



## DOCUMENT CHECKLIST HUMANITARIAN AND COMPASSIONATE CONSIDERATIONS

**Note:** You can now apply for Humanitarian and Compassionate Considerations online or by mail

Gather your documents **in the order of the checklist and**  each item.

**If you submit an online application**, you need to upload this form and other documents with your application. **You do not need to sign any PDF forms** except for the Use of a representative (IMM 5476) form and Authority to Release Personal Information to a Designated Individual (IMM 5475) form, if applicable. Some forms will be completed as part of the online application. You will need to complete PDF versions of these forms.

**If you submit a paper application**, you need to mail this form and other documents with your application. Please ensure you print this document, complete and include it in your application as **the cover page**. Send photocopies of all documents **unless instructed otherwise**. Attach small items such as photos with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope.

Whether you are submitting your application online or by mail: 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, and 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).

The checklist of required documents is subject to change. Applicants are advised to refer to the application kit on the IRCC website periodically while preparing their application to ensure that they have included all forms and documents listed on the most up-to-date checklist.

Forms and supporting documents (to be completed and submitted by all applicants).

**Note: If your application lacks any of the documents listed in this checklist, it will be returned to you. If you are unable to provide any of the requested documentation, please include with your application a written explanation with full details as to why that documentation is unavailable and any documentation that would support your claim. Failure to provide supporting documents in certain circumstances may result in the refusal of your application.**

**IMPORTANT NOTICE:** You have to answer all questions and sign all forms where applicable. When you sign these documents, you are certifying that all information provided therein whether prepared by you or not, is complete and true in all respects.

If you or someone else is acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- Your application may be refused;
- The circumstances of your refusal will be entered into Canada's global immigration database; and
- You and your family members could become inadmissible to Canada for five years under section 40(2) of the Immigration and Refugee Protection Act.

It is your responsibility to notify us and provide the relevant supporting documentation if there are changes in the following:

- Family status (e.g. marriage or common-law union, divorce, annulment, legal separation, birth, adoption, death of the principal applicant or any accompanying family members, including grandchildren born of dependent children);
- Education (e.g.: completion of a degree); or
- Mailing Address/email address/contact information.

Any changes which we have not been informed will delay processing or may result in the refusal of the application or the exclusion of a family member.

<b>Forms</b>	
<p><b>If you are mailing your application, do not submit originals unless otherwise stated as documents submitted will not be returned.</b></p> <p><b>Note: All documents listed below are required for mail-in and online applications.</b></p> <p><b>You must keep a copy of the completed forms and all documents that you submit online or mail.</b></p>	
<b>1</b>	<p><b>Generic Application Form for Canada (IMM 0008)</b>  <b>Applying online</b>            The principal applicant will complete this form as part of the online application. The PDF form is not required.</p> <p><b>Applying by mail</b>            PDF completed and <b>signed</b> by the principal applicant.</p>
<b>2</b>	<p><b>Additional Dependents / Declaration (IMM 0008DEP) (if applicable)</b>  <b>Applying online</b>            Completed, dated and <b>signed</b> by the principal applicant if the applicant has more than five dependents (whether they are accompanying or not).</p> <p><b>Applying by mail</b>            Completed, dated and <b>signed</b> by the principal applicant if the applicant has more than five dependents (whether they are accompanying or not).</p>
<b>3</b>	<p><b>Schedule A - Background / Declaration (IMM 5669)</b>            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:</p> <ul style="list-style-type: none"> <li>• jobs,</li> <li>• periods of unemployment,</li> <li>• study,</li> <li>• vacations, or</li> <li>• being a homemaker.</li> </ul> <p><b>Do not use abbreviations. Do not use general words such as "employee", "working", "manager." Specify your activity such as retail salesperson, architect, financial manager, etc.</b></p> <p><b>Note: If this section is not accurately completed, it will cause delays in the processing of your application.</b></p> <p><b>Applying online</b>            You will complete this form as part of the online application for everyone in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul> <p>The PDF form is not required.</p> <p><b>Applying by mail</b>            Submit a completed PDF document, dated and <b>signed by everyone</b> in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul>
<b>4</b>	<p><b>Supplementary Information - Humanitarian and Compassionate Considerations (IMM 5283)</b>            List all factors you wish to have considered at the time you submit your application and provide evidence to support the statements you make.</p> <p><b>Applying online</b>            You will complete this form as part of the online application for everyone in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• your family members, <b>only</b> if they have different humanitarian and compassionate grounds and they are included in this application.</li> </ul> <p>The PDF form is not required.</p> <p><b>Applying by mail</b>            Submit a completed PDF document, dated and <b>signed</b> by everyone in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• your family members, <b>only</b> if they have different humanitarian and compassionate grounds and they are included in this application.</li> </ul>

5	<p><b>Additional Family Information (IMM 5406)</b></p> <p><b>Applying online</b> You will complete this form as part of the online application for everyone in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul> <p>The PDF form is not required.</p> <p><b>Applying by mail</b> Submit a completed PDF document, dated and <b>signed by everyone</b> in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul>	<input type="checkbox"/>
6	<p><b>Use of a Representative (IMM 5476), if applicable</b></p> <p>Complete, print, sign and include this form in your application if you have a paid or unpaid representative. The form must be signed by the principal applicant and by the representative whether you apply online or by paper.</p>	<input type="checkbox"/>
7	<p><b>Authority to Release Personal Information to a Designated Individual (IMM 5475) (if applicable)</b></p> <p>Complete, print, sign and include this form in your application if you have a paid or unpaid representative. The form must be signed by the principal applicant and by the representative whether you apply online or by paper.</p>	<input type="checkbox"/>

<b>Photos</b>		
8	<p>Photo Requirements</p> <p>Photo must have been taken within six (6) months before application submission.</p> <p><b>Applying online</b> Include a photo of you and each family member <b>in Canada</b>. On the back of each photograph, write the name and date of birth of the person in the photo as well as the date the photo was taken. Follow the instructions provided in the online application and in the guide in Appendix A: Photo Specifications. Do not submit photos of family members <b>outside of Canada</b>.</p> <p><b>Applying by mail</b> Include two (2) original photos of you and each family member <b>in Canada</b>. On the back of one (1) of the photographs, print 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. Follow the instructions for Photo Specifications on our site: <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/pr-card/apply-renew-replace/photo.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/pr-card/apply-renew-replace/photo.html</a></p> <p><b>Do not staple, glue, or otherwise attach</b> the photos directly to the application. <b>Do not</b> submit photos of family members <b>outside of Canada</b>.</p>	<input type="checkbox"/>

<p><b>Photocopies of identity and relationship documents (for each person included in the application)</b> <b>Do not send</b> original documents of the following as they will <b>not</b> be returned.</p>		
9	<p>Passport pages for you and each of your family members <b>in Canada</b>. The pages must clearly show:</p> <ul style="list-style-type: none"> <li>• the passport number,</li> <li>• the photo, name, date and place of birth,</li> <li>• passport issue and expiry date,</li> <li>• entry and exit stamps, visas for Canada and any other countries,</li> <li>• stamp made by a Canadian authority showing most recent entry into Canada.</li> </ul>	<input type="checkbox"/>
10	Proof of your status in Canada (e.g. visitor visa, study permit or work permit, temporary resident permit, including out of status documentation)	<input type="checkbox"/>
11	Birth certificates or other official identity documents for you and all your family members <b>in Canada</b>	<input type="checkbox"/>
12	If you are married, include your marriage certificate	<input type="checkbox"/>
13	Proof of common-law relationship, if applicable. For example: evidence of joint bank, trust, credit union or charge card accounts; jointly signed residential lease, mortgage or purchase agreement; statutory declarations of individuals with personal knowledge that your relationship is genuine and continuing	<input type="checkbox"/>
14	Divorce, annulment or death certificates, if you were previously married	<input type="checkbox"/>
15	Custody papers for dependent children from a previous marriage or relationship, if applicable	<input type="checkbox"/>
16	Adoption papers, if applicant is an adopted child	<input type="checkbox"/>

<b>Other documents</b>		
<b>17</b>	Originals of your police certificate(s)	<input type="checkbox"/>
<b>18</b>	Details of your criminal convictions, if applicable	<input type="checkbox"/>
<b>19</b>	Photocopy of your pardon obtained from the National Parole Board, if applicable	<input type="checkbox"/>
<b>20</b>	Any document that supports why you think there may be sufficient humanitarian and compassionate grounds to permit your application for permanent residence to be processed from within Canada	<input type="checkbox"/>
<b>21</b>	Certified translations for all documents that are not in English or French For example: police certificates, birth certificates, etc.	<input type="checkbox"/>
<b>Fee</b>		
<b>22</b>	Copy of the receipt showing the amount paid. Consult the "Pay the fee" section of the instruction guide for the acceptable methods of payment If we are unable to process your payment, your application will be returned to you.  <b>Do not enclose cash.</b>	<input type="checkbox"/>
<b>23</b>	This <b>Document Checklist (IMM 5280)</b>	<input type="checkbox"/>
<b>Mailing your application</b>		
<b>24</b>	<b>If you are mailing your application, you have addressed the envelope with correct postage to:</b>  IRCC - Humanitarian Migration Office 300 - 800 Burrard Street Vancouver, BC V6Z 0B6	<input type="checkbox"/>