



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

People's Republic of China



Table of Contents

Appendix A - Document Checklist —
Immigrant

Appendix B - Police Certificates/Clearances

Appendix C - Photo Specifications

Appendix D - Medical Instructions

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Citizenship and Immigration Canada and
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**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 forms listed in items 1 to 5 below and the police certificates. Send photocopies only 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.

<p>FORMS Ensure that all questions have been answered and forms are signed, where applicable. When completed, send them to your sponsor with all supporting documentation.</p>		
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 <i>Schedule 1 - Background/Declaration</i> .	<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	<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).</p> <p>Be advised that, if you designate a representative, we will communicate only with that person or firm for as long as the authorization is in effect. Any processing enquiries you may have must be made through that representative. If you have a representative other than your sponsor, we will not acknowledge or answer any inquiries you make directly to the visa office. Consult our Web site at www.hongkong.gc.ca or www.beijing.gc.ca for additional information.</p>	<input type="checkbox"/>
6	<p>IDENTITY AND CIVIL STATUS DOCUMENTS</p> <p>The following documents are required for you, your spouse or common-law partner, if applicable, and your dependent children:</p> <ul style="list-style-type: none"> - certificates of birth, adoption, marriage, absolute nisi decree (Hong Kong residents), divorce, death for you and each of your family members, where applicable. Note: For residents of the People's Republic of China, a kinship certificate is not acceptable as proof of relationship; - custody order for your child (if any) and proof that you have fulfilled any obligation stated in the custody order; - consent of the biological parent of the child, ex-spouse or separated common-law partner, for removing your accompanying dependent child/children from their country of residence; - a photocopy of the biodata page of your passport with a validity of at least 18 months. If you cannot submit this along with the application, you can provide it later; - for citizens of the People's Republic of China and Taiwanese applicants, the certified/notarized copies of the household register ("hukou"). <p>Note: PRC applicants must submit original notarial certificates of the above documents. The notarized certificates must include the photocopies of original documents issued by the PRC offices administered by the Civil Administration (for example, a marriage certificate is issued by the PRC People's Government Office in your town, city, county or province of residence).</p>	<input type="checkbox"/>

7	CHILDREN'S STATUS AND EDUCATION DOCUMENTS	<input type="checkbox"/>
<p>For children 16 years of age and older, proof of marital status. If your children are aged 22 or older, proof of</p> <ul style="list-style-type: none"> - continuous full-time studies since before attaining the age of 22 (complete school records including transcripts, registration of admission, school fee payments receipts, attendance records indicating the total number of hours of classes per week, examination results, the National College Entrance Examination results–NCEE– for PRC students, etc.) and - continuous full financial support by a parent since before age 22. 		
8	NON ACCOMPANYING FAMILY MEMBERS DECLARATION	<input type="checkbox"/>
<p>If you have family members who do not intend to emigrate to Canada with you, you must submit with your application a notarized statutory declaration</p> <ul style="list-style-type: none"> - identifying these family members and their relationship to you, - stating your intention to proceed to Canada without them, and - indicating whether or not you wish these persons to retain eligibility to be sponsored by you once you have settled in Canada. <p>Non accompanying family members are still required to successfully meet immigration medical and security standards at the same time as you do (see Note below). They will retain eligibility to be sponsored by you as a member of the Family Class once you have settled in Canada for as long as they are your spouse or common-law partner or your dependent children, as defined in the <i>Immigration and Refugee Protection Act and Regulations</i>.</p> <p>Note: If you have non accompanying family members who are your spouse from whom you are legally separated or your children who are not in your legal custody, it is not necessary to have these family members examined. However, if you do not, you will not be able to sponsor them later. Therefore, you may wish to have them undergo medical and background screening in connection with your application to accommodate possible future changes in circumstances. Should this be the case, indicate in your notarized statutory declaration your intention to retain their eligibility to be sponsored by you in the future.</p>		
9	PROOF OF RELATIONSHIP TO SPONSOR	<input type="checkbox"/>
<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 photos of outings, letters between you and your sponsor (including postmarked envelopes), 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, photocopies of your sponsor's passport biodata pages and of pages showing entry/exit stamps.</p>		
10	POLICE CERTIFICATES AND CLEARANCES	<input type="checkbox"/>
<p>Original police certificates of good conduct or clearances from each country in which you and each of your family members 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> <p>You must submit original fingerprints directly to the authorities conducting the police checks. If you have obtained police certificates from countries where the authorities will forward the results directly to us, attach a brief explanatory note to your application.</p> <p>Note: Once we have finished our assessment of your application, we will send you an instruction letter enabling you to obtain a Hong Kong Certificate of Good Conduct, if applicable.</p>		
11	PROOF OF MEDICAL EXAMINATION	<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	PHOTOS	<input type="checkbox"/>
<p>Supply five (5) 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>		

13 ADDRESS IN CHINESE CHARACTERS AND CONTACT NUMBERS



Where indicated, provide your address in Chinese characters as well as in English, including postal code, to ensure effective communication with the visa office. The mailing address you provide must be the residential address of a person or the business address of a firm. **A post office box number is not acceptable.**

If you have designated a third party to represent you, we will automatically direct all correspondence to this person or firm at their mailing address.

It is your responsibility to ensure that the mailing address is reliable and that any changes are reported to us promptly. Failure to do so could result in substantial processing delays and even in the refusal of your application.

If you are applying in Beijing, include eight (8) address labels with mailing address in Chinese.

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

If your application is incomplete or lacks the supporting documents listed above, it will be returned to you for completion.

If you have access to the Internet, visit our Web site for [Beijing](#) or [Hong Kong](#) regularly for updated information regarding procedures and service standards.

Appendix B

Police certificates/clearances

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

- a completed *Request for Police Certificates/Clearances* (see the 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. Hong Kong residents should take the enclosed form letter (addressed to the **Hong Kong Police Certificate of No Criminal Conviction Office**) to the Hong Kong police in order to obtain fingerprints.

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.

Note: You must obtain certificates **before** submitting your application, except for Hong Kong Certificates of No Criminal Conviction. See instructions for Hong Kong below.

Country-Specific Addresses and Instructions

CANADA	<p>Applicants 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>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>
HONG KONG	<p>An instruction letter for applicants requiring a Hong Kong Police certificate will be forwarded to the applicants upon receipt of complete applications. Applicants should complete the form before visiting the Certificate of No Criminal Conviction Office.</p>
MACAU	<p>Applicants who live or have lived in Macau should contact:</p> <p>Servicios de Identificacao de Macau, Caixa Postal 1089, Macau. Tel. (853) 335462 Fax (853) 561610.</p>
PEOPLE'S REPUBLIC OF CHINA	<p>Applicants who live in Hong Kong but have resided in the P.R.C. can obtain P.R.C. police certificates through the main branches of several Chinese-owned banks in the territory. Applicants who currently live in the P.R.C. should contact their local public security office.</p>
TAIWAN	<p>Applicants who have lived in Taiwan should contact the police directly.</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>
<p>UNITED KINGDOM</p>	<p>Applicants are able to obtain a statement under the Data Protection Act confirming whether or not they have any convictions. Applicants should request their Prosecution/Conviction History. They should not request a police certificate. Applicants who lived in London should write to: Subject Access Office Metropolitan Police Service Freepost, London SW1H 0YY. United Kingdom There is a processing fee and an application form, which may be obtained from the Subject Access Office. Applicants who have lived outside of London should write to the Data Protection Office, Police Headquarters of the county in which you lived.</p>
<p>NEW ZEALAND</p>	<p>Applicants who require a New Zealand police certificate/clearance must first obtain from the Consulate General a Supplementary Information Form authorizing the New Zealand police to disclose information to the Consulate General.</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		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			



Immigration Section
Exchange Square
Tower 1, 12th Floor
8 Connaught Place
G.P.O. Box 11142
Hong Kong

Section de l'Immigration
Exchange Square
Tour 1, 12e Floor
8 Connaught Place
B.P.C. Box 11142
Hong Kong

Hong Kong Police Certificate of No Criminal Conviction Office

B1 Floor, Trade Department Tower
700 Nathan Road
Kowloon
Hong Kong

Dear Sir or Madam,

RE: Overseas police record search fingerprinting requirement for immigration to Canada

In order to assess their application for permanent residence in Canada, the applicant and/or his accompanying dependants (listed below) are required to have their fingerprints submitted to confirm whether he or she has any recorded criminal convictions.

We would be grateful if you would prepare a fingerprint identification card and forward it directly to the applicant.

Thank you for your kind co-operation in this matter.

Sincerely,
The Consulate General of Canada

Table with 3 columns: Name of Applicant(s), HKid no., Requires fingerprints to obtain police certificate from the following country/state:.

To be completed by principal applicant:

I declare that I make this request for the purpose of applying for immigration to Canada and for no other purpose.

Signature of principal applicant / Date



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*.

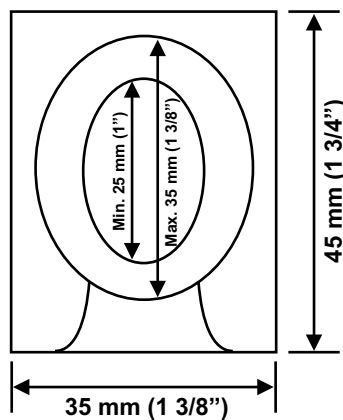
Notes to the photographer

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 <input type="text"/> Forename / Given name(s) <input type="text"/> Date of birth Day Month Year <input type="text"/> Country of birth <input type="text"/> Sex <input type="checkbox"/> Male <input type="checkbox"/> Female Relationship to sponsor <input type="checkbox"/> Spouse <input type="checkbox"/> Conjugal partner <input type="checkbox"/> Common-law partner <input type="checkbox"/> Dependent child Address (If you live in China, provide address in Pinyin* as well as in English) <input type="text"/> <input type="text"/> <input type="text"/> Telephone number <input type="text"/>	2. Principal applicant, if different from person in 1. Surname / Family name <input type="text"/> Forename / Given name(s) <input type="text"/> Date of birth Day Month Year <input type="text"/> Address (If you live in China, provide address in Pinyin* as well as in English) <input type="text"/> <input type="text"/> <input type="text"/> 3. Visa office that will be processing the file <input type="text"/> <p>*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.</p>
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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⁽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