



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**
United States of America



Table of Contents

- Appendix A - Document Checklist**
- Appendix B - Photo Specifications**
- Appendix C - Medical Instructions**

**Ce guide est également
disponible en français**

Appendix A

Checklist

This document is available in **PDF format** only. The checklist is one of the forms you will need to mail with your application. Make sure you print this document and attach it when completed to your application.

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"/>
2. IDENTITY AND CIVIL STATUS DOCUMENTS Birth, marriage, final divorce, annulment, separation for you and your spouse or common-law partner, death certificates for former spouse if applicable. Also a clear copy of your national Identity Card/Certificate/Cedula (where available). <input type="checkbox"/>
3. CHILDREN'S INFORMATION 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 the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements. If your child's age was locked in before August 1, 2014, also submit: 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. <input type="checkbox"/>
4. TRAVEL DOCUMENTS AND PASSPORTS Passports or travel documents for yourself, your spouse or common-law partner and dependent children. Children must have their own passport, separate from their parents'. 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. <i>All prospective immigrants must hold a valid regular or private passport at the time of landing. Diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</i> <input type="checkbox"/>

5.	PROOF OF RELATIONSHIP IN CANADA	<input type="checkbox"/>
	Proof of relationship to your Canadian sponsor:	
	<ul style="list-style-type: none"> • Provide a copy of your sponsor's birth certificate/family census register if you are being sponsored by your son/daughter. • Provide a copy of the adoption certificate if the applicant is an adopted child. 	
	Proof of your sponsor's status in Canada:	
	<ul style="list-style-type: none"> • Photocopy of the Record of Landing (IMM 1000), or Permanent Resident Card or • Proof of Canadian Citizenship as photocopy of pages of a Canadian passport or Canadian Citizenship card. 	
	You should also provide a copy of the letter from the Case Processing Centre, Mississauga, confirming that your <i>Undertaking</i> (sponsorship) has been approved.	
6.	POLICE CERTIFICATES AND CLEARANCES	<input type="checkbox"/>
	Original 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 the age of 18. 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.	
7.	ENGAGEMENT	<input type="checkbox"/>
	Original if applicable; if intention is to reside in the Province of Québec.	
8.	PHOTO REQUIREMENTS	<input type="checkbox"/>
	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.	

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

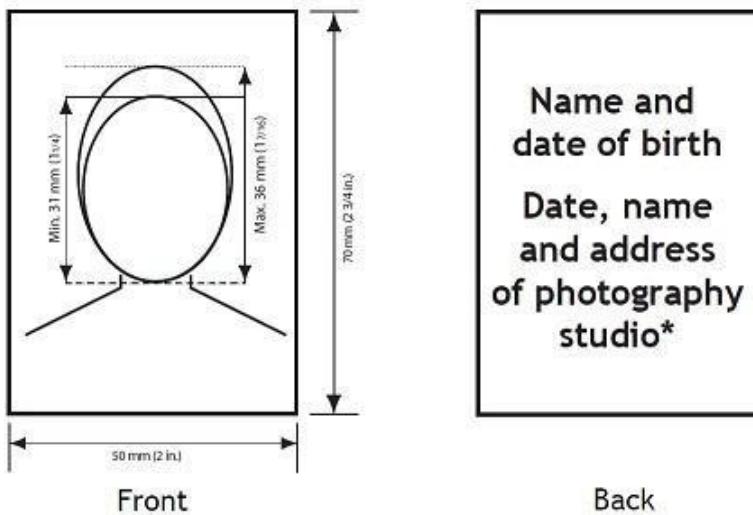
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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

Detailed medical instructions will be sent to you. When you receive your assessment notice you will also receive medical forms for yourself, (and your accompanying dependants if applicable), instructions and a list of doctors in your area who are authorized to conduct immigration medical examinations.

You are not required to have a medical examination before you submit your application forms.