



## DOCUMENT CHECKLIST TEMPORARY RESIDENT VISA (IN CANADA APPLICANT)

This document checklist is one of the forms that you need to submit with your application. If any of the required documents are missing, your application might be returned or the processing of your application could be delayed.

**All documents in a language other than English or French must be translated. Provide both a photocopy of the document and the translation in English or French.**

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

### I have enclosed the following items:

#### FORMS LIST: The following forms must be completed, signed and dated.

- Application for Temporary Resident Visa (IMM 5257)*  
**Note:** If this application form is completed on a computer you must click on the validate box to generate a barcode page. Print and place the barcode (page 5 of 5) on the top of your application (or if applying as family or a group, each individual application package).
- Use of a Representative (IMM 5476)*  
**Note:** Complete this form **only** if you are using the services of an authorized representative, or if you are appointing or cancelling a representative.
- Authority to Release Personal Information to a Designated Individual (IMM 5475)*  
**Note:** Complete this form **only** if you authorize Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.
- Statutory Declaration of Common-law Union (IMM 5409)*, if applicable

#### DOCUMENTS LIST

- PHOTOCOPY of the Proof of Payment and receipt number
- PHOTOCOPY of the information page of your valid passport or travel document which includes:
  - o The passport number;
  - o The issuance and expiry dates;
  - o Your photo, name, date and place of birth.**Note:** There must be one completely blank page other than the last page available in each passport. A physical copy of your passport is not required at this time, and may be requested at a later date.
- Two photos** meeting the requirements of *Appendix A - Photo Specifications*. On the back of two photos, write your name and date of birth
- PHOTOCOPY of your current immigration document demonstrating your legal status in Canada (e.g. study or work permit)
- PHOTOCOPY of your Marriage License or Certificate (if applicable)
- An additional unused empty prepaid 24 x 32 cm Xpresspost - National envelope from any Canada Post retail outlet that we will use to return your passport and other documents to you
- If you are currently studying in Canada, proof of your current studies - such as a current letter and original transcript from the educational institution you are attending, attesting to your attendance
- If you are currently working in Canada, proof of your current employment - such as a letter from your employer

**Note:** This list is non-exhaustive. You may be required to provide additional documents at a later date.

**MAILING THE APPLICATION**

<p><b>Regular mail:</b> Temporary Resident Visa Section Case Processing Centre – Ottawa PO BOX 8780 STN T CSC Ottawa ON K1G 5A9</p>	<p><b>Courier:</b> Temporary Resident Visa Section Case Processing Centre – Ottawa 365 Laurier Avenue West Ottawa ON K1A 1L1</p>
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