



# DOCUMENT CHECKLIST

## PART 2 - ADOPTEE'S APPLICATION

Send the following documents with your application. Check  each box once when they are enclosed.

**Failure to provide the necessary documents will result in delays in the processing of your application.** See the "Complete the application" section of the Instruction Guide for specific instructions on how to complete the questions on each of the following forms.



**DO NOT SUBMIT ORIGINALS UNLESS OTHERWISE STATED AS DOCUMENTS SUBMITTED WILL NOT BE RETURNED.**

**Note that certified copies of documents or more information may be requested by an officer at a later date. You must keep a copy of the completed forms and all documents before sending them to the Case Processing Centre in Sydney, Nova Scotia.**

Format

### Form

1. **Part 2 - Adoptee's Application (CIT 0012)** - Completed, dated and signed

Original

### Documents

2. Two pieces of the adopted person's personal identification

Clear and legible certified copy

3. One of the following supporting documents:

- Adoption Order OR
- Adoption Judgment OR
- Adoption Certificate

For Quebec adoptions, if the adoption has been finalized by the Quebec Court, one (1) of the following documents:

- Jugement d'adoption OR
- Jugement sur requête en adoption OR
- Reconnaissance de jugement d'adoption OR
- Certificat d'inscription d'adoption OR
- Attestation d'adoption OR
- Lettre d'attestation d'adoption

Clear and legible certified copy

**Note: The document must show the adopted person's name, the date of birth, the place of birth and the names of the adoptive parents.**

4. All of the following supporting documents (if available and applicable to the adopted person)

- Birth certificate showing the names of the biological parents
- For orphaned children: death certificate of parents (certified authentic by the appropriate local government authority)

Clear and legible certified copy

### Photo

5. Two (2) citizenship photos. See the [Citizenship Application Photograph Specifications](#) page.

- The **first photo** must be sent with the *Adoptee's Application* (CIT 0012) form (put the photo in a small envelope).
- The **second photo** must be sent with the *Canadian Citizenship Certificate Preparation Form* (CIT 0480) that you received with the decision letter from the Case Processing Centre in Sydney, Nova Scotia

Original

### Other Documents

6. Documentation proving legal guardianship, if applicable

Clear and legible certified copy

7. Translations for any documents submitted that are not in English or French. Translations must include an affidavit

Clear and legible certified copy

8. Documentation to prove a change of name, if applicable

Clear and legible certified copy

9. Documentation to support a date of birth correction, if applicable

Clear and legible certified copy

10. *Use of a Representative* form (IMM 5476), if applicable

Original

11. Request form for Change of Sex or Gender Identifier

Original

12. This document checklist

Copy

13. You have addressed the envelope with sufficient postage to the address as indicated in the decision letter you received from the Case Processing Centre in Sydney, Nova Scotia after the assessment of Part 1 of the application