



Immigration,
Refugees and
Citizenship Canada

Immigration,
Réfugiés et
Citoyenneté Canada

IMMIGRATION

Canada

Family Class

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

**Visa Office Specific
Instructions**
Rome



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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.

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 the form. <input type="checkbox"/> Make sure that the spelling of your family name and given names is the same as the spelling in your passport. If you were born in a country that is not a member of the European Union or Switzerland, please attach a photocopy of your application form.
2. IDENTITY AND CIVIL STATUS DOCUMENTS National identity card, birth certificate, marriage certificate, annulment, final divorce decree, certificate of legal separation for you and your spouse or common-law partner, and death certificate for your former spouse if applicable. You must inform us immediately of any change in your marital status, whether before or after having received the visa. <input type="checkbox"/>
3. CHILDREN'S INFORMATION Birth certificates including parents' names; adoption papers for adopted dependent children; in the case of divorced or separated parents, a court document indicating custody of the children; If your child's age was locked in before August 1, 2014, also submit: Proof of continuous, full-time studies for all dependent children aged 22 years or over; complete school records/transcripts since attaining age 22, and proof of full financial support by parents since reaching age 22. You must inform us immediately of any change in family composition. <input type="checkbox"/>
4. TRAVEL DOCUMENTS AND PASSPORTS Photocopy of every page of passports or travel documents for you, your spouse or common-law partner and dependent children. If you live in a country other than your country of citizenship, attach a copy of your visa or residency permit for the country where you currently reside. All prospective immigrants must hold a valid regular passport; diplomatic, official, service or public affairs passports are not valid for immigration to Canada. <input type="checkbox"/>
5. PROOF OF RELATIONSHIP IN CANADA Proof of relationship to your sponsor in Canada, such as birth, adoption, marriage certificates, and proof of that person's status: photocopy of the Record of Landing (IMM 1000) or proof of Canadian Citizenship such as photocopy of pages of a Canadian passport or Canadian Citizenship card. <input type="checkbox"/>
6. POLICE CERTIFICATES AND CLEARANCES Original police certificates from each country in which you and everyone in your family aged 18 years or over have resided, six months or longer, since reaching 18 years of age. 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	<input type="checkbox"/>
The original of the <i>Engagement</i> if your intention is to reside in the province of Québec.	
8. PHOTO REQUIREMENTS	<input type="checkbox"/>
Supply four (4) 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 .	
9. OTHER DOCUMENTATION	<input type="checkbox"/>
Albanian residents must complete and sign the attached <i>Questionnaire for Abanian residents</i> .	

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

QUESTIONNAIRE FOR ALBANIAN RESIDENTS

Sir, Madam,

Please check the appropriate answer and return the questionnaire to us. If the answer to any of these questions is yes, please give details at the bottom of the page.

QUESTIONS	YES	NO
1. Have you, or any member of your family, had contact, either voluntarily or involuntarily, with the Albanian or Yugoslavian security or information services or those of any other country?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you, or any member of your family, had to work for the Albanian or Yugoslavian security or information services or for those of any other country?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you, or any member of your family, worked in a secret or classified sector, and/or had access to secret information?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you, or any member of your family, encountered problems with any police authorities, security or information services whatsoever, anywhere in the world (including harassment)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you, or any member of your family, acted for, either voluntarily or involuntarily, a group or organisation in the present Albania or Yugoslavia and/or ex-Yugoslavia, or in any other country, as a military supplier or trainer?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you, or any member of your family, been called up to serve (by constraint or voluntarily) in a unit of the armed forces in the regions of ex-Yugoslavia since 1991? If so, have you actively participated in combat in the territory of ex-Yugoslavia? Indicate the dates and locations of missions, the name of the head of the military unit, and join a photocopy of the military book or duty assignment.	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> <hr/> <hr/>		
7. As an individual or as a member of an organisation or a group, have you, or any member of your family, had any particular problems in ALBANIA, in particular concerning financial or administrative matters (for instance, concerning the nature or the origin of documents which you or they may have obtained or issued)?	<input type="checkbox"/>	<input type="checkbox"/>
Details:	<hr/> <hr/> <hr/> <hr/> <hr/>	

Funds: please declare the amount of your funds, the source of these funds, the currency in which they are held and their location.

Please indicate hereafter the destination, dates and reasons for any trips taken within the last ten years or since your eighteenth birthday. List also the name, address and telephone number of your personal or professional contacts outside Albania, along with the nature of these contacts.

I, the undersigned, declare that the information given is truthful, complete and correct.

Signature: _____ Spouse: _____

Date and place: _____

Appendix B

Photo Specifications

Notes to the applicant

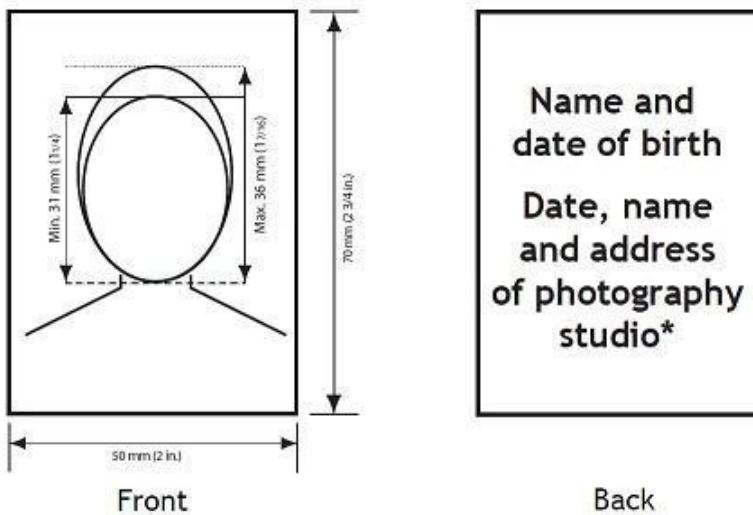
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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

A medical examination is obligatory for you, your spouse or common-law partner and your dependent children, whether accompanying you to Canada or not. If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered your dependent child, even if the child usually lives with the other parent and is not accompanying you to Canada.

Canadian immigration law defines as inadmissible to Canada a person who is suffering from any disease, disorder, disability or other health impairment as a result of the nature, severity or probable duration of which, in the opinion of a medical officer concurred with by at least one other medical officer, they are or are likely to be a danger to public health or to public safety, or their admission would cause or might reasonably be expected to cause excessive demands on health or social services. If your family member is inadmissible, you will be inadmissible also.

You will receive the forms and instructions for the medical examination, as well as the list of designated doctors in your country of residence, when a positive selection decision is made (usually at the time of the interview or when the decision is made to waive the interview). It is up to you to make an appointment with the doctor of your choice. You are also responsible for paying all the fees for the examination.

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