



DOCUMENT CHECKLIST

DEPENDENT CHILD

As you work through the steps, check for each applicable item.



IMPORTANT: If you cannot provide one or more document(s) required by this checklist, you must provide a detailed written explanation for each missing document. You must also provide any other evidence or documents you have available to satisfy the requirement.

How to apply:

When submitting an online application, you'll need to upload this form and other required documents with your application. The principal applicant is responsible for completing the forms on behalf of their dependents who are 18 years of age and older. When asked for documents, please upload a pdf of the original document to your online application.

When submitting your application, if your documents are not in English or French, include a notarized (certified) translation with a certified copy of the original document, **or** an affidavit from the person who completed the translation (if the translation is not provided by a member in good standing of a provincial or territorial organization of translators and interpreters in Canada).

Do not submit originals unless otherwise stated as the documents you submit will not be returned.

Information about Previous Examination (to be completed by the sponsor):

The person I am sponsoring was declared as my dependant child and was already examined when I applied for a permanent resident visa, and did not receive an immigrant visa. (Note: If you have never applied for a permanent resident visa, answer no.)

No

Yes

PART A - FORMS REQUIRED

- 1. Document Checklist - Dependent Child (Including Dependent Children) (IMM 5534)**
You must upload this checklist with your application.

DOCUMENT CHECKLIST FOR SPONSOR AND PRINCIPAL APPLICANT

- 2. Application to Sponsor, Sponsorship Agreement and Undertaking (IMM 1344)**
To be completed and signed by both you (the sponsor), and the person you want to sponsor, if they are 18 years of age or older. If the person you are sponsoring is under 18 years of age, they do not need to sign. Instead, the dependent child's parent or legal guardian should sign on their behalf. When applying online, a pdf of the completed and digitally signed original document must be uploaded to your online application.

Step by step instructions for applying online: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5289-sponsor-your-spouse-common-law-partner-conjugal-partner-dependent-child-complete-guide.html>

Note: If you are sponsoring more than one dependent child, you must submit a **separate application for each sponsored child**, including an IMM1344 and IMM0008 listing each individual child as the principal applicant. Do not list siblings as dependent on each other. The Department will cross reference the files so that they are processed together.

- 3. Sponsorship Evaluation (IMM 5481)**
Do not complete this form if you are a resident of Québec. Complete this form if you (the sponsor) are sponsoring your dependent child, who has no dependent child(ren) of their own. The Sponsorship Evaluation will help us assess your past and current obligations with respect to previous sponsorship undertakings that you have signed or co-signed. This form, and the supporting documents that you will be sending with your application, will help us determine whether you meet the residency requirement and whether you have the ability to support the principal applicant.

If your dependent child has dependent children, do not complete this form. Complete the **Financial Evaluation (IMM 1283)** form instead.

- 4. Financial Evaluation (IMM 1283)**
Complete this form only if the dependent child you are sponsoring has one or more dependent child(ren) of their own. Note: If this does not apply to you, write N/A next to the checkbox.

Do not complete this form if you are a resident of Québec.

SPONSOR **5. Application Fees**

Attach a receipt for the sponsorship fee and the application fee for your dependent child (and, if applicable, their dependent child). Use the table in the Basic Guide (<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5525-basic-guide-sponsor-your-spouse-partner-child.html>) to confirm how much you need to pay.

If your dependent child (principal applicant) is over 18, find out if you **need to give biometrics**.

To avoid delays in processing your application, **pay your biometric fees** when submitting your application fee.

Note: Fees paid to the province of Québec for their sponsorship process are separate from these fees and should not be submitted to Immigration, Refugees, and Citizenship Canada (IRCC).

 6. Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604)

Are there any applicants under the age of 18 included in this application, who will receive an immigrant visa?

No: Continue to Section 7

Yes: You must demonstrate that the child's other parent or legal guardian has no objection to that child immigrating to Canada

Principal Applicant:

If the other parent of the principal applicant is not listed as the co-signer on the IMM 1344 (Application to Sponsor, Sponsorship Agreement and Undertaking), provide the following:

- Completed IMM 5604 (Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada), witnessed by a notary public.
- Photocopy of a valid and legible identity document for that parent, bearing their signature.
- If the other parent is deceased, provide a copy of their death certificate instead.
- If you are divorced or separated from the other parent, also include a copy of any related custody agreements.

If you are unable to provide the applicable documents above, you must provide a **detailed explanation**.

Minor Child of Principal Applicant

The principal applicant does not have any minor child(ren) of their own who will receive an immigrant visa:
→ Continue to section #7.

The principal applicant has a minor child who will receive an immigrant visa
→ Provide the documentation requested below for the child's other parent:

- Completed IMM 5604 (Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada), witnessed by a notary public
- Photocopy of a valid and legible identity document for that parent, bearing their signature.
- If you are divorced or separated from the other parent, include a copy of any related custody agreements.

SPONSORED PERSONS (PRINCIPAL APPLICANT AND FAMILY MEMBERS)

Note: Failure to declare your family members (accompanying and non-accompanying) may result in the refusal of your application and the inability to sponsor them in the future. For more information, please consult the Basic Guide (IMM 5525).

7. Generic Application Form for Canada (IMM 0008)

The principal applicant (dependent child being sponsored) must complete this form.

Note: If the principal applicant is under 18, this form must be signed by a parent or legal guardian acting on the child's behalf. Only children of the principal applicant should be listed as dependents. Siblings (brothers, sisters etc.) should not be listed as dependent on each other.

This form is now digital and can be completed online.

Step by step instructions for applying online: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5289-sponsor-your-spouse-common-law-partner-conjugal-partner-dependent-child-complete-guide.html>

8. Country specific requirements

You must check the country specific requirements (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm if any additional forms are required based on your country of residence. If so, you must submit them with your application. Check this box to confirm that you have reviewed the country specific requirements and (if applicable) submitted any extra forms required.

List any additional forms you are providing here (starting with the IMM form number), or write N/A if you do not have extra forms to submit:

9. Additional Family Information (IMM 5406)

The principal applicant (dependent child being sponsored) must complete this form even if they are under the age of 18. If the principal applicant is under 18, this form must be signed by a parent or legal guardian acting on the child's behalf.

This form is now digital and can be completed online.

Step by step instructions for applying online: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5289-sponsor-your-spouse-common-law-partner-conjugal-partner-dependent-child-complete-guide.html>

10. Schedule A - Background / Declaration (IMM 5669)

The principal applicant (dependent child being sponsored) must complete this form even if they are under the age of 18. Make sure you provide the specific details in the "Education History" section of the form. If the principal applicant is under 18, this form must be signed by a parent or legal guardian acting on the child's behalf.

This form is now digital and can be completed online.

Step by step instructions are found in the Complete Guide: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5289-sponsor-your-spouse-common-law-partner-conjugal-partner-dependent-child-complete-guide.html>

BOTH THE SPONSOR AND PRINCIPAL APPLICANT**11. Use of Representative (IMM 5476)**

Use this form if you (the sponsor and/or the principal applicant) want to name a representative (such as an immigration consultant, lawyer, friend or family member) to represent you. When you appoint a representative, you also authorize IRCC and the Canada Border Services Agency (CBSA) to share information from your case file with this person in place of you, and the representative will receive all correspondence from IRCC or the CBSA.

Learn more about who can represent you here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigration-citizenship-representative.html>

Select one of the following:

I am not appointing a representative. If you are not appointing a representative, check this box and proceed to #12.

I am appointing a representative. You must complete the **IMM 5476 – Use of Representative form**

Note: The sponsor and principal applicant can sign the same form if they are using the same representative.

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5476E.pdf>

Step by step instructions: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5561-instructions-use-representative.html>

IMPORTANT: If a sponsor will receive correspondence for, or act in any way on behalf of, their dependent child over the age of 18, the applicant must complete a Use of Representative form [IMM 5476] listing the sponsor as a representative. If this is not provided, the application will be returned without being processed.

12. Authority to Release Personal Information to a Designated Individual (IMM 5475)

Use this form if you want to authorize IRCC to give your personal information to someone who will not act as your representative.

Select one of the following:

Not applicable. Proceed to Part B of the checklist.

I want to authorize IRCC to release personal information to a designated individual. You must complete the **IMM 5475 – Authority to Release Personal Information to a Designated Individual**

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5475E.pdf>

More information about this form is found here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigration-citizenship-representative/application-access.html>

PART B - SUPPORTING DOCUMENTS REQUIRED**Important Reminders:**

- You must provide certified translations in either English or French for all documents that are not already in English or French.
- For online applications, upload a pdf of the original document.
- You must also check the **country specific requirements** (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm whether there are special instructions or guidance for documents:
 - based on your country of residence, and/or
 - issued by a specific country.
 The document(s) you submit must satisfy the instructions provided to avoid delays in processing.

SUPPORTING DOCUMENTS FOR SPONSOR - UPLOAD A PDF OF THE ORIGINAL DOCUMENT FOR ONLINE APPLICATIONS **1. Status in Canada**

Please check the box which describes your (the sponsor's) status and provide the requested documentation:

I am a Permanent Resident of Canada: Submit a photocopy of your Permanent Resident Card (both sides).

Note: If your card is expired, you can submit a copy of your expired card.

I am a Canadian Citizen: Submit a photocopy of **ONE** of the following:

Canadian Citizenship certificate or card (both sides).

Canadian Citizenship card without photo issued before February 15, 1977.

Canadian birth certificate (for Québec, only a birth certificate issued by the Directeur de l'état civil du Québec is accepted).

Canadian passport (page showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).

I am an Indian: Submit a copy of your Indian status card (formally known as a Certificate of Indian Status) to show that you are registered in Canada as an Indian under the *Indian Act*. If you are also a Canadian citizen, you can choose to either provide your Indian status card, or one of the four documents listed above for proof of Canadian citizenship. You do not need to submit both.

2. Are you a Canadian citizen living outside Canada? No Yes

If you (the sponsor) answered yes, provide proof that you will live in Canada with your dependent child once they become permanent resident of Canada.

3. Employment/Source of Support - Do not complete this section if you are a Québec resident.

You need to show that you can support the person(s) you are sponsoring. Provide documents from one of the following options:

If you are working in Canada, provide an original letter from your current employer stating your period of employment, salary, and regular hours per week or supporting financial documents if you are self-employed **AND** one of these documents issued by the Canada Revenue Agency (CRA). As of February 28, 2020, Line 150 (Total Income) was changed to Line 15000. Notice of Assessments and Option C prints prior to 2019 will have Total Income listed as Line 150:

- your most recent Notice of Assessment. This must include line 15000 (Total Income), or
- proof of income statement (Option C).

Note: You can view (and print) your tax return(s) as well as other personal tax information using the CRA's **My Account** online service. To register or login, visit <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html>.

If you cannot provide a Notice of Assessment or a proof of income statement (Option C) for the most recent taxation year, you must provide an explanation on a separate sheet of paper, accompanied by whatever financial documentation you can to show that you can support the person(s) you are sponsoring.

If you are not working in Canada, provide other documentation showing that you can support the person(s) you are sponsoring. This must include a detailed explanation of how you plan to support yourself and the sponsored person(s) on a separate piece of paper.

SUPPORTING DOCUMENTS FOR SPONSORED PERSONS (PRINCIPAL APPLICANT AND ALL FAMILY MEMBERS) **4. IDENTITY DOCUMENTS, TRAVEL DOCUMENTS AND PASSPORTS**

You (the principal applicant) must provide the following (photocopies only).

- Most recently issued passport or travel document for you (and, if applicable, for any dependent child who will accompany you to Canada).
- Include only copies of pages showing the passport or travel document number, date of issue and expiration, photo, name, surname, date and place of birth of holder.
 - If you are in Canada and/or have previously travelled to Canada, you must also include pages of any passport in your possession which bear an entry stamp made by a Canadian authority.
 - If you reside in a country different from your nationality, include a copy of your visa or residency permit for the country in which you currently reside (e.g. United States Alien Registration card or "Green Card")
 - Please note that diplomatic, official or public affairs passports are not acceptable for an application for permanent residence in Canada.

Note: Although you do not need to have a valid passport or travel document when you submit your application, you must have a valid travel document or passport to be able to travel to Canada and to be admitted for permanent residence. A list of acceptable documents is found in subsection 50(1) of the *Immigration and Refugee Protection Regulations* (<https://laws-lois.justice.gc.ca/eng/regulations/sor-2002-227/page-8.html#h-686250>). You will need to demonstrate that you hold an acceptable travel document or passport before we can finalize your application.

- If you (the principal applicant) are living in Canada, provide proof of your status in Canada (e.g. copy of temporary resident visa, study permit or work permit, temporary resident permit, including out of status documentation).
- Birth certificates or baptismal certificates for yourself (and all your dependents, if applicable – whether they are accompanying you to Canada or not).
- If listed in the country specific requirements for your country (or countries) of citizenship or residence:
- Copies of national identity cards (for yourself and all family members)
 - A copy of your family booklet
 - Neither of the above applies to me

Reminder: You must check the country specific requirements (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm if there are special instructions for your documents.

 5. POLICE CERTIFICATES AND CLEARANCES

Are you (the principal applicant) 18 or older? No Yes

If you answered **no**, proceed to item 6. If you answered **yes**, provide the documents requested below (if applicable).

 POLICE CERTIFICATES

Submit police certificates from the following country or countries at this time, unless indicated otherwise on the police certificate webpage: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html>

- Any country **other than Canada** in which you spent 6 or more months in a row since the age of 18.

_____ Country

Canadian Police Certificates

- If you (or a family member 18 or older) have lived in Canada for the last six months, or Canada is the country where you (or they) have lived for most of your (or their) life since the age of 18, police certificates for Canada are not required at this time. IRCC will make a request for (a) Canadian police certificate(s) on your behalf. Check here if this applies to you.

Note: Some countries may need consent from IRCC to issue a police certificate. If so, you should submit the consent form to us in place of the police certificate. We'll assess the consent form and start the police certificate request. Check the requirements for different countries here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html>.

Consent form: [Request for Police Certificates/Clearances and Authorization for Release of Information \(PDF, 58.59KB\)](#)

After we review your application, we'll contact you if we need more police certificates to process your application.

More information about police certificates is found here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/about.html>

MILITARY SERVICE:

Did you (the principal applicant) do military service?

No Yes

If you answered **yes**, you must check the country specific requirements (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm whether there are any special instructions for your country of residence or for the country for which you performed military service. If so, you must submit the required form(s) and/or document(s).

Check this box if you are providing military documents:

 6. PHOTOS

When applying online, upload the front and back of one (1) photo to your application for each of your accompanying family members and yourself. Follow the instructions on photo specifications

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5525-basic-guide-sponsor-your-spouse-partner-child.html#appendixB>

Important: If the photographs you submit do not meet the required specifications, it may result in a processing delay.

 7. MEDICAL EXAMINATION

Do not complete a medical examination at this time. You will be issued medical instructions at an appropriate time in processing. If you have completed an immigration medical examination in the last 12 months, please attach a copy of the Information Sheet from the Panel Physician and provide the date of your medical examination and the name and location of the Panel Physician below. You may still be required to undergo a new medical examination.

Name of panel physician	Place of medical examination	Date of the medical examination (YYYY-MM-DD)

 8. ADDITIONAL PROOF OF RELATIONSHIP TO SPONSOR

Your relationship to your sponsor will be assessed on the basis of the information and documentation you provide with your application. To reduce the likelihood of requests for additional documentation and/or an interview, which increases processing times, please submit at least one item from the list below as additional proof of relationship to your sponsor:

- An official document (other than your birth certificate/baptismal certificate) showing that your sponsor is your parent.
- Evidence of financial support from your sponsor.
- School document(s) listing your sponsor as your parent.
- Photographs with your sponsor at different moments of your life (maximum of 10).
- Letters, printed text messages, e-mails, or social media conversations between you and your sponsor.
- Proof of your sponsor's visits, such as airline ticket coupons or used boarding passes.
- Other document that can show proof of relationship.

Note: In some cases, certain documentation from the list above may not be available, or may not apply to your situation. If you cannot provide at least one of the above sets of documentation, provide a written explanation on a separate piece of paper.

Reminder: You must check the country specific requirements page (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm if there are special instructions for your documents.

Note: In all cases, a departmental official may still ask you to provide additional documentation, including proof of relationship, at a later date during processing if more information is required to assess your application.

**SIGNATURES**

IMPORTANT REMINDER: Double check that you provided all required signatures on the following forms. See the [step by step instructions for information on signatures on online and paper applications](#):

1) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM 1344).

Submit the original document. The form **must** be signed by:

- Sponsor
- Principal applicant (If under 18, parent or legal guardian signs)

2) Financial Evaluation (IMM 1283).

- Sponsor

3) Generic Application Form for Canada (IMM 0008). This form is now digital and can be completed online.

- Principal applicant (If under 18, parent or legal guardian signs)

4) Additional Family Information (IMM 5406). This form is now digital and can be completed online.

- Principal applicant (If under 18, parent or legal guardian signs)
- All other family members of the principal applicant (including dependent children 18 years of age or older)

5) Schedule A – Background/Declaration (IMM 5669). This form is now digital and can be completed online.

- Principal applicant

6) Use of Representative Form (IMM 5476) - If applicable

- Each person 18 years of age or older who is appointing a representative
- Not applicable