



IMMIGRATION

Canada

Family Class

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

**Visa Office Specific
Instructions
Lima**



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**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, French or Spanish, send a notarized (certified) translation with a copy of the originals.

<p>1. IMMIGRATION FORMS Check that they are complete and, where applicable, signed:</p> <p>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"/></p> <p>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"/></p>
<p>2. IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/></p> <p>Original copy of birth certificate (provided by municipalities) for applicant and each dependant, bachelor certificate (provided at municipality of the applicant's district of residence) marriage (original copy of municipality), final divorce, annulment or separation certificates for you and spouse or common-law partner; death certificate for former spouse if applicable. Photo copy of citizenship certificate or immigration visa for any dependants who are Canadian citizens or permanent residents of Canada.</p>
<p>3. CHILDREN'S INFORMATION <input type="checkbox"/></p> <p>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 and no objection letter from previous spouse(s) (if applicable).</p> <p>If your child's age was locked in before August 1, 2014, submit:</p> <p>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.</p>
<p>4. TRAVEL AND PASSPORT DOCUMENTS <input type="checkbox"/></p> <p>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. 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 in Canada.</p>
<p>5. PROOF OF RELATIONSHIP IN CANADA <input type="checkbox"/></p> <p>Proof of relationship to your sponsor in Canada, such as birth, marriage or adoption certificates and proof of that person's status in Canada: photocopy of the Record of Landing (IMM1000) or the Permanent Resident Card for permanent residents, or proof of Canadian citizenship such as photocopy of Canadian citizenship card or information pages of a Canadian passport.</p>

<p>6. POLICE CERTIFICATES AND CLEARANCES Police certificates, judicial records, 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 18 years of age. 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.</p>	<input type="checkbox"/>
<p>7. ENGAGEMENT Original of the <i>Engagement</i> if your intention is to reside in the province of Quebec.</p>	<input type="checkbox"/>
<p>8. PHOTO REQUIREMENTS Supply two (2) recent photos for yourself and each member of your family who is 18 years of age or older. 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.</p>	<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

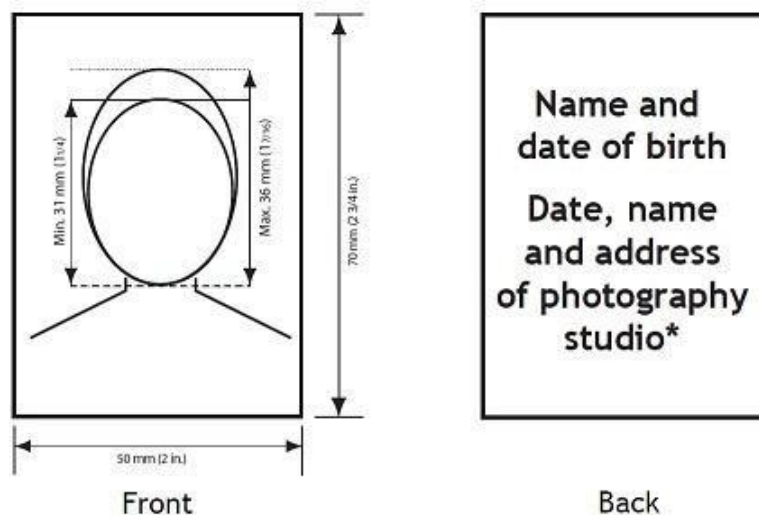
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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 to Canada or not, must undergo a medical exam with a physician designated 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 exam will be provided **after** your application has been assessed by a Canadian visa officer.

After you receive the necessary medical forms, you and your family members must undergo the necessary medical exams 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.

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

At the time of the medical exam, you and all family members must present individual passports as evidence of identity. **If you and your family members do not already have individual passports, 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. Undergoing an immigration medical examination **does not guarantee** that a permanent resident visa will be issued.