



# IMMIGRATION Canada

## Request to Process Following Family Members

### One-Year Window of Opportunity Provisions

- Convention Refugees Abroad
- Humanitarian-Protected Persons  
Abroad



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#### Form

Request for processing family members  
under the One-Year Window of Opportunity  
Provisions (IMM 5571)

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**

## Contact Information

### Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at [www.cic.gc.ca](http://www.cic.gc.ca). For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

### Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press \* (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer your call.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

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**From anywhere in Canada, call**

**1-888-242-2100 (toll-free)**

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### Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

### Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



**This is not a legal document.** For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

**This publication is available in alternative formats upon request.**

# Overview

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This application contains the necessary form and instructions to request the processing for permanent residence of a family member under the One-Year Window of Opportunity Provisions.

## Who may apply?

If you immigrated to Canada as a member of the Convention Refugees Abroad and Humanitarian-Protected Persons Abroad classes and had to leave family members behind due to circumstances beyond your control, you may be able to apply for your family members to come to Canada under the One-Year Window of Opportunity Provisions.

**If you answer YES to all of the following questions**, you may request that we process your family members' applications for permanent residence:

1. Did you arrive in Canada less than one year ago?
2. Were you accepted as a member of the Convention Refugees Abroad and Humanitarian-Protected Persons Abroad (Country of Asylum or Source Country) classes?
3. Was the separated family member identified on your *Application for Permanent Residence in Canada* (IMM 0008) form?
4. Does your family member meet the definition (see section [Definition of family member](#))?

There is no fee for the processing of your family member's application for permanent residence under these provisions.

## Definition of family member

Family members include your spouse or common-law partner and dependent children.

### Common-law partner

This is a person of the opposite sex or same sex as you who was living in a conjugal relationship with you, and had done so for a period of at least one year before you became separated due to reasons beyond your control. There must be a significant degree of commitment between the two of you such as sharing the same home, supporting each other financially and emotionally, having had children together or presenting yourselves in public as a couple. You may need to provide proof that such a relationship exists.

Your common-law partner may still qualify even if you were unable to live together or appear in public together because of legal or cultural restrictions in your home country.

### Dependent children

Dependent children include:

- Your dependent children
- The dependent children of your spouse or common-law partner
- The dependent children of your dependent children

A child must meet the requirements of **type A, B or C** below to be considered a dependent child:

#### Type A

He or she was under the age of 22 and single, that is, not married and not in a common-law relationship when you first submitted your application for permanent residence.

## Type B

He or she married or entered into a common-law relationship before the age of 22 and, since becoming a spouse or a common-law partner, has

- been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority; and
- depended substantially on the financial support of a parent.

or

He or she is 22 years of age or older and, since before the age of 22, has

- been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority; and
- depended substantially on the financial support of a parent.

## Type C

He or she is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22 and is unable to provide for himself or herself due to a medical condition.

## Designating a third party or representative

### *Use of a Representative (IMM 5476)*

If you have questions or need clarification about this application kit, you may contact us (see section [Contact Information](#)). You may also choose to obtain the help of a representative if you need additional advice or support. We will process your application in the same manner, whether or not you have a representative.

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC). He or she will also be able to obtain information on your case file.

If you are appointing a representative, you **must** obtain and complete the *Use of a Representative* form (IMM 5476) and send it with your application. The form is available on our Web site at [www.cic.gc.ca/english/applications/representative.html](http://www.cic.gc.ca/english/applications/representative.html) or from our Call Centre (see section [Contact Information](#)).

### *Authority to Release Personal Information to a Designated Individual (IMM 5475)*

To authorize us to release information from your case file to someone other than a representative, you will need to complete form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at [www.cic.gc.ca/english/applications/release-info](http://www.cic.gc.ca/english/applications/release-info).

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

# How to Complete the Form

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Use the following instructions to fill in the form. Most of the questions on the form are straightforward and extra instructions have only been provided when necessary. You must answer all questions. If you leave sections blank, your form will be returned to you for completion. Print clearly with a black pen.

If the space provided on the form is not sufficient, use an additional sheet of paper. There is space provided for three family members. If you have more than three family members to list, photocopy the form before you start completing it.

**You must provide truthful, accurate information. It is an offence under section 127 of the *Immigration and Refugee Protection Act* to knowingly make a false statement on this form.**

## ***Request for processing family members under the One-Year Window of Opportunity Provisions (IMM 5571)***

**The principal applicant in Canada must complete this form.** The principal applicant is the person who completed the original *Application for Permanent Residence in Canada* (IMM 0008) form.

**1. Your full name**

Print your full family name as it appeared on your *Application for Permanent Residence in Canada* (IMM 0008) or as it appears on your permanent resident card.

Print all of your given names (first, second or more) as they appeared on your *Application for Permanent Residence in Canada* (IMM 0008) or as they appear on your permanent resident card.

**3. Date of your arrival in Canada**

This date is listed on your *Confirmation of Permanent Residence* (IMM 5292) and on your permanent resident card, if you have received it.

**9. Date of birth**

If you do not know the exact date of birth, indicate the age your family member is today.

**10. Relationship to you**

See [Definition of family member](#) section.

# Where to Submit Your Request

Submit your completed request to the Citizenship and Immigration Centre nearest you. If you live in Quebec, submit your application to the *Ministère de l'immigration et des communautés culturelles* (MICC) at one of the offices listed below.

If you have received your **permanent resident card**, attach a photocopy of the front and back of your card to your completed form.

## ATLANTIC

### Charlottetown

134 Kent Street, Suite 410  
National Bank Tower  
Charlottetown, PE C1A 8R8

### Fredericton

495 Prospect Avenue  
Fredericton, NB E3B 9M4

### Halifax

1741 Brunswick Street, Suite B110  
Halifax, NS B3J 3X8

### Moncton

860 Main Street, 6<sup>th</sup> Floor, Suite 602  
Moncton, NB E1C 1G2

### Saint John

189 Prince William Street  
Saint John, NB E2L 2B9

### St. John's

North Atlantic Building, 2<sup>nd</sup> floor  
31 Pippy Place  
P.O. Box 13667, Station "A"  
St. John's, NL A1B 4G1

## QUEBEC

### Gatineau

Immigration-Québec  
430, boulevard de l'Hôpital, 3e étage  
Gatineau, QC J8V 1T7

### Jonquière

Immigration-Québec  
3885, boulevard Harvey, bureau 206  
Jonquière, QC G7X 9B1

### Laval

Immigration-Québec  
705, chemin du Trait-Carré  
rez-de-chaussée  
Laval, QC H7N 1B3

### Montreal

Service conseil-Immigration  
humanitaire  
285 Notre-Dame ouest  
rez-de-chaussée, bureau G-15  
Montreal, QC H2Y 1T8

### Quebec City

Immigration-Québec  
Édifice Bois-Fontaine  
930, chemin Sainte-Foy, rez-de-  
chaussée  
Québec, QC G1S 2L4

### Saint-Lambert

Immigration-Québec  
2, boulevard Desaulniers, 3e étage  
Saint-Lambert, QC J4P 1L2

### Sherbrooke

Immigration-Québec  
202, rue Wellington Nord  
Sherbrooke, QC J1H 5C6

### Trois-Rivières

Immigration-Québec  
100, rue Laviolette  
rez-de-chaussée 26  
Trois-Rivières, QC G9A 5S9

## ONTARIO

### Greater Toronto Area

(includes Etobicoke, Mississauga  
and Scarborough)  
25 St. Clair Avenue East, Suite 200  
Toronto, ON M4T 1M2

### Outside the Greater Toronto Area

Send your application to the closest  
CIC as follows:

### Fort Frances

101 Church Street, 2<sup>nd</sup> floor,  
Fort Frances, ON P9A 3X8

### Hamilton

55 Bay Street North  
Hamilton, ON L8R 3P7

### Kitchener

Waterloo/Wellington CIC  
29 Duke St. East  
Kitchener, ON N2H 1A2

### London

417 Exeter Road  
London, ON N6E 2Z3

### Niagara Falls

6080 McLeod Rd. 2, Unit 12  
Niagara Falls, ON L2G 7T4

### Orillia

78 West Street South  
Orillia, ON L3V 5G4

### Oshawa

78 Richmond Street West, 2<sup>nd</sup> floor  
Oshawa, ON L1G 1E1

### Ottawa

(includes Kingston)  
200 Catherine Street, Suite 101  
Ottawa, ON K2P 2K9

### Sault Ste. Marie

22 Bay Street  
Sault Ste. Marie, ON P6A 5S2

### Sudbury

19 Lisgar Street, Room 305  
Sudbury, ON P3E 3L4

### Thunder Bay

221 Archibald St. North, Suite 108  
Thunder Bay, ON P7C 3Y3

### Windsor

1250 Walker Road  
Windsor, ON N8Y 4T4

## PRAIRIES AND NORTHERN TERRITORIES

### Calgary

Harry Hays Building, Room 170  
220 4th Avenue S.E.  
Calgary, AB T2G 4X3

### Edmonton

(including residents of Northwest Territories)  
Suite 240, Canada Place  
9700 Jasper Avenue  
Edmonton, AB T5J 4C3

### Lethbridge

P.O. Box 2050  
Room 403, 706 - 4th Ave. South  
Lethbridge, AB T1J 4K6

### Regina

1871 Hamilton Street  
Regina, SK S4P 2B9

### Saskatoon

660 - 410 22nd Street East  
Saskatoon, SK S7K 5T6

### Winnipeg

(including residents of Nunavut)  
Johnston Terminal, Room 400  
25 Forks Market Road  
Winnipeg, MB R3C 0S9

## BRITISH COLUMBIA AND YUKON

### Cranbrook

204, 101-10th Avenue South  
Cranbrook, BC V1C 2N1

### Kelowna

202- 1635 Abbott Street  
Kelowna, BC V1Y 1A9

### Nanaimo

60 Front Street, Room 201E  
Nanaimo, BC V9R 5H7

### Prince George

250 – 177 Victoria Street  
Prince George, BC V2L 5R8

### Vancouver

1148 Hornby Street  
Vancouver, BC V6Z 2C3

### Victoria

816 Government Street, Room 377  
Victoria, BC V8W 1W9

### Whitehorse

110-300 Main Street  
Whitehorse, YT Y1A 2B5

# What Happens Next?

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If your family member is eligible for processing as a following family member, the local Citizenship and Immigration Centre or the *Ministère de l'immigration et des communautés culturelles* (MICC) if you live in Quebec will contact you with further instructions on the application procedures for your family members.