



IMMIGRATION Canada

Family Class

**Sponsorship of
parents, grandparents,
adopted children and
other relatives**

**Visa Office Specific
Instructions
London**



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**Ce guide est également
disponible en français**

Appendix A

Checklist

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope. **Do not send originals.** Send photocopies of all documents, **except** the *Engagement* (if you intend to live in the province of Quebec) and the police certificates, which must be **originals**. If your documents are not in English or French, send a certified translation with a copy of the originals.

1.	IMMIGRATION FORMS	
Check that they are complete and, where applicable, signed:		
Additional Family Information (IMM 5406) - You and each of your family members 18 years of age or older must complete their own copy of this form.		<input type="checkbox"/>
Use of a Representative (IMM 5476) - If you want us to deal with a representative on your behalf, be sure you have completed and signed this form.		<input type="checkbox"/>
2.	IDENTITY AND CIVIL STATUS DOCUMENTS	<input type="checkbox"/>
Birth, marriage, final divorce, annulment or separation certificates for you and spouse or common-law partner; death certificate for former spouse, if applicable.		
3.	CHILDREN'S INFORMATION	<input type="checkbox"/>
<ul style="list-style-type: none"> • Children's birth certificates (which name their parents); • Adoption papers for adopted dependent children; • Proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; 		
If your child's age was locked in before August 1, 2014, also submit:		
<ul style="list-style-type: none"> • Proof of continuous full time studies of all dependent children aged 22 or over: <ul style="list-style-type: none"> • complete school records or transcripts since attaining age 22, letters from the school(s) indicating the number of hours of classes attended per day, and the number of days attended per week, and • proof of full financial support by parents since reaching age 22. 		
4.	TRAVEL DOCUMENTS AND PASSPORTS	<input type="checkbox"/>
<ul style="list-style-type: none"> • Passports or travel documents for you, your spouse or common-law partner and dependent children. Only include copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth. • If you live in a country different from your nationality include a copy of your visa for the country where you currently live. • You and your family members must hold valid regular passports to obtain permanent resident visas; diplomatic, official, service or public affairs passports are not valid for immigration to Canada. 		
5.	PROOF OF RELATIONSHIP IN CANADA	<input type="checkbox"/>
<ul style="list-style-type: none"> • Proof of relationship to your sponsor in Canada, such as birth, marriage or adoption certificates. • If your sponsor is a permanent resident of Canada: photocopy of his or her Record of Landing (IMM 1000), Confirmation of Permanent Residence or Permanent Resident Card. • If your sponsor is a Canadian citizen: proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or Canadian citizenship card. 		

6.	POLICE CERTIFICATES AND CLEARANCES	<input type="checkbox"/>
	<p>Original police certificates or clearances, from each country in which you and everyone in your family aged 18 years or over have lived for six months or longer since reaching the age of 18. You must attach the original police document(s). If you have not been able to obtain police certificate(s) or clearance(s), attach a note explaining why. Please consult our website at: www.cic.gc.ca/english/information/security/police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.</p>	
7.	ENGAGEMENT	<input type="checkbox"/>
	<p>Original of the <i>Engagement</i> if your intention is to live in the province of Quebec.</p>	
8.	PHOTO REQUIREMENTS	<input type="checkbox"/>
	<p>Supply two (2) recent photos for each member of your family and yourself. Follow the instructions in your guide (see “Photos” in section on completing the Application for Permanent Residence in Canada) and in Appendix B: Photo Specifications.</p>	

Mailing your application

Place all your documents and this checklist in a sealed envelope and mail them to:

Sponsorship: (Type of sponsorship)
Case Processing Centre – Sydney
P.O. Box 9500
Sydney, Nova Scotia
B1P 0H5
Canada

If you’re sending the application using a courier service instead of by mail, use the following address:

Sponsorship: (Type of sponsorship)
Case Processing Centre - Sydney
49 Dorchester Street
Sydney, Nova Scotia
B1P 5Z2
Canada

Appendix B

Photo Specifications

Notes to the applicant

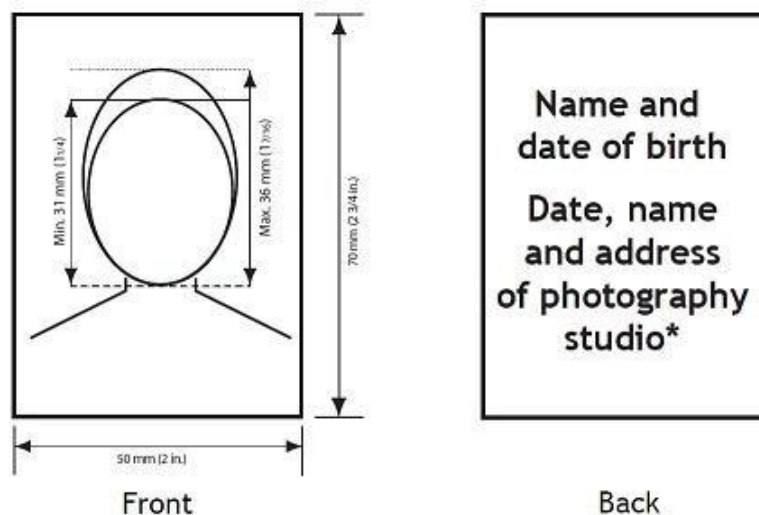
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Make sure that you provide the correct number of photos specified in this guide.
- You must provide identical and unaltered photographs.
- Photographs may be in colour or in black and white.
- Photographs must be original and not altered in any way or taken from an existing photograph.
- Photographs must reflect your current appearance (taken within the past six (6) months).

Notes to the photographer

The photos must be:

- taken by a commercial photographer;
- 50 mm x 70 mm (2 inches wide x 2 3/4 inches long) and sized so the height of the face measures between 31 mm and 36 mm (1 1/4 inches and 1 7/16 inches) from chin to crown of head (natural top of head);
- clear, sharp and in focus;
- taken with a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- taken with uniform lighting and **not show** shadows, glare or flash reflections;
- taken straight on, with face and shoulders centered and squared to the camera (i.e. the photographs must show the full front view of the person's head and shoulders, showing the full face centered in the middle of the photograph);
- taken in front of a plain white background with a clear difference between the person's face and the background. Photographs must reflect and represent natural skin tones.



Not actual size. Refer to measurements above.

The back of one (1) photograph must:

- bear the name and date of birth of the subject, as well as the name and complete address of the photography studio;
- bear the date the photograph was taken;
- The photographer may use a stamp or handwrite this information. Stick-on labels are unacceptable.

Appendix C

Medical Instructions

Everyone included in your application, whether accompanying you to Canada or not, is required to undergo a medical exam with a physician on our list of designated doctors. This includes children whom you have joint custody even if the children usually live with the other parent and will not accompany you to Canada.

Do not initiate any medical tests until you receive the medical form and instructions.

We will mail you instructions for the medical exam after assessing your application and making a positive selection decision. You will receive a medical form for you (and your family members if applicable), instructions for arranging medical exams and a list of doctors in your area who are authorized to conduct medical exams. You must make an appointment with the designated doctor of your choice in your area. Bring proper identification (passport or birth certificate) for each family member to the appointment.

Contact the doctor as soon as possible. You are responsible for all fees pertaining to the exam and mailing, as well as any further test or exam we may require.

Medical reports and X-rays arising from the immigration medical exam become the property of the Canadian Immigration medical authorities and will not be returned to you.

The **permanent resident visa** has the same validity as the medical results, that is, 12 months from the date of the first medical exam.