



IMMIGRATION Canada

Application for Permanent Residence –Skilled Worker–

Visa Office Specific Instructions

Buffalo



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**Cette trousse est également
disponible en français**

Appendix A Checklist

Gather documents as listed. Check (☑) each item on the checklist and attach the checklist to your documents (a paper clip will do). Place all documents in a sealed envelope. Send **photocopies** of all documents **except** the the police certificates, which must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

If you are applying as a **Federal Skilled Worker**, use column **F**.

If you are applying as a **Provincial Nominee**, use column **P**.

If you are applying as a **Quebec-Selected Applicant**, use column **Q**.

		F	P	Q
1.	FORMS			
	See the “ Filling Out the Forms ” section on our Web site at www.cic.gc.ca/skilled for specific instructions on how to complete the questions on each of the following forms.			
	APPLICATION FOR PERMANENT RESIDENCE IN CANADA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Check that it is complete and signed.			
	SCHEDULE 1: BACKGROUND DECLARATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Include a Schedule 1 form completed by:			
	<ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner • each dependent child over 18 years of age 			
	SCHEDULE 3: ECONOMIC CLASSES – FEDERAL SKILLED WORKERS	<input type="checkbox"/>		
	Completed by the principal applicant.			
	SCHEDULE 4: ECONOMIC CLASSES – PROVINCIAL NOMINEES		<input type="checkbox"/>	
	Completed by the principal applicant.			
	SCHEDULE 5: DECLARATION OF INTENT TO RESIDE IN QUEBEC: ECONOMIC CLASSES			<input type="checkbox"/>
	Completed by the principal applicant.			
	ADDITIONAL FAMILY INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Completed by:			
	<ul style="list-style-type: none"> • the principal applicant • spouse or common-law partner • each dependent child over the age of 18 years 			
	USE OF A REPRESENTATIVE (IMM 5476)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Complete and include this form in your application if you have a representative.			
2.	IDENTITY AND CIVIL STATUS DOCUMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Birth, marriage, final divorce, annulment or separation certificates for you and your spouse • Death certificate for former spouse, if applicable 			

		F	P	Q
3.	CHILDREN'S INFORMATION (IF APPLICABLE) <ul style="list-style-type: none"> 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 Proof of continuous full-time studies of all dependent children aged 22 or over, including: <ul style="list-style-type: none"> complete school records/transcripts since attaining age 22 letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week proof of full financial support by parents since reaching age 22 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	TRAVEL DOCUMENTS AND PASSPORTS <ul style="list-style-type: none"> Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth. If you live in a country different from your nationality include a photocopy of your visa for the country where you currently live. 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"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	PROOF OF RELATIONSHIP IN CANADA (if applicable) Proof of relationship to your close relative in Canada, such as birth and marriage certificates. Proof of your close relative's status in Canada: photocopy of the permanent resident card, permanent resident visa or Record of Landing (IMM 1000) or or proof of Canadian Citizenship as photocopy of pages of a Canadian passport or citizenship card.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	EDUCATION/TRAINING/QUALIFICATIONS For you and your spouse or common-law partner: <ul style="list-style-type: none"> Post-secondary education documents: vocational or technical certificates or diplomas; College or university documents: certification of completion and the graduation degree, diploma, or certificate issued by the college or university and the evaluation committee; Transcripts: original transcripts of all degrees must be submitted in university-sealed envelopes. Professional qualifications certificates: notarized professional qualifications certificates should be submitted if available. (e.g., Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.) 	<input type="checkbox"/>		

7. WORK EXPERIENCE

For you and your spouse or common-law partner:

- notarized employment contracts from your present and past employers, accompanied by an English or French translation
- Original and up-to-date letters of reference from your past and current employers. Letters must be written on company letterhead and show the company's full address, telephone and fax numbers, and be stamped with the company's official seal.

Letters must include all of the following information:

- the specific period of your employment with the company
- the positions you have held during the period of employment and the time spent in each position
- your main responsibilities in each position
- your total annual salary plus benefits
- the signature of your immediate supervisor or the personnel officer of the company
- a business card of the person signing

If you cannot provide a reference from your current employer, provide a written explanation.

8. PROOF OF LANGUAGE PROFICIENCY

Refer to instructions in the “**Language Assessment Information**” section of our Web site. If you are claiming proficiency at any level in English and/or French, submit one of the following:

- **Test results from an approved language-testing organization:** We strongly recommend that you submit test results if you are claiming proficiency in a language that is not your native language. If you choose to send the reports to us directly, you must provide the **original**. Photocopies are unacceptable. Language test results must not be older than one year upon submission.

or

- Other evidence in writing:
 - Your written submission detailing your training in, and use of, English and/or French;
 - Official documentation of education in English or French;
 - Official documentation of work experience in English or French.
 - Other applicable documentation.

Proof of language proficiency is required for your application to be considered complete, otherwise it will be returned to you. If your native language is English or French, you still need to provide a letter attesting to this fact.

9. ARRANGED EMPLOYMENT (IF APPLICABLE)

- If you are currently working in Canada under a work permit, provide a photocopy of the permit.
- If you have a permanent job offer confirmed by Human Resources and Skills Development Canada (HRSDC), attach a photocopy of the HRSDC confirmation letter (Arranged Employment Opinion) which was sent to your employer.

10. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE):

If you have a spouse, common-law partner or dependent children and you do not intend to include them in your application for permanent residence, submit with your application a notarized statutory declaration stating your intention to proceed to Canada without your family members, and confirming that you understand that your family members must meet immigration requirements in their own right if they wish to join you in Canada.

		F	P	Q
11.	SETTLEMENT FUNDS (Refer to the “ Proof of Funds ” section of our Web site or the <i>Guide for Federal Skilled Worker Applicants</i> for exact figures and instructions.) Provide proof of unencumbered and readily transferable funds in a convertible currency available for settlement in Canada (for you and your family members): <ul style="list-style-type: none"> • current bank certification letter; or • evidence of savings balance; or • fixed or time deposit statements. 	<input type="checkbox"/>		
12.	POLICE CERTIFICATES AND CLEARANCES <ul style="list-style-type: none"> • Original police certificates of good conduct or clearances, from each country/ state/territory in which you and everyone in your family aged 18 years or over have lived since reaching the age of 18. • Submit original fingerprints directly to the authorities conducting the police checks • If you have obtained police certificates from countries where the authorities will forward results directly to us, attach a brief explanatory note to your application. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	FEE PAYMENT Consult the Fees section of our Web site or the <i>Guide for Skilled Worker Applicants</i> to calculate your fees. Pay by certified cheque, bank draft or money order made payable to the “Canadian Consulate General.” Do not enclose cash.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	CHOICE OF INTERVIEW LOCATION If I am required to attend a personal interview at a visa office in the USA my first choice for interview location is (check one): <ul style="list-style-type: none"> <input type="checkbox"/> No Preference <input type="checkbox"/> Seattle, Washington <input type="checkbox"/> Detroit, Michigan <input type="checkbox"/> Los Angeles, California <input type="checkbox"/> New York, New York <p>We will try to meet your interview location preference, however, this may not be possible in every case. Files will be assigned to each interview location in a process that will result in approximately equal times to interview for all applicants.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	PHOTO REQUIREMENTS Supply four (4) photos for each member of your family and yourself. Follow the instructions provided in section How to Complete the Forms of the application guide and in Appendix C: Photo Specifications .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mailing Your Application

Place all of your documents and application forms in a sealed envelope and mail them to:

Canadian Consulate General
Immigration Regional Program Centre
3000 HSBC Center
Buffalo, NY 14203-2884

Appendix B

Obtaining Police Certificates/Clearances

Certain police authorities have special procedures for obtaining police certificates/clearances. They are the Royal Canadian Mounted Police (RMCP) and the Royal Hong Kong Police (RHKP). **Do not** request a police certificate from Hong Kong or Canada until you are instructed to do so by a visa office. Further instructions for obtaining a police certificate of no record from these authorities will be sent to you along with your assessment letter from the Regional Program Centre (Buffalo) and medical forms.

The following list provides some additional information that may assist you in obtaining a police certificate for certain countries. Bear in mind that this information was accurate at the time of printing; however, requirements may have changed since that time. If you are unable to obtain an original police certificate from any country, you must provide an original letter from the police authority verifying that they will not issue you a certificate.

USA

You must provide:

- A copy of our letter requesting that you obtain a Police Record Check (PC-1 letter enclosed). Affix your own name and address label.
- A full set of fingerprints. Fingerprints should be provided on the **FBI fingerprint card**, but fingerprints may be obtained from a local police department as long as you have proof of your identity, or from a private organization engaged in the fingerprinting business. **Do not** contact any FBI office for fingerprinting. You may request a blank fingerprint form by writing to the FBI at this address:
 - FBI, Criminal Justice Information Services Division (CJIS Division)
Attention: SCU Mod D-2
1000 Custer Hollow Road
Clarksburg, West Virginia 26306 USA
- Certified cheque or money order for US \$18 made payable to the U.S. Treasury.
- Always specify that you require fingerprints for **Canadian** Immigration purposes.

Processing times may take between three and six weeks. The FBI will send you the results. You should send the fingerprints with any attached documents from the FBI to the Regional Program Centre. All police certificates must be **originals**. Photocopies will not be accepted.

Italy

Citizens, residents and former residents of Italy must obtain two certificates:

- Certificato Penale Generale del Casellario Giudiziale
- Certificato Dei Carichi Pendenti rilasciati dalla della Procura della Repubblica presso il Tribunale di residenza per uso emigrazione

You may provide written authorization to a relative or friend in Italy who can obtain the certificates on your behalf. Both certificates are issued by the office of the State Attorney, Judicial Records (Procura della Repubblica-Casellario Giudiziale) in Rome.

South Africa

You must apply for police certificates at the local police station. Completed forms and fingerprints are then forwarded to National Police Criminal Records Headquarters in Pretoria, which runs computer and fingerprint checks. You will need to pay a fee of 30 rand (CAD 15) revenue stamps.

The letter you receive from the National Police Criminal Records Headquarters should be included with your application for permanent residence.

United Kingdom

You must provide a letter requesting your "Prosecution/Conviction History under Section 21 of the Data Protection Act, 1984." **Do not request a police certificate.** The local police in the UK have application forms (3019A) and details on how to apply and pay the processing fee.

The Subject Access Office will provide you with a letter in response to your request for information about your prosecution/conviction history. The letter you receive from the Subject Access Office should be included with your application for permanent residence. Former residents should apply to the regional police authority for the district where they resided in the UK.

For England and Wales:

Subject Access Office
Metropolitan Police
10 The Broadway
London, SW1H 0BG
England

For Scotland:

The Data Protection Officer Strathclyde Police
Police Headquarters
173 Pitt Street, G2 4JS
Glasgow, Scotland

For Northern Ireland:

Computer Services Unit
Royal Ulster Constabulary (RUC)
Lisnasharragh, Montgomery Road
BT6 9LD, Belfast, Northern Ireland



Canadian Consulate General
 Immigration Regional Program Centre
 3000 HSBC Centre
 Buffalo, NY 14023-2884 USA

Dear Sir or Madam,

This is in reference to your application for permanent residence for Canada.

The Government of Canada requires that you obtain an original police certificate of “no criminal record/conviction” from the police authorities in the countries where you have lived.

This letter identifies you, and your family members, if applicable, as a person who is making an application for immigration to Canada. Please present this letter to the police authorities when you request your police certificate. Where possible the police authority should return the police certificate to you, the applicant.

Thank you for your cooperation in this matter.

The Consulate

This portion to be completed by applicant

Authorization by visa applicant for release of police and court records

I hereby authorize the Police or Relevant Authorities in _____ [name country or countries] to disclose any details of previous criminal convictions to the Canadian Consulate General, Buffalo, New York, USA, for immigration purposes only.

	PRINCIPAL APPLICANT	SPOUSE OR COMMON-LAW PARTNER	DEPENDENT SON OR DAUGHTER, 18 AND OVER (use an additional sheet if necessary)
Surname:			
Given names:			
Maiden or other surnames used:			
Name In original script (i.e. Arabic, Chinese, etc.):			
Date and place of birth:			
Nationality:			
In this space list all addresses and dates of residence in _____ (Name country or countries)			

Signature of Applicant: _____ Date: _____

PC-1 (RPC)

Appendix C

Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Immigration photographs are **not** the same as passport photographs.
- Make sure that you provide the correct number of photographs specified in the *Checklist*.

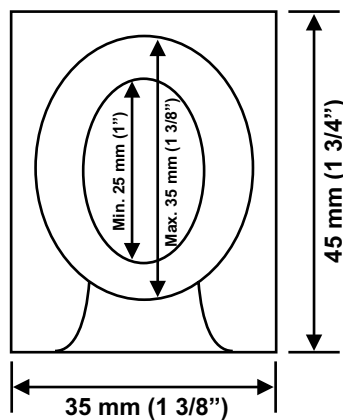
Notes to the photographer

The photographs must:

- show a full front view of the person's head and shoulders showing full face centred in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera;

The photographs must:

- measure between 25 mm and 35 mm (1" and 1 3/8") from chin to crown
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size



Appendix D

Medical Instructions

Detailed medical instructions will be sent to you. When you receive your assessment notice you will also receive medical forms for yourself, (and your accompanying dependants if applicable), instructions and a list of doctors in your area who are authorized to conduct immigration medical examinations.

You are not required to have a medical examination before you submit your application forms.