



IMMIGRATION

Canada

Family Class

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

**Visa Office Specific
Instructions
Port of Spain**



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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). Send photocopies of all documents, **unless instructed otherwise**. The *Engagement*, if you intend to live in the province of Québec, and the police certificates, must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

<p>1. IMMIGRATION FORMS Check that they are complete and, where applicable, signed:</p> <p>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"/></p> <p>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 the form. <input type="checkbox"/></p>
<p>2. IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/></p> <p>Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner; death certificate for former spouse if applicable. Photocopy of <i>Citizenship Certificate</i> or <i>Immigrant Visa</i> for any dependents who are Canadian citizens or permanent residents of Canada.</p>
<p>3. CHILDREN'S INFORMATION <input type="checkbox"/></p> <p>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 including a notarized declaration of no objection from the non-accompanying parent that they have no objections to the child accompanying you; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements including a notarized declaration that you understand that the child(ren) must comply with Canadian Immigration requirements if an application is submitted at a later date and what arrangements have been made for care of the child(ren). Proof of No Objection from the Provincial Adoption Authorities if the applicant is being adopted in Canada.</p> <p>If your child's age was locked in before August 1, 2014, also submit:</p> <p>Proof of continuous full time studies of all dependent children aged 22 or over: complete school records/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.</p>
<p>4. TRAVEL DOCUMENTS AND PASSPORTS <input type="checkbox"/></p> <p>Passports or travel documents for you, your spouse or common-law spouse and dependent children. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth. If you reside in a country different from your nationality, include a copy of your visa for the country in which you currently reside. Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</p>
<p>5. PROOF OF RELATIONSHIP IN CANADA <input type="checkbox"/></p> <p>Proof of relationship to your sponsor in Canada, such as birth, marriage or adoption certificates and proof of that person's status in Canada: photocopy of the Record of Landing (IMM 1000) of your sponsor or proof of Canadian citizenship such as a photocopy of pages of a Canadian passport or Canadian Citizenship card.</p>

6.	POLICE CERTIFICATES AND CLEARANCES Police certificates or clearances from each country in which you and everyone in your family aged 18 years or over have resided six months or more since reaching 18 years of age. You must attach the original police document(s). 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.	<input type="checkbox"/>
7.	ENGAGEMENT Original of the <i>Engagement</i> if your intention is to reside in the province of Québec.	<input type="checkbox"/>
8.	PHOTO REQUIREMENTS 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 .	<input type="checkbox"/>

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

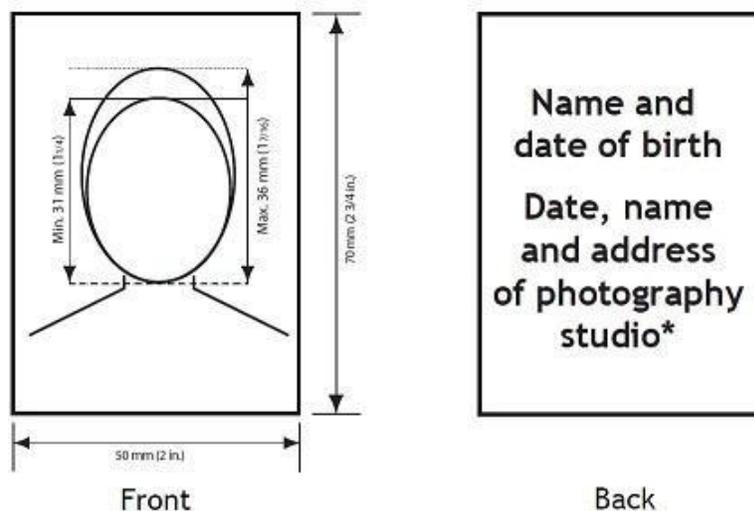
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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

You and all your family members, whether accompanying you to Canada or not, must complete a medical examination to determine if you meet the medical requirements for immigration to Canada.

You will receive a medical examinations kit from us **after** you submit your completed *Application for Permanent Residence* to Port of Spain.

You and your family members must do the necessary medical examinations with one of the doctors on the accompanying list unless you and/or your family members live in a country not included on this list.

It is your responsibility to contact the doctor promptly and to inform us if you wish to be examined by a designated doctor in a country outside our region. It is also your responsibility to pay for the medical examinations and all tests that you and any family members are required to take for the purpose of this application.

When you go for your medical examination, take the following:

- The **Medical Report Form**. Part 1.A must be completed for each member of the family and passport-sized photograph affixed to page one and Appendix A of each medical report form. Give these forms to the doctor.
- Identification such as a passport, birth certificate, driver's license (at least one item must show your photograph and signature).
- Eyeglasses, if worn.
- Any relevant medical reports, additional tests or previous X-rays that you may have as a result of particular medical conditions or previous treatments. This will save processing time.

You must tell the doctor about all past and present illnesses, operations and treatments. Failure to disclose this information will delay the medical assessment and processing of your application.

The designated doctor is responsible for collecting all necessary medical reports and forwarding them to the visa office in Port of Spain.