



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**  
Bogota



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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.

<b>1. IMMIGRATION FORMS</b> Check that they are complete and, where applicable, signed:  <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"/>  <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"/>
<b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b> Birth, marriage, annulment, final divorce or separation certificates for yourself and 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. <input type="checkbox"/>
<b>3. CHILDREN'S INFORMATION</b> 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.  <b>If your child's age was locked in before August 1, 2014, also submit:</b> Proof of <b>continuous full-time studies</b> of all dependent children aged 22 or over: complete school records/transcripts, school index, school ID card, and all diplomas/certificates 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. <input type="checkbox"/>
<b>4. TRAVEL DOCUMENTS AND PASSPORTS</b> 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 reside in a country different from your nationality include a copy of your visa for the country where 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. <input type="checkbox"/>
<b>5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)</b> Proof of relationship to your sponsor in Canada, such as the sponsor's full birth certificate, marriage certificate or adoption certificate and 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 photocopies of pages of a Canadian passport or Canadian Citizenship card. <input type="checkbox"/>

6.	<b>POLICE CERTIFICATES AND CLEARANCES</b>	<input type="checkbox"/>
	Police certificates or clearances from each country in which you and each member of 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.	
7.	<b>ENGAGEMENT</b>	<input type="checkbox"/>
	Original of the <i>Engagement</i> if you intend to reside in the province of Québec.	
8.	<b>PHOTO REQUIREMENTS</b>	<input type="checkbox"/>
	Supply two (2) recent 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> .	

## 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

# Appendix B

## Photo Specifications

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### Notes to the applicant

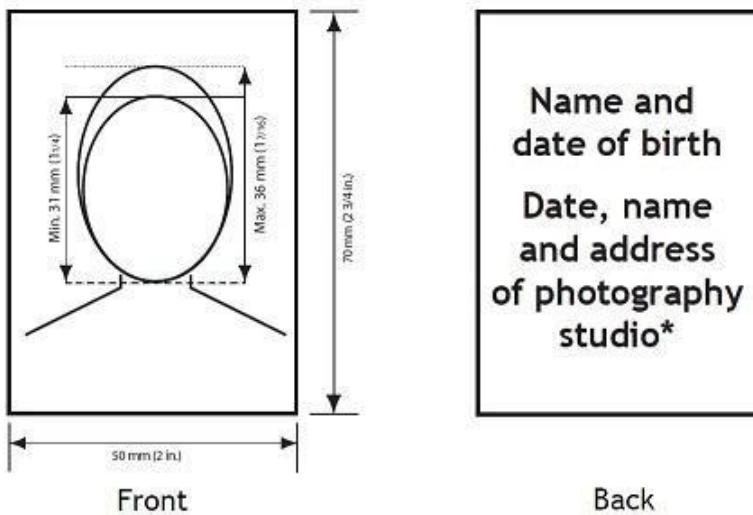
#### TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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 to Canada or not, must undergo a medical examination with a physician on the list of designated doctors. 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.** Instructions will be issued at a later stage of the processing of your application, and sent to you by mail. Please do **not** initiate any medical tests until you receive these instructions.

After you receive the necessary medical forms, you and your family members must undergo the necessary medical examinations with one of the doctors on the list of designated doctors **unless** you and/or your family members live in a country not included on this list. If you wish to have your medical examinations in a country not included on this list, please inform us and we will ensure that you receive the appropriate list.

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

Please note that at the time of the 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.**

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.