MASTER KEY
PROOF PARTIAL DELEGATION

SELECT THE SCENARIO THAT DESCRIBES THIS APPLICANT'S CLAIM TO CANADIAN CITIZENSHIP

ALL REQUIRED VERIFICATION (GCMS AND MICRO) MUST BE COMPLETED BEFORE PROCEEDING

Description		Checklist
C-37 REPLACEMENTS	Previous certificate 3(1)(f)	**3(1)(f)**
	Previous certificate 3(1)(g)	**3(1)(g)**
	Previous certificate 3(1)(h)	**3(1)(h)**
	Previous certificate 3(1)(i)	**3(1)(i)**
	Previous certificate 3(1)(j)	**3(1)(j)**
BORN IN CANADA	Before February 15, 1977	**3(1)(d)**
	On or after February 15, 1977	**3(1)(a)**
GRANTED CITIZENSHIP (including C-14 / 5.1 adoption grants and 5(2)(b)'s)	Before February 15, 1977	**3(1)(d)**
	On or after February 15, 1977	**3(1)(c) / 3(1)(c.1)**
BORN OUTSIDE CANADA CANADIAN PARENTAGE	Before January 1, 1947	**3(1)(d)**
	January 1, 1947 to February 14, 1977	
	Previously issued RBA certificate	**3(1)(d)**
	Previously issued 3(1)(e) certificate	**3(1)(e)**
	Previously issued 4(3) letter	**3(1)(e)**
	No previous record	**3(1)(g)**
	Previous application not finalized	**3(1)(g)**
	Previously issued 3(1)(g) certificate	**3(1)(g)**
	February 15, 1977 to April 16, 2009	**3(1)(b) – Born Before C-37 (Mennonite?)**
	April 17, 2009 to present (C-37)	**3(1)(b) – Born After C-37 (Mennonite?)**
ISSUED A CERTIFICATE	Before February 15, 1977	**3(1)(d)**
BORN OUTSIDE CANADA	Before January 1, 1947	**3(1)(d)**

2012/04/17

3(1)(a) Checklist

This checklist is applicable only if the person was born in Canada on or after February 15, 1977.

🛑 *IF THERE IS A CURRENT OR PREVIOUS RECORD WITH ANY EVIDENCE OF RENUNCIATION, MISUSE OR RECALL OF CERTIFICATE, REFER TO PROGRAM SUPPORT.*

SECTION 1		
☐ Is applicant requesting a date of birth that differs from the birth certificate or our records?	☐ Yes ☐ No	REFER FILE TO PROGRAM SUPPORT CONTINUE WITH NEXT QUESTION
☐ Was this person previously issued a certificate under 3(1)(a)?	☐ Yes ☐ No	CONTINUE WITH SECTION 2 CONTINUE WITH SECTION 3

SECTION 2	
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years)?	☐ Yes ☐ No
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No
IF YES TO <u>ANY</u> QUESTION, REFER FILE TO PROGRAM SUPPORT **If NO, CONTINUE WITH SECTION 4**	

SECTION 3	
☐ Was either parent employed in Canada by a foreign government or international agency?	☐ Yes ☐ No
☐ Was the person born on a ship or airplane?	☐ Yes ☐ No
IF YES TO <u>EITHER</u> QUESTION, REFER FILE TO PROGRAM SUPPORT **IF NO, CONTINUE WITH SECTION 4**	

SECTION 4   PERFECTION
Agents are only required to request documents/information as described below. Perfection must be done before referring to Program Support.

DO YOU HAVE:

☐ Two **legible** ID documents as per OnLine Manual (**one for pre-schoolers**)?

☐ Two photographs as per specifications?

☐ Documents to support name if different from birth certificate or previous certificate?

☐ All relevant questions completed?

☐ Application signed?

☐ All previously issued certificates accounted for (if applicable)? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!**

☐ Provincial birth certificate – original or certified copy (for Quebec – issued since January 1, 1994)? **FIRST TIME CERTIFICATE ONLY!**

Contact client or post abroad for outstanding information/documents.

When everything is in order, approve application or refer file to Program Support.

Agent Signature: DATE:

3(1)(b) Checklist – Mennonite – Born After C-37

This checklist is applicable only if:
-the person was born outside Canada on or after April 17, 2009
and
-the person is claiming Canadian citizenship through a Canadian parent

🛑 *IF THERE IS A **CURRENT OR PREVIOUS** RECORD **FOR THIS APPLICANT OR THE DERIVATIVE PARENT** WHERE NO CERTIFICATES WERE ISSUED OR WITH ANY EVIDENCE OF LOSS, RENUNCIATION, **REVOCATION**, MISUSE OR RECALL OF CERTIFICATE, REFER TO PROGRAM SUPPORT **[Exception - Consult PS Helpdesk if derivative parent has a CURRENT 10(1) or 10(2) Revocation case]***

SECTION 1		
☐ Was this person previously issued a certificate under 3(1)(b)?	☐ Yes ☐ No	CONTINUE WITH **SECTION 2** CONTINUE WITH **SECTION 3**

SECTION 2 – REPLACEMENT 3(1)(b)	
☐ Is applicant requesting a birthdate that differs from birth certificate or previously issued citizenship certificate ?	☐ Yes ☐ No
☐ Are the parents adoptive?	☐ Yes ☐ No
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years)?	☐ Yes ☐ No
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No
☐ Is there any indication on file that child's birth is the result of IVF (In Vitro Fertilization) or surrogacy arrangement?	☐ Yes ☐ No

IF YES TO __ANY__ QUESTION, REFER FILE TO PROGRAM SUPPORT
If NO, CONTINUE WITH NEXT QUESTION

DOES __ONE__ OF THESE SCENARIOS APPLY TO THE DERIVATIVE PARENT?	
☐ Derivative parent was granted citizenship 5(1) or 5(2)(a) with an effective date <u>before</u> the applicant's birth ☐ Derivative parent was born in Canada __or__ ☐ Derivative parent was granted Canadian citizenship on or after January 1, 1947 and prior to February 15, 1977 with an effective date <u>before</u> the applicant's birth	☐ Yes Proceed to **Section 4** ☐ No Refer file to Program Support

The derivative parent was granted citizenship 5(1) [[<u>NOT/NOT 5.1 ADOPTION</u>]] or 5(2)(a) on or after February 15, 1977

2.6

☐ Is the parent's effective date <u>**before**</u> the child's birth?	☐ Yes ☐ No	Proceed to next question Refer file to Program Support
☐ Is there information on this file or any previous file (micro) that the applicant's Grandparents were born in Canada?	☐ No ☐ Yes	Proceed to next question Refer file to Program Support
☐ Is there information on this file or any previous file (micro) that the applicant's Grandparents were granted citizenship <u>before</u> the derivative parent's birth?	☐ No ☐ Yes	Proceed to **Section 4** Refer file to Program Support

The derivative parent was born in Canada <u>on or after</u> January 1, 1947.

2.3

☐ Was one of his/her parents (applicant's grandparent) employed by a foreign government? – Per response to Question 8a **(last** question - on **Page 4** of current application)	☐ Yes ☐ No	Refer file to Program Support Proceed to **Section 4**

CONTINUE WITH PAGE 3

The derivative parent was born in Canada **before** January 1, 1947.			
			2.3
☐ Was this parent residing outside Canada for more than 2 years before January 1, 1947?	☐	Yes	Refer file to Program Support
	☐	No	Proceed to next question
☐ Was this parent a citizen of another country before January 1, 1947?	☐	Yes	Refer file to Program Support
	☐	No	Proceed to **Section 4**

NONE OF THESE SCENARIOS APPLIES TO THIS APPLICANT

☐   **REFER FILE TO PROGRAM SUPPORT**

SECTION 4   PERFECTION

Agents are only required to request documents/information as described below. Perfection must be done before referring to Program Support.

DO YOU HAVE:

☐ Two **legible** ID documents as per OnLine Manual? **(one for preschoolers)**

☐ Two photographs as per specifications?

☐ Documents to support name if different from birth certificate or previous certificate?

☐ All relevant questions completed?

☐ Application signed?

☐ All previously issued certificates accounted for (if applicable)? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!**

☐ All PR cards/IMM 1000's surrendered or accounted for (if applicable)?

☐ Applicant's birth certificate with place of birth and parentage – original or certified copy?   **FIRST TIME CERTIFICATE ONLY!**

☐ Canadian parent's provincial birth certificate – original or certified copy (for Quebec - issued since January 1, 1994), if applicable? **ONLY IF FIRST TIME CERTIFICATE FOR CHILD; NO PREVIOUS CERTIFICATE FOR PARENT!**

☐ "Important Notice" printed and placed in docket on file cover? (**ONLY** IF FILE IS NOT BEING REFERRED TO PROGRAM SUPPORT)

Contact client or post abroad for outstanding information/documents.

When everything is in order, approve application or refer file to Program Support.

Agent Signature: DATE:

3(1)(b) Checklist – Mennonite – Born Before C-37

This checklist is applicable only if:

-the person was born outside Canada February 15, 1977 to April 16, 2009 _and_
-the person is claiming Canadian citizenship through a Canadian parent

 IF THERE IS A **CURRENT OR PREVIOUS** RECORD **FOR THIS APPLICANT OR THE DERIVATIVE PARENT** WHERE NO CERTIFICATES WERE ISSUED OR WITH ANY EVIDENCE OF LOSS, RENUNCIATION, **REVOCATION**, MISUSE OR RECALL OF CERTIFICATE, REFER TO PROGRAM SUPPORT **[Exception - Consult PS Helpdesk if derivative parent has a CURRENT 10(1) or 10(2) Revocation case]**

SECTION 1		
☐ Was this person previously issued a certificate under 3(1)(b)?	☐ Yes ☐ No	CONTINUE WITH **SECTION 2** CONTINUE WITH **SECTION 3**

SECTION 2 – REPLACEMENT 3(1)(b)	
☐ Is applicant requesting a birthdate that differs from birth certificate or previously issued citizenship certificate ?	☐ Yes ☐ No
☐ Are the parents adoptive?	☐ Yes ☐ No
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years)?	☐ Yes ☐ No
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No
☐ Is there any indication on file that child's birth is the result of IVF (In Vitro Fertilization) or surrogacy arrangement?	☐ Yes ☐ No

IF YES TO <u>ANY</u> QUESTION, REFER FILE TO PROGRAM SUPPORT
If NO, CONTINUE WITH NEXT QUESTION

DOES <u>ONE</u> OF THESE SCENARIOS APPLY TO THE DERIVATIVE PARENT?	
☐ Derivative parent was granted citizenship 5(1) or 5(2)(a) with an effective date <u>before</u> the applicant's birth ☐ Derivative parent was born in Canada <u>or</u> ☐ Derivative parent was granted Canadian citizenship on or after January 1, 1947 and prior to February 15, 1977 with an effective date <u>before</u> the applicant's birth	☐ Yes Proceed to **Section 4** ☐ No Refer file to Program Support

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The derivative parent was granted citizenship 5(1) or 5(2)(a) on or after February 15, 1977.			
			2.1
☐ Is the parent's effective date <u>**before**</u> the child's birth?	☐	Yes	Proceed to **Section 4**
	☐	No	Refer file to Program Support

The derivative parent was born in Canada <u>on or after</u> January 1, 1947.			
			2.3
☐ Was one of his/her parents (applicant's grandparent) employed by a foreign government? – Per response to Question 8a **(last** question - on **Page 4** of current application)	☐	Yes	Refer file to Program Support
	☐	No	Proceed to **Section 4**

The derivative parent was born in Canada <u>before</u> January 1, 1947.			
			2.3
☐ Was this parent residing outside Canada for more than 2 years before January 1, 1947?	☐	Yes	Refer file to Program Support
	☐	No	Proceed to next question
☐ Was this parent a citizen of another country before January 1, 1947?	☐	Yes	Refer file to Program Support
	☐	No	Proceed to **Section 4**

NONE OF THESE SCENARIOS APPLIES TO THIS APPLICANT

☐ **REFER FILE TO PROGRAM SUPPORT**

SECTION 4   PERFECTION

Agents are only required to request documents/information as described below. Perfection must be done before referring to Program Support.

DO YOU HAVE:

☐ Two **legible** ID documents as per OnLine Manual? **(one for preschoolers)**

☐ Two photographs as per specifications?

☐ Documents to support name if different from birth certificate or previous certificate?

☐ All relevant questions completed?

☐ Application signed?

☐ All previously issued certificates accounted for (if applicable)? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!**

☐ All PR cards/IMM 1000's surrendered or accounted for (if applicable)?

☐ Applicant's birth certificate with place of birth and parentage – original or certified copy?   **FIRST TIME CERTIFICATE ONLY!**

☐ Canadian parent's provincial birth certificate – original or certified copy (for Quebec - issued since January 1, 1994), if applicable? **ONLY IF FIRST TIME CERTIFICATE FOR CHILD; NO PREVIOUS CERTIFICATE FOR PARENT!**

☐ "Important Notice" printed and placed in docket on file cover? **(** **ONLY** **IF FILE IS NOT BEING REFERRED TO PROGRAM SUPPORT)**

Contact client or post abroad for outstanding information/documents.

When everything is in order, approve application or refer file to Program Support.

Agent Signature: DATE:

31b   Menno Pre C-37   2014/10/14

3(1)(b) Checklist – Non-Mennonite – Born After C-37

This checklist is applicable only if:
-the person was born outside Canada on or after April 17, 2009
and
-the person is claiming Canadian citizenship through a Canadian parent

IF THERE IS A **CURRENT OR PREVIOUS** RECORD **FOR THIS APPLICANT OR THE DERIVATIVE PARENT** WHERE NO CERTIFICATES WERE ISSUED OR WITH ANY EVIDENCE OF LOSS, RENUNCIATION, **REVOCATION**, MISUSE OR RECALL OF CERTIFICATE, REFER TO PROGRAM SUPPORT **[Exception - Consult PS Helpdesk if derivative parent has a CURRENT 10(1) or 10(2) Revocation case]**

SECTION 1		
☐ Was this person previously issued a certificate under 3(1)(b)?	☐ Yes ☐ No	CONTINUE WITH **SECTION 2** CONTINUE WITH **SECTION 3**

SECTION 2 – REPLACEMENT 3(1)(b)		
☐ Is applicant requesting a birthdate that differs from birth certificate or previously issued citizenship certificate ?	☐ Yes ☐ No	
☐ Are the parents adoptive?	☐ Yes ☐ No	
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No	
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years)?	☐ Yes ☐ No	
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No	
☐ Is there any indication on file that child's birth is the result of IVF (In Vitro Fertilization) or surrogacy arrangement?	☐ Yes ☐ No	

IF YES TO <u>ANY</u> QUESTION, REFER FILE TO PROGRAM SUPPORT
If NO, CONTINUE WITH NEXT QUESTION

DOES <u>ONE</u> OF THESE SCENARIOS APPLY TO THE DERIVATIVE PARENT?	
☐ Derivative parent was <u>granted</u> Canadian citizenship on or after January 1, 1947 with an effective date <u>before</u> the applicant's birth [**not** including 5(2)(b) grants or 5.1 Adoption grants] ☐ Derivative parent was <u>issued</u> a certificate under 3(1)(c) on or after February 15, 1977 [<u>not</u> including section 3(1)(c.1) or former 5(2)(b)] ☐ Derivative parent was issued a certificate under 3(1)(d) on or after February 15, 1977 [**not** including former 4(1)(b), 5(1)(b), RBA, 40(1)(b) or 39(B)(1)] _**or**_ ☐ -Derivative parent was born in Canada	☐ Yes Proceed to **Section 4** ☐ No Refer file to Program Support

The derivative parent was granted citizenship 5(1) [[NOT/NOT 5.1 ADOPTION]] or 5(2)(a) on or after February 15, 1977

2.6

☐ Is the parent's effective date **before** the child's birth?	☐ Yes ☐ No	Proceed to next question Refer file to Program Support
☐ Is there information on this file or any previous file (micro) that the applicant's Grandparents were born in Canada?	☐ No ☐ Yes	Proceed to next question Refer file to Program Support
☐ Is there information on this file or any previous file (micro) that the applicant's Grandparents were granted citizenship **before** the derivative parent's birth?	☐ No ☐ Yes	Proceed to **Section 4** Refer file to Program Support

The derivative parent was born in Canada on or after January 1, 1947.

2.3

☐ Was one of his/her parents (applicant's grandparent) employed by a foreign government? – Per response to Question 8a **(last** question - on **Page 4** of current application)	☐ Yes ☐ No	Refer file to Program Support Proceed to **Section 4**

CONTINUE WITH PAGE 3

The derivative parent was born in Canada <u>before</u> January 1, 1947.

2.3

☐ Was this parent residing outside Canada for more than 2 years before January 1, 1947?	☐ Yes ☐ No	Refer file to Program Support Proceed to next question
☐ Was this parent a citizen of another country before January 1, 1947?	☐ Yes ☐ No	Refer file to Program Support Proceed to **Section 4**

The derivative parent was <u>issued</u> a certificate under 3(1)(c) on or after February 15, 1977 [NOT/NOT 3(1)(C.1) ADOPTION]   [NOT/NOT PREVIOUS 5(2)(b)]

2.7

☐ Was derivative parent issued a certificate under 3(1)(c) with an effective date <u>before</u> the applicant's birth?	☐ Yes ☐ No	Proceed to next question Refer file to Program Support
☐ Is there information on this file or any previous file (micro) that the applicant's Grandparents were born in Canada?	☐ No ☐ Yes	Proceed to next question Refer file to Program Support
☐ Is there information on this file or any previous file (micro) that the applicant's Grandparents were granted citizenship <u>before</u> the derivative parent's birth?	☐ No ☐ Yes	Proceed to **Section 4** Refer file to Program Support

The derivative parent was granted Canadian citizenship after January 1, 1947 and prior to February 15, 1977 under 10(1), 10(2), 10(3) or 10(5)

2.4/2.5

☐ Was the derivative parent granted Canadian citizenship under one of the above sections before February 15, 1977?	☐ Yes	Proceed to **Section 4**

NONE OF THESE SCENARIOS APPLIES TO THIS APPLICANT

☐ **REFER FILE TO PROGRAM SUPPORT**

SECTION 4   PERFECTION

Agents are only required to request documents/information as described below. Perfection must be done before referring to Program Support.

DO YOU HAVE:

☐ Two **legible** ID documents as per OnLine Manual? **(one for preschoolers)**

☐ Two photographs as per specifications?

☐ Documents to support name if different from birth certificate or previous certificate?

☐ All relevant questions completed?

☐ Application signed?

☐ All previously issued certificates accounted for (if applicable)? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!**

☐ All PR cards/IMM 1000's surrendered or accounted for (if applicable)?

☐ Applicant's birth certificate with place of birth and parentage – original or certified copy?   **FIRST TIME CERTIFICATE ONLY!**

☐ Canadian parent's provincial birth certificate – original or certified copy (for Quebec - issued since January 1, 1994), if applicable? **ONLY IF FIRST TIME CERTIFICATE FOR CHILD; NO PREVIOUS CERTIFICATE FOR PARENT!**

☐ "Important Notice" printed and placed in docket on file cover? (<u>ONLY</u> IF FILE IS NOT BEING REFERRED TO PROGRAM SUPPORT)

Contact client or post abroad for outstanding information/documents.

When everything is in order, approve application or refer file to Program Support.

Agent Signature: DATE:

31b   non-Menno Post C-37   2014/10/14

3(1)(b) Checklist – Non-Mennonite – Born Before C-37

This checklist is applicable only if:
-the person was born outside Canada February 15, 1977 to April 16, 2009 _and_
-the person is claiming Canadian citizenship through a Canadian parent

IF THERE IS A **CURRENT OR PREVIOUS** RECORD **FOR THIS APPLICANT OR THE DERIVATIVE PARENT** WHERE NO CERTIFICATES WERE ISSUED OR WITH ANY EVIDENCE OF LOSS, RENUNCIATION, **REVOCATION**, MISUSE OR RECALL OF CERTIFICATE, REFER TO PROGRAM SUPPORT **[Exception - Consult PS Helpdesk if derivative parent has a CURRENT 10(1) or 10(2) Revocation case]**

SECTION 1		
☐ Was this person previously issued a certificate under 3(1)(b)?	☐ Yes ☐ No	CONTINUE WITH **SECTION 2** CONTINUE WITH **SECTION 3**

SECTION 2 – REPLACEMENT 3(1)(b)		
☐ Is applicant requesting a birthdate that differs from birth certificate or previously issued citizenship certificate ?	☐ Yes ☐ No	
☐ Are the parents adoptive?	☐ Yes ☐ No	
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No	
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years)?	☐ Yes ☐ No	
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No	
☐ Is there any indication on file that child's birth is the result of IVF (In Vitro Fertilization) or surrogacy arrangement?	☐ Yes ☐ No	

IF YES TO <u>ANY</u> QUESTION, REFER FILE TO PROGRAM SUPPORT
If NO, CONTINUE WITH NEXT QUESTION

DOES **ONE** OF THESE SCENARIOS APPLY TO THE DERIVATIVE PARENT? ☐ Derivative parent was <u>granted</u> Canadian citizenship on or after January 1, 1947 with an effective date <u>before</u> the applicant's birth [including 5(2)(b) grants] ☐ Derivative parent was <u>issued</u> a certificate under 3(1)(c) or 3(1)(d) on or after February 15, 1977 _or_ ☐ Derivative parent was born in Canada	☐ Yes Proceed to **Section 4** ☐ No Refer file to Program Support

The derivative parent was <u>granted</u> Canadian citizenship on or after February 15, 1977. 2.1		
☐ Is the parent's effective date **before** the child's birth?	☐ Yes ☐ No	Proceed to **Section 4** Refer file to Program Support

The derivative parent was <u>issued</u> a certificate under 3(1)(c)or 3(1)(c.1) on or after February 15, 1977. 2.2		
☐ Was the derivative parent issued a certificate under 3(1)(c) or 3(1)(c.1) with an effective date <u>before</u> the child's birth?	☐ Yes ☐ No	Proceed to **Section 4** Refer file to Program Support

The derivative parent was <u>issued</u> a certificate under 3(1)(d) on or after February 15, 1977. 2.2		
☐ Was the derivative parent issued a certificate under section 3(1)(d) on or after February 15, 1977?	☐ Yes ☐ No	Proceed to **Section 4** Refer file to Program Support

The derivative parent was born in Canada <u>on or after</u> January 1, 1947. 2.3		
☐ Was one of his/her parents (applicant's grandparent) employed by a foreign government? – Per response to Question 8a **(last** question - on **Page 4** of current application)	☐ Yes ☐ No	Refer file to Program Support Proceed to **Section 4**

CONTINUE WITH PAGE 3

31b non-Menno Pre C-37   2014/10/14

The derivative parent was born in Canada <u>before</u> January 1, 1947. 2.3		
☐ Was this parent residing outside Canada for more than 2 years before January 1, 1947?	☐ Yes ☐ No	Refer file to Program Support Proceed to next question
☐ Was this parent a citizen of another country before January 1, 1947?	☐ Yes ☐ No	Refer file to Program Support Proceed to **Section 4**

The derivative parent was granted Canadian citizenship after January 1, 1947 and prior to February 15, 1977 under 10(1), 10(2) 10(3) or 10(5) 2.4/2.5		
☐ Was the derivative parent granted Canadian citizenship under one of the above sections before February 15, 1977?	☐ Yes	Proceed to **Section 4**

NONE OF THESE SCENARIOS APPLIES TO THIS APPLICANT

☐ **REFER FILE TO PROGRAM SUPPORT**

SECTION 4 PERFECTION

Agents are only required to request documents/information as described below. Perfection must be done before referring to Program Support.

DO YOU HAVE:

☐ Two **legible** ID documents as per OnLine Manual? **(one for preschoolers)**

☐ Two photographs as per specifications?

☐ Documents to support name if different from birth certificate or previous certificate?

☐ All relevant questions completed?

☐ Application signed?

☐ All previously issued certificates accounted for (if applicable)? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!**

☐ All PR cards/IMM 1000's surrendered or accounted for (if applicable)?

☐ Applicant's birth certificate with place of birth and parentage – original or certified copy? **FIRST TIME CERTIFICATE ONLY!**

☐ Canadian parent's provincial birth certificate – original or certified copy (for Quebec - issued since January 1, 1994), if applicable? **ONLY IF FIRST TIME CERTIFICATE FOR CHILD; NO PREVIOUS CERTIFICATE FOR PARENT!**

☐ "Important Notice" printed and placed in docket on file cover? **(<u>ONLY</u> IF FILE IS NOT BEING REFERRED TO PROGRAM SUPPORT)**

Contact client or post abroad for outstanding information/documents.

When everything is in order, approve application or refer file to Program Support.

Agent Signature: DATE:

3(1)(c) and 3(1)(c.1) Checklist

This checklist is applicable only if the person was granted Canadian citizenship (and took the oath if required) on or after February 15, 1977.

STOP *IF CERTIFICATE WAS ISSUED UNDER PARAGRAPH 3(1)(c) **AFTER** April 17, 2009 CHECK GCMS NOTES FOR CONFIRMATION THAT CLAIM WAS NOT **3(1)(h) or 3(1)(i)**. IF CLIENT WAS ISSUED A CERTIFICATE UNDER **3(1)(h) or 3(1)(i)** REFER TO APPROPRIATE CHECKLIST.*

STOP *IF THERE IS A **CURRENT OR PREVIOUS** RECORD **FOR THIS APPLICANT** WHERE NO CERTIFICATES WERE ISSUED DUE TO RENUNCIATION, **REVOCATION**, MISUSE **OR** THERE IS A **CURRENT REVOCATION CASE FOR THE APPLICANT**, REFER TO PROGRAM SUPPORT.*

SECTION 1		
☐ Was this person granted citizenship under subsection 5.1 (Adoption) or issued a certificate under paragraph 3(1)(c.1)?	☐ Yes	-ENTER SECTION 3(1)(c.1) ON GCMS -CONTINUE WITH **SECTION 2**
	☐ No	CONTINUE WITH **SECTION 2**

SECTION 2	
☐ Is applicant requesting a date of birth that differs from the previously issued certificate (and approved IMM 1436 not on file)?	☐ Yes ☐ No
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years)?	☐ Yes ☐ No
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No
☐ Was this person granted citizenship under **5(2)(b) or 5(4)** or Resumption of Canadian citizenship under **10(1) , 11(1) or 11(1.1)**after February 15, 1977?	☐ Yes ☐ No
☐ Is there any indication on this file or on a previous file that one of the applicant's natural parents was born in Canada or was Canadian before the applicant's birth?	☐ Yes ☐ No
IF YES TO ANY QUESTION, REFER FILE TO PROGRAM SUPPORT **If NO, CONTINUE WITH SECTION 3**	

SECTION 3   PERFECTION
Agents are only required to request documents/information as described below.   Perfection must be done before referring to Program Support.

DO YOU HAVE:

☐ Two **legible** ID documents as per OnLine Manual **(one for pre-schoolers)**?

☐ Two photographs as per specifications?

☐ Documents to support name if different from birth certificate or previous certificate?

☐ All relevant questions completed?

☐ Application signed?

☐ All previously issued certificates accounted for (if applicable)? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!**

☐ All PR cards/IMM 1000's surrendered or accounted for (if applicable)?

☐ "Important Notice" printed and placed in docket on file cover? **3(1)(c.1) ONLY!!**
(ONLY IF FILE IS NOT BEING REFERRED TO PROGRAM SUPPORT)

Contact client or post abroad for outstanding information/documents.
When everything is in order, approve application or refer file to Program Support.

3(1)(d) Checklist

This checklist is applicable only if:
- the person was born in Canada before February 15, 1977
  or
- the person was granted /issued a certificate before February 15, 1977
  or
- the person was born outside Canada before January 1, 1947

STOP *IF CERTIFICATE WAS ISSUED UNDER PARAGRAPH 3(1)(d) **ON OR AFTER** April 17, 2009 CHECK GCMS NOTES FOR CONFIRMATION THAT CLAIM WAS NOT **3(1)(f) OR 3(1)(j)**. IF CLIENT WAS ISSUED A CERTIFICATE UNDER **3(1)(f) OR 3(1)(j)** REFER TO APPROPRIATE CHECKLIST.*

STOP *IF THERE IS A **CURRENT OR PREVIOUS** RECORD **FOR THIS APPLICANT OR HIS PARENTS** WHERE NO CERTIFICATES WERE ISSUED DUE TO NO CLAIM, LOSS, RENUNCIATION, **REVOCATION**, MISUSE OR RECALL OF CERTIFICATE FOR APPLICANT OR PARENTS, **OR** THERE IS A CURRENT **REVOCATION** CASE, REFER TO PROGRAM SUPPORT*

SECTION 1	
☐ Is applicant requesting a date of birth that differs from the birth certificate or previously issued certificate (and approved IMM 1436 not on file)?	☐ Yes ☐ No
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years?	☐ Yes ☐ No
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No
IF YES TO <u>ANY</u> QUESTION, REFER FILE TO PROGRAM SUPPORT **If NO, CONTINUE WITH SECTION 2**	

SECTION 2 SELECT THE HIGHLIGHTED SCENARIO THAT DESCRIBES THIS APPLICANT:		
The applicant was granted Canadian citizenship as an adult on or after January 1, 1947 and prior to February 15, 1977 and was never issued a certificate under 3(1)(d) **2.1**		
☐ Was this applicant absent from Canada for more than 2 years **after** being granted and **before** February 15, 1977?	☐ Yes ☐ No	Refer file to Program Support Proceed to next question
☐ Did this person indicate that they acquired the citizenship of another country (other than by birth in that country) **after** being granted and **before** February 15, 1977?	☐ Yes ☐ No	Refer file to Program Support Proceed to **Section 3**
The applicant was granted Canadian citizenship as a minor on or after January 1, 1947 and prior to February 15, 1977 and was never issued a certificate under 3(1)(d) **2.2**		
☐ Was this applicant (and /or parent(s)) absent from Canada for more than 2 years **after** being granted and **before** February 15, 1977?	☐ Yes ☐ No	Refer file to Program Support Proceed to next question
☐ Did this person (and /or parent(s)) acquire the citizenship of another country (other than by birth in that country) **after** being granted and **before** February 15, 1977?	☐ Yes ☐ No	Refer file to Program Support Proceed to **Section 3**

CONTINUE WITH PAGE 2

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The applicant is <u>not a Mennonite</u> and was issued a certificate under 3(1)(d) on or after February 15, 1977 (including Born in Canada)

2.4

☐ Do previous records indicate that applicant resumed citizenship under **Section 6 or Subsection 10(4) or Section 18(4) or Section 20(3)**?	☐ Yes ☐ No	Refer file to Program Support Proceed to **Section 3**

The applicant was born in Canada at any time before February 15, 1977 and was never issued a certificate under 3(1)(d)

2.3

☐ Was this applicant (and /or parent(s)) residing outside Canada for more than 2 years **before** February 15, 1977?	☐ Yes ☐ No	Refer file to Program Support Proceed to next question
☐ Was this applicant (and /or parent(s)) a citizen of another country **before** February 15, 1977?	☐ Yes ☐ No	Refer file to Program Support Proceed to next question
☐ If this applicant was born on or after January 1, 1947, was either parent employed in Canada by a foreign government or international agency?	☐ Yes ☐ No	Refer file to Program Support Proceed to next question
☐ If this applicant is a woman, did this woman marry before January 1, 1947?	☐ Yes ☐ No	Refer file to Program Support Proceed to **Section 3**

None of these scenarios applies to this applicant

☐ **REFER FILE TO PROGRAM SUPPORT**

SECTION 3   PERFECTION

Agents are only required to request documents/information as described below. Perfection must be done before referring to Program Support.

DO YOU HAVE:

☐ Two **legible** ID documents as per OnLine Manual?

☐ Two photographs as per specifications?

☐ Documents to support name if different from birth certificate or previous certificate?

☐ All relevant questions completed?

☐ Application signed?

☐ All previously issued certificates accounted for (if applicable)? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!**

☐ All PR cards/IMM 1000's surrendered or accounted for (if applicable)?

☐ Applicant's provincial birth certificate (if applicable) – original or certified copy (for Quebec – issued since January 1, 1994)?   **FIRST TIME CERTIFICATE ONLY!**

☐ "Important Notice" printed and placed in docket on file cover? (<u>ONLY</u> IF APPLICANT'S ORIGINAL CLAIM WAS 4(1)(b), 5(1)(b), RBA, 39B(1) or 42(1) <u>OR</u> IF NOTICE WAS SENT WITH PREVIOUS CERTIFICATE <u>AND</u> FILE IS NOT BEING REFERRED TO PROGRAM SUPPORT)

Contact client or post abroad for outstanding information/documents.

When everything is in order, approve application or refer file to Program Support.

Agent Signature: DATE:

3(1)(e) Checklist

This checklist is applicable only if:

-the person was previously issued a certificate under paragraph 3(1)(e) (or 4(3) registration letter was issued)

> *IF **FIRST** CERTIFICATE WAS ISSUED UNDER PARAGRAPH 3(1)(e) **ON OR AFTER** April 17, 2009 CHECK GCMS NOTES FOR **3(1)(g)** NOTE. [REFER TO 3(1)(g) CHECKLIST IF 3(1)(g) NOTE **IS** ON GCMS. REFER TO PROGRAM SUPPORT IF 3(1)(g) NOTE **IS NOT** ON GCMS]*

> *IF THERE IS A CURRENT OR PREVIOUS RECORD OF THE **APPLICANT OR THE DERIVATIVE PARENT** WHERE NO CERTIFICATES WERE ISSUED OR IF THERE IS EVIDENCE OF NO CLAIM, POSSIBLE LOSS, RENUNCIATION, REVOCATION, MISUSE OR RECALL OF CERTIFICATE, REFER FILE TO PROGRAM SUPPORT*

SECTION 1		
☐ Is applicant requesting a date of birth that differs from the previously issued certificate?	☐ Yes ☐ No	REFER FILE TO PROGRAM SUPPORT CONTINUE WITH NEXT QUESTION
☐ Is this applicant a Mennonite?	☐ Yes ☐ No	REFER FILE TO PROGRAM SUPPORT CONTINUE WITH NEXT QUESTION
☐ Was this person issued their <u>first</u> certificate under 3(1)(e) **AFTER** April 17, 2009?	☐ Yes ☐ No	REFER TO 3(1)(g) CHECKLIST CONTINUE WITH SECTION 2

SECTION 2	
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years)?	☐ Yes ☐ No
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No
IF YES TO <u>ANY</u> QUESTION, REFER FILE TO PROGRAM SUPPORT **If NO, CONTINUE WITH SECTION 3**	

SECTION 3   PERFECTION
Agents are only required to request documents/information as described below.   Perfection must be done before referring to Program Support.
DO YOU HAVE: ☐ Two **legible** ID documents as per OnLine Manual? ☐ Two photographs as per specifications? ☐ Documents to support name if different from birth certificate or previous certificate? ☐ All relevant questions completed? ☐ Application signed? ☐ All previously issued certificates accounted for? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!** ☐ All PR cards/IMM 1000's surrendered or accounted for (if applicable)? ☐ "Important Notice" printed and placed in docket on file cover? (<u>ONLY</u> **IF FILE IS NOT BEING REFERRED TO PROGRAM SUPPORT)** **Contact client or post abroad for outstanding information/documents.**
When everything is in order, approve application or refer file to Program Support.

3(1)(f) Checklist

This checklist is applicable only if:

-the person was previously issued a certificate under paragraph 3(1)(f)

STOP *IF THERE IS A CURRENT OR PREVIOUS RECORD WITH ANY EVIDENCE OF RENUNCIATION, REVOCATION OR RECALL OF CERTIFICATE, REFER FILE TO PROGRAM SUPPORT*

SECTION 1		
☐ Is applicant requesting a date of birth that differs from the previously issued certificate (and approved IMM 1436 not on file)?	☐ Yes ☐ No	
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No	
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years)?	☐ Yes ☐ No	
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No	
IF YES TO ANY QUESTION, REFER FILE TO PROGRAM SUPPORT **If NO, CONTINUE WITH SECTION 2**		

SECTION 2   PERFECTION
Agents are only required to request documents/information as described below. Perfection must be done before referring to Program Support.

DO YOU HAVE:

☐ Two **legible** ID documents as per OnLine Manual?

☐ Two photographs as per specifications?

☐ Documents to support name if different from birth certificate or previous certificate?

☐ All relevant questions completed?

☐ Application signed?

☐ All previously issued certificates accounted for (if applicable)? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!**

☐ "Important Notice" printed and attached to file cover for mailing? (**ONLY** IF APPLICANT'S ORIGINAL CLAIM WAS 4(1)(b), 5(1)(b), RBA, 39B(1) or 42(1) AND FILE IS NOT BEING REFERRED TO PROGRAM SUPPORT)

Contact client or post abroad for outstanding information/documents.

When everything is in order, approve application or refer file to Program Support.

Agent Signature: DATE:

3(1)(g) Checklist

This checklist is applicable only if:

-the person was previously issued a certificate under paragraph 3(1)(g)

>   ## or

-the person was born outside Canada to a Canadian parent between January 1, 1947 and February 14, 1977
>   ### and
-has never been issued a citizenship certificate

*ENSURE COMPLETE SEARCH OF RECORDS HAS BEEN COMPLETED **BASED ON NAME AND DATE OF BIRTH***

IF THERE IS EVIDENCE OF NO CLAIM, RENUNCIATION, MISUSE OR RECALL OF CERTIFICATE, REFER FILE TO PROGRAM SUPPORT

SECTION 1		
☐ Is applicant requesting a date of birth that differs from the previously issued certificate (and approved IMM 1436 not on file)?	☐ Yes ☐ No	REFER FILE TO PROGRAM SUPPORT CONTINUE WITH NEXT QUESTION
☐ Was this person previously issued a certificate under 3(1)(g)?	☐ Yes ☐ No	CONTINUE WITH SECTION 2 CONTINUE WITH NEXT QUESTION
☐ Was this person issued their <u>first</u> certificate under 3(1)(e) **AFTER** April 17, 2009?	☐ Yes ☐ **No**	CHECK GCMS NOTES FOR 3(1)(g) NOTE AND CONTINUE WITH SECTION 2 **(REFER TO PROGRAM SUPPORT IF NO 3(1)(g) NOTE)** **REFER FILE TO PROGRAM SUPPORT**

SECTION 2	
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years)?	☐ Yes ☐ No
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No
IF YES TO <u>ANY</u> QUESTION, REFER FILE TO PROGRAM SUPPORT **If NO, CONTINUE WITH SECTION 3**	

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SECTION 3   PERFECTION

Agents are only required to request documents/information as described below.   Perfection must be done before referring to Program Support.

DO YOU HAVE:

☐ Two **legible** ID documents as per OnLine Manual?

☐ Two photographs as per specifications?

☐ Documents to support name if different from birth certificate or previous certificate?

☐ All relevant questions completed?

☐ Application signed?

☐ All previously issued certificates accounted for (if applicable)? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!**

☐ All PR cards/IMM 1000's surrendered or accounted for (if applicable)?

☐ Applicant's (original/certified copy) birth certificate with DOB and parentage?   **FIRST TIME CERTIFICATE ONLY!**

☐ Canadian parent's provincial birth certificate – original or certified copy (for Quebec - issued since January 1, 1994), if applicable? **ONLY IF FIRST TIME CERTIFICATE; NO PREVIOUS CERTIFICATE FOR PARENT!**

☐ "Important Notice" printed and placed in docket on file cover? **(** ONLY **IF FILE IS NOT BEING REFERRED TO PROGRAM SUPPORT)**

Contact client or post abroad for outstanding information/documents.

When everything is in order, approve application or refer file to Program Support.

Agent Signature: DATE:

3(1)(h) Checklist

This checklist is applicable only if:

-the person was previously issued a certificate under paragraph 3(1)(h)

STOP _IF THERE IS A CURRENT OR PREVIOUS RECORD WITH ANY EVIDENCE OF RENUNCIATION, REVOCATION OR RECALL OF CERTIFICATE, REFER FILE TO PROGRAM SUPPORT_

SECTION 1	
☐ Is applicant requesting a date of birth that differs from the previously issued certificate (and approved IMM 1436 not on file)?	☐ Yes ☐ No
☐ Is this applicant a Mennonite?	☐ Yes ☐ No
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years)?	☐ Yes ☐ No
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No
IF YES TO <u>ANY</u> QUESTION, REFER FILE TO PROGRAM SUPPORT **If NO, CONTINUE WITH SECTION 2**	

SECTION 2   PERFECTION
Agents are only required to request documents/information as described below. Perfection must be done before referring to Program Support.

DO YOU HAVE:

☐ Two **legible** ID documents as per OnLine Manual?

☐ Two photographs as per specifications?

☐ Documents to support name if different from birth certificate or previous certificate?

☐ All relevant questions completed?

☐ Application signed?

☐ All previously issued certificates accounted for (if applicable)? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!**

☐ "Important Notice" printed and attached to file cover for mailing? **(<u>ONLY</u> IF FILE IS NOT BEING REFERRED TO PROGRAM SUPPORT)**

Contact client or post abroad for outstanding information/documents.

When everything is in order, approve application or refer file to Program Support.

Agent Signature: DATE:

3(1)(i) Checklist

This checklist is applicable only if:

-the person was previously issued a certificate under paragraph 3(1)(i)

STOP *IF THERE IS A CURRENT OR PREVIOUS RECORD WITH ANY EVIDENCE OF RENUNCIATION, REVOCATION OR RECALL OF CERTIFICATE, REFER FILE TO PROGRAM SUPPORT*

SECTION 1	
☐ Is applicant requesting a date of birth that differs from the previously issued certificate (and approved IMM 1436 not on file)?	☐ Yes ☐ No
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years)?	☐ Yes ☐ No
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No
IF YES TO <u>ANY</u> QUESTION, REFER FILE TO PROGRAM SUPPORT **If NO, CONTINUE WITH SECTION 2**	

SECTION 2   PERFECTION
Agents are only required to request documents/information as described below. Perfection must be done before referring to Program Support
DO YOU HAVE: ☐ Two **legible** ID documents as per OnLine Manual? ☐ Two photographs as per specifications? ☐ Documents to support name if different from birth certificate or previous certificate? ☐ All relevant questions completed? ☐ Application signed? ☐ All previously issued certificates accounted for (if applicable)? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!** ☐ "Important Notice" printed and attached to file cover for mailing? (<u>ONLY</u> IF APPLICANT'S ORIGINAL CLAIM WAS 4(1)(b), 5(1)(b), RBA, 39B(1) or 42(1) AND FILE IS NOT BEING REFERRED TO PROGRAM SUPPORT) **Contact client or post abroad for outstanding information/documents.**
When everything is in order, approve application or refer file to Program Support.

Agent Signature: DATE:

3(1)(j) Checklist

This checklist is applicable only if:

-the person was previously issued a certificate under paragraph 3(1)(j)

🛑 *IF THERE IS A CURRENT OR PREVIOUS RECORD WITH ANY EVIDENCE OF RENUNCIATION, REVOCATION OR RECALL OF CERTIFICATE, REFER FILE TO PROGRAM SUPPORT*

SECTION 1	
☐ Is applicant requesting a date of birth that differs from the previously issued certificate (and approved IMM 1436 not on file)?	☐ Yes ☐ No
☐ Are previously issued certificates in the possession of a third party?	☐ Yes ☐ No
☐ Has the person had multiple certificates (3 miniature certificates lost/stolen in the last 5 years)?	☐ Yes ☐ No
☐ Is there any indication of misuse of certificates on this file or on a previous file?	☐ Yes ☐ No
IF YES TO <u>ANY</u> QUESTION, REFER FILE TO PROGRAM SUPPORT **If NO, CONTINUE WITH SECTION 2**	

SECTION 2   PERFECTION
Agents are only required to request documents/information as described below. Perfection must be done before referring to Program Support.

DO YOU HAVE:

☐ Two **legible** ID documents as per OnLine Manual?

☐ Two photographs as per specifications?

☐ Documents to support name if different from birth certificate or previous certificate?

☐ All relevant questions completed?

☐ Application signed?

☐ All previously issued certificates accounted for (if applicable)? **DO NOT PEG/CANCEL UNTIL APPLICATION IS APPROVED!!**

☐ "Important Notice" printed and attached to file cover for mailing? (<u>ONLY</u> IF APPLICANT'S ORIGINAL CLAIM WAS 4(1)(b), 5(1)(b), RBA, 39B(1) or 42(1) AND FILE IS NOT BEING REFERRED TO PROGRAM SUPPORT)

Contact client or post abroad for outstanding information/documents.

When everything is in order, approve application or refer file to Program Support.

Agent Signature: DATE: