



IMMIGRATION

Canada

Family Class

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

**Visa Office Specific
Instructions
Taipei**



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**Ce guide est également
disponible en français**

Appendix A

Checklist

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Send photocopies of all documents, **unless instructed otherwise**. The *Engagement*, if you intend to live in the province of Québec, and the police certificates, must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

<p>1. IMMIGRANT FORMS</p> <p>Ensure that all questions have been answered and forms are signed where applicable.</p> <p>Application for Permanent Residence. - This form is completed by you, the principal applicant. (See box 7 of this checklist for information on photos.) <input type="checkbox"/></p> <p>Schedule 1. - You and each of your family members 18 years of age or over must complete their own copy of the form Schedule 1 - Background/Declaration. <input type="checkbox"/></p> <p>Additional Family Information. - You and each of your family members 18 years of age or over must complete their own copy of this form. <input type="checkbox"/></p> <p>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) allowing us to release information. <input type="checkbox"/></p> <div style="border: 1px solid black; padding: 5px;"><p>ADDRESS IN CHINESE CHARACTERS: Residents of Taiwan must provide their residential address in Chinese characters to ensure effective communication with the visa office.</p></div>	
<p>2. IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/></p> <p>a) Provide a certified true copy of your household register. If this document is not available to you, provide birth certificates, baptismal certificates or other official documents confirming relationship for you and each of your family members.</p> <p>b) If a household register is not available to you and 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. If your marriage was annulled, include a copy of the annulment. If you are in a common-law or conjugal relationship, provide proof of that relationship.</p> <p>c) Photocopy of Citizenship Certificate, Permanent Resident Card or Immigrant Visa for any family members who are Canadian citizens or permanent residents of Canada.</p>	
<p>3. CHILDREN'S INFORMATION (if applicable) <input type="checkbox"/></p> <p>a) If a household register is not available to you, birth certificates for children (which name their parents);</p> <p>b) Adoption papers for adopted dependent children;</p> <p>c) If you are divorced or separated and intend to bring your children to Canada, you must include proof that you have custody of the children under the age of 18 and proof that the children may be removed from the jurisdiction of the court;</p> <p>d) If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements;</p>	

CHILDREN'S INFORMATION (continued)	
e) 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, school certificates, diplomas, degrees, transcripts, marks cards), or -medical history if they are unable to provide for themselves due to a medical condition.	
4. TRAVEL DOCUMENTS AND PASSPORTS	<input type="checkbox"/>
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.	
5. PROOF OF RELATIONSHIP IN CANADA	<input type="checkbox"/>
a) Copy of your sponsor's household register, birth certificate or any other document that proves your relationship to your sponsor; b) Copy of your sponsor's citizenship card, Permanent Resident Card and/or <i>Immigrant Visa</i> .	
6. POLICE CERTIFICATES AND CLEARANCES	<input type="checkbox"/>
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 for six months or longer 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. If you require police certificates not listed in Appendix B, the visa office will contact you with instructions at a later date.	
7. PHOTO REQUIREMENTS	<input type="checkbox"/>
Supply four (4) 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 .	

Mailing your application

Place all your documents and this checklist in a sealed envelope and

- mail them or
- deliver them in person, between 09:00 and 11:00 or 14:00 and 16:00 hours, from Monday to Friday, to:

**Visa Section
Canadian Trade Office
2FI, 369 Fu Hsing North Road
Taipei 105
Taiwan**

IMPORTANT NOTE: An application with incomplete information and/or supporting documents may be refused or returned. Complete applications will be processed according to our current service standards and in some cases, the interview requirement may be waived. You **MUST** notify this office promptly of any change in your sponsor's address, contact number, marital status, family configuration, or employment or education status.

Appendix B

Obtaining Police Certificates/Clearances

Applicants who have lived in:

Taiwan

Applicants who have their household registered in Taipei City or Kaohsiung City should apply to the appropriate Municipal Police. Applicants registered elsewhere should apply to their County Police. Applicants without a household register will need to present their passport and Alien Resident Certificate to the Taipei Municipal Police Headquarters, Foreign Affairs Section, 96 Yen Ping South Road, Taipei.

Canada

You must have your complete fingerprints taken at a local police station. Send the fingerprints to the RCMP at the address below. You should include a letter with the following information: family and given names (including maiden name and, if applicable, the name in original script - 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.

RCMP/GRC

Identification Services/Service de l'Identification

1200 Vanier Parkway

Ottawa, Ontario

K1A 0R2

Canada

Additional information may be obtained on the RCMP Web site: www.rcmp-grc.gc.ca.

People's Republic of China

Applicants who have worked or studied in the People's Republic of China (PRC) should contact the notary office of the city where they lived during their stay to request a notarized police certificate. These certificates are issued based on a letter from the local police certifying that the person has no record of criminal offence. If you are unable to return for this purpose, applicants may authorize a friend or relative in the PRC to apply on their behalf. Applicants who currently live in the PRC should contact their local public security office.

USA

All applicants over 18 years of age who have lived 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



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 _____ (name of country)
Month	Year	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

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*.

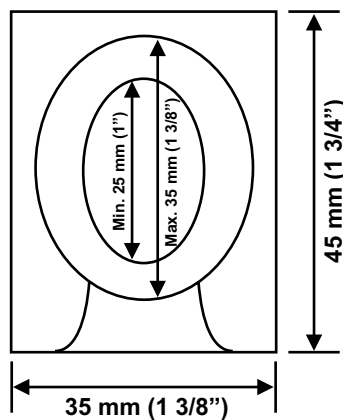
Notes to the photographer

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

Instructions for the medical examination are not issued with this application kit.