



IMMIGRATION Canada

Family Class

Sponsorship of a spouse, common-law partner, conjugal partner or dependent child living outside Canada

Part 3: Visa Office Specific Instructions

Albania, Andorra, Austria,
Belgium, Bosnia-Herzegovina,
Croatia, Czech Republic, Denmark,
Finland, France, Germany, Greece,
Hungary, Iceland, Ireland, Italy,
Liechtenstein, Luxembourg,
Macedonia, Malta, Monaco,
Netherlands, Norway, Portugal,
San Marino, Serbia and
Montenegro, Slovak Republic,
Slovenia, Spain, Sweden,
Switzerland, United Kingdom
and Vatican City

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This application is made available free by
Citizenship and Immigration Canada and
is not to be sold to applicants.

**Cette trousse est également
disponible en français**

Appendix A

Document Checklist - Immigrant

Assemble all your documents as listed. Check (☑) each applicable item on the list and attach the list to your documents (a paper clip will do). Send originals of the immigration forms (items 1 to 5 below) and police certificates. Send photocopies of all other documents, unless instructed otherwise. Do not send your documents in transparency pockets, binders or folders. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

IMMIGRATION FORMS		
Ensure that all questions have been answered and forms are signed. When completed, send them to your sponsor with all supporting documentation.		
1	Application for Permanent Residence. - This form is completed by you, the principal applicant.	<input type="checkbox"/>
2	Schedule 1. - You and each of your family members 18 years of age or older must complete their own copy of the form Schedule 1 - Background/Declaration.	<input type="checkbox"/>
3	Additional Family Information. - You and each of your family members 18 years of age or older must complete their own copy of this form.	<input type="checkbox"/>
4	Spouse/Partner Questionnaire. - If your sponsor is your spouse, common-law partner or conjugal partner, complete the questionnaire.	<input type="checkbox"/>
5	Use of a Representative. - If you want us to deal with a representative on your behalf, be sure you have completed and signed the <i>Use of a Representative</i> form (IMM 5476).	<input type="checkbox"/>
6	IDENTITY AND CIVIL STATUS DOCUMENTS	<input type="checkbox"/>
Provide national identity cards, birth certificates, baptismal certificates or other official document confirming relationship for you and each of your family members. If you are married, you must include a marriage certificate. If you are now divorced, you must include final divorce certificates; if separated, a separation certificate. If your marriage was annulled, include a copy of the annulment. If your former spouse or common-law partner is deceased, you must include your spouse's or partner's death certificate. Photocopy of Citizenship Certificate or Immigrant or Permanent Resident Visa for any family members who are Canadian citizens or permanent residents of Canada. If you are in a common-law or conjugal relationship, provide proof of that relationship.		
7	CHILDREN'S INFORMATION	<input type="checkbox"/>
If your children are adopted, you must include adoption papers and, if the adoption was done according to customary law and not through the courts, evidence of the adoption ceremony such as photographs . If you are divorced or separated, you must include proof that you have custody of the children, that you have fulfilled all obligations in custody agreements, and that the children are free to move to Canada. If your children are aged 22 or over and you intend to have them accompany you, you must submit for these children proof of full financial support by a parent since before age 22 and proof of		
<ul style="list-style-type: none"> • continuous full-time studies (such as letters from their educational institution, school certificates, diplomas, degrees, transcripts, marks cards), or • medical history if they are unable to provide for themselves due to a medical condition 		

8	<p>TRAVEL DOCUMENTS AND PASSPORTS</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, surname (family name), date and place of birth. If you reside in a country different from your nationality, include a copy of your visa or residency permit for the country in which you currently reside. Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official or public affairs passports are not valid for an application for permanent residence in Canada.</p>	<input type="checkbox"/>
9	<p>PROOF OF RELATIONSHIP TO SPONSOR</p> <p>If you are being sponsored by your parent, you must provide proof of the relationship such as birth certificates, baptismal certificates or other official document naming your parents.</p> <p>If you are being sponsored by your spouse, common-law partner or conjugal partner, you must send evidence of the relationship between you and your sponsor such as wedding photos or proof that you are partners, letters between you and your sponsor, and telephone bills showing contact between you and your sponsor. Note: Photos must be loose. Do not send them in binders, albums, frames or other such containers. Do not send video discs or video cassettes. Do not send musical greeting cards or other similar documents containing electronic or mechanical devices.</p> <p>Proof of your sponsor's visits such as airline ticket coupons, boarding passes, copies of pages of your sponsor's passport showing entry/exit stamps.</p> <p>If you are a common-law or conjugal partner, provide evidence that your relationship is genuine and continuing and has existed for at least 12 months prior to your application. Also provide details of the history of your relationship and at least two statutory declarations from individuals with personal knowledge of your relationship supporting your claim that the relationship is genuine and continuing.</p>	<input type="checkbox"/>
10	<p>POLICE CERTIFICATES AND CLEARANCES</p> <p>Police certificates or clearances from each country in which you and every one in your family aged 18 years or over have resided six months or more since reaching 18 years of age. You must attach the original police document(s). See Appendix B for additional information.</p>	<input type="checkbox"/>
11	<p>PROOF OF MEDICAL EXAMINATION</p> <p>Include for yourself and each of your family members Copy 2 of the Medical Report-Section A that the DMP will sign and give to you when you undergo the medical examination. See Appendix D for additional information.</p>	<input type="checkbox"/>
12	<p>PHOTOS</p> <p>Supply eight (8) 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 C: Photo Specifications.</p>	<input type="checkbox"/>
13	<p>OTHER DOCUMENTATION</p> <ul style="list-style-type: none"> • Albanian residents must complete and sign the attached <i>Questionnaire for Albanian residents</i>. <input type="checkbox"/> • Men who were between 18 and 65 years of age and in the former Yugoslavia in the 1990s must complete the <i>Supplementary Information Form (IMM 5559)</i>. <input type="checkbox"/> • Persons over 18 years of age residing or having resided in Germany or the Netherlands must complete the Statement found in Appendix B. <input type="checkbox"/> • Persons submitting their application to the Canadian visa office in Paris must complete the attached IMM 5562 form, <i>Supplementary Information – Your travels</i>. <input type="checkbox"/> 	<input type="checkbox"/>

Place all of your documents in a sealed envelope and send them to your sponsor.

QUESTIONNAIRE FOR ALBANIAN RESIDENTS

Sir, Madam,

Please check the appropriate answer and return the questionnaire to us. If the answer to any of these questions is yes, please give details at the bottom of the page.

		YES	NO
1	Have you, or any member of your family, had contact, either voluntarily or involuntarily, with the Albanian or Yugoslavian security or information services or those of any other country?	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you, or any member of your family, had to work for the Albanian or Yugoslavian security or information services or for those of any other country?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have you, or any member of your family, worked in a secret or classified sector, and/or had access to secret information?	<input type="checkbox"/>	<input type="checkbox"/>
4	Have you, or any member of your family, encountered problems with any police authorities, security or information services whatsoever, anywhere in the world (including harassment)?	<input type="checkbox"/>	<input type="checkbox"/>
5	Have you, or any member of your family, acted for, either voluntarily or involuntarily, a group or organisation in the present Albania or Yugoslavia and/or ex-Yugoslavia, or in any other country, as a military supplier or trainer?	<input type="checkbox"/>	<input type="checkbox"/>
6	Have you, or any member of your family, been called up to serve (by constraint or voluntarily) in a unit of the armed forces in the regions of ex-Yugoslavia since 1991? If so, have you actively participated in combat in the territory of ex-Yugoslavia? Indicate the dates and locations of missions, the name of the head of the military unit, and join a photocopy of the military book or duty assignment. _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
7	As an individual or as a member of an organisation or a group, have you, or any member of your family, had any particular problems in ALBANIA, in particular concerning financial or administrative matters (for instance, concerning the nature or the origin of documents which you or they may have obtained or issued)? Details: _____ _____ _____ _____ _____ Funds: please declare the amount of your funds, the source of these funds, the currency in which they are held and their location. _____ _____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate hereafter the destination, dates and reasons for any trips taken within the last ten years or since your eighteenth birthday. List also the name, address and telephone number of your personal or professional contacts outside Albania, along with the nature of these contacts.

I, the undersigned, declare that the information given is truthful, complete and correct.

Signature: _____ Spouse: _____

Date and place: _____



SUPPLEMENTARY INFORMATION

IMM
5559
(10-2004)
English

Must be completed by all men who were between 18 and 65 years of age and in the former Yugoslavia at any point in the 1990s.

If there is not enough space on the form to provide all the necessary information, attach a separate sheet of paper. If any questions do not apply to you, answer "N/A" ("not applicable").

Family name

Given name(s)

Date of birth

Day	Month	Year

Did you serve in any military, militia, defence or police unit (including reserve or volunteer units) since 1989?

- Yes ► Complete section A and C.
- No ► Complete section B and C.

SECTION A

1. Military ID number

2. Military rank

3. In what military, militia, defence or police unit (including reserve or volunteer units) did you serve since 1989?

4. A) Military service

Start date	Forced or volunteer service?	Last military service completed in	Reason service completed (e.g., completed contract, deserted, invalidated out, etc.)
M Y		M Y	

B) Details of military service during the war

From	To	Location	Position (e.g., artillery, infantryman, military, policeman, radio operator, driver, etc.)	Description of duties
M Y	M Y			

5. In what currency were you paid?

By whom?

How?

6. Name and/or nickname (nadimak) of your immediate supervising officer.

7. Name and/or nickname (nadimak) of your commanding officer.

8. What special training did you receive?

9. Did you ever participate in any form of combat?

No Yes ► In what capacity?

10. Did you ever assist in the capture of enemy prisoners or civilians?

No Yes ► Describe the circumstances.

11. Did you ever guard prisoners of war or civilians?

No Yes ► Describe where and when.

12. Have you ever witnessed or participated in ill treatment of prisoners or civilians, or in the looting or desecration of religious buildings?

No Yes ► Describe the circumstances.

SECTION B

13. Why did you not have to serve in any armed force during the war?

14. Civil defence or community duties

From		To		Description of duties or activities	Location (city, country)
M	Y	M	Y		

15. If you return to your home community, where you lived before the war, would there be any charges against you because you did not serve in any military? Provide details.

16. Did you refuse to serve militarily during the war?

No Yes ► Provide details if you were penalized for refusing.

SECTION C

17. Membership or association with political organizations

From		To		Name of political party	Position held/ Type of membership
M	Y	M	Y		

18. Government positions

List elected and non-elected positions at any level of jurisdiction (municipal, provincial/regional, federal, etc.) such as mayor, municipal councillor, judge, hospital administrator, police officer, elections official, etc.

From		To		Position held	Location (city, country)
M	Y	M	Y		

Declaration

I (your full name), , declare that all of the above answers are true, complete and correct, and I make this statement knowing that it is of the same effect as if made before a court of law.

Signature

Date

Day	Month	Year

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used for the purpose of assessing your application for permanent or temporary residence in Canada according to the requirements of the Act. It will be retained in Personal Information Bank CIC PPU 039 entitled *Overseas Immigration Case Files* identified in **Infosource**. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**



SUPPLEMENTARY INFORMATION

Your travels

IMM
5562
(05-2004)
English

The principal applicant must complete this form.

If there is not enough space to provide all the necessary information, use an extra sheet of paper. Print your name and the form's title on the additional sheet.

1 - Your full name

Family name

Given name(s)

FOR OFFICE USE ONLY

2 - List all trips you, and if applicable, your family members have taken outside your country of origin or of residence in the last ten years (or since your 18th birthday if this was less than ten years ago). Include all trips: tourism, business, training, etc. If you or your family member did not travel outside of your country during this period, check "did not travel".
For example:

04-2004	04-2004	6 days	Madrid, Spain	Business
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a) You

did not travel

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

b) Your spouse or common-law partner

did not travel

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

c) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

d) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

e) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used for the purpose of assessing your application for permanent residence according to the requirements of the Act. It will be retained in Personal Information Bank CIC PPU 039 entitled Overseas Immigration Case File identified in **Infosource**. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**

Appendix B

Police certificates/clearances

When applying for police certificates, you must include for each person:

- a completed *Request for Police Certificates/Clearances* (see attached sample letter. You may make photocopies of this letter for each person who needs to submit an individual letter/form). See also country specific instructions below;
- any supplementary forms for countries listed in the second table of the section on **security requirements** in *The Immigrant's Guide*, if required;
- a set of fingerprints, if required.

Certificates will be sent directly to you. If you have difficulty in obtaining a certificate from one of the countries where you have lived for six months or longer since reaching the age of 18, advise your sponsor as soon as possible. Provide a written explanation with your application and an original letter from the police authority confirming that they will not issue a certificate.

Country-Specific Addresses and Instructions

ALBANIA	You must provide a Police Certificate (Deshimi) from the Office of Juridicial State (<i>Zyra e Gjendjes Gjyqësore</i>) in the district where you live.
AUSTRIA	<p>You must obtain a <i>Strafregisterbescheinigung</i> (Certificate of the Penal Register).</p> <p>If you are a resident: Apply at the <i>Bundespolizeikommissariat</i> or <i>Bezirkshauptmannschaft</i>. You will need to submit:</p> <ul style="list-style-type: none"> • application form (can be downloaded from www.help.gv.at) • official identity document (passport, ID card, driver's licence) bearing a photo • power of attorney (if a third person is submitting the application or will pick up the certificate) <p>Non-residents: Apply in person at the nearest Austrian embassy or consulate.</p>
BELGIUM	Ministère de la Justice Casier judiciaire central Boulevard Waterloo, 115 1000 Bruxelles
BOSNIA AND HERZEGOVINA	<p>You must obtain a <i>Uvjerenje o nekaznjavanju</i> (Certificate of no conviction). The document may be in either Latin or Cyrillic characters.</p> <p>If you are a resident: Apply at the police station in your place of residence or birth - Ministry of Internal Affairs (MUP). You will need to submit:</p> <ul style="list-style-type: none"> • application form (can be obtained at police stations and courts MUP/SUP) • ID card (licna karta) • birth certificate or citizenship certificate <p>Non-residents: Apply in person at the Bosnian embassy or consulate. You may also give authority to a relative, friend or lawyer in Bosnia to act on your behalf.</p>

<p>CANADA</p>	<p>Applicants residing in France, Algeria, Morocco, Tunisia or Libya do not have to obtain fingerprints and police certificates from the RCMP. However, in certain cases these are required. The Embassy will contact you individually to give you specific instructions on how to proceed should it be necessary. Applicants residing in Germany may apply for Canadian police certificates at any local police force in Canada.</p> <p>Applicants residing in other countries (not listed above) must have their complete fingerprints taken at a local police station and send them to the RCMP at the address below. Please include a letter with the following information: family and given names (including maiden name and, if applicable, the name in original script - Arabic, Chinese or other script), sex, date and place of birth, nationality and all addresses (giving precise dates) during your stay in Canada. You must mention in your letter that you are applying for immigration to Canada. You may use the attached letter.</p> <p>Applicants now residing in Canada temporarily must have their complete fingerprints taken at a local police station and send them to the RCMP at the address below with the information listed in the above paragraph:</p> <p style="padding-left: 40px;">RCMP/GRC Identification Services/Service de l'Identification 1200 Vanier Parkway Ottawa, Ontario K1A 0R2 Canada</p> <p>Additional information may be obtained at www.rcmp-grc.gc.ca</p>
<p>CROATIA</p>	<p>You must obtain a <i>Potvrda o nekaznjavanju</i> (Certificate of no conviction)</p> <p>If you are a resident: Apply in person or by mail at the:</p> <p style="padding-left: 40px;"><i>Ministarstvo Pravosuda</i> (Ministry of Justice) Vinogradska 25 10000 Zagreb Croatia</p> <p>You will need to submit:</p> <ul style="list-style-type: none"> • application form (form available at any post office, if applying by mail) • ID card (<i>osobna iskaznica</i>) • birth certificate or citizenship certificate (<i>domovnica</i>) <p>Non-residents: Apply at the nearest Croatian embassy or consulate.</p>
<p>CZECH REPUBLIC</p>	<p>You must obtain a <i>Vypis z rejstriku trestu</i> (extract from the criminal register) Available upon request from the Central Registry of Criminal Records in Prague. You must submit an official application form and pay a processing fee.</p> <p>Fingerprints are not required to apply for and obtain the police certificate. You must usually show two recognized photo ID cards (National ID card, passport, driver's licence) at the time of application. If you are a foreign resident of the Czech Republic, you must present your permanent residence status document in addition to your photo IDs. You can usually get your police certificate immediately if you apply in person.</p> <p>If you live outside of Prague, you may also apply at your regional City Hall. If you are living outside of the Czech Republic, you should apply to the nearest Czech embassy or consulate for forms and fee payment.</p> <p>Non-residents: Apply in person at the nearest Czech embassy or consulate.</p>
<p>FRANCE</p>	<p>Send a letter at the address below with the following information: family and given names (including maiden name if applicable), sex, date and place of birth, and current address. You must include a photocopy of your Identity Card.</p> <p style="padding-left: 40px;">Casier judiciaire national F-44079 Nantes Cedex 1</p>

GERMANY	<p>Police clearance certificates are issued by the Federal Central Register of the Public Prosecutor General at the Federal Court of Justice.</p> <p>German residents must apply for a police clearance certificate through their local registration office (Meldebehoerde).</p> <p>Non-residents of Germany should apply in writing for a "Führungszeugnis" to:</p> <p>Generalbundesanwalt beim Bundesgerichtshof Dienststelle Bundeszentralregister (BZR) D-53094 Bonn Telephone: +49-228-410-40 www.bundeszentralregister.de</p>
GREECE	<p>You must provide a police certificate for "general purpose" issued by the Ministry of Justice, Criminal Records Division for foreigners, and by local Courts of Justice for Greek nationals.</p>
HUNGARY	<p>If you are a Hungarian citizen: You must obtain a <i>Kivonat a bunügyi nyilvántartásból</i> (extract from personal records) Obtain an application for the <i>Kivonat a bunügyi nyilvántartásból</i> from the address below. Complete, sign and mail the application back to the same address: BM Központi Adatfeldolgozó, Nyilvántartó és Választási Hivatal Hatósági és Felügyeleti Osztály, Bunügyi Nyilvántartó Osztály 1476 Budapest 100, Pf. 278</p> <p>In urgent cases, you may apply in person upon appointment at Vaskapu u. 30/a., Budapest, IX. District.</p> <p>If you are not a Hungarian citizen: You must obtain a <i>Hatósági Erkölcsi Bizonyítvány</i> (certificate of good conduct) Obtain an application for the <i>Hatósági Erkölcsi Bizonyítvány</i> from any post office, Hungarian embassy or consulate. Complete, sign and mail it with the required processing fee to the following address: Belügyminisztérium Budapest 1943</p> <p>In urgent cases, you may apply in person upon appointment at Vaskapu u. 30/a., Budapest, IX. District.</p>
ITALY	<p>You must provide two separate certificates issued by the Procura della Repubblica presso il Tribunale di residenza per uso emigrazione:</p> <ul style="list-style-type: none"> • <i>Certificato penale generale del casellario giudiziale</i>; and • <i>Certificato dei carichi pendenti</i>
LUXEMBOURG	<p>From the local police station.</p>
MACEDONIA	<p>You must obtain a <i>Uverenie o nekaznuvanost</i> (Certificate of no-conviction)</p> <p>If you are a resident: Apply at the police station where you live - Ministry of Internal Affairs (<i>Ministerstvo za vnatresni raboti</i>). You will need to submit:</p> <ul style="list-style-type: none"> • application form (can be obtained at police stations) • ID card <p>Non-residents: Apply at the Macedonian consulate in person. You may also give authority to a relative or friend to act on your behalf.</p>
MALTA	<p>You must provide a Conduct Certificate/Certifikat Ta' Kondotto (Form A) issued by the Malta Police.</p>
PORTUGAL	<p>In major cities, apply to the Centro de identificação civil e criminal. In smaller centres, apply to the Judicial Delegation or the local court.</p>

SERBIA AND MONTENEGRO	<p>You must obtain a <i>Uverenje o nekaznjavanju</i> (Certificate of no conviction) Document may be in either Latin or Cyrillic characters.</p> <p>If you are a resident: Apply at the police station in your place of residence or birth - Ministry of Internal Affairs (MUP). You will need to submit:</p> <ul style="list-style-type: none"> • application form (can be obtained at police stations) • ID card (<i>licna karta</i>) <p>Non-residents: Apply in person at the Embassy or Consulate of Serbia and Montenegro. You may also give authority to a relative or friend in Serbia and Montenegro to act on your behalf.</p> <p>Residents of the Autonomous Province of Kosovo and Metohija Police certificates can be obtained at the municipal courts in Kosovo. You will require photo ID to apply for a police certificate (UNMIK ID, passport, driver's licence, pension cards). You may apply in person or authorize somebody to apply on your behalf. The courts will accept authorizations which are certified by the court or a notary or a close family member: mother, father, brother sister, wife, husband, child. The person applying on your behalf must come with a birth, marriage or family composition certificate (issued by UNMIK).</p> <p>Non-residents of the Autonomous Province of Kosovo and Metohija: You cannot apply for this certificate.</p>
SLOVAK REPUBLIC	<p>You must obtain a <i>Vypis z Registra Trestov</i> (extract from the criminal register)</p> <p>If you are a resident: Apply in person or through an authorized third person at: <i>Podatel'na registra trestov</i> (Registry of the Register of Previous Convictions) Nitrianska 13 814 23 Bratislava</p> <p>You will need to submit:</p> <ul style="list-style-type: none"> • application form • ID card • birth certificate • stamp-duty mark in the amount of the processing fee • If you are a foreign national: passport and certified translation of your birth certificate <p>Non-residents: Apply at the nearest Slovak embassy or consulate.</p>
SLOVENIA	<p>You must obtain a <i>Potrdilo iz kazenske evidence</i> (Certificate of the Penal Register).</p> <p>If you are a resident: Apply in person or by mail at the Ministry of Justice in Ljubljana: <i>Ministrstvo za pravosodje</i> Zupanciceva 3 1000 Ljubljana Slovenia</p> <p>You will need to submit:</p> <ul style="list-style-type: none"> • application form (can be downloaded from www.gov.si/mp/si) • stamp-duty mark in the amount of the processing fee <p>The police certificate will be mailed directly to you.</p> <p>Non-residents: Apply at the nearest Slovenian embassy or consulate.</p>
SPAIN	<p>Ministerio de Justicia Registro central de penados y rebeldes Calle de San Bernardo, 45 28015 Madrid</p> <p>Foreigners who no longer reside in Spain must contact their Embassy in Madrid. The Embassy must make the application on their behalf.</p>
SWITZERLAND	<p>Police certificates can be obtained through: Bureau Central Suisse de Police CH-3003 Berne</p>

<p>THE NETHERLANDS</p>	<p>The Dutch police certificate is obtained from the Ministry of Justice. The application form can be downloaded from the following Web site: www.justitie.nl/images/11_44132.pdf Mail the completed form to: Canadese Ambassade MIO Section Sophialaan 7 2514 JP Den Haag, NL Include a stamped, self-addressed envelope. The Embassy will sign and return the form to you. You should then take this form to the local town hall (<i>Gemeente</i>) office to obtain the police certificate. Include the certificate in your completed application.</p>
<p>UNITED KINGDOM</p>	<p>Applicants who live or have lived in the United Kingdom (including England, Channel Islands, Isle of Man, Scotland and Wales) need to request a Person Record: Prosecution/Criminal History under the UK <i>Data Protection Act 1998</i> to confirm whether or not they have any convictions. Police Forces in the UK do not issue certificates of good conduct or police clearance certificates. Applicants should contact the local police authorities of the region or area concerned for detailed instructions, forms and applicable fees. Additional information for current and former residents of the Metropolitan Police area (most of London) can be obtained on the Metropolitan Police Service Web site at http://www.met.police.uk/dataprotection/faq.htm or by writing to: Subject Access Office Metropolitan Police 10 Broadway London, England SW1H 0BG Consult the UK Police portal at http://www.police.uk for links to local police services Web sites outside the Metropolitan Police area.</p>
<p>UNITED STATES OF AMERICA</p>	<p>All applicants over 18 years of age who have resided in the USA for six months or more, are required to obtain FBI clearance indicating that they have no criminal convictions. The FBI address is: FBI, Criminal Justice Information Services Division (CJIS Division), SCU, Mod D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306 USA</p>



Request for Police Certificates/Clearances and Authorization for Release of Information

To Police or Relevant Authorities:

Citizenship and Immigration Canada requires the person named below to obtain an **original** police certificate for any countries where he or she has lived for six months or longer in the past 10 years. (This requirement is only applicable for countries where the person was **18 years of age or older when he or she lived there.**) The applicant has provided details in the box below that may assist you in processing the request and has also signed the form authorizing you to release the information to us.

Please send the police certificate directly **to the applicant**. If you are unable to provide a certificate/clearance, please send the applicant a written explanation. Thank you.

Surname				Given names			
Other surname(s) used (for example, maiden name, previous married name)							
Name in native script (for example, Farsi, Arabic, Chinese, etc.)							
Date of birth		Day	Month	Year	Place of birth		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Citizenship							
Current address (number, street, city, province, state, postal code, country)							
From		Dates		To		Addresses while resident in	
Month	Year	Month	Year	(name of country)			
I authorize the police or relevant authorities in the country/state named above to disclose to Canadian immigration authorities details about any previous criminal convictions that may exist.							
Signature of applicant				Date			
				Day		Month Year	

Statement / Déclaration / Erklarung / Verklaring

I hereby declare my express consent to the German/Dutch authorities to disclose any information pertaining to me to the Immigration Section of the Canadian Embassy.

Attention: All persons over 18 years of age must complete and sign a statement.

Je, soussigne, declare par la presente consentir expressment a ce que les autorites allemandes/nerlandaises transmettent au Service de l'immigration de l'Ambassade du Canada tous les renseignements me concernant.

Attention : Toutes les personnes de plus de 18 ans doivent chacun signer une declaration.

Hiermit gebe ich den deutschen/niederlandischen Behorden meine ausdruckliche Zustimmung, alle Erkenntnisse, die sie uber mich vorliegen haben, an die Kanadische Botschaft, Einwanderungsabteilung, zu ubermitteln.

Achtung: Beide Ehepartner, bzw. Kinder uber 18 Jahre mussen je eine Erklarung unterschreiben.

Hiermee geef ik mijn uitdrukkelijke toestemming aan de Duitse/Nederlandse autoriteiten om gegevens die op mij van toepassing zijn te verstrekken aan de Immigratieafdeling van de Ambassade van Canada.

Let op: Beide gehuwde partners, alsmede kinderen die ouder zijn dan 18 jaar, dienen eenieder een verklaring te ondertekenen.

Date and signature

Date and signature

Datum und Unterschrift

Datum en handtekening

Name in block letters

Nom en lettres majuscules

Name in Druckbuchstaben

Naam in hoofdletters

Date of birth

Date de naissance

Geboortedatum

Geboortedatum

Place and country of birth

Lieu et pays de naissance

Geurtsort- und land

Geboren in (stad en land)

(If not German or Dutch citizen, date of entry into that country)

(Pour les non-citoyens de l'Allemagne ou des Pays-Bas, date d'entree en ce pays)

(Falls nicht deutscher oder niederlandischer Staatsburger, geben Sie das Datum Ihrer Ankunft an)

(Indien niet van Duitse of Nederlandse nationaliteit, vermeld de datum van aankomst in het betreffende land)

Citizenship

Citoyennete

Staatsangehorigkeit

Nationaliteit

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*.

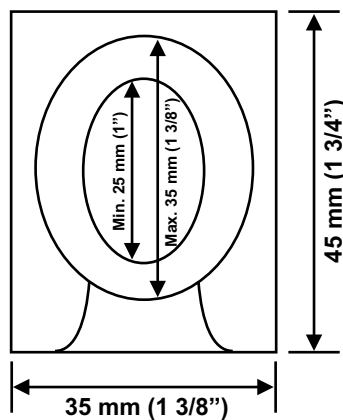
Notes to the photographer

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

The following instructions apply only to

- persons who are members of the family class, specifically the spouse, common-law partner, conjugal partner or dependent child of the sponsor, and whose application for permanent residence is processed at a Canadian visa office;
- their family members.

If you are not a person described above, **DO NOT** use this form. If you do, the results of your medical examination will not be valid. You will have to undergo a new examination and pay associated fees. If you are a citizen or permanent resident of Canada, you do not need to undergo a medical examination.

If you are a person described above, you and, if applicable, each of your family members must complete your own copy of this instruction sheet. Make enough photocopies for your needs before you start filling the boxes below.

1. Person to be examined

Surname / Family name

Forename / Given name(s)

Date of birth

Day	Month	Year
/	/	

Country of birth

Sex

Male

Female

Relationship to sponsor

Spouse

Conjugal partner

Common-law partner

Dependent child

Address (If you live in China, provide address in Pinyin* as well as in English)

Telephone number

2. Principal applicant, if different from person in 1.

Surname / Family name

Forename / Given name(s)

Date of birth

Day	Month	Year
/	/	

Address (If you live in China, provide address in Pinyin* as well as in English)

3. Visa office that will be processing the file

***It is important you provide your address in Pinyin if you live in China so we may contact you if additional medical information is required.**

Make an appointment with one of the doctors (also referred to as DMPs) identified on the enclosed list. The DMP will need the Appendix D to complete the appropriate medical forms for yourself and each of your family members undergoing the medical examination. One of these forms, the *Medical Report — Section A* (IMM 1017 EFC), is used to match your medical file to your immigrant file.

When you and your family members (if applicable) go for your medical examination, make sure you bring with you a copy of Appendix D filled in for each person. If you do not or if the boxes on Appendix D are not filled in properly, the DMP will not be able to complete the form IMM 1017 EFC and our Regional Medical Office (RMO) will not be able to review the results of your medical examination, preventing the processing of your application.

If you hand over a properly filled in Appendix D for yourself and each of your family members, the DMP will then complete the appropriate medical forms and send them to our RMO.

The DMP will give you the second copy of the form IMM 1017EFC as proof you underwent the medical examination. You must include this copy with your immigrant application when you send it to your sponsor. This form is vital in order to match your medical and immigration files. Photocopies will not be accepted. If you lose it, you will not be able to obtain a duplicate; you will have to redo the medical examination and pay any associated fees again.

The person examined by the doctor or, if that person is a minor, his or her parent or guardian may be asked to sign the form IMM 1017EFC.

In addition to Appendix D, make sure you and your family members bring along the following items with you:

- passports for yourself and your family members (if applicable), plus a photocopy of the bio-data page of each passport. If a passport is not available, provide an official identity document bearing the photo and date of birth of the family member;
- eye glasses or contact lenses, if you or your family members (if applicable) wear them;
- previous medical report(s), if any. You must tell the examining doctor about all past and present medical problems and conditions, and provide the doctor with any available documentation such as physician's reports, treatment or prescriptions; and
- five recent pictures taken within six months preceding the date of the examination and, where applicable⁽¹⁾, a negative for yourself and, if applicable, your family members (see Appendix C for photo specifications).
⁽¹⁾ Persons living in Bhutan, India, Nepal, Pakistan, the Philippines, Sri Lanka and Vietnam must provide a negative in addition to the five photos.

We will review the medical results to determine whether there are any medical reasons which would prevent you or your family members from coming to Canada.

The DMP will ask you and each of your family members to complete and sign your own copy of the Medical Report — Section B (form IMM 5419) in his/her presence and then proceed with the examination.

The medical examination includes:

- complete physical examination for all family members;
- chest X-ray and a radiologist's report for everyone aged 11 years and over;
- blood test for everyone aged 15 years or over;
- urinalysis for everyone aged 5 years or over;
- HIV testing for everyone aged 15 years or over, as well as for children who have received blood or blood products, or have a known HIV mother.

If your medical results prove satisfactory, they have a validity of one year from the date of examination. Therefore, you should make arrangements to have the date of your medical examination precede as closely as possible the date you will be sending your application and supporting documentation to your sponsor.

If the processing of your application for permanent residence is delayed and we cannot reach a decision about your application before the validity of your medical examination expires, you will be required to do the medical examination again.

LIST OF DESIGNATED MEDICAL PRACTITIONERS (DMPs)

www.cic.gc.ca/english/contacts/medical.html