



CITIZENSHIP Canada

Application for Canadian Citizenship (Subsection 5(1))

Adults
(18 years of age and older)



www.cic.gc.ca

Table of Contents

Overview	2
Before You Apply	3
Step 1. Gather Documents	7
Step 2. Complete the Application	12
Step 3. Pay the Fees	16
Step 4. Mail the Application	20
What Happens Next	21

Forms

- Application for Canadian Citizenship - Adults (CIT 0002)
- How to Calculate Residence (CIT 0407)
- Document Checklist (CIT 0462)
- Citizenship Photograph Specifications (CIT 0021)
- Payment Receipt (IMM 5401)

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

This publication is available in alternative formats upon request.

Cette trousse est également disponible en français

Overview

Application package

This application package consists of:

- an instruction guide, and
- the required form(s).

The **instruction guide** is a tool that provides

- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC), and
- assistance with how to fill out the forms and the required supporting documents.

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

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




Why you need to read this guide

This guide provides all of the instructions necessary to complete this application. As a result of reading the guide, you should be able to:

- complete the application form, and
- determine what supporting documents need to be included.

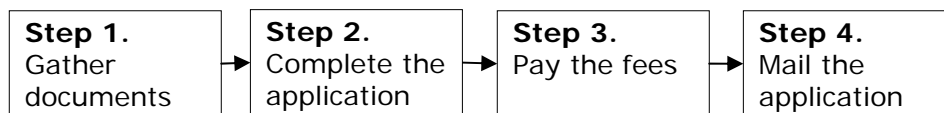
Symbols used in this guide

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

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

The application process

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



Before You Apply

Who may use this application?

This application is meant for:

- persons aged 18 years of age or older
 - permanent residents (landed immigrants) of Canada
 - persons having met the [citizenship residence requirements](#)
-

Citizenship residence requirements

The *Citizenship Act* requires a person to reside in Canada 3 years (1095 days) in the four (4) years immediately before the date of the application.

How do I calculate my residence?

Each applicant must complete either

- the [On-line Residence Calculator](#), or
- the **How to Calculate Residence form (CIT 0407)** included with the application package



Are you applying too early?

If you apply before you meet the residence requirement you will not qualify for citizenship. Your application will be returned to you and you will have to re-apply later and pay new fees.

What are the other requirements for citizenship?

You must:

- be able to speak English or French, and
- know about:
 - Canada's history
 - geography
 - government, and
 - the rights and responsibilities of citizenship

Note: you will need to pass a written and/or oral test (persons 55 years of age and over are exempt from taking the written/oral test).

You must **not**:

- be subject to any prohibition under the *Citizenship Act* (see section 8 of the application form CIT 0002), **and/or**
 - be under a removal order (asked by Canadian officials to leave Canada).
-

Family applications

If more than one member of your family is applying for Canadian citizenship, send all the applications together in the same envelope. The applications will be processed together.

To apply for Canadian Citizenship for your child

Complete the [Application for Canadian Citizenship — Minors \(CIT 0003\)](#).



**Possible loss
of other
citizenship**

You could lose your present nationality or citizenship if you become a Canadian citizen. If you have any questions about this, you should contact the embassy, high commission or consulate of the country of your present nationality before you apply for Canadian citizenship.



**Citizenship
process for
adopted
persons**

Canada's citizenship law was amended to allow persons adopted by Canadian citizens to apply for citizenship directly, without first having to apply for permanent residence (citizenship adoption process). To access this process, the Canadian adoptive parent must be born in Canada or have naturalized before the adoption took place (became a citizen after arriving in Canada as a permanent resident).

In other words, if you were adopted by a Canadian citizen who was born outside Canada to a Canadian parent, then you cannot apply through the citizenship adoption process. You also cannot apply through the citizenship adoption process if your parent is a Canadian citizen because he or she became a citizen through the citizenship adoption process.

If you are a permanent resident and you were adopted outside Canada by a Canadian citizen who was born in Canada or naturalized before the adoption took place, you can apply for citizenship through a regular grant (this application) or you can apply for citizenship through the citizenship adoption process (www.cic.gc.ca/english/information/applications/cit-adoption.asp).

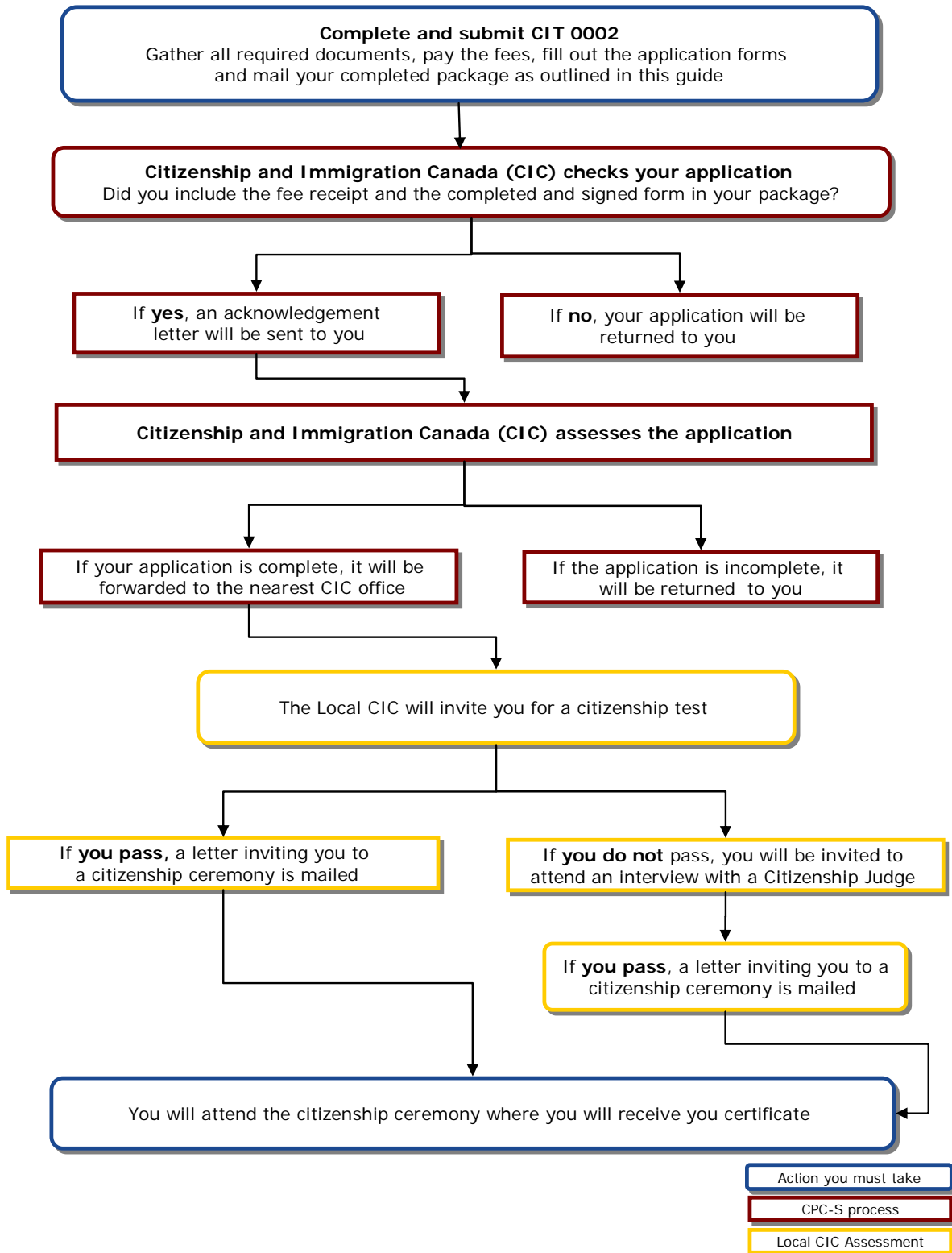
The table below demonstrates the requirements which must be met for both types of applications, as well as the effect each option has on future children.

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

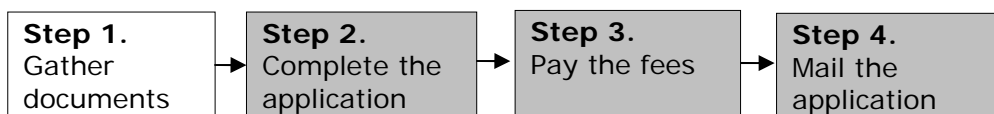
This table compares the differences between the two processes regarding future generations of Canadian Citizens, depending on the two streams of applications.

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

The Application Process



Step 1. Gather Documents



What documents are required?


The table below outlines the documents that you need to include with your application. You may also use the *Document Checklist* (CIT 0462) which you can find in this package to assist you gathering the necessary documentation.



If any of the required documents are missing, or photocopies are not clear, your application may be returned to you.

Note: Additional documents may be required during the processing of your application.

	Document	Description	Format
1	<ul style="list-style-type: none"> Record of Landing (IMM 1000), or Confirmation of Permanent Residence (IMM 5292) and Permanent Resident Card (PRC) if you have one 	<p>Immigration documents that prove your status as a permanent resident (landed immigrant) of Canada.</p> <p>If you are providing your Permanent Resident Card, you must provide both sides.</p> <p>Note: You must provide all of these documents in your possession. If any of these documents are no longer in your possession, please explain why.</p>	Clear and legible photocopy
2	Two (2) pieces of personal identification	<p>Both pieces of identification should show your name and date of birth, one of which must have your photo on it. If you do not provide a piece of photo identification, you must explain why.</p> <p>Examples include:</p> <ul style="list-style-type: none"> a Canadian driver's licence a Canadian health insurance card a copy of your passport page containing your photo and personal details, etc. <p>Note: Social Insurance Number (SIN) cards, bank cards and credit cards are not acceptable pieces of identification.</p>	Clear and legible photocopy

3	 Step 3. Pay the Fees Receipt showing total payment of application fees for individual or family members applying together	<ul style="list-style-type: none"> by Internet (receipt printed from Internet), or <ul style="list-style-type: none"> at a financial institution (Original form IMM 5401) 	Receipt printed from Internet
			Original IMM 5401
4	Additional documents (as required)	Possible documents are: <ul style="list-style-type: none"> translations of documents that are not in English or French affidavit by a translator supporting documents to prove a name change supporting documents to prove a date of birth correction 	Clear and legible photocopy

Legal name change

If you have legally changed your name, you must provide documentation showing the use of both old and new names.

The name on the citizenship certificate will be the same as the one shown on your immigration document unless:

- you have legally changed it after arriving in Canada, **or**
- you are requesting a different name for your citizenship certificate **and** you can provide supporting documents.

If you...	then you must provide a copy of ...
have legally changed your name	<ul style="list-style-type: none"> an approved amendment to your immigration document, or a provincial legal change of name document, or a provincial adoption order indicating your new name.
are requesting a name change that is not significant (for example a slight change in spelling)	one of the following that reads exactly the same as the name you are requesting: <ul style="list-style-type: none"> a provincial health card, or a provincial driver's licence, or an official school record issued by the provincial department responsible for education.
are requesting a name change that is significant (more than a slight change in spelling)	<ul style="list-style-type: none"> the provincial documents noted above and linking documents showing the use of both old and new names, and the basis for the change. Examples of linking documents include: <ul style="list-style-type: none"> marriage certificate foreign change of name document

	<ul style="list-style-type: none"> • divorce judgment • adoption order, or • foreign passport showing both names.
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No name change requests after processing has begun

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

Date of birth correction

The date of birth on your citizenship certificate will be the same as the one shown on your immigration document unless you:

- have corrected your date of birth on your immigration document **or**
- have legally changed it after arriving in Canada **or**
- are requesting a different date of birth for your citizenship certificate and you can provide supporting documents.

If ...	Then you must provide a copy of ...
your date of birth has been corrected on your immigration document	<ul style="list-style-type: none"> • an approved <i>Request to Amend Immigration Record of Landing</i> (IMM 1000) <i>or Confirmation of Permanent Residence</i> (IMM 5292), and • your new corrected Permanent Resident Card (if you have one).
you have legally changed your date of birth by a provincial/territorial court order	<ul style="list-style-type: none"> • provincial/territorial court order changing your date of birth and • completed questionnaire <i>Request to Correct a Date of Birth for Citizenship</i> (CIT 0464)*
you did not change your date of birth by a provincial/territorial court order and your date of birth has not been corrected on your immigration document	<ul style="list-style-type: none"> • a refused <i>Request to Amend the Immigration Record of Landing</i> (IMM 1000) <i>or Confirmation of Permanent Residence</i> (IMM 5292) and • completed questionnaire <i>Request to Correct a Date of Birth for Citizenship</i> (CIT 0464)* and • documents to support your new date of birth.

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



You cannot request a change in your date of birth after your application has been submitted.

If satisfactory documentation is not provided with the application to support the date of birth requested, the citizenship certificate will reflect the date of birth indicated on your immigration document.



If you do not have a provincial/territorial court order changing your date of birth, you must first request an amendment to your immigration document before requesting a different date of birth on your citizenship certificate.



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

Quebec government documents

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

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



If you are currently in possession of one of these certificates you must obtain a new document by contacting the office of the *Directeur de l'état civil du Québec* by visiting their website at www.etatcivil.gouv.qc.ca.

Certified true copies

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

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

Who can certify copies?

People authorized to certify copies include the following:

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

Translated documents

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

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

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



Translations by family members are not acceptable.

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

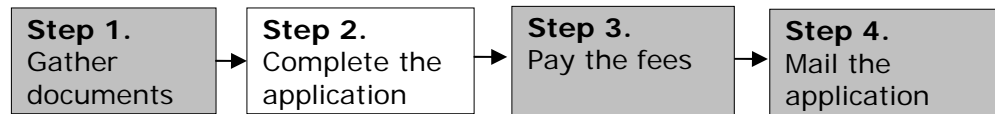


Photographs

You must:

- provide two (2) signed identical citizenship photographs
 - take the ***Citizenship Photo Specifications form*** (CIT 0021), included in this guide, to the photographer to make sure you get the correct size photo
 - follow the steps explained on the form
 - **do not staple, glue or otherwise attach the photo directly to the application.**
-

Step 2. Complete the Application



Filling out the application

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

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

- *Application for Canadian citizenship-Adults (18 years of age and older) Under Subsection 5(1) (CIT 0002)*



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




Be complete and accurate


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

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

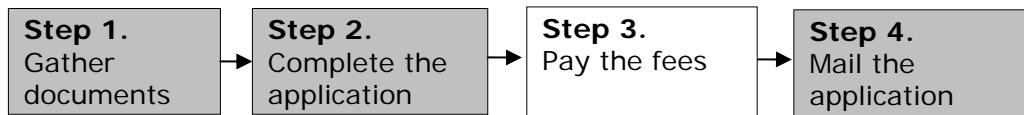
Question	Action
Section 1	
1A	Would you like to receive service (correspondence, interview) in English or in French?
1B	Check the box to indicate if you have any special needs. If yes , please explain. Special needs are described as: <ul style="list-style-type: none"> • wheelchair access • sign language interpretation • personal assistance (for example, you will be accompanied by a care attendant, an interpreter, a seeing eye dog, a sighted guide, etc.)
Section 2	
2	If you have applied for Canadian citizenship before, write when you last applied.
Section 3	
3A	Write your last name (surname/family name) and given name(s) exactly as they appear on your immigration document . These include your: <ul style="list-style-type: none"> • Record of landing (IMM 1000) • Confirmation of Permanent Residence (IMM 5292) • Permanent Resident Card (PRC)

3B	<p>Have you legally changed your name or are you requesting a different name on your citizenship certificate?</p> <p>If yes:</p> <ul style="list-style-type: none"> • see Name change section in this guide in “<i>Step 1. Gather Documents</i>” • print the family name and given name(s) you request to appear on citizenship certificate. <p>Note: A request for a different name is subject to approval by CIC.</p>
3C	<p>Write if you:</p> <ul style="list-style-type: none"> • have used another name in the past (such as your birth name, maiden name, married name), or • are known by a name other than the one you listed above (such as a nickname or community name).
Section 4	
4A	<p>Write your:</p> <ul style="list-style-type: none"> • date of birth exactly as it appears on your immigration document, and • place of birth, including the city or town and country. <p>Are you requesting a different date of birth on your citizenship certificate?</p> <p>If yes, see Date of birth correction section in this guide in <i>Gather Documents</i>.</p> <p>Note: A request for a different date of birth is subject to approval by CIC.</p>
4B	<p>Check the box or indicate your:</p> <ul style="list-style-type: none"> • sex (whether you are male or female) • height (how tall you are), either in centimeters or feet/inches • eye colour, and • legal marital status. <p> This information must be completed for our records. Sex, eye colour and height will be shown on your citizenship certificate.</p>
Section 5	
5A	<p>Write your current home address, complete with:</p> <ul style="list-style-type: none"> • street address • city or town • province or territory • postal code
5B	<p>If your mailing address is different from your home address, write your complete mailing address.</p>
5C	<p>List the telephone number(s) where you can be reached.</p>
5D	<p>Write how long you have lived at your current home address.</p>
Section 6	
6A	<p>Write the date when you became a permanent resident (landed immigrant).</p> <p>To find this date, refer to your:</p> <ul style="list-style-type: none"> • <i>Record of Landing</i> – IMM 1000 (box 45) • <i>Confirmation of Permanent Residence</i> – IMM 5292 (box 46) • Permanent Resident Card (on the back of your card)

6B	Write the date when you first came to Canada to live.
6C	Check or write if you are a citizen of any other country. If yes , list the country (countries).
6D	Write if you obtained permanent residence in another country since becoming a permanent resident of Canada. If yes , list the country (countries) and the date you obtained this status.
6E	Write all your addresses for the last four (4) years. If you were residing, employed or attending school outside Canada, you must also list all your foreign addresses.
6F	You must list all your work and education history for the past four (4) years and must account for each month. If you were seeking work, retired, homemaker, volunteering, etc. please specify under "Work/Education", and put N/A under "Employer or school attended". Please also indicate in what city and country.
6G	Check which method you used to calculate your residence and attach the appropriate form. You can use the Online Residence Calculator printout from the Internet or the form at the end of the application package - <i>How to Calculate Residence</i> (CIT 0407).
Section 7	
7A-F	Answer all of the questions by checking yes or no . For any yes responses provide details and if applicable, attach court documents. Note: CIC checks with the Royal Canadian Mounted Police (RCMP) and the Canadian Security and Intelligence Service (CSIS) to find out if there are any criminal or security reasons which could prevent you from acquiring Canadian citizenship. You may be required to provide fingerprints and/or court documents to ensure that you are not prohibited under the <i>Citizenship Act</i> . Also, your entry to Canada and your status will be verified with Canadian officials. If conditions were imposed at the time you were granted permanent resident status that you have not complied with, you should contact your local CIC office to clarify this situation before applying for citizenship.
Section 8	
8A	Check whether you authorize CIC to provide your name, address, gender and preferred official language to your federal Member of Parliament so that he or she can send you a letter of congratulations once your Canadian citizenship is granted.
8B	Check whether you authorize CIC to provide your name, address, gender and date of birth to Elections Canada to be added to the National Register of Electors (voters). <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Your voting rights</p> <p>When you become a Canadian Citizen, you will have the right to vote in federal elections and referendums. In order to vote, your name must be on the National Register of Electors (voters). If you check no, you will not be automatically added to the list of electors, but you will still have the right to vote in federal elections and referendums.</p> </div>

8C	<p>Check whether you reside (live) in Quebec.</p> <p>If yes, indicate whether you authorize CIC to provide your name, address, gender and date of birth to the Chief Electoral Officer of Québec so that your name can be added to the Permanent List of Electors (voters).</p> <p>If you do not provide the authorization, you will have to go to the revision office and present two supporting documents to register your name on the list of electors to be able to vote in a provincial, municipal or school election.</p>
Section 9	
9	<p>Sign and date the application form with the signature you currently use on other official documents.</p> <div style="display: flex; align-items: center;">  <div> <p>Your application will be returned to you if:</p> <ul style="list-style-type: none"> • The form is not signed and dated, • stale-dated (dated more than 90 days before CIC receives it) • post-dated (dated into the future). </div> </div> <p>Note: You must be eligible to apply for Canadian citizenship the day before you sign the application form.</p>
Section 10	
10	<p>Indicate whether you had assistance in completing this form, either from:</p> <ul style="list-style-type: none"> • an individual (including a family member, a friend, a volunteer, a consultant, a lawyer, etc.) • a firm (company), or • an organization. <p>If yes, the person who completed the form for you must:</p> <ul style="list-style-type: none"> • print their name and address • sign their name, and • write the date the form was signed.

Step 3. Pay the Fees



Calculating your fees

If more than one member of your family is applying for Canadian citizenship pay the fees all together.

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

Type of applicant	Number of persons	Amount per person	Amount Due
Adult (18 years of age and over)		x \$200	
Child (under 18 years of age)		x \$100	
Total Payment:			

Explanation of fees and refund

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

Type of Fee	Amount	Refundable?
Processing Fee	\$100 for each applicant	Non-refundable once processing has begun, regardless of the final decision.
Right of Citizenship Fee	\$100 for each adult applicant	Refundable if your application is refused.

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

Incorrect fee payment



Incorrect fee payments may delay processing of your application.

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

Payment method options



**Preferred
method of
payment**

Payment of fees on-line is the preferred method of payment.

**On-line fee
payment**


Resources required

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

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

Instructions

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

Step	Action
1	Go to the CIC website at: www.cic.gc.ca <ul style="list-style-type: none">• Select <i>Pay My Application Fees</i> in the <i>I need to...</i> section on the right hand side of the page.• Select <i>Pay fees on-line</i> under related links.
2	Follow the on-line instructions <ul style="list-style-type: none">• Select <i>Citizenship</i>• Select “Adult Grant of Citizenship – Processing and Right of Citizenship fees”• Insert the <u>Quantity</u> of applicants• Select <i>Submit</i> and continue with the payment process following the instructions <p>At the end, click on the button to print the CIC official receipt with barcode.</p>  Do not exit without printing the receipt (page)!
3	Fill in the <i>Payer Information Section</i> by hand.
4	Attach the bottom portion (copy 2) of this receipt to your completed application.

Proof of payment

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

Fee payment at financial institutions

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



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

Availability





For clients located inside Canada only.

Resources required

A payment receipt form (IMM 5401) is included in this application or that can be ordered from CIC.

Instructions

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

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

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

Completed payment receipt form (Original form IMM 5401).

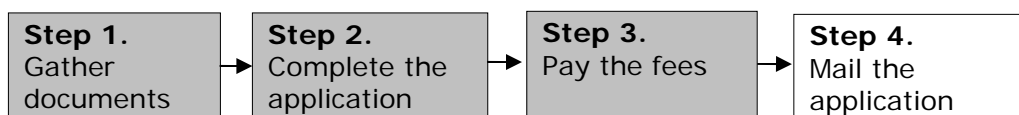
Obtaining an original receipt form:

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

- ordering through our website: www.cic.gc.ca.
- contacting the CIC Call Centre at 1-888-242-2100.


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

Step 4. Mail the Application



Where to mail the application

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

(Your Name) (Your Address) (Your Postal Code)	Affix sufficient postage 
Case Processing Centre – Sydney – Grant P.O. Box 7000 SYDNEY, NS B1P 6V6 Canada	

If you are sending more than one application

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



Reminders...

- Your application will also be returned to you if it is stale-dated (dated more than 90 days before CIC receives it) or it is post-dated (dated into the future).
- You must be eligible for citizenship the day before you sign the application.
- Make sure you have included proof of payment.
- The application must be signed and dated before it is mailed. If your application is not signed and dated, it will be returned to you.
- Make sure to use the document checklist and **include it with your application.**

What Happens Next

The Citizenship process

The table below presents the phases of the Citizenship process of a routine application. In some cases, processing may take longer.

Phase	Description	Processing Time
File Creation	<p>The Case Processing Centre (CPC) in Sydney makes sure your application</p> <ul style="list-style-type: none"> meets the minimum processing requirements and that the appropriate fee payment has been made. <p>What you receive:</p> <ul style="list-style-type: none"> Acknowledgement of receipt The citizenship study guide (one study book per family) <p>If your application does not meet the minimum requirements it will be returned to you.</p>	<p>Processing times can change. You can obtain general processing times for citizenship applications on our website at:</p> <p>http://www.cic.gc.ca/english/information/times/canada/cit-processing.asp</p>
Initial Review	<p>The CPC reviews your application to make sure you</p> <ul style="list-style-type: none"> meet the requirements to start processing your application and have included the required documents. 	
Decision	<ul style="list-style-type: none"> The CPC sends your application to the CIC office nearest to your home for further processing. The CIC office completes the steps necessary for a citizenship judge to make a decision on your application. You will be asked to come to the CIC office for a review of the original documents you submitted in support of your application, as well as all passports and travel documents relevant to the four year period preceding your application. If applicable, you will be evaluated on your knowledge of English or French and on your knowledge of Canada's history, geography, government, and the rights and responsibilities of citizenship. <p>What you receive:</p> <ul style="list-style-type: none"> Notification to appear to take a citizenship test and/or Notification to appear for an interview with a citizenship official and/or Notification to appear for a hearing with a citizenship judge 	
Ceremony	<p>If you meet all the requirements for citizenship, the CIC office notifies you by mail of the time and place</p>	

	<p>of your citizenship ceremony.</p> <p>What you receive:</p> <ul style="list-style-type: none"> • Notification to appear to take the oath of citizenship • Certificate of Canadian Citizenship • Commemorative Certificate 	
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Current processing times

Processing times can change. You can obtain current processing times on our website at:
<http://www.cic.gc.ca/english/information/times/index.asp>.



Updating your contact information

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

- going to www.cic.gc.ca, click on *Change My Address* in the *I Need To ...* section on the right-hand side of the page, or
- see [How to Contact CIC](#) at the end of this Guide.

Checking application status on-line

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

1. Log on to our website at www.cic.gc.ca.
2. Go to *Check My Application Status* in the *I need to...* section on the right-hand side of the page.
3. Then click on *Client Application Status* and follow the instructions provided.

Note: Your application status will only appear on-line once the initial review by CPC is completed.

To obtain details on how to remove your application status information from the Internet, visit the "[Frequently Asked Questions](#)" (FAQ) section.

Protecting your information

Your personal information is:

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



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

What you should be doing now

During the processing period, if you are between the ages of 18 and 54, you may wish to

- prepare for a citizenship test and/or interview on Canada's history, geography, government, and the rights and responsibilities of citizenship based on the study guide and
- work on your English or French if necessary.

Quality Assurance Program

Our quality assurance program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can:

- verify the documentation you submitted is accurate,
- verify that your application has been completed properly.

Note: You will be notified in writing should your application be selected.

How to Contact CIC

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

Website	www.cic.gc.ca
Within Canada	<p>CIC Call Centre: 1-888-242-2100 (toll-free)</p> <p>Hours of operation: Monday to Friday 8 a.m. to 4 p.m., your local time</p> <p>If you are deaf, deafened or hard of hearing, or you have a speech impediment and use a text telephone, you can access the TTY service from 8 a.m. to 4 p.m. your local time by calling: 1-888-576-8502 (in Canada only).</p>



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