



# 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

Australia, Brunei, Cambodia, Cook  
Islands, East Timor, Federated  
States of Micronesia, Fiji,  
Indonesia, Kiribati, Laos, Malaysia,  
Marshall Islands, Micronesia,  
Myanmar, Nauru, New Zealand,  
Niue, Palau, Papua-New Guinea,  
Samoa, Singapore, Solomon  
Islands, Thailand, Tonga, Tuvalu,  
Vanuatu and Vietnam



## Table of Contents

**Appendix A:** Document Checklist —  
Immigrant

**Appendix B:** Police Certificates/Clearances

**Appendix C:** Photo Specifications

**Appendix D:** Medical Instructions

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

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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. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

<b>IMMIGRATION FORMS</b>	
Ensure that all questions have been answered and forms are signed. When completed, send them to your sponsor with all supporting documentation.	
1.	<b>Application for Permanent Residence.</b> - This form is completed by you, the principal applicant. <input type="checkbox"/>
2.	<b>Schedule 1.</b> - 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.	<b>Additional Family Information.</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"/>
4.	<b>Spouse/Partner Questionnaire.</b> - If your sponsor is your spouse, common-law partner or conjugal partner, complete the questionnaire. <input type="checkbox"/>
5.	<b>Use of a Representative.</b> - 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.	<b>IDENTITY AND CIVIL STATUS DOCUMENTS</b> <input type="checkbox"/>
Provide birth certificates, baptismal certificates or other official document confirming relationship (including all pages of Household Registries, if applicable) 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 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 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. If you provide other identity and civil status documents, please specify.	
7.	<b>CHILDREN'S INFORMATION</b> <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"> <li>• continuous full-time studies (such as letters from their educational institution, school certificates, diplomas, degrees, transcripts, marks cards, school books [Vietnam]), or</li> <li>• medical history if they are unable to provide for themselves due to a medical condition</li> </ul>	

8.	<b>TRAVEL DOCUMENTS AND PASSPORTS</b>	<input type="checkbox"/>
<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 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>		
9.	<b>PROOF OF RELATIONSHIP TO SPONSOR</b>	<input type="checkbox"/>
<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.  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. <b>Note:</b> 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.  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.  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>		
10.	<b>POLICE CERTIFICATES AND CLEARANCES</b>	<input type="checkbox"/>
<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). <b>See Appendix B for additional information.</b></p>		
11.	<b>PROOF OF MEDICAL EXAMINATION</b>	<input type="checkbox"/>
<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>		
12.	<b>PHOTOS</b>	<input type="checkbox"/>
<p>Supply five (5) recent photos for each member of your family and yourself. Follow the instructions in your guide (see <a href="#">Photos</a> in section on completing the Application for Permanent Residence in Canada) and in Appendix C, <a href="#">Photo Specifications</a>.</p>		

**Place all of your documents in an envelope and send them to your sponsor.**

# Appendix B

## Police certificates/clearances

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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

<b>CANADA</b>	<p>Applicants residing in Australia, Fiji, France, Algeria, Morocco, New Zealand, 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.</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 through Internet at <a href="http://www.rcmp-grc.gc.ca">www.rcmp-grc.gc.ca</a></p>
<b>AUSTRALIA</b>	<p>Instructions on how to obtain an Australian police certificate is available on the Canadian Government Web site at <a href="http://www.dfait-maeci.gc.ca/australia">www.dfait-maeci.gc.ca/australia</a>. To access the information, select <b>Visas and Immigration</b> from the table of contents, then the caption <b>Instructions on obtaining police certificates</b> and finally the link <b>Australian Federal Police</b>. <b>Do not use the attached letter</b>. If you are aware of any convictions against you or any of your family members, including drunk driving, provide written details when you submit your application for permanent residence. If you currently have in your possession police certificates from countries where you have previously lived you should submit those with your application.</p>

<b>FIJI</b>	Instructions on how and where to apply for your police certificates will be sent to you once your application has been reviewed. <b>Do not use the attached letter.</b> If you are aware of any convictions against you or any of your family members, including drunk driving, provide written details when you submit your application. If you currently have in your possession police certificates from countries where you have previously lived you should submit those with your application.
<b>HONG KONG</b>	In order to apply for a police certificate, a request from the High Commission is required. This letter will be sent to you at a later stage. Do not use the attached letter.
<b>MALAYSIA</b>	You may apply to Malaysian missions abroad or the following address: Consular Division Ministry of Foreign Affairs Wisma Putra 50602 Kuala Lumpur Malaysia phone number: (60) 03-2488088
<b>NEW ZEALAND</b>	Instructions on how to obtain a New Zealand police certificate is available on the Canadian Government Web site at <a href="http://www.dfait-maeci.gc.ca/australia">www.dfait-maeci.gc.ca/australia</a> . To access the information, select <b>Visas and Immigration</b> from the table of contents, then the caption <b>Instructions on obtaining police certificates</b> and finally the link <b>New Zealand Police</b> . <b>Do not use the attached letter.</b> If you are aware of any convictions against you or any of your family members, including drunk driving, provide written details when you submit your application for permanent residence. If you currently have in your possession police certificates from countries where you have previously lived you should submit those with your application.
<b>SINGAPORE</b>	In order to apply for a Police Certificate, a request from the High Commission is required. This letter will be sent to you at a later stage. Do not use the attached letter.
<b>THAILAND</b>	In order to apply for a Police Certificate, a request from the High Commission is required. This letter will be sent to you at a later stage. Do not use the attached letter.
<b>UNITED STATES OF AMERICA</b>	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
<b>VIETNAM</b>	Obtain police clearance certificates from the Judicial Department at city or provincial level.



## 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		To		Addresses while resident in _____ (name of country)			
Month	Year	Month	Year				
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			

# Appendix C

## Photo Specifications

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### 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*.

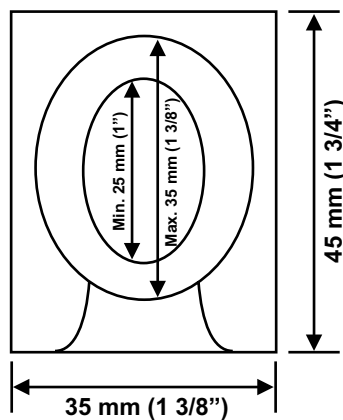
### Notes to the photographer

#### 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

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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.

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### 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.**

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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<sup>(1)</sup>, a negative for yourself and, if applicable, your family members (see Appendix C for photo specifications).  
<sup>(1)</sup> 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)

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[www.cic.gc.ca/english/contacts/medical.html](http://www.cic.gc.ca/english/contacts/medical.html)