



2024 DOCUMENT CHECKLIST FOR PARENTS AND GRANDPARENTS

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

- o Unless the representative, sponsor or applicant(s) require accommodations, including for a disability, all applications are required to be submitted online through the Permanent Residence Portal (<https://prson-srpel.apps.cic.gc.ca/en/login>) or the Representative Permanent Residence Portal (<https://prson-srpel.apps.cic.gc.ca/en/rep/login>).
- o To ensure the application is complete and accepted for processing, follow all steps in Guide 5772 – *Application to Sponsor Parents and Grandparents*: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5772-application-sponsor-parents-grandparents.html>.
- o Upload this Document Checklist and all other required forms and documents to your online application.
- o When asked to upload documents and forms to the online application, **only PDF, JPG, JPEG, PNG, DOC, and DOCX formats** are accepted. Uploaded documents and forms cannot exceed 4 megabytes.
- o If any of the documents submitted are not in English or French, include a notarized (certified) translation with a copy of the original document.
- o In general, if the sponsored parents (or grandparents) are separated and not divorced, one application should be submitted for both parents since they are still married. For more information on separated spouses, refer to Guide 5772.
- o The information in the sponsorship application must match the information the sponsor included on their Interest to Sponsor form submitted in 2020. If their information has changed since the Interest to Sponsor form was submitted (such as, family name, address, etc.), provide updated information and include a letter of explanation along with proof of the change(s).
- o For the section “Forms – Principal Applicant” in this checklist, the principal applicant is responsible for completing the forms on behalf of their dependants who are 18 years of age and older.
- o **Before submitting the application in the Portal, the principal applicant will be required to sign an electronic declaration stating that everything that has been submitted is true, accurate and complete.**

If you do not follow these instructions, your application may be returned to you as incomplete.



IMPORTANT: If you cannot provide one or more document(s) required by this checklist, you must upload a written explanation for each missing document. Submit any additional information under the section “Additional Supporting Documents” selecting the Document name as “Letter of explanation” in your online application.

You may be asked to provide an original form with the original handwritten signature(s) if an IRCC officer determines it is necessary.

FORMS - SPONSOR

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| <input type="checkbox"/> | 1. 2024 Document Checklist for Parents and Grandparents (IMM 5771) |
| <input type="checkbox"/> | 2. Application to Sponsor, Sponsorship Agreement and Undertaking (IMM 1344)
To be completed, signed and dated electronically by you (the sponsor), your co-signer (if applicable), and the person you are sponsoring (principal applicant).
Note: You should keep a copy of this document for your records. This agreement lists the obligations and responsibilities that fall unto the sponsor, co-signer (if applicable) and the persons being sponsored. |
| <input type="checkbox"/> | 3. Financial Evaluation for Parents and Grandparents Sponsorship (IMM 5768)
To be completed by you and your co-signer, if applicable. Residents of Quebec do not need to complete this form.
If you answered "No" to question 8 or if your co-signer answered "No" to question 16, you must complete the Income Sources for the Sponsorship of Parents and Grandparents (IMM 5748) form. |
| <input type="checkbox"/> | 4. Statutory Declaration of Common-law Union (IMM 5409)
To be completed, signed by hand and dated by the sponsor, co-signer and the administrator of the declaration, only if in a common-law partnership. |

FORMS - PRINCIPAL APPLICANT

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| <input type="checkbox"/> | 1. Generic Application Form for Canada (IMM 0008)
To be completed online by the principal applicant. The principal applicant’s dependent spouse or common-law partner and dependent children (whether accompanying to Canada or not) must be declared on this form unless they are already a Canadian citizen or permanent resident. |
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2. **Additional Family Information (IMM 5406)**
The principal applicant must complete this form online for themselves and on behalf of all their dependants who are 18 years of age and older (whether accompanying to Canada or not) who are not already Canadian citizens or permanent residents.

3. **Schedule A - Background/Declaration (IMM 5669)**
The principal applicant must complete this form online for themselves and on behalf of all their dependants who are 18 years of age and older (whether accompanying to Canada or not) and are not already Canadian citizens or permanent residents.
- IMPORTANT: For this form to be accepted, it must be complete (including no gaps in time for education and personal history in sections C and D).**

Note: For section D, if the principal applicant or a dependant has not worked in the past 10 years (e.g., they are retired), they must provide details of their personal history since the age of 18.

4. **Supplementary Information – Your Travels (IMM 5562)**
The principal applicant must complete this form online for themselves and on behalf of all their dependants who are 18 years of age and older (whether accompanying to Canada or not) who are not already Canadian citizens or permanent residents.

5. **Use of Representative (IMM 5476)**
To be completed, signed and dated electronically by the sponsor/principal applicant and their representative, if applicable. If the sponsor and principal applicant are both using a representative, the sponsor and principal applicant must submit separate forms.

SUPPORTING DOCUMENTS - PART A

SPONSOR

1. **Parents and Grandparents 2024 Invitation to Apply Letter**

2. Upload either your:

- Permanent Resident Card (both sides) or, if you were not issued a Permanent Resident Card, your *Record of Landing* (IMM 1000) or your *Confirmation of Permanent Residence* (IMM 5292 or IMM 5688), or
- Canadian Citizenship Certificate or card (both sides), or
- Canadian birth certificate, or
If you were born in Quebec, we will only accept a birth certificate from the *Directeur de l'état civil*.
- Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder), or
- Secure certificate of Indian status.

IMPORTANT: A copy of the exact status in Canada document you submitted with your 2020 Interest to Sponsor form must be included with your application to sponsor your parents and grandparents.

3. Upload your marriage certificate, if you have a co-signer and they are your spouse.
If you were married in the province of Quebec, only a marriage certificate issued by the *Directeur de l'état civil* is acceptable.

4. If your spouse or common-law partner is a co-signer, upload either their:

- Permanent Resident Card (both sides) or, if they were not issued a Permanent Resident Card, their *Record of Landing* (IMM 1000) or their *Confirmation of Permanent Residence* (IMM 5292 or IMM 5688) or
- Canadian Citizenship Certificate or card (both sides), or
- Canadian birth certificate, or
If they were born in the province of Quebec, only a birth certificate issued by the *Directeur de l'état civil* is acceptable.
- Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder), or
- Secure certificate of Indian status.

5. Proof of sponsor's relationship to principal applicant:

- Upload the sponsor's birth certificate (or final adoption order, if this applies)
If you were born in the province of Quebec, only a birth certificate issued by the *Directeur de l'état civil* is acceptable.

Note: If you are sponsoring your grandparents, you must also include the following:

- Upload your mother/father/parent's birth certificate (or final adoption order, if this applies).

PRINCIPAL APPLICANT AND DEPENDANT(S)

<input type="checkbox"/>	1. Upload the travel document or passport for the principal applicant and each accompanying dependant.
<input type="checkbox"/>	2. Proof of principal applicant's relationship to spouse or common-law partner: <ul style="list-style-type: none"> ■ Upload the marriage certificate, OR ■ <i>Statutory Declaration of Common-law Union</i> (IMM 5409) To be completed by the principal applicant, their common-law partner and the administrator of the declaration. This document must be signed by hand and uploaded to your online application. <p>Note: If the principal applicant or dependent spouse/common-law partner has previously been married or in a common-law union, please include the following:</p> <ul style="list-style-type: none"> a) given name(s) and family name(s) of all previous spouses and/or common-law partners; b) the time period for which they were together; c) proof of dissolution for all previous marriages and/or common-law unions. Proof of dissolution could include: divorce certificate(s), death certificate(s) or a <i>Statutory Declaration of Severance of Common-Law Union</i> (IMM 5519).
<input type="checkbox"/>	3. Proof of principal applicant's relationship to dependent children: <ul style="list-style-type: none"> ■ Upload a birth certificate (or final adoption order, if this applies) for each dependent child.
<input type="checkbox"/>	4. Curriculum Vitae (CV)/Resume: <ul style="list-style-type: none"> ■ The principal applicant and all dependants who are 18 years of age and older must provide a CV/Resume. Please ensure all CVs/Resumes include information since the age of 18 and details of the employment and volunteer positions held.
<input type="checkbox"/>	5. Details of government employment: <ul style="list-style-type: none"> ■ If the principal applicant or dependant declared holding government positions in section F on the <i>Schedule A - Background/Declaration</i> (IMM 5669), please complete the <i>Details of Government Employment</i> (IMM 0149): https://www.canada.ca/content/dam/ircc/documents/pdf/english/kits/forms/imm0149e.pdf.
<input type="checkbox"/>	6. Details of police service: <ul style="list-style-type: none"> ■ If the principal applicant or dependant declared police service in section F on the <i>Schedule A - Background/Declaration</i> (IMM 5669), please complete the <i>Details of Police Service</i> (IMM 0150): https://www.canada.ca/content/dam/ircc/documents/pdf/english/kits/forms/imm0150e.pdf.
<input type="checkbox"/>	7. Details of military experience: <ul style="list-style-type: none"> ■ If the principal applicant or dependant declared military and/or paramilitary service in section G on the <i>Schedule A - Background/Declaration</i> (IMM 5669), please complete the <i>Details of Military Experience</i> (IMM 5546): https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5546e.pdf.
<input type="checkbox"/>	8. Upload one (1) recent photo of the principal applicant and each accompanying dependant. Follow the instructions in the photograph specifications:
<input type="checkbox"/>	9. Processing Fees Upload the fee payment receipt showing the amount paid. Note: Attach a single receipt with the sponsorship fee, the application fee, and the biometric fee. To avoid delays in the processing of your application, please ensure you pay your biometric fees when submitting your application fees.

SUPPORTING DOCUMENTS - PART B

<input type="checkbox"/>	1. If you answered "No" to question 8 or if your co-signer answered "No" to question 16 on the <i>Financial Evaluation for Parents and Grandparents Sponsorship</i> (IMM 5768), you must upload: Proof of income or Notice of Assessment (NOA) issued by the Canada Revenue Agency (CRA) for each of the three most recent taxation years immediately preceding the date of your application. For the 2024 intake of applications, you must provide your NOAs for tax years 2021, 2022 and 2023. If you do not have paper copies of your NOAs on file, you can view (and print) your tax returns 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?wbdisable=true
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IMPORTANT: Police Certificates

Do not include a police certificate at this time. The processing office will request police certificates from the principal applicant and each dependant 18 years or older (who are not already Canadian citizens or permanent residents) later in the application process.

IMPORTANT: Medical Examination

Do not complete a medical examination at this time. You will be issued medical instructions at an appropriate point in processing.