, Lieutenant-Governors, the Prime Minister and federal cabinet ministers usually speak for about 10 minutes.

Other special guests should speak no longer than three minutes. Their remarks should offer congratulations to the new citizens, welcome them, and bring greetings from the organizations the speakers represent.

12.11. Special guests in platform party

Special guests may be part of the platform party and enter the room with the citizenship judge or presiding officer. They sit in the stage area, behind and to the left of the judge or presiding officer. If there is a reception after the ceremony, they are invited and expected to attend and mingle with the new citizens and their guests.

13. Ceremony where Governor General or a Lieutenant-Governor is a special guest

13.1. Entrance to the ceremony

Once the candidates, their families and friends and the special guests are seated, the RCMP officer calls for order and says:

"Order. Please stand for the arrival of His/Her Excellency, the Governor General.

Silence. Veuillez vous lever pour accueillir Son Excellence le gouverneur général."

or

"Order. Please stand for the arrival of His/Her Honour the Lieutenant-Governor of (name of province).

Silence. Veuillez vous lever pour accueillir Son Honneur le lieutenant-gouverneur de (nom de la province)."

The RCMP officer escorts the Governor General or Lieutenant-Governor and the citizenship judge or presiding officer to an assigned place in the stage area of the room where the ceremony is being held.

The vice-regal salute is then played -- the first six bars of "God Save the Queen," followed by the first eight bars of "O Canada." Government Houses have cassette tapes of the vice-regal salute.

Following the vice-regal salute, the RCMP officer says:

"This citizenship ceremony is now in session.

La cérémonie de citoyenneté est maintenant commencée."

The clerk of the ceremony then says:

"Please be seated.

Veuillez vous asseoir."

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When the candidates and guests are sitting, the clerk of the ceremony says:

"Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding officer), in accordance with the provisions of the Citizenship Act, it is my privilege to present to you (number of) candidates for citizenship who have complied with the requirements of the Citizenship Act and are now ready to take the 'Oath of Citizenship' and become Canadian citizens.

Monsieur, Madame (nom du juge de la citoyenneté ou du président de cérémonie), conformément aux dispositions de la Loi sur la citoyenneté, j'ai le privilège de vous présenter (nombre) demandeurs de la citoyenneté qui se sont conformés aux exigences de la Loi sur la citoyenneté et qui sont maintenant prêts à prononcer le serment de citoyenneté et à devenir des citoyens canadiens."

The ceremony then proceeds in the usual way until the presentation of certificates.

13.2. Presentation of certificates - Governor General

After the taking of the "Oath of Citizenship," the citizenship judge or presiding officer joins the Governor General.

The clerk of the ceremony says:

"We will now proceed to the presentation of certificates. When I call your name, please come forward to receive your certificate of Canadian citizenship.

Nous allons maintenant procéder à la remise des certificats. Quand je prononcerai votre nom, veuillez vous rendre à l'avant de la salle où vous sera remis votre certificat de citoyenneté canadienne."

Standing apart from the citizenship judge or presiding officer and the Governor General, the clerk calls out the names of those receiving certificates. The clerk passes the certificates, one at a time, to the judge or presiding officer.

The citizenship judge or presiding officer presents the certificates. The Governor General only presents certificates when presiding.

The judge or presiding officer then welcomes each new citizen.

The Governor General congratulates each new citizen.

The clerk continues to call the names until all have been presented with a certificate, signed the "Oath of Citizenship Form," and returned to their seats.

The Governor General and the judge or presiding officer then return to their places.

The clerk of the ceremony, facing the Governor General and judge or presiding officer, then says:

"Your Excellency, that concludes the administration of the 'Oath of Citizenship' and the presentation of certificates.

Votre Excellence, voilà qui termine la prestation du serment de citoyenneté et la remise des certificats."

The ceremony then continues in the usual way until it is time to leave the room.

13.3. Presentation of certificates - Lieutenant-Governor

After the taking of the "Oath of Citizenship," the judge or presiding officer joins the Lieutenant-Governor to present certificates.

The clerk of the ceremony says:

"We will now proceed to the presentation of certificates. When I call your name, please come forward to receive your certificate of Canadian citizenship.

Nous allons maintenant procéder à la remise des certificats. Quand je prononcerai votre nom, veuillez vous rendre à l'avant de la salle où vous sera remis votre certificat de citoyenneté canadienne."

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Standing apart from the citizenship judge or presiding officer and the Lieutenant-Governor, the clerk calls out the names of those receiving certificates. The clerk passes the certificates, one at a time, to the judge or presiding officer.

The citizenship judge or presiding officer presents the certificates. The Lieutenant-Governor only presents certificates when presiding.

The judge or presiding officer then welcomes each new citizen.

The Lieutenant-Governor congratulates each new citizen.

The clerk continues to call the names until all have been presented with a certificate, signed the "Oath of Citizenship" form and returned to their seats.

The Lieutenant-Governor and the citizenship judge or presiding officer then return to their places.

The clerk of the ceremony, facing the Lieutenant-Governor and judge or presiding officer, then says:

"Your Honour, that concludes the administration of the 'Oath of Citizenship' and the presentation of certificates.

Votre Honneur, voilà qui termine la prestation du serment de citoyenneté et la remise des certificats."

The ceremony then continues in the usual way until it is time to leave the room.

13.4. Leaving the ceremony

At the end of the citizenship ceremony, following the singing of "O Canada," the RCMP officer says:

"This citizenship ceremony is now closed. Please remain standing for the departure of His/Her Excellency the Governor General (His/Her Honour the Lieutenant-Governor).

La cérémonie de citoyenneté est maintenant terminée. Veuillez rester debout pendant que Son Excellence le gouverneur général (Son Honneur le lieutenant-gouverneur) quitte les lieux."

The RCMP officer then escorts the Governor General or Lieutenant-Governor, the citizenship judge or presiding officer, and other members of the platform party from the room.

14. Ceremony where Prime Minister, a federal cabinet minister, or a premier is a special guest

14.1. Entrance to the ceremony

Once the candidates, their families and friends and the special guests are seated, the RCMP officer calls for order and says:

"Order. Please stand for the arrival of the Prime Minister (cabinet minister or premier).

Silence. Veuillez vous lever pour l'arrivée du premier ministre (du ministre fédéral ou du premier ministre provincial)."

The RCMP escorts the Prime Minister (cabinet minister or premier) and the citizenship judge or presiding officer to an assigned place in the stage area of the room where the ceremony is being held.

While everyone is still standing, the RCMP officer says:

"This citizenship ceremony is now in session.

La cérémonie de citoyenneté est maintenant commencée."

The clerk of the ceremony then says:

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*"Please be seated.
Veuillez vous asseoir."*

When the candidates and guests are sitting, the clerk of the ceremony says:

"Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding officer), in accordance with the provisions of the Citizenship Act, it is my privilege to present to you (number of) candidates for citizenship who have complied with the requirements of the Citizenship Act and are now ready to take the 'Oath of Citizenship' and become Canadian citizens.

Monsieur, Madame (nom du juge de la citoyenneté ou du président de cérémonie), conformément aux dispositions de la Loi sur la citoyenneté, j'ai le privilège de vous présenter (nombre) demandeurs de citoyenneté qui se sont conformés aux exigences de la Loi sur la citoyenneté et qui sont maintenant prêts à prononcer le serment de citoyenneté et à devenir des citoyens canadiens."

The ceremony then proceeds in the usual way until the presentation of certificates.

14.2. Presentation of certificates

After the taking of the "Oath of Citizenship," the citizenship judge or presiding officer joins the Prime Minister (cabinet minister or premier) to present certificates.

The clerk then says:

"We will now proceed to the presentation of certificates. When I call your name, please come forward to receive your certificate of Canadian citizenship.

Nous allons maintenant procéder à la remise des certificats. Quand je prononcerai votre nom, veuillez vous rendre à l'avant de la salle où vous sera remis votre certificat de citoyenneté canadienne."

Standing apart from the judge or presiding officer and the Prime Minister (cabinet minister or premier), the clerk calls out the names of those receiving certificates. The clerk passes the certificates to the judge or presiding officer, one at a time.

The judge or presiding officer congratulates each new citizen and presents them with their certificate.

The Prime Minister (cabinet minister or premier) then welcomes each new citizen.

The clerk continues to call the names until all candidates have been presented with a certificate, signed the "Oath of Citizenship" form and returned to their seats.

The Prime Minister (cabinet minister or premier) and the citizenship judge or volunteer presiding officer then return to their places.

The clerk of the ceremony, facing the Prime Minister (federal cabinet minister or premier) and judge or presiding officer, then says:

"Prime Minister, Mr. (Madam) Minister, Mr. (Madam) Premier, that concludes the administration of the 'Oath of Citizenship' and the presentation of certificates.

Monsieur le Premier ministre (Madame la Première ministre), Monsieur le Ministre (Madame la Ministre), voilà qui termine la prestation du serment de citoyenneté et la remise des certificats."

The ceremony then continues in the usual way until it is time to leave the room.

14.3. Leaving the ceremony

At the end of the citizenship ceremony, following the singing of "O Canada," the RCMP officer says:

"This citizenship ceremony is now closed. Please remain standing for the departure of the Prime Minister (cabinet minister or premier).

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La cérémonie de citoyenneté est maintenant terminée. Veuillez rester debout pendant que le premier ministre (le ministre fédéral ou le premier ministre provincial) quitte les lieux."

The RCMP officer then escorts the Prime Minister (cabinet minister or premier), the judge or presiding officer, and other members of the platform party from the room.

15. Guidelines for members of Parliament appearing as special guests

15.1. Citizenship ceremonies

When appearing as a special guest at a citizenship ceremony, members of Parliament should keep the following points in mind:

- The office manager will provide them with a full briefing on the ceremony upon their arrival at the CIC office.
- Following the presentation of certificates, guest speakers will be introduced and invited to give a brief address.
- Members of Parliament should plan on spending 15 or 20 minutes after the ceremony, attending the reception and posing for photographs with the recipients.
- If media are present, any remarks or comments you make should be positive, with emphasis on welcoming the new Canadians and on the importance of our citizenship.

15.2. Remarks

If asked to speak, members of Parliament should remember that:

- remarks on this occasion should focus primarily on welcoming new Canadians;
- the citizenship ceremony is not a platform for expressing political viewpoints, asking people to vote for them or for raising controversial issues;
- members of Parliament are invited to highlight the positive aspects of Canadian citizenship – the rights and responsibilities of being Canadian, the values that unite us and the importance of playing an active role in our society;
- remarks should include segments in both official languages, in proportions appropriate to the group being addressing (i.e., predominately English or French speaking).
- the citizenship ceremony is a landmark event for the recipients and members of Parliament are there to ensure that this is a happy and memorable day for them. Any negative comments or observations will spoil the ceremony for these new Canadians.

16. Critical path for planning ceremonies

45 days before ceremony	Notify and consult with judge or presiding officer (if citizenship judge is not presiding). Consult with host and/or sponsor group. Make arrangements with the commanding officer of the RCMP detachment.
30 days before ceremony	View and check facilities. Start planning ceremony logistics.

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	<p>Advise RCMP detachment by mail or by telephone.</p> <p>Advise CIC regional communication representative if there is likely to be media interest.</p> <p>Select candidates and verify certificates.</p> <p>Prepare "Notice to Appear" and "Information Sheet" for candidates (if media are going to be present at the ceremony, inform candidates).</p> <p>Prepare draft program in consultation with host group.</p>
14 days before ceremony	<p>Verify that certificates are properly prepared and adhere to the applicable policies for names and dates of birth.</p> <p>Send "Notice to Appear" and "Information Sheet" to candidates.</p> <p>Prepare list of candidates for registration at ceremony (nominal roll).</p> <p>Prepare breakdown of candidates by country of origin.</p> <p>Prepare documents for ceremony (i.e., oath forms / commemorative certificates)</p> <p>Make arrangements for security.</p> <p>Make arrangements for Citizenship staff to attend.</p> <p>Prepare agenda.</p> <p>Consult with judge or presiding officer (if citizenship judge is not presiding).</p> <p>Review proposed program with host group.</p>
7 days before ceremony	<p>Confirm availability of Citizenship staff.</p> <p>Brief volunteer group and volunteers.</p> <p>Arrange for "O Canada" cards and flag pins (if not in stock, order well in advance of ceremony).</p>
3 days before ceremony	<p>Call the judge or presiding officer to confirm his or her appearance.</p>
24 hours before ceremony	<p>Brief staff.</p> <p>Confirm any special arrangements (if necessary, arrange for a dress rehearsal).</p> <p>Verify that certificates are correct.</p> <p>Ensure that certificates are in the order they will be presented.</p> <p>Arrange for cassette deck and "O Canada" tape, if needed.</p> <p>Review prepared program.</p>

17. Checklists

Notifying candidates	
"Notice to Appear" mailed?	
Does it include date, time, place, office phone number?	
Does it include an information sheet? If media are going to be present at the ceremony, include this information on the information sheet and a media consent form, if applicable.	
Has an alphabetical list of candidates been prepared?	

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Does the list match certificates and "Notices to Appear"?	
Are there at least three copies of the list?	
Has a country of origin list been prepared from the list?	
RCMP	
Does the RCMP know about the ceremony?	
Has the RCMP attendance been confirmed?	
Does the RCMP officer know what to do?	
The presiding officer (if citizenship judge is not presiding)	
Is there a list of those who have volunteered to preside?	
Has the presiding officer been contacted?	
Has the presiding officer's attendance been confirmed?	
Has the presiding officer attended an orientation session?	
Is there a robe for the presiding officer?	
Has the program for this ceremony been reviewed?	
Have the presiding officer's speaking notes been reviewed?	
Hosts and sponsors	
Is there a host or sponsor for the ceremony?	
Has the program been reviewed with the host or sponsor?	
Do the hosts or sponsors understand their role and responsibilities?	
Is there a reception after the ceremony?	
Have the refreshments for the reception been ordered/prepared?	
Gifts and mementoes	
Are there enough Canadian flag lapel pins for all candidates?	
When are they being presented?	
Are other gifts or mementoes being presented?	
Are they appropriate?	
Are there enough for all candidates?	
When are they being presented?	
Has the citizenship judge or presiding officer been told about the gifts or mementoes?	
Do the citizenship judge's or presiding officer's remarks acknowledge the donor?	
The room	
Is the room free of posters, signs, etc.?	
Room temperature	
Do you know where the room's heating controls are?	
Will a janitor or caretaker be available for the ceremony?	
Stage area	
Is there room for the flag, a lectern, and a desk in addition to platform party?	
If the stage area is raised, are there stairs on either side?	
Are there chairs for the citizenship judge or presiding officer, the clerk of the ceremony and special guests?	
Are the stairs well-lighted and easy to use?	

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If people with disabilities are among the candidates, can they get on stage?	
Is there enough room for candidates to accept certificates?	
Lectern	
Is there a lectern or speaking stand for the citizenship judge or presiding officer?	
If it has a light, does the light work?	
Is the lectern at the front of the stage area, in the centre?	
Clerk of the ceremony's desk	
Is there a desk or lectern for the clerk of the ceremony?	
Is it big enough to hold the certificates?	
Lighting	
Are theatrical-type stage lights being used?	
Do the lights affect the platform party's vision?	
Do the lights affect the vision of candidates?	
Have you checked the lighting from the audience area?	
Have you checked the lighting from the stage area?	
Flags, coats of arms, emblems, portraits	
Is a Canadian flag available?	
Is it in good condition?	
Is it at the citizenship judge or presiding officer's left, at the back of the stage area?	
Is the flagstaff 2 - 2.5 m high?	
If the flag is displayed vertically, is the upper part of the leaf to the left, as seen by the audience?	
Are provincial and territorial flags being flown or displayed?	
Are all the provincial and territorial flags available?	
Are the provincial and territorial flags in the right order?	
Are the Arms of Canada displayed?	
Are the Arms immediately behind the citizenship judge or presiding officer?	
Are provincial and territorial arms displayed?	
Are all provincial and territorial arms available?	
Are they in the right order?	
Are Canada's emblems displayed?	
Are all the emblems available?	
Are they in the right order?	
Is a portrait of the Queen or current Governor General displayed?	
Is it hanging on a wall or backdrop behind the citizenship judge or presiding officer?	
Is the <i>Canadian Charter of Rights and Freedoms</i> displayed?	
Is it framed?	
Is it in both official languages?	
Would it be better to display the coats of arms and emblems elsewhere in the room?	

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If they are displayed elsewhere, are they in the right order and displayed properly?	
Sound system	
Is a sound system needed?	
Has it been checked?	
Does it include microphones for the citizenship judge or presiding officer and clerk?	
Does it include a cassette player or CD player for "O Canada"?	
Is there a recording of "O Canada" available?	
Is it ready to be played?	
Does the person responsible for playing "O Canada" know how to operate the equipment?	
Is there a back-up sound system?	
Has it been checked?	
Does the clerk know how to operate the system?	
If there is no back-up sound system, is there someone available to fix the system if it breaks down?	
If there is no sound system, is there someone to lead the singing of "O Canada"?	
Are there enough National Anthem cards for everyone at the ceremony?	
Are National Anthem cards available for the platform party, and on seats of candidates and their guests?	
Seating	
Are the candidates' seats directly in front of the stage area?	
Are there enough seats for all the candidates?	
Are there enough seats for guests?	
Are the seats comfortable?	
Are the seats adequately spaced?	
Is there room between rows of candidates' seats for candidates to go to the stage area and return without disturbing other rows?	
Will each candidate be given a seat number?	
Does each seat in the candidates' seating have a number?	
Do the seat numbers correspond to the order of presentation of certificates?	
Will the flow of candidates to and from the stage be smooth?	
Signing the "Oath of Citizenship" form; certificate packages	
Are there pens for new citizens to sign the "Oath of Citizenship" forms?	
Is there a table for new citizens to sign "Oath of Citizenship" forms and pick up certificate packages?	
Are the "Oath of Citizenship" forms and certificate packages in the same order as candidates receiving their certificates?	
Are there stamps to update the IMM 1000? Are there copies of the Solemn Declaration concerning a Permanent Resident card that was lost, stolen or destroyed (IMM 5451E)?	
Are there "Interpreter's Oath" forms, CIT 1-0117B?	
Staff for a ceremony	

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Is there a staff member to check arriving candidates against the certificate list, and assign them seat numbers?	
Is there a staff member to ensure new citizens sign the "Oath of Citizenship" form and receive certificate packages?	
Do staff at the ceremony know their responsibilities and the responsibilities of other staff?	
Special guests	
Are there special guests for the ceremony?	
Does the citizenship judge or presiding officer know who they are?	
Does the citizenship judge or presiding officer have the information to introduce them?	
Will the special guests be speaking?	
Have their remarks been reviewed?	
Do they know they will enter the room with the rest of the platform party?	
Do they know where to sit in the stage area?	
Do the special guests know when they will be speaking?	
Are the special guests presenting gifts or mementoes?	
Are the gifts or mementoes appropriate?	
Do the special guests know when they are presenting their gifts or mementoes?	
Does the citizenship judge or presiding officer know about the special guests?	
The media	
Are the media invited?	
If so, have the candidates been advised? Has the "Permission Release" form (CIT 0448E) been signed?	
Has a staff member been assigned to the media to explain the guidelines and the prohibition on photographing the swearing of the "Oath of Citizenship"?	
Are there electrical outlets available for broadcast media?	
Has the regional communication representative been contacted about media presence?	
Official languages	
Have all candidates received literature, notices and other correspondence in their language of choice?	
Have you ensured that all candidates will be served in both official languages?	

18. Displaying flags, emblems, coats of arms

18.1. Display in order

Flags, coats of arms, and emblems are displayed in a set order at citizenship ceremonies. The order is set by the province's date of entry to Confederation. If provincial and territorial symbols are displayed, then all the provinces and territories should be represented.

The order of flags, from left to right as seen by the audience, is:

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- Canada
- Ontario
- Quebec
- Nova Scotia
- New Brunswick
- Manitoba
- British Columbia
- Prince Edward Island
- Alberta
- Saskatchewan
- Newfoundland
- Northwest Territories
- Yukon
- Nunavut

18.2. Exception for a lieutenant-governor

If a lieutenant-governor is a guest, the flag of the "host" province is to the right of the Canadian flag as seen by the audience. On these occasions, only the flag of the province may be flown or displayed with the Canadian flag.

18.3. Governor General's flag

If the Governor General is a guest at a citizenship ceremony, the Governor General's flag is displayed to the right of the Canadian flag as seen by the audience.

18.4. Municipal flags

If a municipal flag is displayed at a citizenship ceremony, it goes to the right of the Canadian flag or to the right of provincial and territorial flags.

19. Table of precedence with regard to entry into ceremony, seating, speaking order and place in receiving line

- The Governor General
- The Prime Minister of Canada
- The Chief Justice of Canada
- Former Governors General, with relative precedence among them governed by the date of their leaving office
- Former Prime Ministers of Canada, with relative precedence governed by the date of their first assumption of office
- The Speaker of the Senate
- The Speaker of the House of Commons

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- Ambassadors, High Commissioners, Ministers Plenipotentiary, with precedence for Ambassadors and High Commissioners determined by the date of presentation of their credentials
- The Members of the Cabinet and Secretaries of State with relative precedence governed by the date of their appointment to the Queen's Privy Council for Canada
- The Leader of the Opposition
- The Lieutenant-Governor of Ontario
The Lieutenant-Governor of Quebec
The Lieutenant-Governor of Nova Scotia
The Lieutenant-Governor of New Brunswick
The Lieutenant-Governor of Manitoba
The Lieutenant-Governor of British Columbia
The Lieutenant-Governor of Prince Edward Island
The Lieutenant-Governor of Saskatchewan
The Lieutenant-Governor of Alberta
The Lieutenant-Governor of Newfoundland and Labrador
- Members of the Queen's Privy Council for Canada who are not members of the current federal cabinet, in accordance with the date of their appointment to the Privy Council
- The Premier of Ontario
The Premier of Quebec
The Premier of Nova Scotia
The Premier of New Brunswick
The Premier of Manitoba
The Premier of British Columbia
The Premier of Prince Edward Island
The Premier of Saskatchewan
The Premier of Alberta
The Premier of Newfoundland and Labrador
- The Commissioner of the Northwest Territories
The Commissioner of the Yukon Territory
The Commissioner of Nunavut
- The Government Leader of the Northwest Territories
The Government Leader of the Yukon Territory
The Government Leader of Nunavut
- The Primate of the Anglican Church of Canada, a prelate of the Roman Catholic Church having high relative precedence in that Church in Canada, the Moderator of the United Church of Canada, the Moderator of the Presbyterian Church in Canada, the President of the Baptist Federation of Canada, or their representatives; and, a representative of the Jewish faith in Canada. The precedence of Canadian ecclesiastical dignitaries or their representatives is governed by the date of their assumption of their present office.
- Puisne Judges of the Supreme Court of Canada
- The Chief Justice and the Associate Chief Justice of the Federal Court of Canada
- The Chief Justices of the highest court of each province and territory with precedence governed by the date of appointment; and the Chief Justices of the other superior courts of the Provinces and Territories, including the Associate Chief Justice of the Superior Court of Quebec, with precedence governed by the date of appointment

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- Judges of the Federal Court of Canada, with precedence governed by the date of appointment; Puisne Judges of the superior courts of the Provinces and Territories, with precedence governed by the date of appointment
- Senators of Canada
- Members of the House of Commons
- Consuls-General of countries without diplomatic representation
- Clerk of the Privy Council and Secretary to Cabinet
- The Chief of the Defence Staff and the Commissioner of the Royal Canadian Mounted Police
- Speakers of Legislative Assemblies, within their Province and Territory
- Members of Executive Councils, within their Province and Territory
- Judges of Provincial and Territorial Courts, within their Province and Territory
- Members of Legislative Assemblies, within their Province and Territory
- Chairperson of the Canadian Association of Former Parliamentarians

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Appendix A – Sample Information Sheet for Candidates to Accompany the Notice to Appear to Take the "Oath of Citizenship"

The Citizenship Ceremony

Who attends?

The citizenship ceremony is a solemn and joyous occasion that your friends and family are welcome to attend. Everyone 14 years of age or older who is becoming a Canadian citizen must attend and take the "Oath of Citizenship." Children under 14 years of age do not need to attend, but are also welcome. However, they may be asked to leave if they disrupt the ceremony. Please arrive at the citizenship ceremony at the time specified and bring the attached "Notice to Appear" form with you.

Dress

The appropriate dress for a ceremony is business attire, but you may choose to wear ethnic dress.

The "Oath of Citizenship"

At the ceremony, you may either swear on a holy book or affirm the "Oath of Citizenship". Swearing accommodates those who wish to refer to their religious beliefs, while affirmation is intended to accommodate those who do not wish to use a holy book during the ceremony. If you wish to swear your oath, please bring your own holy book.. Whether you swear or affirm your oath, you will be given instructions during the ceremony and will be asked to repeat the oath after the citizenship judge or presiding officer.

It is essential to advise the citizenship local office before the ceremony if you have been subject to any criminal or immigration proceedings since you made your Canadian citizenship application.

Your certificate

After you take the "Oath of Citizenship," you will be given your certificate of citizenship package and asked to sign an "Oath of Citizenship Form." This package contains a wallet-sized certificate with your photograph, which is official proof of citizenship. You will also receive a large commemoration document that will give you a record of the number of your miniature certificate and of the date you became a citizen.

Record of Landing (IMM 1000), Permanent Resident Card (PR Card)

Prior to receiving your citizenship certificate, your immigration status will need to be updated. You must bring your immigration documents such as your Record of Landing (IMM 1000) and/or your Permanent Resident Card (PR Card) to the citizenship ceremony

Media present at ceremony

Please be advised that the media will be present at the citizenship ceremony. Please complete the enclosed Permission Release form and bring it with you to the citizenship ceremony. If you have any concerns about their presence, please contact the citizenship office at the telephone number indicated on the "Permission Release form (CIT 0448)" Citizenship officials will make every effort to schedule you at the next citizenship ceremony.

Photographs

Photographs may be taken at any time during the ceremony, except when people are taking the "Oath of Citizenship." Also, photographs may be taken after the ceremony.

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Parking

(Parking is limited near many offices. A section on parking and/or public transportation that participants may use to get to the designated location may be appropriate here.)

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Appendix B – Sample Program for a Special Citizenship Ceremony

Words of Welcome

Senior Citizenship Judge Michel C. Simard

Administration of the "Oath of Citizenship"

Senior Citizenship Judge Michel C. Simard

Presentation of the Certificates of Citizenship

Senior Citizenship Judge Michel C. Simard

The Honourable Joe Volpe, P.C., M.P.

Minister of Citizenship and Immigration

Address

The Honourable Joe Volpe, P.C., M.P.

Minister of Citizenship and Immigration

Closing

Senior Citizenship Judge Michel C. Simard

National Anthem

Reception

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Appendix C – Bilingual text for the clerk of the ceremony

If an RCMP officer is not available to open the ceremony, the clerk says:

"All Rise.
Veuillez vous lever.
This citizenship ceremony is now in session.
La cérémonie de citoyenneté est maintenant commencée.
Please be seated.
Veuillez vous asseoir."

When candidates are seated, the clerk says:

"Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding officer), in accordance with the provisions of the *Citizenship Act*, it is my privilege to present to you (number of) candidates for citizenship who have complied with the requirements of the *Citizenship Act* and are now ready to take the 'Oath of Citizenship' and become Canadian citizens.
Monsieur, Madame (nom du juge de la citoyenneté ou du président de cérémonie), conformément aux dispositions de la *Loi sur la citoyenneté*, j'ai le privilège de vous présenter (nombre) demandeurs de citoyenneté qui se sont conformés aux exigences de la *Loi sur la citoyenneté* et qui sont maintenant prêts à prononcer le serment de citoyenneté et à devenir des citoyens canadiens."

The clerk prepares the candidates for the "Oath of Citizenship" and says:

"Would the candidates for citizenship please stand.
Les demandeurs de citoyenneté sont priés de se lever.
Please raise your right hand and repeat the oath after the citizenship judge (or presiding officer). If you choose to swear the oath on a holy book, please place the holy book in your left hand. Guests are also invited to stand and reaffirm their citizenship if they want to. (Pause)
Now, please raise your right hand and repeat the 'Oath of Citizenship' after the citizenship judge (or presiding officer).
Veuillez lever votre main droite et répéter le serment après le juge de la citoyenneté (ou le président de cérémonie). Si vous avez choisi de prêter serment sur un livre saint, veuillez prendre le livre saint dans votre main gauche. Les invités peuvent aussi se lever et réaffirmer leur citoyenneté s'ils le désirent. (Pause)
Maintenant, veuillez lever votre main droite et répéter le serment de citoyenneté après le juge de la citoyenneté (ou le président de cérémonie).
The 'Oath of Citizenship' will be administered in both official languages. Please use the language of your choice, or both.
La prestation du serment de citoyenneté se fait dans les deux langues officielles. Veuillez prêter serment dans la langue de votre choix ou dans les deux langues."

After the taking of the "Oath of Citizenship," the clerk says:

"Please be seated.
Veuillez vous asseoir."

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The clerk prepares the candidates for the presentation of certificates of citizenship and says:

"The citizenship judge (presiding officer) will now present certificates of citizenship. When I call your name, please come to the front, where Judge, Mr. Mrs. Ms. (name of citizenship judge or presiding officer) will present you with your certificate.

After you receive your certificate, please go to the table at (location of table) to sign the 'Oath of Citizenship' form.

After you have signed the 'Oath of Citizenship' form, please return to your seat.

Le juge de la citoyenneté (ou le président de cérémonie) remettra maintenant les certificats de citoyenneté. Quand je prononcerai votre nom, veuillez vous rendre à l'avant de la salle, où Monsieur, Madame (nom du juge de la citoyenneté ou du président de cérémonie) vous remettra votre certificat.

Une fois que vous aurez reçu le certificat, rendez-vous à la table se trouvant (endroit de la table) pour signer le formulaire de serment de citoyenneté.

Après que vous aurez signé le formulaire, vous pourrez regagner votre place."

When all candidates have signed the "Oath of Citizenship" form and are back in their seats, the clerk says:

"That concludes the administration of the 'Oath of Citizenship' and the presentation of certificates.

Voilà qui termine la prestation du serment de citoyenneté et la présentation des certificats."

The clerk prepares the candidates for the singing of the National Anthem and says:

"You may sing 'O Canada' in English or French, or both. The words are on the card on your seat.

Vous pouvez chanter 'Ô Canada' en français ou en anglais, ou encore dans les deux langues. Les paroles sont inscrites sur la carte qui se trouvait sur votre chaise."

Everyone stands for the National Anthem. At the conclusion, the clerk says:

"Please remain standing.

Veillez rester debout."

If an RCMP officer is not available to close the ceremony, the clerk says:

"This citizenship ceremony is now closed.

La cérémonie de citoyenneté est maintenant terminée."

If there is a reception, the clerk says:

"I invite you to the reception, being held in (place).

Je vous invite à la réception qui se tiendra (endroit)."

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Appendix D – Guide for taking the oath outside the normal citizenship ceremony

Objective

To explain the general guidelines for taking the oath of citizenship outside the normal citizenship ceremony and to enable a person authorized by the Citizenship Registrar to administer the oath of citizenship.

This guide has been prepared for CIC staff who **occasionally** provide citizenship services in Canada and for foreign service officers who occasionally provide citizenship services outside Canada. On occasion, the responsible person or the foreign service officer may not be very familiar with the procedure for taking the citizenship oath. Thus, this document was created to offer additional support to those individuals responsible for this mandate. These guidelines provide a general outline of the process involved in granting citizenship and the preliminary steps involved in the taking of the oath outside the normal citizenship ceremony.

Legislation

Sections 3(1)(c), 12(3) and 24 of the *Citizenship Act* and sections 19 to 24 of the *Citizenship Regulations* are the authorities for administering the oath of citizenship, and provide the legal guidelines for citizenship ceremonies.

Background

Taking the oath of citizenship is legally and symbolically important. An applicant only becomes a citizen after taking the oath of citizenship, signing the oath form and being presented with the citizenship certificate.

Unless the Citizenship Registrar issues instructions to the contrary, the oath of citizenship must be taken in Canada at a citizenship ceremony before a citizenship judge. When citizenship judges are not available, a member of the Order of Canada, the Governor General, lieutenant-governors and commissioners of the Territories may also preside over a citizenship ceremony as volunteers, but they have no administrative or legal responsibility.

In exceptional situations, the oath of citizenship may be taken at a private ceremony before a citizenship judge. If a citizenship judge is not available, the CIC office manager must ask the Registrar for authorization to delegate a CIC official to administer the citizenship oath in private. The reasons and justification for this request must be fully explained before the event is held. This permission is not renewable and is limited to a single event. Each case will be dealt with on an individual basis. Outside Canada, the applicant may take the citizenship oath at a private ceremony before a foreign service officer.

Exceptions

In exceptional cases, the Citizenship Registrar may exempt a person from being required to take the oath during the normal course of a citizenship ceremony. Such cases are dealt with on an individual basis. The policy established for urgent cases applies. That policy provides a detailed definition of an urgent case (CP 13).

Overview of the procedure for granting citizenship

Conditions for the granting of citizenship (adults)

The Minister of Citizenship and Immigration shall grant citizenship to any person who makes application for citizenship, is 18 years of age or over, is a permanent resident of Canada and has lived in Canada for at least three of the four years preceding the date of application. The applicant must have an adequate knowledge of French or English and an adequate knowledge of Canada and the responsibilities and

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privileges of citizenship. Furthermore, the applicant must not be the subject of a removal order or any prohibition set out in the *Citizenship Act*, including a criminal offence or an offence that constitutes a risk to the security of Canada (CP 4).

Information on minors

For the purposes of Canadian citizenship, a minor child is a person under 18 years of age. Persons under 14 years of age are not required to take the oath. Their parents may sign the oath form on their behalf, which will serve as acknowledgement. Minors under the age of 14 may take the oath if they wish to do so. Persons between 14 and 18 years of age must take the oath and sign the oath of citizenship form. (CP 4)

Granting of citizenship to minors

In all cases involving minors, a citizenship officer must grant citizenship before the oath is taken. One of the parents must already be a citizen at the time the child is granted citizenship so that the child may take the citizenship oath. If citizenship has not been granted to a minor child, the delegated person is not to administer the oath of citizenship to the minor, but must contact the manager responsible to obtain appropriate instructions.

Outside Canada, foreign service or immigration officers do not have the authority to grant citizenship. The application for granting citizenship for the minor must be sent to the Case Processing Centre (CPC) in Sydney, N.S., so that it can be authorized by a citizenship officer. Once this authorization is received, the foreign service or immigration officer may proceed with administering the oath of citizenship to the minor (CP 4).

Processing of the application

Once the application is received at the CPC in Sydney, N.S., an acknowledgement of receipt is sent to the applicant. The guide **A Look at Canada** (also available on-line) on which the citizenship test is based, accompanies the acknowledgement. A file is opened and the necessary checks and authorizations (immigration, criminal and security) are made electronically. The citizenship certificate is prepared and sent to the citizenship office closest to the applicant's place of residence (CP 1).

Assessment of language capabilities and knowledge of Canada

In order to obtain citizenship, all applicants between the ages of 18 and 54 (inclusive) must demonstrate an adequate knowledge of Canada, of the responsibilities and privileges of citizenship and adequate knowledge of English or French. To facilitate the assessment of language capabilities and knowledge, adult applicants must take a written test, the results of which are sent to the citizenship judge. Applicants aged 55 and over and minors under the age of 18 do not have to take the citizenship test (CP 4).

Decision of the citizenship judge (appointed by the Governor-in-Council)

The citizenship judge reviews the application and the test results and then determines whether the applicant satisfies the conditions for the granting of citizenship as stated in the *Citizenship Act*. The citizenship judge alone has the authority to approve or reject a citizenship application. Generally, the judge approves the application without conducting a personal interview with the applicant (CP 2).

Interview with the judge (if warranted)

An interview with the citizenship judge may be necessary if the applicant fails the knowledge test or is caught cheating, or if the application involves questions pertaining to criminal or immigration issues, or to the applicant's period of residence in Canada, issues that must be resolved before citizenship can be granted. The citizenship judge may decide to interview any applicant (CP 4).

Role of the citizenship officer

The citizenship officer is responsible for providing the citizenship judge with complete and accurate information. The citizenship officer must also ensure that the applicant meets all of the citizenship requirements. Following approval from the citizenship judge, the citizenship officer grants citizenship on

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behalf of the Minister. Once citizenship has been granted, a date can be set for the taking of the oath (CP 2).

Oath of citizenship

After all of the administrative steps are completed, the applicant is invited to attend a citizenship ceremony, during which the citizenship oath is taken. The applicant signs the oath form, which is countersigned by a citizenship officer or a citizenship judge (or delegated person). A wallet-size citizenship card bearing the applicant's photograph is given to the applicant, along with the accompanying documents. The complete file is then forwarded to CPC Sydney, where it is archived.

Preparation for the taking of the oath outside a normal ceremony

Taking the oath outside a normal ceremony may occur in situations where the person (or a person's parent/guardian), for exceptional reasons, cannot participate in a regular ceremony and asks to be excused. For example, a family may ask to have the oath of citizenship administered in private because their teenager suffers from difficulties that could disrupt the ceremony. It could be an urgent situation where the applicant is required to travel outside Canada or have Canadian citizenship in order to get or keep a job. A person's medical condition may make it impossible to attend or too disruptive. A person may have to take the oath outside the normal ceremony because he or she lives in a very isolated and remote area. See the heading "Exceptions" above for further details.

If the application is approved, the CIC responsible person delegated by the Registrar, takes the necessary steps to administer the oath in private.

Normally, the taking of the citizenship oath outside the citizenship ceremony occurs with a limited number of participants in attendance. No matter the number of participants at the taking of the oath, certain guidelines and an established protocol must be observed. In order to ensure that the event is held in a relaxed atmosphere that still reflects the solemnity of the occasion, the guidelines to be followed are set out below.

Definition: "person responsible" for administering the citizenship oath

The person responsible for administering the citizenship oath at a regular or private ceremony is either a citizenship judge, a CIC employee delegated by the Registrar's office or a foreign service officer [in the case of paragraphs 5(2), 5(4) or 11(1) of the *Citizenship Act*].

Notice to appear to take the oath of citizenship

In most cases, applicants are sent a Notice to Appear to Take the Oath of Citizenship (CIT 0024). Applicants are informed of the date, time and location of the ceremony, as well as any documents that they must bring. In very rare instances, the person may be advised by telephone or in person.

Dress code

Business dress is required for the person responsible for administering the oath.

Preparing the room

Where possible, the oath should be taken in an office or other enclosed location. The oath of citizenship can also be taken in a school, a municipal hall or a recreation hall. However, the oath must not be administered at unsuitable locations such as detention areas or waiting rooms. Churches, synagogues and mosques are also to be avoided. The room where the oath is to be administered must be clean, neat and accessible to the applicant.

It is strongly recommended that the Canadian flag be in the room. The walls may also be decorated with, if available, the Canada Coat of Arms, the flags and emblems of the provinces and territories, or a picture of the Queen or the Governor General.

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Welcoming the applicant

When welcoming the applicant, the person responsible for administering the oath must speak slowly, using clear language and simple terms.

Identification of the applicant

Before the oath is taken, the applicant's identity must be verified. During processing of the application, applicants are advised to bring to the interview, test or ceremony their Record of Landing (IMM 1000) and/or permanent resident card (PR card), another piece of photo ID and/or the originals of all supporting documentation (passport, birth certificate and so on).

Updating the Record of Landing (IMM 1000) or revoking the permanent resident card (PR card)

The IMM 1000 is updated or the PR card is revoked at all ceremonies, including special ceremonies and ceremonies held away from the local office.

Before the holder obtains Canadian citizenship, the person responsible for administering the oath must update the applicant's Record of Landing (IMM 1000) by affixing the stamp "Holder is no longer a Permanent Resident" on the Record of Landing (IMM 1000), thus updating the status.

As of June 28, 2002, individuals who obtain permanent resident status automatically receive a permanent resident card (PR card) and a Confirmation of Permanent Residence (IMM 5292), which replaces the Record of Landing (IMM 1000). Under paragraph 60(a) of the *Immigration and Refugee Protection Regulations*, the permanent resident card is revoked when the holder becomes a Canadian citizen. Furthermore, the permanent resident card remains the property of Her Majesty in right of Canada at all times and must be returned to the Department on the Department's request. Consequently, CIC has a statutory obligation, as well as the authority, to revoke the PR cards of applicants. The person responsible revokes the permanent resident card before the applicant receives the citizenship certificate. It is not necessary to update the Confirmation of Permanent Residence (IMM 5292).

Applicants are advised in writing, on the test, interview or ceremony notices, to bring their permanent resident card and/or Record of Landing (IMM 1000). Applicants return their permanent resident card and/or Record of Landing (IMM 1000) at the citizenship ceremony immediately before taking the oath. Revoked PR cards must be sent to CPC Sydney to be destroyed. The Record of Landing (IMM 1000) is returned to the holder once it has been stamped.

What to do if the applicant forgets to bring the permanent resident card

Persons responsible for administering the oath may use their judgment in determining whether an exception should be made to allow an applicant who has forgotten to bring the permanent resident card to participate in the ceremony, with the understanding that the applicant will become a citizen, but will receive only the commemorative document at that time.

In this case, the applicant completes the declaration below at the time of the ceremony and a copy may be given to the applicant. An envelope bearing the local office address is given to the applicant for ease of sending the permanent resident card. The applicant's file with the citizenship certificate (wallet-size card) will be retained at the local office until the applicant brings or sends the permanent resident card to be revoked.

DECLARATION/FILE

SURNAME: _____

GIVEN NAME(S): _____

I agree to send my Permanent Resident Card and my Immigration Record of Landing to the Citizenship Office to be updated. I understand that the Citizenship Office will return my Record of Landing to me to the address below, along with my certificate of Canadian citizenship (citizenship card).

Date: _____

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Signature: _____

Mailing address (if different from address on file):

Witness's signature: _____

What to do if the applicant reports a lost or stolen permanent resident card

Applicants who advise CIC staff that their PR card has been lost or stolen must complete the form *Solemn Declaration concerning a Permanent Resident card that was lost, stolen or destroyed* (IMM 5451).

What to do if the applicant has no ID

If an applicant has no photo ID, the person responsible for administering the oath must ask the applicant to sign the Notice to Appear in order to compare that signature with the signatures on file (on ID documents provided upon submission of the application, on the application form and on the photograph). The photograph on file is compared with the face of the applicant before the person responsible. Prior to administering the oath, the person responsible must be convinced of the applicant's identity. If in doubt, the oath must not be administered, and the person responsible must contact his or her manager for new instructions (CP 3).

Information to be given to the applicant

The person responsible for administering the oath must provide applicants with general information on the procedure for the taking of the oath and the signing of the oath of citizenship form. The person responsible informs applicants that they have the option of taking the citizenship oath using a holy book. If an applicant wishes to take the oath using a holy book, the applicant must bring his or her own.

The person responsible must also provide an explanation of what is contained in the accompanying package. The wallet-size citizenship card is the citizenship certificate. The large certificate is a commemorative document and is the only document that lists the date citizenship was granted. In addition, it is important that the applicant verify the information contained on the documents. The importance of keeping these certificates in a safe place must be emphasized.

What to do if the certificate contains an error

Applicants may obtain a replacement certificate if their original citizenship certificate is unacceptable as a result of an error on the part of a citizenship officer or a representative of the Department. For example, it could be a typing mistake or a problem with the lamination. The person responsible must collect the documents and supporting material and send them to the appropriate office or to CPC Sydney, N.S., for correction and issuance of a new certificate. A citizenship officer will determine whether it was an administrative error and will advise the applicant of the decision. If it is in fact the result of an administrative error, this service is provided at no cost if the request for a replacement is made within 90 days following the taking of the oath. This situation does not prevent the applicant from taking the oath (CP 10).

However, if an applicant changes his or her name or date of birth after the application has been submitted, he or she must pay the certificate replacement fee. The applicant must apply for a replacement and provide the necessary supporting documentation justifying the changes made to the name or date of birth. The required documents and supporting material will be sent to the appropriate office or to CPC Sydney, N.S. A citizenship officer will then inform the applicant of the decision. If the person responsible is convinced of the applicant's identity, the applicant may still take the oath.

Criminal record alleged before the taking of the oath

Before the oath is taken, the person responsible must ensure that the applicant is not the subject of a criminal procedure or an immigration investigation. This information is on the Oath or Affirmation of

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Citizenship form (CIT 0049) and on the Prohibitions under the *Citizenship Act* form (CIT 0039), which the applicant must sign.

When there is reason to believe that the applicant is the subject of such investigations (criminal or immigration), the applicant may not take the oath. The person responsible must contact the manager for information on the procedure to follow (CP 6).

What to do if the applicant does not appear for the taking of the oath

If the applicant does not appear for the taking of the oath of citizenship on the date set, the person responsible must immediately inform the manager responsible and keep the citizenship certificate until new instructions are received (CP 13).

Taking the oath of citizenship

The taking of the oath of citizenship is a solemn occasion. The person responsible for administering the oath must ask applicants which official language they wish to use for taking the oath. The applicant repeats the oath of citizenship after the person responsible. (See model below.)

The person responsible asks the applicant to stand. Once the applicant is standing, the person responsible says:

“Please raise your right hand and repeat the Oath after me. If you choose to swear the Oath on a holy book, please place the holy book in your left hand.

Please repeat after me:"

« Veuillez lever votre main droite et répétez le serment après moi. Si vous avez choisi de prêter serment sur un livre saint, veuillez prendre le livre saint dans votre main gauche.

Veillez répéter après moi : »

OATH OR SOLEMN AFFIRMATION OF CITIZENSHIP	
<p>OATH OR AFFIRMATION OF CITIZENSHIP I swear (<i>or</i> affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of Canada, Her Heirs and Successors, and that I will faithfully observe the laws of Canada and fulfill my duties as a Canadian citizen.”</p>	<p>SERMENT DE CITOYENNETÉ Je jure fidélité et sincère allégeance à Sa Majesté la Reine Elizabeth Deux, Reine du Canada, à ses héritiers et successeurs et je jure d'observer fidèlement les lois du Canada et de remplir loyalement mes obligations de citoyen canadien.</p> <p>AFFIRMATION SOLENNELLE J'affirme solennellement que je serai fidèle et porterai sincère allégeance à Sa Majesté la Reine Elizabeth Deux, Reine du Canada, à ses héritiers et successeurs, que j'observerai fidèlement les lois du Canada et que je remplirai loyalement mes obligations de citoyen canadien.</p>

Congratulations

The person responsible for administering the oath congratulates the applicant and may greet and congratulate all new citizens, including small children, by means of a handshake, if such a gesture is culturally appropriate. The person responsible then presents the applicant with the citizenship certificate.

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Gifts and souvenirs

Depending on availability, it is strongly recommended that the new citizen be given a Canadian flag pin or a small Canadian flag which may be presented along with the citizenship certificate. These items should be ordered through the Distribution Centre, Communications Branch.

National anthem

The singing of the national anthem is an integral part of the citizenship ceremony and an important part of the taking of the oath of citizenship. However, it may not be appropriate to ask the new citizen to sing the national anthem alone.

A copy of the words to the national anthem, along with its history, may be handed out. This item should be ordered through the Distribution Centre, Communications Branch.

O CANADA

OUR NATIONAL ANTHEM

O Canada! Our home and native land!
True patriot love in all thy sons command.
With glowing hearts we see thee rise,
The True North strong and free!

From far and wide,
O Canada, we stand on guard for thee.

God keep our land glorious and free!
O Canada, we stand on guard for thee.

O Canada, we stand on guard for thee.

O CANADA

NOTRE HYMNE NATIONAL

O Canada! Terre de nos aïeux,
Ton front est ceint de fleurons glorieux!
Car ton bras sait porter l'épée,
Il sait porter la croix!

Ton histoire est une épopée
Des plus brillants exploits.

Et ta valeur, de foi trempée,
Protégera nos foyers et nos droits.

Protégera nos foyers et nos droits.

"O Canada" was proclaimed Canada's national anthem on July 1, 1980, 100 years after it was first sung on June 24, 1880. The music was composed by Calixa Lavallée, a well-known composer; French lyrics to accompany the music were written by Sir Adolphe-Basile Routhier. The song gained steadily in popularity. Many English versions have appeared over the years. The version on which the official English lyrics are based was written in 1908 by Mr. Justice Robert Stanley Weir. The official English version includes changes recommended in 1968 by a Special Joint Committee of the Senate and House of Commons. The French lyrics remain unaltered.

«O Canada» a été proclamé comme hymne national le 1er juillet 1980, un siècle après avoir été chanté pour la première fois, le 24 juin 1880. La musique est l'oeuvre de Calixa Lavallée, célèbre compositeur, et les paroles françaises sont de sir Adolphe-Basile Routhier. Le chant est devenu de plus en plus populaire et, au cours des années, il est apparu de nombreuses versions anglaises. La version anglaise officielle est basée sur celle composée en 1908 par le juge Robert Stanley Weir. Elle incorpore les changements apportés en 1968 par un comité mixte du Sénat et de la Chambre des communes. La version française n'a pas été modifiée.

Right to privacy

Under the *Privacy Act*, the names of citizenship applicants constitute protected information. These names must not be communicated to anyone before, during or after the taking of the oath of citizenship without the applicant's written consent.

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Appendix E – Notification of prominent guest attending a citizenship ceremony

Ceremony information:

Date:	Region/City:
Time:	Location/Venue:
Riding:	Name of member of Parliament:

Particulars of the individual:

Name:

Title:

Significance:

(Check all that apply)

- Well-known community member
- Community volunteer
- Elected official
- Celebrity
- Person of interest to the media
- Other, specify: _____

Invitation extended on behalf of:

Relation of individual to event:

Description of ceremony:

Individual will participate in the following manner:

(Check all that apply)

- Join the platform party
- Join the receiving line
- Provide welcoming remarks to new Canadians
- Give a speech
- Distribute gifts to the new Canadians
- Provide congratulatory remarks at the end of the ceremony

Media advisory to be issued:

- Yes No