



# IMMIGRATION Canada

## Family Class

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

### Visa Office Specific Instructions Guatemala



## 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

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></p> <p>Check that they are complete and, where applicable, signed:</p> <p><b>Additional Family Informatio (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>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></p> <ul style="list-style-type: none"> <li>• Birth certificate for yourself and spouse or common-law partner. <input type="checkbox"/></li> <li>• Marriage certificate for yourself and spouse or common-law partner.</li> <li>• Final divorce / separation certificates, death certificate former spouse if applicable.</li> <li>• Photocopy of <i>Citizenship Certificate</i> or <i>Immigrant Visa</i> for any dependents who are Canadian citizens or permanent residents in Canada.</li> </ul>	
<p><b>3. CHILDREN'S INFORMATION</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Children's birth certificates (which name their parents).</li> <li>• Adoption papers for adopted dependent children.</li> <li>• In the case of divorce :               <ul style="list-style-type: none"> <li>• all court documents regarding custody for children; and</li> <li>• proof that the children may be removed from the jurisdiction of the court.</li> </ul> </li> <li>• If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements.</li> <li>• A notarized sworn declaration from the other parent authorizing the dependant to travel to Canada as a permanent resident</li> <li>• <b>and</b> a document of identity of the father/mother who signed the declaration and whose signature appears on the document of identity.</li> </ul> <p><b>If your child's age was locked in before August 1, 2014, submit:</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• <b>and</b> proof of substantial financial support by parents since reaching age 22.</li> </ul>	
<p><b>4. TRAVEL DOCUMENTS AND PASSPORTS</b></p> <ul style="list-style-type: none"> <li>• Passports 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. <input type="checkbox"/></li> <li>• If you reside in a country different from your nationality, include a copy of your visa for the country in which you currently reside.</li> </ul> <p>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>	

<p><b>5. PROOF OF RELATIONSHIP IN CANADA</b></p> <ul style="list-style-type: none"> <li>• Proof of relationship to your sponsor in Canada, such as birth, marriage or adoption certificates.</li> <li>• photocopy of the <b>Record of Landing</b> (IMM 1000) of your sponsor or proof of Canadian citizenship such as photocopy of pages of a Canadian passport or Canadian Citizenship card.</li> <li>• If you are a grandparent of the sponsor in Canada, submit the birth certificate of the grandchild who submitted the undertaking of assistance and the birth certificate of the father or mother of that grandchild through whom you are blood-related to him/her.</li> </ul>	<input type="checkbox"/>
<p><b>6. POLICE CERTIFICATES AND CLEARANCES</b></p> <p>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 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>	<input type="checkbox"/>
<p><b>7. ENGAGEMENT</b></p> <p>The <b>original</b> of the <i>Engagement</i>, if your intention is to reside in the province of Québec.</p>	<input type="checkbox"/>
<p><b>8. PHOTO REQUIREMENTS</b></p> <p>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>.</p>	<input type="checkbox"/>

## 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

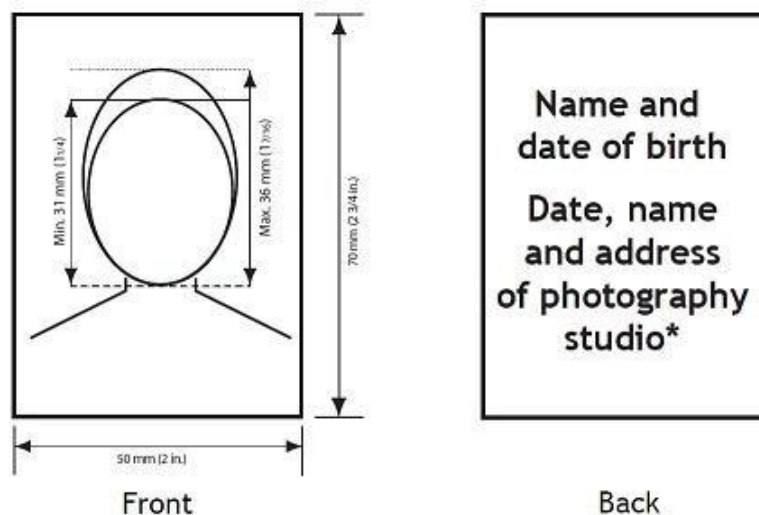
**TAKE THIS WITH YOU TO THE PHOTOGRAPHER**

- 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 or not, must undergo a medical examination with a physician designated by the Embassy. Instructions for this medical 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.

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.**