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

Afghanistan, Azerbaijan, Bahrain, Cyprus, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Oman, Qatar, Saudi Arabia, Syria, Tadjikistan, Turkey, Turkmenistan, United Arab **Emirates, Uzbekistan, West Bank** and Gaza Strip, Yemen



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Cette trousse est également disponible en français



Appendix A Document Checklist - Immigrant

Assemble all your documents as listed. Check $({\bf \square})$ 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 6 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.

	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.	
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.	
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.	
4	Spouse/Partner Questionnaire If your sponsor is your spouse, common-law partner or conjugal partner, complete the questionnaire.	
5	Supplementary Information Form included with this appendix. Not applicable to nationals of Kazakhstan, Kyrgyzstan and Uzbekistan.	
6	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).	
7	Provide birth certificates, baptismal certificates or other official document confirming relationship (including all pages of Household Registries) for you and each of your family members. If you changed your name, provide change of name certificate. 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 annuled, 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. Military Service card (where military service is compulsory). If you are a resident of Jordan, Iran, Iraq, Lebanon and Syria, see additional details regarding identity and civil status documents further.	
8	CHILDREN'S INFORMATION 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 - continuous full-time studies (such as letters from their educational institution indicating the number of hours of classes attended per day and the number of days attended per week, school certificates, diplomas, degrees, transcripts, marks cards), or - medical history if they are unable to provide for themselves due to a medical condition	

9	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. For Russian nationals: submit copies of your foreign travel passports only if available at time of application submission. If you are a resident of Jordan, Iran, Iraq, Lebanon and Syria, see additional details regarding travel documents further.	
10	If sponsor is a permanent resident of Canada, a copy of his/her <i>Immigrant</i> or <i>Permanent Resident Visa</i> . Residents of Iran must also provide a copy of sponsor's "Shenas Nameh". 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, telephone bills showing contact between you and your sponsor, and family photos. Provide originals: they will be returned to you once your application has been finalized. 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. 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.	
11	POLICE CERTIFICATES AND CLEARANCES 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 special instructions. If you are a resident of Jordan, Iran, Iraq, Lebanon and Syria, see additional details regarding police certificates and clearances further.	
12	PROOF OF MEDICAL EXAMINATION 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.	
13	PHOTOS 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.	
14	OTHER DOCUMENTS: LABOUR RECORD Nationals of former USSR states must also submit a copy of their workbook and that of their spouse or common-law partner (if not the sponsor) and their children aged 18 and over. Reference letter(s) from their employer(s) not included in their workbook are also required. They must ensure that the copy is notarized and the translation into English or French is certified.	

Additional details for residents of Jordan, Iraq, Lebanon and Syria

(Certified translations into English or French required, with copies of the original documents.)

1	Civil status certificates for the principal applicant, spouse or common-law partner and all family members. Lebanese civil status documents must be certified by the chief of the civil status section of the relevant Mohafazat.	
	Family list or family book.	
9	TRAVEL DOCUMENTS AND PASSPORTS Photocopies of the first 6 pages of passports (including the page showing passport validity) for the principal applicant, spouse or common-law partner and all family members.	
11	POLICE CERTIFICATES AND CLEARANCES Original police certificates for the principal applicant, spouse or common-law partner and all family members 16 years of age and over (must be provided for any country in which you have resided for 6 months or more since the age of 16).	
۸۵۵	litional datails for residents of Iran	
	ditional details for residents of Iran inal certified translations into English or French with photocopies of the Farsi originals.)	
(Orig	inal certified translations into English or French with photocopies of the Farsi originals.) IDENTITY AND CIVIL STATUS DOCUMENTS Identity cards ("Shenas Nameh") for the principal applicant, spouse or common-law partner and all family members issued by the General Department of Civil Status and Census Registration, Ministry	<u> </u>
(Orig	inal certified translations into English or French with photocopies of the Farsi originals.) IDENTITY AND CIVIL STATUS DOCUMENTS Identity cards ("Shenas Nameh") for the principal applicant, spouse or common-law partner and all family members issued by the General Department of Civil Status and Census Registration, Ministry of the Interior.	

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

over.

SUPPLEMENTARY INFORMATION FORM

TO BE COMPLETED BY APPLICANTS OVER AGE 16	
A) IS THIS YOUR FIRST PASSPORT?	
1.IF NOT, HOW MANY HAVE YOU HAD?	
2. WHAT COUNTRIES HAVE YOU VISITED OR LIVED IN THE PAST 10 YEAR	S?
3.WAS YOUR TRAVEL FOR TOURIST PURPOSES, WORK OR STUDY? PLEAR COMPLETE DETAILS.	SE PROVIDE
4.WHAT IS THE HIGHEST LEVEL OF STUDY YOU HAVE REACHED?	
5.WHAT WAS YOUR SPECIALIZATION (IF ANY)?	
B) DID YOU SERVE IN ANY MILITIA, ARMY, DEFENCE OR POLICE UNIT (IN OBLIGATORY NATIONAL SERVICE, RESERVE OR VOLUNTEER UNITS)?	NCLUDING
IF YOUR ANSWER TO B WAS NO AND YOU CLAIM THAT YOU DID NOT SE MILITARY, MILITIA OR DEFENCE UNIT, WHY DID YOU NOT HAVE TO SER' ARMED FORCE?	

IF YOUR ANSWER TO QUESTION B WAS YES:	
1.IN WHICH UNIT(S) DID YOU SERVE?	
2. WHERE WERE YOU STATIONED? (GIVE DATES AND PLACE NAI	MES) - -
3.WHAT WERE YOUR DUTIES MOST OF THE TIME? e.g. INFANTRY MILITARY POLICEMAN, RADIO OPERATOR, DRIVER, OTHER (DES	MAN, ARTILLERY, CRIBE IN DETAIL)
4.WHAT SPECIAL TRAINING DID YOU RECEIVE?	
5.WHAT WAS YOUR MOST SENIOR MILITARY RANK?	
6UNDER WHAT CIRCUMSTANCES DID YOUR SERVICE END (COMDESERTED, INVALIDED OUT, ETC)?	MPLETED SERVICE,
7.DID YOU EVER PARTICIPATE IN ANY FORM OF COMBAT?	
IF YES, DESCRIBE DETAILS AND INCLUDE DATES AND LOCATION	NS.

USE A SEPARATE SHEET.

8. HAVE YOU EVER WITNESSED OR PARTICIPATED IN ILL TREATMENT OF PRISONERS OR CIVILIANS, LOOTING OR DESECRATION OF RELIGIOUS BUILDINGS? IF YES, DESCRIBE THE CIRCUMSTANCES
C) WERE YOU EVER A MEMBER OF ANY POLITICAL PARTY OR OTHER GROUP OR ORGANIZATION?
1.IF YES, WHICH ONE(S)?
WHAT POSITION(S) DID YOU HOLD?
2.HAVE YOU EVER HELD A POSITION IN ANY GOVERNMENT (e.g. MAYOR, MUNICIPAL COUNSELLOR, JUDGE, ETC.)? WHEN AND WHERE?
3.HAVE YOU EVER BEEN EMPLOYED BY A GOVERNMENT OR A POLITICAL PARTY IN A POSITION OF RESPONSIBILITY OR SUPERVISION (i.e. HOSPITAL ADMINISTRATOR, POLICE OFFICER, ELECTIONS OFFICIAL, ETC.)? WHERE AND WHEN?
YOU MUST NOW SIGN THE FOLLOWING DECLARATION
I (YOUR FULL NAME)
DECLARE THAT ALL OF THE ABOVE STATEMENTS ARE TRUE, COMPLETE AND CORRECT, AND I MAKE THIS STATEMENT KNOWING THAT IT IS THE EFFECT SAME AS APPEARING IN A COURT OF LAW.
SIGNATURE/DATE

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. In the event you are asked to submit your request in Russian, we are providing a sample you can use). 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 (16 years of age for residents of Jordan, Iraq, Lebanon, Syria and Iran), 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.

Police certificates are valid for one year from the issuance date. If police certificates expire during the processing of your application, updated police certificates will be required prior to visa issuance.

Country-Specific Addresses and Instructions

CANADA	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 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. 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 RCMP/GRC Identification Services/Service de l'Identification 1200 Vanier Parkway Ottawa, Ontario K1A 0R2 Canada Additional information may be obtained through Internet at http://www.rcmp-grc.gc.ca
ISRAEL	Israeli police certificates will be sent to this office two to three weeks after you have applied for them at your nearest police station.

KAZAKHSTAN	Persons living in Kazakhstan and persons living outside of Kazakhstan should apply to the regional Centre of Legal Statistics and Information, Office of the Prosecutor General, at 189, Zheltoksan Street, Almaty, Kazakhstan. The request must be made in writing and be accompanied by a copy of your passport or other identification document. The request can be either submitted in person or mailed to the Office of the Prosecutor General. The phone number is: (3272) 50-44-74.
KYRGYZSTAN	Persons living in Kyrgyzstan should apply to the Ministry of Internal Affairs of Kyrgyzstan, Main Information Centre, at 469, Frunze Street, Bishkek 720040, OR to the Consular Department of the Ministry of Foreign Affairs of Kyrgyzstan at 59, Razzakova Street, Bishkek. The phone number is: (996-312) 22-73-04. Persons living outside of Kyrgyzstan should aply to the Consular Section of the nearest Embassy of Kyrgyzstan.
TAJIKISTAN	Persons living in Tajikistan should apply to their local police station. Persons living outside of Tajikistan should apply to the Consular Section of the nearest Embassy of Tajikistan.
UZBEKISTAN	Persons living in Uzbekistan should apply to the Information Centre of the Ministry of Internal Affairs at 1, Radzhabi street, Tashkent 700029. The phone number is: (998-71) 139-7397. Persons living outside of Uzbekistan should apply to the Consular Section of the nearest Embassy of Uzbekistan.

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.

	1
Surname	Given names
Other surname(s) used (for example, maiden name, previous married r	ame)
	,
Name in particular visit (for account Family Arabic Objects at)	
Name in native script (for example, Farsi, Arabic, Chinese, etc.)	
	of birth Sex Male
Date of birth	Female
Citizenship	
Current address (number, street, city, province, state, postal code, cour	utry)
Carretti adarose (tarrisot, energi, en)
Dates _ Addresses while res	sident in
From Io	
Month Year Month Year	(name of country)
	above to disclose to Canadian immigration authorities details about any
previous criminal convictions that may exist.	
	Date
Signature of applicant	Day Month Year





CANADIAN EMBASSY

AMBASSADE DU CANADA

Visa Section 23 Starokonyushenny Pereulok Moscow 119002 Russia Service des visas 23, Starokonyushenny Pereulok Moscou 119002 Russie

Tel: +7 (095)105-6070 Fax: +7 (095) 105-6090 Web Site: http://www.cic.gc.ca

ЗАПРОС ДЛЯ ПОЛУЧЕНИЯ СПРАВКИ ИЗ МИЛИЦИИ

Уважаемый господин/госпожа,

Это касается Вашего заявления в Канадское посольство на въезд в Канаду.

Посольство Канады настоящим требует, чтобы Вы предоставили справки из милиции из всех стран и всех республик бывшего Советского Союза, где Вы или любой член Вашей семьи проживали в течение 6 месяцев и более с восемнадцатилетнего возраста.

В справке должно быть указано, привлекались ли вы или нет когда-нибудь к суду или были осуждены за какое-либо уголовное преступление. Посольством принимаются только оригиналы справок при наличии даты выдачи и подписи, заверенной гербовой печатью. Справки выдаются бесплатно. Заверенный перевод справок на английский или французский языки обязателен. Справки Посольством не возвращаются.

Чтобы сдать или выслать справку из милиции в Посольство, необходимо указать на справке номер Вашего дела. Если Вам назначено собеседование, принесите справку с собой. Если Вы только собираетесь обращаться в Канадское Посольство, то справки из милиции нужно сдать одновременно с анкетой при подаче заявления на въезд в Канаду. Справки действительны в течение одного года.

АРМЕНИЯ: Лицам, проживающим на территории Армении, следует обращаться в местное отделение милиции. Справки выда ются Главным Информационным Центром по запросам из местных отделений милиции.

Лица, проживающие за пределами Армении, должны обращаться в Консульский Отдел ближайшего Посольства Армении.

КАЗАХСТАН: Лица, проживающие на территории Казахстана и за его пределами, должны обращаться в областной Центр Правовой Статистики и Информации при Генеральной прокуратуре. Заявления должны быть поданы в письменном виде с копиями паспортов или иных документов, удостоверяющих личность.

КЫРГЫЗСТАН: Лицам, проживающим на территории Кыргызстана, необходимо обращаться в Главный Информационный Центр при Министерстве Внутренних Дел Кыргызстана, ул. Фрунзе, дом 469, г.Бишкек, 720040, или в Консульскую Службу Министерства Иностранных Дел Кыргызстана, ул. Раззакова, дом 59, г.Бишкек. Телефон для справок: (996-312) 22-73-04.

Лица, проживающие за пределами Кыргызстана, должны обращаться в Консульский Отдел ближайшего Посольства Кыргызстана.

РОССИЯ: Лица, проживающие на территории Российской Федерации, должны подавать заявления на личном приеме или через уполномоченных Вами лиц при наличии доверенности в Информационный Центр при Министерстве Внутренних Дел, ГУВД или УВД по месту жительства. Посольством принимаются справки, выданные только на стандартных бланках в соответствии с инструкциями МВД от января 2002 года.

Лица, проживающие за пределами Российской Федерации, должны обращаться в Консульский Отдел ближайшего Посольства Российской Федерации.

ТАДЖИКИСТАН: Лица, проживающие на территории Таджикистана, должны обращаться в отделение милиции по месту жительства.

Лица, проживающие за пределами Таджикистана, должны обращаться в Консульский Отдел ближайшего Посольства Таджикистана.

УЗБЕКИСТАН: Лица, проживающие на территории **Узбекистана**, должны обращаться в Информационный Центр при Министерстве Внутренних Дел, ул. Раджаби, дом 1, Ташкент, 700029. Телефон (998-71) 139-7397.

Лица, проживающие за пределами Узбекистана, должны обращаться в Консульский Отдел ближайшего Посольства Узбекистана.

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*.

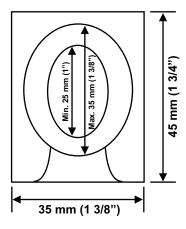
Notes to the photographer

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.

Person to be examined Surname / Family name	2. Principal applicant, if different from person in 1. Surname / Family name
Forename / Given name(s	Forename / Given name(s)
Date of birth Day Month Year / /	Date of birth Day Month Year / /
Country of birth	Address (If you live in China, provide address in Pinyin* as well as in English)
Sex Male Female Relationship to sponsor	
Spouse Conjugal partner	
Common-law partner Dependent child	3. Visa office that will be processing the file
Address (If you live in China, provide address in Pinyin* as well as in English)	
	*It is imporant you provide your address in Dinyin if
	*It is imporant you provide your address in Pinyin if you live in China so we may contact you if additional medical information is required.
Telephone number	

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 addtion 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