



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

Citizenship Policy Manual

CP 3

Establishing Applicant's Identity

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Canada

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Updates to chapter

Listing by date:

Date: 2004-12-08

Sections 5.7 and 5.8 of CP 3 have been amended to incorporate MOLECULAR WORLD INC. which has been accredited by the Standards Council of Canada for DNA testing.

2004-07-22

Section 5 of CP 3 has been amended to incorporate all previous updates including OM CP 03-04 (Amendment to the policy on DNA Testing for citizenship purposes) and OB 006 (Accredited DNA Testing Laboratories). The address and contact information for GENETRACK BIOLABS INC. has also been updated and appears in Section 5.7 of the chapter.

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1. Acceptance of identity documents

Related Topic, see section on name; change in name.

1.1. This section is about

- verifying the identity of applicants for a grant retention, renunciation, resumption of citizenship, and search of records use of the Citizenship Registration System (CRS) with identity documents acceptable original and certified documents

1.2. Authorities

<i>Citizenship Act</i>	<i>Citizenship Regulations</i>
<ul style="list-style-type: none">• Section 27(a)• Section 28	<ul style="list-style-type: none">• Section 28

1.3. Policy

There is no need to verify the originals of identity documents for every application.

Verification is necessary if there is any doubt about the applicant's identity.

1.4. Acceptable documents to show identity

Applicants must be able to prove that they are who they say they are.

Among the documents required for an application, they must provide at least two other documents to establish Identity.

It is recommend that at least one document have a photograph of the applicant.

Use discretion with pre-school-age children.

The following are some, but not all, of the documents that can be used to establish identity. This is not a complete list, and it is not in order of priority:

- age of majority card
- blood donor's card
- Certificate of Indian Status card
- community college or CEGEP diploma
- credit card
- driver 's license
- federal or provincial election enumeration record
- identification card issued by a hospital

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- income tax return
- insurance policy (life, auto, home, business)
- invoice, statement, or bill addressed to an individual
- membership card for a professional group, a trade group, a union, an association, theatre company, etc.
- motor vehicle ownership
- municipal tax, utilities (gas, electricity, water) bill
- passport
- provincial health insurance identification card
- school records
- senior citizen's card
- Social Insurance card
- telephone bill
- travel document
- university degree
- bank card

1.5. True, certified copy acceptable

A true certified copy of a document is acceptable for determining whether or not the content and the nature of the document is adequate. CPC Sydney, local offices, Case Management Branch, judges and the Registrar have the right to request original documents for audit purposes or where the validity of the document is in question.

1.6. When to accept photocopies

Accept photocopies that are not certified true copies only for:

- grant applicants under section 5(1) who will be seen during the application process
- grant applicants under section 5(2)(a) who are older than 14 years who will be seen during the application process
- replacement proof applications

When in doubt, do not accept photocopies.

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1.7. Grant applicants and Quebec Act of Civil Status

The Quebec Civil Code says that an act of civil status made outside Canada that relates to a person living in Quebec can be inserted in the Quebec register of civil status. Accept the Quebec Superior Court's document as valid.

Related Topics See the section on names

2. Verifying identity

2.1. This section is about

The identification documents applicants must provide to support applications.

2.2. Check names, identity documents

Check the identity of applicants who appear for an interview or test.

Each applicant must bring to the test or interview:

- his or her IMM 1000 (landing document), where applicable
 - one other identity document that includes a photograph
 - the original of all supporting documents (such as a passport, birth certificate, etc.) sent with the application.
-

2.3. Ways to verify Identity

If the applicant does not have photo identification:

- have the applicant sign the notice form
 - compare the signature on the notice form to the signature on identity documents provided by the applicant or to the application form
 - compare the file photograph against the person in front of the official.
-

2.4. Reschedule test applicants without identification

Applicants must not be allowed to write the test if they cannot prove their identity.

2.5. Verify documents

Citizenship offices must randomly select about 10 per cent of applicants and thoroughly examine their IMM 1000s and supporting documents. When checking passports, examine all stamps against the declaration on the application.

2.6. Accept only certified copies or originals.

As most applicants establishing a claim to citizenship will not be seen by citizenship officials, only certified copies or originals of documents can be accepted in support of proof applications unless the applicant is applying for a replacement of a certificate.

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2.7. Pick-up or exchange by applicant.

If an applicant picks up or exchanges a certificate at a citizenship office, citizenship officials must confirm the applicant's identity.

2.8. Pick-up or exchange by 3rd party.

If another person picks up or exchanges a certificate at a citizenship office for an applicant, citizenship officials must confirm the person's identity, that the person is authorized to pickup the certificate or exchange the certificate and have the person sign for the release of the certificate or exchange to a certificate.

3. Name(s) / change in name(s)

3.1. This section is about

- the name an applicant may use on a citizenship certificate
 - change of name
 - amending IMM1000
-

3.2. Authorities

Citizenship Act	Citizenship Regulations
<ul style="list-style-type: none">• Section 12• Section 13• Section 28	<ul style="list-style-type: none">• Section 2• Section 3• Section 4• Section 5• Section 6• Section 7• Section 8• Section 9• Section 10• Section 11(2)

3.3. Policy

This Names Policy became effective May 12, 1997.

In the past, two different names could appear on the citizenship certificate. This is no longer permitted. There are no exceptions.

Grants

3.4. Name on grant applications filed under 5(1), 5(2)(a) and 11(1)

The name on the certificate will be the name shown on the Immigration document or a provincial document as listed in Appendix A, found at the end of this chapter.

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Flag name(s) on the Immigration document are not permitted unless they appear on the provincial document. Name(s) referred to in the Remarks area of the Immigration document which indicates "...the names should read..." or "...the client's full name is ..." can be shown on the certificate.

The client must provide a copy of a provincial document or the Amendment to the Record of Landing Form - IMM1436 if he or she wants to use a name other than the name shown on the Immigration document. If the name on the Immigration document and the provincial document are not the same, the applicant must satisfy CIC staff that there is a link between the names. In order to establish the link between names, various documents may be used, which include, but are not limited to, a legal change of name document, a marriage certificate, or an adoption order.

Acceptable provincial documentation is listed in Appendix A. Act gives judge 60 days to make decision

The citizenship judge has 60 days from the date of referral to make a decision on applications under subsections 5(1), 9(1), and 11(1) and under section 8.

3.5. Applications filed under 5(2)(b)

Clients resident inside Canada:

The name on the certificate will be the name shown on the Immigration document, birth certificate, foreign passport, or provincial document. If the name on the provincial document is not the same as the name on the Immigration document, or foreign passport, or birth certificate, the applicant must satisfy CIC staff that there is a link between the names. In order to verify the applicant's identity, various documents may include, but are not limited to, a legal change on name document, a marriage certificate, or an adoption order.

Acceptable provincial documentation is listed in Appendix A.

Clients resident outside Canada:

The name on the certificate will be the name shown on the Immigration document, birth certificate, foreign passport, marriage certificate or, in exceptional circumstances, the name shown on a statutory declaration, if a legal change of name cannot be obtained.

Amending IMM 1000 - If there is an error on the IMM 1000, the applicant must submit a Request to Amend the Immigration Record of Landing (IMM 1436) before making a citizenship application. An amendment kit - English version, IMM 5218E2 and French version, IMM 52818F2, includes detailed instructions. The Immigration amendment kit can be obtained through the Call Center.

Proofs

3.6. First time applications filed under section 12

Clients resident in Canada:

The name on the certificate will be the name shown on the person's birth certificate, Immigration document, foreign passport, or provincial document. If the name on the provincial document is not the same as the name on any of the other documents, it is the applicant's responsibility to satisfy CIC staff of the link between the names. In order to establish the link between names, the various documents may be used, which include, but are not limited to: a legal change of name document, marriage certificate, or adoption order.

Acceptable provincial documentation is listed in Appendix A.

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Clients resident outside Canada:

The name on the certificate will be the name shown on the person's birth certificate, foreign passport, marriage certificate, legal change of name document or, in exceptional cases, the name indicated on a statutory declaration if a legal change of name cannot be obtained.

3.7. Replacement Certificate

Clients resident in Canada

The name on the replacement certificate will be the name shown on the previous certificate, unless the applicant provides a provincial document showing a different name. If the name on the previous certificate is not the same as the name on the provincial document, the applicant must prove to CIC staff that there is a link between the names. In order to establish the link between names, various documents may be used, which include, but are not limited to: a legal change of name document, a marriage certificate or an adoption order.

A certificate issued before February 15, 1977 may show a name with another name in brackets, by which the person is known in the community. The replacement certificate will show the same name as the name on the previous certificate, but not the name in brackets, unless he or she has a provincial document showing the name in brackets.

Certificates issued between February 15, 1977, and January 15, 1996 may show two names on the certificate. The applicant's new certificate will show the name on the front of the certificate (formerly known as the Full Proper Name) or the name that appears on a provincial document, and if necessary, a document to establish the link between the names. As of January 15, 1996, certificates show one full name only.

Applicants for replacement certificates may choose either the full proper name, or another name supported by provincial documentation.

Acceptable provincial documentation is listed in Appendix A.

Clients resident outside Canada:

The name on a replacement certificate will be the name shown on the previous certificate, unless the applicant provides one of the following documents: birth certificate, foreign passport, marriage certificate, legal change of name document, adoption order indicating legal change of name, deed poll or, in exceptional circumstances, the name indicated on a statutory declaration if a legal change of name cannot be obtained.

If the name on the birth certificate or foreign passport is not the same as the name on the previous certificate, the applicant must satisfy CIC staff of the link between the names. In order to establish the link between names, various documents may be used, which include, but are not limited to: a legal change of name document, a marriage certificate or an adoption order.

A certificate issued before February 15, 1977, may show a name with another name in brackets, by which the person is known in the community. The name on the replacement certificate will be the name shown on the previous certificate, but not the name in brackets, unless the person has one of the following documents showing the name in brackets: provincial document showing name, birth certificate, foreign passport, marriage certificate, legal change of name document, adoption order indicating legal change of name, deed poll, IMM 1000 or, in exceptional circumstances, the name indicated on a statutory declaration if a legal change of name cannot be obtained.

If a certificate was issued between February 15, 1977, and January 15, 1996, AND IF it shows two names on the certificate, THEN the applicant will receive a replacement certificate showing the name on the front of the certificate (formerly known as the Full Proper Name) unless the applicant provides a birth certificate, foreign passport, marriage certificate, legal change of name document, adoption order indicating legal change of name, deed poll, provincial document

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showing name or, in exceptional circumstances, the name indicated on a statutory declaration if a legal change of name cannot be obtained.

When the judge is satisfied with the information on file and has no doubts or questions, he or she can review and make a decision on a grant application without interviewing the applicant in the following circumstances:

- when the applicant is 60 years or older;
- when the applicant passes the written test and is not a residence case.

3.8. Appendix A: Documents to establish name

- a driver's license issued by a province or territory of Canada
- a legal change of name document issued by a province or territory of Canada, or obtained by court order in Canada (includes deed poll outside Canada)
- vehicle ownership or registration issued by a province or territory of Canada
- age of majority card issued by a province or territory of Canada
- provincial or territorial health card
- senior citizen's identification card issued by a province or territory of Canada
- provincial or territorial enumeration record
- social services card issued by a province or territory of Canada
- adoption order indicating legal change of name issued by a province or territory of Canada
- trade certificate issued by a province or territory of Canada
- birth certificate used by the province of Quebec indicating birth outside of Canada student card or school record

4. Date of birth; changing date of birth

Related Topics: See sections on Acceptance of identity documents and Clearances

4.1. This section is about

- the date of birth an applicant can use on a certificate of citizenship
- the documents accepted as proof of date and place of birth
- changing the date of birth
- the date of birth on an Immigration Record of Landing (IMM 1000)

The new policy was formulated in light of policy changes adopted by the Query Response Centre (QRC) for the Amendment to Record of Landing (IMM-1000).

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4.2. Authorities

Citizenship Act	Citizenship Regulations
<ul style="list-style-type: none">• Section 12• Section 13• Section 27• Section 28	<ul style="list-style-type: none">• Section 2• Section 3• Section 4• Section 5• Section 6• Section 7• Section 8• Section 9• Section 10• Section 11(2)

4.3. Background

QRC is the service delivery point within CIC that is responsible for Immigration archives. QRC will do a DOB change only if an administrative error (CIC's mistake) has occurred. Also, QRC will only amend the Record of Landing for a Permanent Resident; no changes to the DOB will be made for Canadian Citizens.

Previously, DOB changes to citizenship records relied on changes to the Immigration Archives in order to effect a change to the citizenship records. The Record of Landing was regarded as the primary document establishing a client's identity, and the certificate of citizenship was issued with the DOB appearing on the Record of Landing. If the client was a Permanent Resident or a Canadian Citizen, and claimed an error on the Record of Landing or Certificate of Canadian Citizenship, the client was referred to QRC to correct the error by submitting a Request to Amend the Immigration Record of Landing (Form 1436). If Immigration records were amended, the citizenship records were also amended.

4.4. Policy

The objective of the policy on changes to a person's date of birth is to ensure that citizenship records contain accurate information, while ensuring that any amendments to existing client information do not create a new identity for that client.

This amended policy allows a date of birth change, if certain documents are presented in support of the application. The following guidelines must be used in reviewing requests for changes to citizenship records. Please note that the onus is on the applicant to provide the required documents to change a date of birth.

4.5. Grants - 5(1), 5(2)(a) and 11(1)

The DOB on the citizenship certificate issued in the case of grant applications will be based on the Immigration document. Corrections to the DOB which are mentioned in the remarks portion of the Immigration document which indicate that "...the DOB indicated should read..." or "...the clients correct DOB is..." will be used on the certificate. We expect that the latter situation will be a rare occurrence.

Except in special and unusual circumstances, clients must be advised that the information that they initially provided in that application will be the information reflected on documents issued by the department. If a Permanent Resident claims an error on his/her Record of Landing in regards

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to DOB, the applicant will be asked to provide additional documentation in order to support the correct DOB (see: Amendments to DOB section in this policy).

4.6. Grants - 5(2)(b) and applications involving 2(2)(b)

The DOB on the certificate issued in the case of a 5(2)(b) grant application will be the DOB on the Record of Landing. If no Record of Landing is available the DOB will be taken from the birth certificate. For applications involving 2(2)(b), the DOB will be taken from the birth certificate, unless the applicant provides acceptable documentation to amend the DOB on the birth certificate.

4.7. Proofs - First Proof

The DOB on the citizenship certificate will be the DOB on the applicant's birth certificate, unless the applicant provides acceptable documentation to amend the DOB.

4.8. Proofs - Replacement

Except in special and unusual circumstances, client must be advised that the information they initially provided to the department will be the information reflected on documents issued by the department. A replacement certificate must show the same DOB as the previous certificate, unless the applicant provides acceptable documentation to amend the DOB.

4.9. Amendments to DOB

A request to amend the DOB (use the form "Application for a Citizenship Certificate" or "Application for Canadian Citizenship") must be filed with the following documentation:

- a personal statement from the client containing the details of discrepancies in date of birth; why the client accepted a citizenship certificate indicating the incorrect date of birth; and why the client has waited until this time to correct the mistake. If the client is illiterate or requires special arrangements, an oral statement, sound recording, or video recording will be accepted. This should be noted on file.
- a document from Appendix A (must be an original or certified copy) or five documents (must be originals or certified copies) from Appendix B.
- If a birth certificate or baptismal certificate is unavailable, a "no record" letter from the issuing authority must accompany the five documents from Appendix B.

4.10. Appendix A - Primary Documents

Birth Certificate - a birth certificate with the following characteristics:

- must be signed by an authority in the issuing county;
- must show parents' surname, or applicant's surname and given name;
- must show applicant's full date of birth;
- must show date of registration of birth;
- date of registration must be less than 5 years from the date of birth;
- must be able to verify details on certificate by direct request to issuing authority or embassy.

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Birth Certificates must be certified by the individual embassy

Birth certificates from the following countries must be certified by the individual embassy in order to be acceptable. This is because documents from these countries are not usually issued based on original records:

- Egypt, Greece, India, Iran, Iraq, Israel, Jordan, Lebanon, Pakistan, People's Republic of China, Saudi Arabia, Syria, Turkey, and Yemen.

Birth certificates from Eastern European countries where the date of birth is before 1945 also require certification by the corresponding embassy:

- Albania, Armenia, Bulgaria, Czechoslovakia, East Germany, Ethiopia, Hungary, Karelian, Latvia, Poland, Romania, Russia, Somalia, Yugoslavia, Ukraine, and the USSR.

Baptismal Certificate:

A baptismal certificate is acceptable with the following characteristics:

- must bear seal of the church and be signed by an official of the church. Applicant must provide an additional letter from the church certifying the authenticity of the baptismal certificate;
- must show parents' surname or applicant surname and given name;
- must show age or date of birth on date of baptism;
- date of baptism must be less than 2 years from the date of birth.

Baptismal Certificates must be certified by individual embassies

Baptismal certificates from the following countries must be certified by the individual embassy in order to be acceptable. This is because documents from these countries are not usually issued based on original records:

- Egypt, Greece, Iran, Iraq, Israel, Jordan, Lebanon, People's Republic of China, Saudi Arabia, Syria, Turkey, and Yemen.

Decision of the Court:

A copy of the judgement where the applicant has had the date of birth amended through a motion to a court within a province of Canada.

Other Primary Documents:

Confirmation from the following federal agencies of the amended date of birth: HRD (Income Security Programs) or the Canadian Passport Office. This confirmation must be accompanied by a letter from the agency verifying the applicant's date of birth.

4.11. Appendix B - Secondary Documents

Birth Certificate:

A birth certificate that does not meet the requirements of a birth certificate outlined in Appendix A of this policy.

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Baptismal Certificate:

A baptismal certificate that does not meet the requirements of a baptismal certificate outlined in Appendix A of this policy.

Other Secondary Documents:

The following list is not exhaustive. If you are unsure as to whether or not a particular document is acceptable, guidance should be sought from Integration Branch.

- affidavit and declarations made by the applicant more than 10 years prior to pension eligibility;
- children's registration birth records;
- citizenship and naturalization records;
- communion, confirmation, or other church records on official church forms;
- educational records such as school records, diplomas, certificates, medals, etc;
- employment records on company letterhead;
- family bibles and other privately kept records (only if complete document submitted);
- homestead and land patent records;
- I.D. certificates;
- insurance records;
- International Refugee Organization documents;
- marriage records;
- medical and hospital records signed by physicians or officers of the institution;
- membership records in lodges, unions, etc;
- newspaper clippings, letters, photos, and other family records if these indicate the applicant's age directly or by inference;
- passports and border crossing cards;
- voter list records, driver's license records, jury lists, etc;
- SIN application forms or unemployment insurance application forms;
- vaccination records;
- income tax forms;
- census forms (Government of Canada);
- medical records;

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- statutory declaration by a person or persons aware of the date and place of birth;
- certification by an embassy of the birth country stating that the applicant's records have been consulted and confirming the correct DOB.

5. Policy and procedures for DNA testing

5.1. This section is about

DNA testing is an acceptable way to establish parentage in cases in which the documentary evidence is insufficient or impossible to find. This section provides:

- a list of laboratories recognized by CIC for DNA testing;
- guidelines for requesting and accepting test results; and
- guidelines for collecting samples inside and outside Canada.

5.2. Policy

CIC started accepting DNA testing in 1991, particularly in sponsorship cases, as proof of filiation between a parent and a child or between brothers and sisters. At Citizenship, in September 1996, we started accepting DNA analyses as evidence to establish parentage.

At this time, CIC only recognizes DNA results from laboratories accredited by the Standards Council of Canada. When CIC has the ability to assess other laboratories and their testing processes, the DNA policy will be reviewed. In the meantime, applicants should be advised that they may choose one of the accredited laboratories listed in Section 5.7 below. Otherwise, their application may be put on hold indefinitely or until such time as CIC has the ability to assess other laboratories.

All applications requiring DNA tests should be referred to Program Support at CPC Sydney.

Parentage test results should have an accuracy level of 99.8% or higher. The results should be sent directly from the lab to CIC and the applicant.

5.3. What is DNA?

DNA (deoxyribonucleic acid) is the genetic material found in virtually every cell of the human body. A basic genetic principle states that half of a child's DNA comes from the mother and the other half comes from the father. The DNA identity test begins with the extraction of DNA from a specimen (blood, skin, saliva, hair, and so on). The analysis consists in comparing genetic profiles. A DNA test can be used to verify familial relationships beyond reasonable doubt, that is, with greater than 99.8% accuracy.

5.4. Circumstances in which DNA testing should be carried out

DNA testing for verifying a relationship of parentage is a last resort. In cases where there are doubts concerning the authenticity of a parent-child relationship after documentary evidence is examined, or when it is absolutely impossible to obtain it, applicants may be informed that the results of a DNA analysis carried out by an approved laboratory are a satisfactory substitute for documentary evidence.

Applications for proof of citizenship under 3(1)(b) of the Citizenship Act (the Act) and applications for a grant of citizenship under 5(2)(a) of the Act may, for example, prove to be cases where documentary evidence is unsatisfactory or unavailable.

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5.5. What to tell applicants about DNA

It is important to inform applicants that the decision to undergo a DNA test or not, is entirely their own. They must be made to understand that they will have to cover all costs related to this test, regardless of the result, i.e. all costs including sample-taking, courier costs for shipping, the laboratory analysis of all samples and the final report submitted directly from the laboratory to CIC and the applicant.

Applicants should be advised that CIC only recognizes DNA results from laboratories accredited by the Standards Council of Canada at this time. Applicants should choose one of the accredited laboratories listed in Section 5.7 otherwise, their application may be put on hold indefinitely or until such time as CIC has the ability to assess other laboratories.

Applicants must be given a list of the names and addresses of the laboratories listed in section 5.7. It is the applicants' responsibility to choose one of these laboratories.

In addition, it must be explained that the government assumes no responsibility for the results of the analysis. The analyses are conducted by private laboratories, which send CIC or offices abroad copies of the results. For laboratories to be able to send the results, the applicant must sign a release and consent form (given directly to the applicant by the laboratory). See section 5.8 for a sample letter.

5.6. Procedures for the collection of samples for testing

Determining which parent will be tested

For citizenship purposes, it is only necessary to establish one parent/child relationship. However, it is preferable to take samples of genetic material from both parents as it facilitates the testing process. The cost to test both parents is often included in the laboratory's regular fee.

With respect to an application for a first time proof of citizenship under sections 3(1)(b) or 3(1)(e) of the Act, the sample should be taken from the parent who was a Canadian citizen at the time the applicant was born. Where the applicant was born after February 14, 1977, the applicant may be subject to loss under section 8 of the Act if the applicant's Canadian parent was also born outside Canada to a Canadian parent. If both parents were Canadian at the time the applicant was born, it would be preferable to choose the parent who was not born outside Canada to a Canadian parent, i.e., a parent who was either born in Canada or naturalized prior to the applicant's birth.

Collecting samples inside Canada

The applicant contacts the laboratory, which explains the procedure to follow. For example, at the time of the sample collection, two passport photographs, identification documentation and fingerprints must be provided.

Collecting samples outside Canada

Note: The following procedures are similar to the Overseas Processing Manual, chapter OP 1, Procedures, section 14: Procedures for DNA testing. The main differences are: 1) it is not necessary to take samples from both parents when obtaining DNA samples for citizenship purposes and 2) a consular officer or visa officer may oversee the sample collection.

Outside Canada, a consular officer or visa officer from the mission must oversee the sample collection of genetic material from one of the parents and the child (applicant).

One of the laboratories listed in section 5.7 will forward a tamper-proof sampling kit (including instructions) to the client or mission (depending on the preference of the mission). Some missions keep a stock of kits that they distribute on notification from the listed laboratory. The kit is self-contained with everything necessary to take, pack, and ship a sample. It also includes instructions for applicants and mission staff witnessing sample taking. Following these

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instructions ensures the reliability of results from the sample. Officers are responsible for assuring local sample-taking arrangements are tamper-proof.

The following steps must be followed when samples for DNA testing are taken:

- Provide clients with the names and addresses of the laboratories listed in section 5.7. Applicants or their parents are responsible for choosing a laboratory.
- Inform the applicant when and where they must give a sample. Applicants must provide two recent photos (passport-size and quality). The photos form part of the documentation shipped with the sample.
- Applicants must also present documents to establish the identity they claim.
- A consular officer, visa officer or other visa office official, who has to be present when the sample is collected, must:
 - ◆ ensure the person giving the sample is the applicant and the person identified in the sampling kit;
 - ◆ verify that the sample kit has not been tampered with and complete the chain of custody documents for the sample (or witness their completion);
 - ◆ package the sample and documentation according to instructions in the kit;
 - ◆ forward the package to the laboratory by the fastest, most reliable means possible. Ideally, no more than seven (7) days should elapse between the sample-taking and receipt of the sample by the laboratory. Normally, private courier services, paid by the applicant, can deliver samples within this deadline.

5.7. Laboratories recognized by CIC to carry out DNA analyses

The following laboratories have been accredited by the Standards Council of Canada for DNA testing. Clients must be given the names and addresses of all the firms.

GENETRACK BIOLABS INC.

Applicants from anywhere in Canada may contact the following address and toll-free number to set up a DNA test:

401 - 1508 West Broadway
Vancouver, BC V6J 1W8
Telephone: 604-325-7282
Fax: 604-325-2208
Toll Free Telephone: 1-888-828-1899
Toll Free Fax: 1-888-655-8877
Email: immigration@genetrack.bc.ca
Web site: www.genetrack.bc.ca

HELIX BIOTECH LTD.

Applicants may contact one of the following offices to set up a DNA test:

In Ontario:

157 Adelaide Street West, #102
Toronto, ON
M5H 4E7

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Telephone: (416) 657-2428
Toll Free: 1-800-395-4995
Toll Free Fax: 1-888-304-1068

In Quebec:

5130 rue St-Hubert, #210
Montreal, QC
H2J 2Y3
Telephone: (514) 272-5545
Toll Free: 1-800-565-4505
Fax: (514) 272-5622

In B.C. and elsewhere in Canada:

635 Columbia Street
New Westminster, BC
V3M 1A7
Telephone: (604) 523-2945
Toll Free: 1-800-563-4363
Fax: (604) 523-2974

MAXXAM ANALYTICS INC.

335 Laird Road, Unit 4
Guelph, ON
N1H 6J3

Applicants anywhere in Canada may obtain testing kits by:

- calling toll free 1-877-706-7678
- Visiting the Web site at www.thednalab.com

MOLECULAR WORLD INC.

Applicants may contact the following address and toll-free number to set up a DNA test:

1 Cumberland Street South
Thunder Bay, ON
P7B 2T1
Telephone: (807) 344-7666
Toll Free: (877) 665-9753
Fax: (807) 344-7800
Email: info@molecularworldinc.com
Web site: www.molecularworldinc.com

5.8. Sample letter to be adapted to your needs:

dd/mm/yyyy_

Name
Address
City, Province, Postal Code

Dear Sir or Madam:

RE: Name/Date of Birth, File No.

Further to your application for a [certificate of proof of citizenship] or [grant of Canadian citizenship] concerning the above-mentioned child, on (day/month/year) we requested that you provide us with additional evidence to establish the relationship of parentage between (name), born on (date of birth), and yourself.

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Since the documentary evidence you provided when you applied does not enable us to establish parentage between you and the child, and you are unable to obtain other documentary evidence, in lieu of documentary evidence we will accept the results of a DNA analysis carried out by a laboratory accredited by the Standards Council of Canada for DNA testing.

GENETRACK BIOLABS INC., HELIX BIOTECH LTD., MAXXAM ANALYTICS INC. and MOLECULAR WORLD INC. are accredited by the Standards Council of Canada and their results are recognized by Citizenship and Immigration Canada. A list of the addresses of these private laboratories is attached. You are responsible for covering the costs related to the administration of this test. The Government of Canada assumes no responsibility with regard to the results of these analyses.

Please note that your application will be considered abandoned, and we will have no choice but to close your file if we do not hear from you by (date).

Yours sincerely,

(Signature)
Citizenship Officer
CPC Sydney

Att.

6. Sex / Change of sex or gender reassignment

Related Topic see section on name; change in name.

6.1. This section is about

- Change of sex

6.2. Authorities

Citizenship Act	Citizenship Regulations
<ul style="list-style-type: none">• Section 6• Section 12• Section 13• Section 28	<ul style="list-style-type: none">• Section 3• Section 4• Section 5• Section 7• Section 8• Section 9• Section 10• Section 11(2)

6.3. Policy

A person who has undergone sex change surgery must produce a statement from his or her surgeon confirming the surgical procedure and a statement from another person to the effect that he or she was known to him or her prior to the surgery and that he or she is one and the same person.

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6.4. Primary documentation used to establish sex

Applicants must be able to prove that they are who they say they are. Among the documents required for an application, they must provide at least two other documents to establish identity i.e. IMM 1000 and birth certificate.

6.5. Grants

Sex on grant applications filed under 5(1), 5(2)(a), 5(2)(b) and 11(1)

The sex or gender indicated on the certificate will be the sex shown on the person's birth certificate or Immigration document. The client must provide a copy the Amendment to the Record of Landing Form - IMM 1436 if he or she wants to change the sex which appears on the Immigration document. In order to establish that there has been a change of sex, we require a statement from the surgeon confirming the surgical procedure and a statement from another person to the effect that he or she was known to him or her prior to the surgery and that he or she is one and the same person.

Acceptable documentation is listed in Appendix A, found at the end of this chapter.

6.6. Proofs

Sex on first time applications filed under section 12

The sex on the certificate will be the sex shown on the person's birth certificate, Immigration document. In order to establish that there has been a change of sex, we require a statement from the surgeon confirming the surgical procedure and a statement from another person to the effect that he or she was known to him or her prior to the surgery and that he or she is one and the same person.

Acceptable documentation is listed in Appendix A, found at the end of this chapter.

Sex on replacement certificates

Except in special and unusual circumstances, the applicants must be advised that the information that they initially provided to the department will be the information reflected on documents issued by the department.

The sex on a replacement certificate will be the sex shown on the previous certificate, unless the applicant provides a statement from a surgeon confirming the surgical procedure a statement from another person to the effect that he or she was known to him or her prior to the surgery and that he or she is one and the same person.

Acceptable provincial documentation is listed in Appendix A, found at the end of this chapter.

6.7. Surgical procedures completed

Amendments to gender are not done during the gender reassignment process. In all cases where an applicant wishes to amend the gender on citizenship records, the surgical procedures must be complete. The statement from the surgeon confirming surgical procedure must indicate that the gender reassignment procedures are completed and that the person is now anatomically a male or female.

6.8. Appendix A - Documents to establish gender

The following are some of the documents that can be used to establish gender:

- official statement from surgeon who performed gender reassignment surgery

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- statement from person known to applicant prior to sex change surgery, birth certificate; and IMM1000