



IMMIGRATION Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions Accra



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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.

| | | |
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| 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 or separation certificates for you and spouse or common-law partner; death certificate for former spouse, if applicable. Provide original marriage certificate, if yours is an ordinance marriage, or "Certificate of Registration of Customary Marriage", if customary marriage is recognized in your country. | | |
| 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. Statutory declaration that the remaining father/mother has no objection to child residing in Canada. | | |
| 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. | | |
| 4. | TRAVEL DOCUMENTS AND PASSPORTS | |
| Passports or travel documents for yourself, 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 not valid for immigration to Canada. | | |

5. PROOF OF RELATIONSHIP IN CANADA

You must prove your relationship to your sponsor in Canada. The following documents are necessary to establish this link. To be considered, the documents submitted must be historical and must pre-date the sponsorship.

- A copy of your sponsor's original **Record of Landing** (IMM 1000) in which you are declared as a dependent.
- Proof that your sponsor has either declared you as a dependent on a Canadian personal income tax declaration (i.e., a certified copy from income tax return – from 1989 to 1992 – listing dependents and amounts received with copy of Annex 6), or as a beneficiary on official documents (the date you were designated should be mentioned on the document). Residents of Quebec can provide us with a certified copy of their Quebec income tax along with Annex A.
- Proof that your sponsor has either declared you as a dependent on a Canadian personal income tax declaration (i.e., a certified copy from income tax return – from 1989 to 1992 – listing dependents and amounts received with copy of Annex 6), or as a beneficiary on official documents (the date you were designated should be mentioned on the document). Residents of Quebec can provide us with a certified copy of their Quebec income tax along with Annex A.
- All school certificates, diplomas and degrees, including apprenticeship or trade papers, for each person aged 22 years old and older.
- Photocopy of the Primary school Register of Admission showing the name of the pupil and parents, the name and location of the school, and the year of attendance. (We will not accept Attendance Registers and letters from the school.) This document must bear the original school seal and headmaster's signature. This document is required for each accompanying child.
- Original "Road to Health" card (newly issued ones are not acceptable), "Weighing Card", or health card that was issued shortly after birth for each accompanying child plus one photocopy of each.
- Original baptismal certificate (if available – newly issued ones are not acceptable) for each accompanying child plus one photocopy of each.
- If your sponsor in Canada is your child or sibling, provide their short form birth certificate (document issued immediately after birth).
- If your sponsor in Canada is your grandchild, provide their birth certificate and their parents' birth certificates.
- If you have been adopted, provide evidence that you have been placed with a Child Welfare Authority and that your sponsor has the authority to take you to Canada, in the form of a letter of "No Objection" from provincial authorities.
- If you have been adopted and one or both of your parents are deceased, provide the "Official Certificate of Death" as issued by the Registrar's Office (as applicable) plus one photocopy. We will not accept a "Statutory Declaration" alone.

We will not accept as proof of relation:

- Newly issued documents, except for very young children.
- "Road to Health" cards as proof of relationship between a child and a father.
- Photocopies of documents or amended documents. **Only genuine originals are accepted.**

The speed with which we can decide whether an interview is required in your case depends on the availability of original documentation to prove your claim – do not renew or amend documents, as these will be rejected.

The documents provided are verified to confirm their authenticity and this will cause delays in your application. If you wish to speed up your application because you do not have the required documents, you may opt to undergo DNA testing. Indicate your willingness to proceed with DNA testing by attaching a letter to your completed application.

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 longer since reaching the age of 18. **You must attach the original police document(s).** Please consult our [website](http://www.cic.gc.ca/english/information/security/police-cert/index.asp) 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.

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| 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 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 . | <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

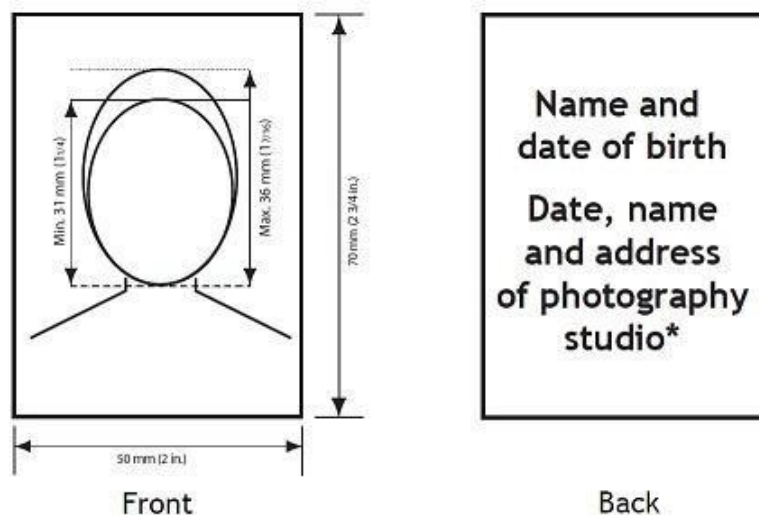
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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

Everyone included in your application, whether accompanying you or not, must undergo a medical examination with a physician designated by the High Commission. Medical instructions and a list of designated doctors will be sent to you once if your application is favourably assessed.

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

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.**