# 

**SAMPLE EMPLOYEE’S INFORMATION FORM**

**For**

**THE CANADIAN HERALDIC AUTHORITY**

This information is being collected under the provisions of the Privacy Act.

**PLEASE PRINT CLEARLY**

|  |  |  |
| --- | --- | --- |
| **1. PROOF OF CANADIAN CITIZENSHIP: *Please attach a COPY of ONE of: your Canadian passport’s identifying page, or your Canadian Citizenship Card, or your Birth Certificate.*** | | |
|  | | |
| **2. CONTACT INFORMATION (in block letters)** | | |
| ***Petitioner’s name in full as it appears on major identification cards*** |  | |
| ***Full address*** |  | |
| ***Telephone*** | ***Home: Office:*** | |
| ***Fax number*** | ***Home: Office:*** | |
| ***E-mail:*** | ***Home: Office:*** | |
| ***Please inform us of any changes to this information.*** | | |
| ***3. IDENTIFYING INFORMATION (in block letters)*** | | |
| ***Petitioner’s birth date***  *Use the name of the month (e.g. 14 July 2000)* | |  |
| ***Birthplace***  *In Canada, include name of community and Province or Territory.*  *In other countries, include name of community and State, Province, or other territorial division.* | |  |
| ***Awards and Post-nominals which are part of the National Honours System*** *(please attach an explanation page of what they mean, and identify the date and by what authority they were awarded.)* | |  |
| ***Father’s name in full*** | |  |
| ***Mother’s maiden name in full*** | |  |
| ***My signature below indicates that I agree to the use of the above birthplace and parents’ names in my Letters Patent, as well as the use, if approved by the Chief Herald of Canada, of the post-nominals in public documents.*** | | |

I affirm that all of this information is correct to the best of my knowledge.

# Signature: Date:

.../2

**PETITIONER’S CHILDREN**

# You must complete a separate form for each of your descendants (children and grandchildren).

1. **PROOF OF CANADIAN CITIZENSHIP: Please attach a *COPY of ONE of: the Canadian passport’s identifying page, the Canadian citizenship card, or the birth certificate for each of your children and grandchildren.***

|  |  |
| --- | --- |
| 2. **CONTACT INFORMATION *(in block letters)*** | |
| *Child’s name in full as it appears on major identification cards* |  |
| *Gender* | * Male  Female |
| **Full address** |  |
| **Telephone** | *Home: Office:* |
| *Fax number* | *Home: Office:* |
| *E-mail* | *Home: Office:* |
| ***Please inform us of any changes to this information.*** | |

|  |  |
| --- | --- |
| 3. **IDENTIFYING INFORMATION *(in block letters)*** | |
| ***Child’s birth date***  *Use the name of the month (e.g. July 14, 2000)* |  |
| ***Child’s birthplace***  *In Canada, include the name of the municipality and province or territory.*  *In other countries, include the name of the city or town (municipality) and the State, Province, or other territorial division.* |  |
| ***Awards and Post-nominals which are part of the National Honours System***  *(Please attach an explanatory note for each medal or award and indicate the date and by what authority it was awarded.)* |  |
| ***Father’s name in full*** |  |
| ***Mother’s maiden name in full*** |  |

I affirm that all of this information is correct to the best of my knowledge.

# Signature: Date:

RETURN TO: The Canadian Heraldic Authority, Rideau Hall, 1 Sussex Drive Ottawa, Ontario K1A 0A1