



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

Algeria, Angola, Benin, Botswana,
Burkina Faso, Burundi, Cameroon, Cape
Verde, Chad, Central African Republic,
Comoros, Republic of the Congo,
Democratic Republic of the Congo,
Djibouti, Egypt, Equatorial Guinea,
Eritrea, Ethiopia, Gabon, Gambia, Ghana,
Guinea, Guinea-Bissau, Ivory Coast,
Kenya, Lesotho, Liberia, Libya,
Madagascar, Malawi, Mali, Mauritania,
Mauritius, Morocco, Mozambique,
Namibia, Niger, Nigeria, Rwanda, Sao
Tome é Principe, Senegal, Seychelles,
Sierra Leone, Somalia, South Africa,
Sudan, Swaziland, Tanzania, Togo,
Tunisia, Uganda, Zambia and Zimbabwe



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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.

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.	<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 Schedule 1 - Background/Declaration.	<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/Questionnaire. - If your sponsor is your spouse, common-law partner or conjugal partner, complete the questionnaire.	<input type="checkbox"/>
5	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).	<input type="checkbox"/>
6	IDENTITY AND CIVIL STATUS DOCUMENTS	<input type="checkbox"/>
Provide birth certificates (long form birth certificate for children, listing the names of both parents), baptismal certificates or other official document confirming relationship (including all pages of Household Registries) for you and each of your family members. See DNA Blood Test option below. If you are married, you must include a marriage certificate (or Certificate of Registration of Customary Marriage, if customary marriage is recognized in your country). 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 or any child is deceased, you must include his or her 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 You must provide a Family Composition Certificate ("Kashf El Ahl") issued by the Civil Register ("Sigil El Madani") where applicable.		
7	CHILDREN'S INFORMATION	<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 (a notarized letter from the other parent stating that he or she has no objection to the children being taken to Canada and understands that a permanent separation from the children may result). 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		

8 TRAVEL DOCUMENTS AND PASSPORTS

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.

9 PROOF OF RELATIONSHIP TO SPONSOR

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 child, full birth certificate listing 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. **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.

If you live in Ghana, Nigeria, Cape Verde, Equatorial Guinea, Gambia, Guinea-Bissau, Liberia, Sao Tome é Principe, St. Helena and Sierra Leone, the following documents are necessary to establish your relationship to your sponsor in Canada. To be considered, the documents submitted must be historical and must pre-date the sponsorship:

- All school certificates, diplomas and degrees, including apprenticeship or trade papers, for each person aged 22 years old and older.
- Photocopy of the Primary school Register of Admission showing the name of the pupil and parents, the name and location of the school, and the year of attendance. (We will not accept Attendance Registers and letters from the school.) This document must bear the original school seal and headmaster's signature. This document is required for each accompanying child.
- Original "Road to Health" card (newly issued ones are not acceptable), "Weighing Card", or health card that was issued shortly after birth for each accompanying child plus one photocopy of each.
- Original baptismal certificate (if available – newly issued ones are not acceptable) for each accompanying child plus one photocopy of each.
- If your sponsor in Canada is your child or sibling, provide their short form birth certificate (document issued immediately after birth).
- If your sponsor in Canada is your child or sibling, provide their short form birth certificate (document issued immediately after birth).
- If your sponsor in Canada is your grandchild, provide their birth certificate and their parents' birth certificates.
- If you have been adopted, provide evidence that you have been placed with a Child Welfare Authority and that your sponsor has the authority to take you to Canada, in the form of a letter of "No Objection" from provincial authorities.
- If you have been adopted and one or both of your parents are deceased, provide the "Official Certificate of Death" as issued by the Registrar's Office (as applicable) plus one photocopy. We will not accept a "Statutory Declaration" alone.

We will not accept as proof of relation:

- Newly issued documents, except for very young children.
- "Road to Health" cards as proof of relationship between a child and a father.
- Photocopies of documents or amended documents. **Only genuine originals are accepted.**

See DNA Blood Test option below.

10	<p>OTHER DOCUMENTS</p> <p>If you or anyone included on the application has ever held a government position or served in the military (including National Service), include a statement providing dates, units, positions and/or ranks, duties performed and physical locations of all service (including camps). Proof of employment: letters of reference from the applicant's employer and the sponsor's employer stating position, salary, duties, and years of service.</p> <p>Persons submitting their application to the Canadian visa office in Rabat must complete the attached IMM 5562 form, <i>Supplementary Information – Your travels</i>.</p>	<input type="checkbox"/> <input type="checkbox"/>
11	<p>POLICE CERTIFICATES AND CLEARANCES</p> <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>	<input type="checkbox"/>
12	<p>PROOF OF MEDICAL EXAMINATION</p> <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>	<input type="checkbox"/>
13	<p>PHOTOS</p> <p>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.</p>	<input type="checkbox"/>

DNA Blood Test

Many applications are delayed owing to the long time required to verify documents with foreign authorities. Applicants can shorten this time considerably by undergoing a DNA blood test at the start of the application in lieu of submitting documents proving blood relationships. DNA blood tests may be requested later in the process if documents prove to be unsatisfactory. If you wish to speed up your application because you do not have the required documents, you may opt to undergo DNA testing. Indicate your willingness to proceed with DNA testing by attaching a letter to your completed application.

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



SUPPLEMENTARY INFORMATION

Your travels

IMM
5562
(05-2004)
English

The principal applicant must complete this form.

If there is not enough space to provide all the necessary information, use an extra sheet of paper.
Print your name and the form's title on the additional sheet.

1 - Your full name

Family name

Given name(s)

FOR OFFICE USE ONLY

2 - List all trips you, and if applicable, your family members have taken outside your country of origin or of residence in the last ten years (or since your 18th birthday if this was less than ten years ago). Include all trips: tourism, business, training, etc. If you or your family member did not travel outside of your country during this period, check "did not travel".
For example:

04-2004	04-2004	6 days	Madrid, Spain	Business
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a) You

did not travel

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

b) Your spouse or common-law partner

did not travel

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

c) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

d) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

e) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used for the purpose of assessing your application for permanent residence according to the requirements of the Act. It will be retained in Personal Information Bank CIC PPU 039 entitled Overseas Immigration Case File identified in **Infosource**. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**

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). 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

<p>CANADA</p>	<p>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.</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><i>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.</i></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 through Internet at http://www.rcmp-grc.gc.ca</p>
<p>DJIBOUTI</p>	<p>Police certificates can be obtained from:</p> <p>Cour judiciaire de Djibouti or Commissariat central de Police B.P. 54 République de Djibouti</p>
<p>EGYPT</p>	<p>Residents of Egypt must go to their local police stations to have their fingerprints taken. A criminal records index check is then conducted, and the results are generally available in 48 hours. Photos are required and the cost is approximately 5 L.E. for 24-hour service.</p>

ERITREA	Police certificates can be obtained from: Eritrea Police P.O. Box 1223 Asmara, Eritrea
ETHIOPIA	Police certificates can be obtained from: Interpol Addis National Central Bureau Police HQS P.O. Box 199 Addis Ababa Ethiopia
KENYA	Police certificates can be obtained from: CID P.O. BOX 30036 Nairobi
MADAGASCAR	Police certificates can be obtained from: Ministère de la Police nationale
MAURITIUS	Police certificates can be obtained from: Director of Public Prosecutions
MOROCCO	You must provide the <i>Fiche anthropométrique</i> , issued by the local police office.
SEYCHELLES	Police certificates can be obtained from: CID Seychelles Police
TANZANIA	Police certificates can be obtained from: CID P.O. BOX 9094 Dar Essalam
UGANDA	Police certificates can be obtained from: CID P.O. BOX 2973 Kampala



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

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*.

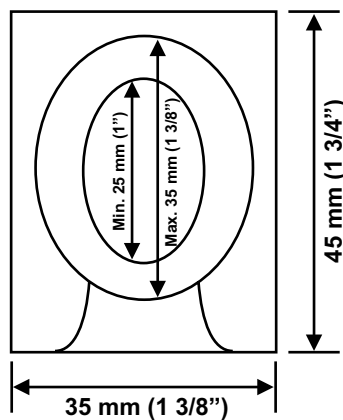
Notes to the photographer

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⁽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