DOCUMENT CHECKLIST
Application Forms for In-Canada Families of Canadian victims of recent air disasters

You **must** print this document, complete it and include it in your application as **the cover page**.

Gather your documents **in the order of the checklist** and check ☑ each item. Attach small items such as photos with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope and follow the steps in the instruction guide . If your documents are not in English or French, **you must include the English or French translation** with a certified copy of the original document. Applicants should use the services of a certified translator who is in good standing with their provincial or territorial organization and certified to translate documents if in Canada or accredited (officially recognized or authorized) in the country where the translation is being completed if outside Canada. In situations where the translation cannot be provided by a certified translator, it must be accompanied by an affidavit swearing to the accuracy of the translation and the language proficiency of the translator.

Note: If you are unable to provide any of the supporting documentation, please include with your application, a written explanation with full details as to why that documentation is unavailable. Failure to provide supporting documents in certain circumstances may result in the refusal of your application.

COMMON REASONS FOR THE RETURN OF THE APPLICATION PACKAGE

- Required form was not signed and dated by the client.
- Principal applicant (PA) and family member information does not match the Generic Application Form (IMM 0008).
- Invalid version of form was submitted with the application package.
- Not all questions were answered by client.

FORMS

	Do not submit originals unless otherwise stated as the documents you submit will not be returned. You must keep a copy of the completed forms and all documents before sending them to Immigration Refugee and Citizenship Canada (IRCC).	**Format**
1	***Generic Application Form for Canada (IMM 0008)*** Completed and signed by the principal applicant.	Original ☐
2	***Additional Dependents/Declaration (IMM 0008DEP) (if applicable)*** Completed, dated and signed by everyone in the following list (if applicable): • the principal applicant • spouse or common-law partner (whether they are accompanying or not) • each dependent child over the age of 18 years (whether they are accompanying or not) To be completed if the applicant has more than five dependents (whether they are accompanying or not).	Original ☐
3	***Schedule A: Background/Declaration (IMM 5669)*** Completed, dated and signed by everyone in the following list: • the principal applicant • spouse or common-law partner (**whether they are accompanying or not**) • each dependent child over the age of 18 years (**whether they are accompanying or not**) Provide your detailed personal history from the last 10 years or since the age of 18, if you are less than 28 years of age. Do not leave any sections blank, or gaps in time. You must write "n/a" in any sections that are not applicable to your situation. Include all: • jobs, • periods of unemployment, • study, • vacations, or • being a homemaker Do not use abbreviations. Do not use general words such as "employee", "working", and “manager." Specify your activity such as retail salesperson, architect, financial manager, etc. **Note:** If this section is not accurately completed, it will cause delays in the processing of your application.	Original ☐
4	***Additional Family Information (IMM 5406)*** Completed, dated and signed by everyone in the following list: • the principal applicant • spouse or common-law partner (**whether they are accompanying or not**) • each dependent child over the age of 18 years (**whether they are accompanying or not**)	Original ☐

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5	***Use of a Representative (IMM 5476) (If applicable)*** Complete, date, sign and include this form in your application if you have a paid or unpaid representative.	Original ☐
6	***Authority to Release Personal Information to a Designated Individual (IMM 5475) (If applicable)*** Complete, date, sign and include this form in your application if you have a Designated Individual	Original ☐

SUPPORTING DOCUMENTS

	Do not submit originals unless otherwise stated as the documents you submit will not be returned. You must keep a copy of the completed forms and all documents before sending them to IRCC.	**Format**
1	**Passports, travel documents, and other identity documents** Copy of the pages of your passport, travel or other identity documents for you, your spouse or common-law partner and your dependent children, showing, for example: • the passport number, • date of issue and expiry, • the photo, name, date and place of birth, • pages showing any amendments in name, date of birth, expiration, etc.	Copies ☐
2	**Proof of status in Canada** Provide a copy of the most recent document, regardless of its validity. For example: • Refugee Protection Claimant Document • Study Permits • Visitor Records • Work Permits	Copies ☐
3	**Identity and Civil Status Documents** You must provide the following documents for you and your family members: • Birth certificates • Legal documents showing name or date of birth changes (if applicable) • Marriage certificate(s), final divorce or annulment certificate(s). If married more than once, include certificates from each marriage and divorce or annulment you, your spouse or common-law partner have had • Death certificate for former spouse(s) or common-law partner(s) (if applicable) • National IDs, family/household registry/book (if applicable) • If you have a common-law partner, complete and include the Statutory Declaration of Common-Law Union **(IMM 5409 – original)** and provide evidence that you have cohabitated with your partner for a period of at least 12 continuous months. Provide the following documents listing both your names, for example: o copies of joint bank account statements, copies of leases, utility bills, etc.	Copies ☐
4	**Children's Information (dependents of the principal applicant)** • Children's birth certificates (which name their parents) • School records • If applicable, adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children • If applicable, proof of custody for children under the age of 18	Copies ☐
5	**Proof to support that your relative was a victim of one of the flights and their status in Canada** • **Explanatory letter with information about the victim, including their name, date of birth and what their status was in Canada.** • **Evidence that they were on either flight ET302 or PS752: death certificate, copy of itinerary, any official document that established their presence on the flight. If none of these documents are available, provide an affidavit (original) with the information.** • **Evidence of your relative's status in Canada: passport, birth certificate, Permanent residence card, Confirmation of permanent residence, Permanent residence visa, citizenship certificate, etc. If no copy of official document is available, provide an affidavit (original) with the information.**	Copy ☐

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6	**Proof that you are related to a victim of one of the flights** • **Explanatory letter to clarify who you are in relation to the victim: it must be clear that you are one of the members of the victim's (or their spouse or common-law partner) family as described in the public policy. Provide all the necessary details to establish the relationship between you and the victim (or their spouse or common-law partner).** • **Evidence to support the family relation: this could be, but is not limited to, a birth, marriage or death certificate for each person between you and the victim in your family tree. The documents must name the parents to be able to establish the filiation. If no documents are available or if some are missing, provide an affidavit (original) that explains the steps you took to obtain the information that were unsuccessful and a solemn declaration that you are related to the victim (or the missing filial link in the documentary evidence provided).**	Copy ☐
7	**Photo Requirements** Include **two (2) passport-size photos** for you and each dependent, whether accompanying you or not. Follow the instructions provided in the Permanent Residents Photo Specifications guide. Photos must have been taken within twelve (12) months before application submission. On the **back of one (1) of the photographs**, write the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Leave the other photograph blank. ***Attach photos with a paper clip.***	Original ☐
8	**Fees**	Copy ☐
9	This document checklist (IMM 0129)	Original ☐

MAILING YOUR DOCUMENTS

	You have addressed the envelope with correct postage to: IRCC - Humanitarian Migration Office ***Victims of recent air disasters - VAD*** #300-800 Burrard St Vancouver, BC V6Z 0B6 ***Any update to your application should be sent to the Humanitarian Migration Office in Vancouver by email at VancouverBRO@cic.gc.ca (include "VAD" in the subject line) or by mail at the address above.***