



# IMMIGRATION

# Canada

## Family Class

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

## Visa Office Specific Instructions Port-au-Prince



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Ce guide est également  
disponible en français

# Appendix A

## Checklist

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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><b>1. IMMIGRATION FORMS</b> Check that they are complete and, where applicable, signed:</p> <p><b>Additional Family Information (IMM 5406)</b> - 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><b>Details of stays outside your country of residence (Attached at the end of Appendix A)</b> <input type="checkbox"/> Completed by:</p> <ul style="list-style-type: none"><li>• the principal applicant over 18 years of age</li><li>• spouse or common-law partner</li><li>• each dependent child over 18 years of age</li></ul> <p><b>Declaration IMM H10 (Attached at the end of Appendix A)</b> <input type="checkbox"/> Completed by:</p> <ul style="list-style-type: none"><li>• the principal applicant over 18 years of age</li><li>• spouse or common-law partner</li><li>• each dependent child over 18 years of age</li></ul> <p><b>Declaration IMM H10-A (Attached at the end of Appendix A)</b> <input type="checkbox"/> Completed by:</p> <ul style="list-style-type: none"><li>• the principal applicant over 18 years of age</li><li>• spouse or common-law partner</li><li>• each dependent child over 18 years of age</li></ul> <p><b>Use of a Representative (IMM 5476)</b> - 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><b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b> <input type="checkbox"/></p> <ul style="list-style-type: none"><li>• Birth certificate, extract from the Archives of the birth certificates (declaration made at birth), or baptism certificate legalized by the diocese or the Ministère des Cultes for:<ul style="list-style-type: none"><li>• your sponsor,</li><li>• yourself,</li><li>• your spouse or common-law partner and</li><li>• your dependant children.</li></ul></li><li>• Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner</li><li>• Death certificate for former spouse if applicable</li><li>• Photocopy of <b>citizenship certificate, permanent resident card</b> or <b>permanent resident visa</b> (formerly called “immigrant visa”) for any family members who are Canadian citizens or permanent residents of Canada.</li></ul>

3.	<b>CHILDREN'S INFORMATION</b>	<input type="checkbox"/>
<p>Children's birth certificates (declaration made at birth); extract from the Archives or children's baptism certificate legalized by the diocese or the Ministère des Cultes (which name their parents); school records for all children; 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; notarized consent for departure from the other parent.</p>		
<p><b>If your child's age was locked in before August 1, 2014, also submit:</b></p>		
<p>Proof of <b>continuous full-time studies</b> 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 <b>and</b> proof of full financial support by parents since reaching age 22.</p>		
<p><b>Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604) (Attached at the end of Appendix A)</b> - This form must be completed by the following persons who consent to the removal of their child from their country of residence and for the child to immigrate to Canada with the other parent:</p>		
<ul style="list-style-type: none"> <li>• non-accompanying parents/guardians,</li> <li>• former spouses, or</li> <li>• former common-law partners.</li> </ul>		
4.	<b>TRAVEL DOCUMENTS AND PASSPORTS</b>	<input type="checkbox"/>
<p>Passports (must be valid for at least three (3) years) or travel documents for you, your spouse or common-law partner 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. All prospective immigrants must hold a valid regular passport; diplomatic, official, service, or public affairs passports are <b>not</b> valid for immigration to Canada.</p>		
5.	<b>PROOF OF RELATIONSHIP IN CANADA</b>	<input type="checkbox"/>
<p>Proof of relationship to your sponsor in Canada, such as birth and marriage certificates; family photos with the sponsor (for cases of dependent children or parents); letters received from your relative in Canada, with postmarked envelopes (no cassettes); money transfer slips from the sponsor.</p> <p>Proof of that person's status in Canada: photocopy of the <b>Record of Landing</b> (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.	<b>POLICE CERTIFICATES AND CLEARANCES</b>	<input type="checkbox"/>
<p>Police certificates or clearances from each country in which you and every one in your family aged 18 years or over have resided six months or more since reaching 18 years of age. <b>You must attach the original police document(s).</b> Please consult our <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">website</a> at: <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">www.cic.gc.ca/english/information/security/police-cert/index.asp</a> for specific and up-to-date information on how to obtain police certificates from any country.</p>		
7.	<b>ENGAGEMENT</b>	<input type="checkbox"/>
<p><b>Original</b> of the <i>Engagement</i> if your intention is to reside in the province of Québec.</p>		
8.	<b>PHOTO REQUIREMENTS</b>	<input type="checkbox"/>
<p>Supply two (2) photos for each member of your family and yourself. Follow the instructions in your guide (see <b>Photos</b> in section on completing the Application for Permanent Residence in Canada) and in Appendix B: <b>Photo Specifications</b>.</p>		

# Mailing your application

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**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





FILE:

**DECLARATION**

I, \_\_\_\_\_, the applicant in Haiti undersigned, acknowledge that, if I have to get married before going to Canada, I have the obligation to declare my marriage at the Canadian Embassy and have my spouse meet all identity and medical requirements, before I can immigrate to Canada. Any dissimulation of my true marital status will result in my expulsion from Canada for reason of perjury.

Done in \_\_\_\_\_

Date \_\_\_\_\_  
(Town and country)

\_\_\_\_\_  
Signature of Applicant

-----  
**(Fill out if applicable only)**

This declaration having been translated into:

\_\_\_\_\_  
(language)

\_\_\_\_\_  
Signature of interpreter

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Immigration Agent



**File:**

**DECLARATION**

I, \_\_\_\_\_, the applicant in Haiti undersigned, declare that I have indicated in my permanent residence form, the names and information regarding all my children, legitimate or natural and that I do not have any other dependant which is not mentioned in this declaration.

My dependants listed hereunder will travel to Canada with me at present

\_\_\_\_\_  
\_\_\_\_\_

My dependants listed hereunder will not travel to Canada now, but later, even though they had to pass the medical exams as requested by the Law:

\_\_\_\_\_  
\_\_\_\_\_

My children listed hereunder, are not eligible to immigrate to Canada asmy dependants.

\_\_\_\_\_  
\_\_\_\_\_

I formally acknowledge that I must declare to the Canadian Embassy any child, born to me, during the process of my application, even those that could be born after I sign this present declaration.

Done and sworn in \_\_\_\_\_ Date \_\_\_\_\_  
(Town and Country)

\_\_\_\_\_  
Signature of Applicant

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**(Fill out if applicable only)**

This déclaration having been translated into:

\_\_\_\_\_  
(language)

\_\_\_\_\_  
Signature of interpreter

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Immigration Agent



## DECLARATION FROM NON-ACCOMPANYING PARENT/GUARDIAN FOR MINORS IMMIGRATING TO CANADA

FOR OFFICE USE ONLY			
File no.	▶		
Date	▶	Day	Month Year

Send this fully completed Declaration **and** a photocopy of a valid and legible identity document to the Canadian Embassy/Canadian Consulate.

This form must be:

- filled out by the non-accompanying parent/guardian, former spouse or former common-law partner and;
- **witnessed by a notary public.**

**A copy of this form must be completed for each child travelling to Canada.**

I, \_\_\_\_\_, declare that I have no objections to my

child: \_\_\_\_\_  
Child's full name Day Month Year  
Child's date of birth

immigrating to Canada with his/her parent/guardian:

_____	_____
Parent/Guardian name	Relationship to child
_____	_____
Parent/Guardian name	Relationship to child

Fill out this section if this child is travelling to Canada with someone other than the parent/guardian listed above.

_____	_____
Name	Relationship to child

I have read and understand the contents of this letter and by signing and returning this letter, I am confirming that I fully understand that I may be permanently separated from my above-named child.

I further understand that if I wish to enter Canada, as a temporary resident or a permanent resident, I must comply with all requirements of the *Immigration and Refugee Protection Act* and Regulations in force at the time of my application.

To be completed by the non-accompanying parent/gardian, former spouse or former common-law partner, in front of the witness. Present your original Identification Card to the witness\*

Signature (before witness*)		Date	
		Day	Month Year
Emergency contact telephone number	Place		

To be completed by the witness (notary public)

Witness title and name in block letters (*must be a notary public)	Witness* professional chop/stamp
Signature of witness*	



# Appendix B

## Photo Specifications

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### Notes to the applicant

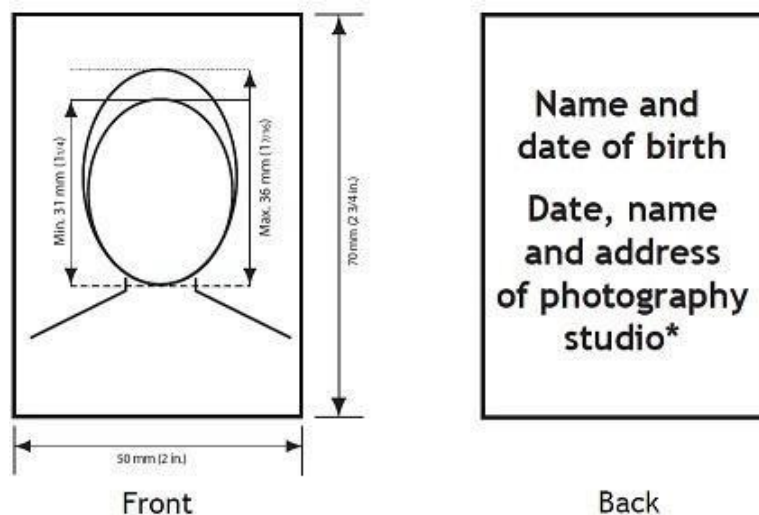
**TAKE THIS WITH YOU TO THE PHOTOGRAPHER**

- 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

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Everyone included in your application, whether accompanying you or not, must undergo a medical examination with a physician on the list of designated medical practitioners. 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 they usually live with the other parent and is not accompanying you to Canada.

**Instructions for this examination will be provided after your application has been assessed by a Canadian visa officer.**

You will be responsible for the costs of the medical examination for all your family members.

You should note that, at the time of medical examination, you and all family members will be required to present individual passports as evidence of identity. **If each of your family members does not already have an individual passport, you should apply to obtain them now.**

Applicants may, at any time, request that medical instructions be issued, and may undergo an immigration medical examination at their own risk. Undergoing an immigration medical examination does not guarantee that a permanent resident visa will be issued.

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