



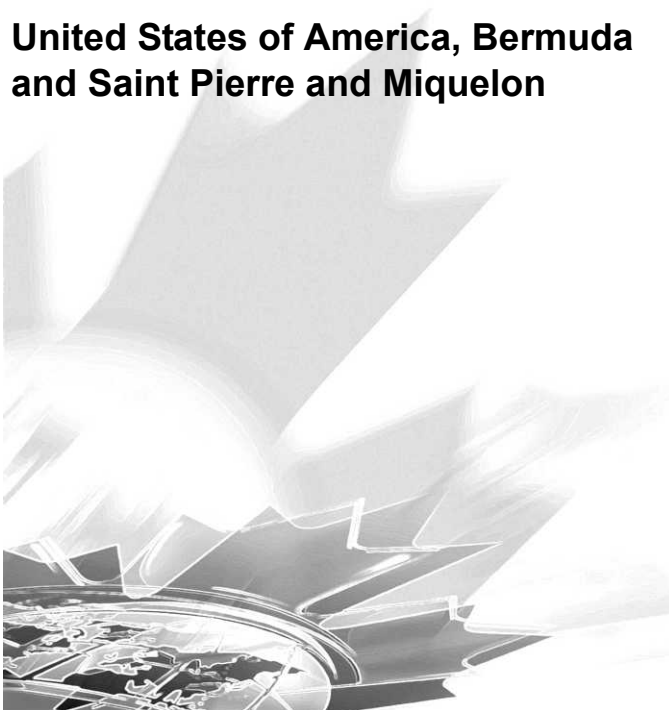
# IMMIGRATION Canada

## Family Class

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

### Part 3: Country Specific Instructions

United States of America, Bermuda  
and Saint Pierre and Miquelon



## 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

---

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.		
<b>1</b>	<b>Application for Permanent Residence.</b> - This form is completed by you, the principal applicant. You must submit three copies.	<input type="checkbox"/>
<b>2</b>	<b>Schedule 1.</b> - You and each of your family members 18 years of age or older must complete three copies of their own form Schedule 1 - Background/Declaration.	<input type="checkbox"/>
<b>3</b>	<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"/>
<b>4</b>	<b>Spouse/Partner Questionnaire.</b> - If your sponsor is your spouse, common-law partner or conjugal partner, complete the questionnaire.	<input type="checkbox"/>
<b>5</b>	<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"/>
<b>6</b>	<b>IDENTITY AND CIVIL STATUS DOCUMENTS</b> Provide birth certificates, baptismal certificates, national identity card or certificate (Cedula) where available, or other official document confirming relationship (including all pages of Household Registries) 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, 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.	<input type="checkbox"/>
<b>7</b>	<b>CHILDREN'S INFORMATION</b> 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	<input type="checkbox"/>

<b>8</b>	<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. Children must have their own passport, separate from their parents. 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>		
<b>9</b>	<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 son or daughter, provide a copy of your sponsor's birth certificate/family census register.</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. <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.</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>		
<b>10</b>	<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). See Appendix B for special instructions.</p>		
<b>11</b>	<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>		
<b>12</b>	<b>PHOTOS</b>	<input type="checkbox"/>
<p>Supply four (4) recent photos for each member of your family and yourself. Follow the instructions in your guide (see <b>Photos</b> in section on completing the Application for Permanent Residence in Canada) and in Appendix C: <b>Photo Specifications</b>.</p>		

## CHOICE OF INTERVIEW LOCATION

If you are required to attend a personal interview at a visa office in the USA, indicate your first choice for interview location is (check one):

- No Preference
- Seattle, Washington
- Detroit, Michigan
- Los Angeles, California
- New York, New York

The Regional Program Centre will try to meet your interview location preference, however, this may not be possible in every case. Files will be assigned to each interview location in a process that will result in approximately equal times to interview for all applicants.

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

If you need to inform us of a change in your mailing address or your marital status, of the birth of a child, of a change in passport details, etc., send this information to us by fax at 1-716-858-9591.

# 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 **PC-1**. 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.

Certain police authorities have special procedures for obtaining police certificates/clearances. They are the Royal Canadian Mounted Police (RMCP) and the Royal Hong Kong Police (RHKP). **Do not** request a police certificate from Hong Kong or Canada until you are instructed to do so by a visa office. Further instructions for obtaining a police certificate of no record from these authorities will be sent to you along with your assessment letter from the Regional Program Centre (Buffalo).

The following chart provides some additional information that may assist you in obtaining a police certificate for certain countries. Please bear in mind that this information was accurate at the time of printing; however, requirements may have changed since that time. If you are unable to obtain an original police certificate from any country, you must provide an original letter from the police authority verifying that they will not issue you a certificate.

### Country-Specific Addresses and Instructions

Country	You must provide:	Address
USA	<ul style="list-style-type: none"> <li>• A copy of our letter requesting that you obtain a Police Record Check (PC-1 letter enclosed). Affix your own name and address label.</li> <li>• A full set of fingerprints. Fingerprints should be provided on the <b>FBI fingerprint card</b> and be obtained from a local police department, as long as you have proof of your identity, or from a private organization engaged in the fingerprinting business.</li> <li>• <b>Do not</b> contact any FBI office for fingerprinting. You may request a blank fingerprint form by writing to the FBI at the address in the next column.</li> <li>• Certified cheque or money order for US \$18 made payable to the U.S. Treasury.</li> <li>• Processing times may take between three and six weeks.</li> <li>• The FBI will send you the results. You should send the fingerprints with any attached documents from the FBI to your sponsor. All police certificates must be <b>originals</b>. Photocopies will not be accepted.</li> <li>• Always specify that you require fingerprints for <b>Canadian</b> Immigration purposes.</li> </ul> <p>If you have lived in the United States, you must provide a state certificate in addition to a national FBI certificate.</p>	FBI Criminal Justice Information Services Division (CJIS Division) Attn: SCU, Mod D-2 1000 Custer Hollow Road Clarksburg, West Virginia 26306 USA

Country	You must provide:	Address
<p><b>UNITED KINGDOM</b></p>	<ul style="list-style-type: none"> <li>Applicants who live or have lived in the United Kingdom (including England, Channel Islands, Isle of Man, Scotland and Wales) need to request a <b>Person Record: Prosecution/Criminal History</b> 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.</li> <li><b>Local police</b> in the UK have application forms and details on how to apply and pay the processing fee.</li> <li>The Subject Access Office will provide you with a letter in response to your request for information about your prosecution/conviction history. The letter you receive from the Subject Access Office should be included with your application for permanent residence.</li> </ul> <p><b>Note:</b> Former residents should apply to the regional police authority for the district where they resided in the UK.</p>	<p>For <b>England and Wales:</b>  Subject Access Office  Metropolitan Police  10 The Broadway  London, SW1H 0BG, England</p> <p>For <b>Scotland:</b>  The Data Protection Officer  Strathclyde Police, Police Headquarters  173 Pitt Street  G2 4JS, Glasgow, Scotland</p> <p>For <b>Northern Ireland:</b>  Computer Services Unit  Royal Ulster Constabulary (RUC)  Lisnasharragh, Montgomery Road  BT6 9LD, Belfast, Northern Ireland</p>
<p><b>SOUTH AFRICA</b></p>	<ul style="list-style-type: none"> <li>Police certificates are available, and are applied for at the local police station. Completed forms and fingerprints are then forwarded to National Police Criminal Records Headquarters in Pretoria, which runs computer and fingerprint checks. A fee is charged.</li> <li>The letter you receive from the National Police Criminal Records Headquarters should be included with your application for permanent residence.</li> </ul>	
<p><b>ITALY</b></p>	<p>Citizens, residents and former residents of Italy must obtain <b>two</b> certificates:</p> <ul style="list-style-type: none"> <li>Certificato Penale Generale del Casellario Giudiziale</li> <li>Certificato Dei Carichi Pendenti rilasciati dalla della Procura della Repubblica presso il Tribunale di residenza <b>per uso emigrazione</b></li> </ul> <p>You may provide written authorization to a relative or friend in Italy who can obtain the certificates on your behalf.</p>	<p>Both certificates are issued by the office of the State Attorney, Judicial Records (Procura della Repubblica-Casellario Giudiziale) in Rome</p>



Canadian Consulate General  
 Immigration Regional Program Centre  
 3000 HSBC Centre  
 Buffalo, NY 14023-2884 USA

Dear Sir or Madam,

This is in reference to your application for permanent residence for Canada.

The Government of Canada requires that you obtain an original police certificate of “no criminal record/conviction” from the police authorities in the countries where you have lived.

This letter identifies you, and your family members, if applicable, as a person who is making an application for immigration to Canada. Please present this letter to the police authorities when you request your police certificate. Where possible the police authority should return the police certificate to you, the applicant.

Thank you for your cooperation in this matter.

*The Consulate*

*This portion to be completed by applicant*

### **Authorization by visa applicant for release of police and court records**

I hereby authorize the Police or Relevant Authorities in \_\_\_\_\_ [name country or countries] to disclose any details of previous criminal convictions to the Canadian Consulate General, Buffalo, New York, USA, for immigration purposes only.

	<b>PRINCIPAL APPLICANT</b>	<b>SPOUSE OR COMMON-LAW PARTNER</b>	<b>DEPENDENT SON OR DAUGHTER, 18 AND OVER</b> (use an additional sheet if necessary)
<i>Surname:</i>			
<i>Given names:</i>			
<i>Maiden or other surnames used:</i>			
<i>Name In original script (i.e. Arabic, Chinese, etc.):</i>			
<i>Date and place of birth:</i>			
<i>Nationality:</i>			
<i>In this space list all addresses and dates of residence in</i>  <i>(Name country or countries)</i>			

Signature of 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*.

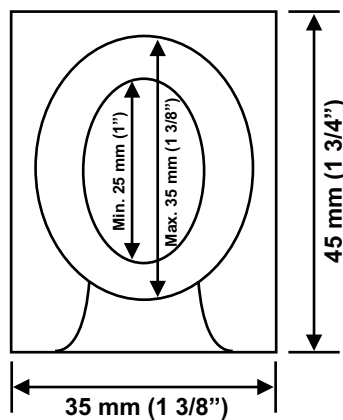
### Notes to the photographer

#### 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

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<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)

---

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