



# DOCUMENT CHECKLIST

## SPONSOR - FOR PARENTS AND GRANDPARENTS

Gather your documents **using the checklist** and check  each item. Place all documents in a sealed envelope. If your documents are not in English or French, send a notarized (certified) translation with a copy of the original version. If you do not enclose all the required forms and documents, your entire application will be returned to you.

OFFICIAL USE ONLY	Forms List
<input type="checkbox"/>	<input type="checkbox"/> 1. <b>Application to Sponsor, Sponsorship Agreement and Undertaking (IMM 1344)</b> To be completed and signed by you, the sponsor, your co-signer, if applicable, and the person you are sponsoring.  <b>Note:</b> You should keep a copy of this document for your records. This agreement lists the obligations and responsibilities that fall onto the sponsor, co-signer (if applicable) and the persons being sponsored.
<input type="checkbox"/>	<input type="checkbox"/> 2. <b>Financial Evaluation for Parents and Grandparents Sponsorship (IMM 5768)</b> To be completed by you and your co-signer, if applicable. Residents of Quebec do not need to complete this form.  <input type="checkbox"/> If you answered "No" to question 8 or if your co-signer answered "No" to question 16, you must complete the <b>Income Sources for the Sponsorship of Parents and Grandparents (IMM 5516)</b> form.
<input type="checkbox"/>	<input type="checkbox"/> 3. <b>Statutory Declaration of Common-law Union (IMM 5409)</b> To be completed and signed by the sponsor and the cosigner, only if the latter is a common-law partner.
<input type="checkbox"/>	<input type="checkbox"/> 4. <b>Generic Application Form for Canada (IMM 0008)</b> To be completed and signed by the person you are sponsoring, the principal applicant.
<input type="checkbox"/>	<input type="checkbox"/> 5. <b>Additional Dependants/Declaration (IMM 0008DEP)</b> To be completed and signed by the principal applicant, if applicable.
<input type="checkbox"/>	<input type="checkbox"/> 6. <b>Schedule A - Background/Declaration (IMM 5669)</b> The principal applicant and all the family members who are 18 years of age and older must complete and sign their own copy of this form.
<input type="checkbox"/>	<input type="checkbox"/> 7. <b>Additional Family Information (IMM 5406)</b> The principal applicant and all the family members who are 18 years of age and older must complete and sign their own copy of this form.
<input type="checkbox"/>	<input type="checkbox"/> 8. <b>Use of Representative (IMM 5476)</b> To be completed, if applicable.
<input type="checkbox"/>	<input type="checkbox"/> 9. <b>Processing Fees</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of the fee payment receipt showing the amount paid.</li> </ul>

OFFICIAL USE ONLY	Supporting Documents - Part A
<input type="checkbox"/>	<input type="checkbox"/> 1. Photocopy of either your: <ul style="list-style-type: none"> <li><input type="checkbox"/> Permanent Resident Card (both sides) or, if you were not issued a Permanent Resident Card, your <i>Record of Landing</i> (IMM 1000) or your <i>Confirmation of Permanent Residence</i> (IMM 5292 or IMM 5688) or</li> <li><input type="checkbox"/> Canadian Citizenship Certificate or card (both sides), or</li> <li><input type="checkbox"/> Canadian birth certificate, or  <small>If you were born in the province of Quebec, only a birth certificate issue by the <i>Directeur de l'état civil</i> is acceptable</small></li> <li><input type="checkbox"/> Canadian citizenship certificate without photo issued before February 15, 1977, or</li> <li><input type="checkbox"/> Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> 2. Photocopy of your marriage certificate, if you have a co-signer and he or she is your spouse <small>If you were married in the province of Quebec, only a marriage certificate issue by the <i>Directeur de l'état civil</i> is acceptable</small>

OFFICIAL USE ONLY	<b>Supporting Documents - Part A (continued)</b>
<input type="checkbox"/>	<input type="checkbox"/> 3. If your spouse or common-law partner is a co-signer, a photocopy of either a: <ul style="list-style-type: none"> <li><input type="checkbox"/> Permanent Resident Card (both sides) or, if he/she was not issued a Permanent Resident Card, his/her <i>Record of Landing</i> (IMM 1000) or his/her <i>Confirmation of Permanent Residence</i> (IMM 5292 or IMM 5688) or</li> <li><input type="checkbox"/> Canadian Citizenship Certificate or card (both sides), or</li> <li><input type="checkbox"/> Canadian birth certificate, or If he/she was born in the province of Quebec, only a birth certificate issue by the <i>Directeur de l'état civil</i> is acceptable</li> <li><input type="checkbox"/> Canadian citizenship certificate without photo issued before February 15, 1977, or</li> <li><input type="checkbox"/> Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> 4. Proof of principal applicant's relationship to sponsor: <ul style="list-style-type: none"> <li><input type="checkbox"/> Photocopy of the sponsor's birth certificate If you were born in the province of Quebec, only a birth certificate issue by the <i>Directeur de l'état civil</i> is acceptable</li> </ul> <p><b>If you are sponsoring the mother or father of your mother or father, you must also include the following:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photocopy of your mother or father's birth certificate.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> 5. Copy of travel document or passport for the principal applicant and each accompanying dependant.
<input type="checkbox"/>	<input type="checkbox"/> 6. Proof of principal applicant's relationship to an accompanying dependent spouse or common-law partner; <ul style="list-style-type: none"> <li><input type="checkbox"/> Photocopy of marriage certificate, OR</li> <li><input type="checkbox"/> <b>Statutory Declaration of Common-law Union (IMM 5409)</b> To be completed also by the principal applicant and their common-law partner, if applicable.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> 7. Proof of principal applicant's relationship to accompanying dependent children; <ul style="list-style-type: none"> <li><input type="checkbox"/> Photocopy of birth certificate for each accompanying dependent child.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/> 8. Two (2) recent photos of the principal applicant and each accompanying dependant. Follow the instructions in the photograph specifications: <a href="http://www.cic.gc.ca/english/information/applications/guides/pdf/5445EB-e.pdf">http://www.cic.gc.ca/english/information/applications/guides/pdf/5445EB-e.pdf</a>
OFFICIAL USE ONLY	<b>Supporting Documents - Part B</b>
<input type="checkbox"/>	<input type="checkbox"/> 9. If you answered "No" to question 8 or if your co-signer answered "No" to question 16 on the <b>Financial Evaluation for Parents and Grandparents Sponsorship (IMM 5768)</b> , you must submit: <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Option C</b> print out or <b>Notice of Assessment</b> (NOA) issued by the Canada Revenue Agency for each of the three most recent taxation years.</li> </ul> <p><b>Note:</b> If your spouse or common-law partner is a co-signer, provide the same document.</p>

**Make sure all forms are completed and signed.**

**Attach this checklist to forms and supporting documents and send in an envelope addressed to the Case Processing Centre - Mississauga.**

**See *Submit the Application* in your guide.**