



# DOCUMENT CHECKLIST

## APPLICATION FOR A PERMANENT RESIDENT CARD

Send the following documents in your application. Check  each box once you enclose the item.

**If you do not enclose all required documents, your entire application will be returned to you, causing delays in the processing of your application.**

Identity Documents	
<b>1</b>	Your current PR Card, if you are applying for a renewal or to replace a damaged card <span style="float: right;"><input type="checkbox"/></span>
<b>2</b>	<p><b>One of the following primary identity documents:</b></p> <p>a) A copy of your valid passport or travel document <b>or</b> b) A copy of the passport or travel document you held at the time you became a permanent resident <b>or</b> c) A copy of your certificate of identity or travel document issued by the Minister of Foreign Affairs of Canada</p> <p><b>If it is impossible* for you to obtain any of the above documents, you must provide:</b></p> <p>d) A copy of any identity document issued outside Canada before you came to Canada <b>or</b> e) A statutory declaration signed by you attesting to your identity <b>and</b> a statutory declaration also attesting to your identity signed by: - a person who knew you before you came to Canada, such as a family member; <b>or</b> - an official of an organization representing people from your country of nationality or former residence</p> <p><small>* Options d) and e) are available for exceptional circumstances only.</small></p> <p><b>The copy of the document you submit should show only the document type and number, the issue and expiry date, your name, photo and date of birth.</b></p> <span style="float: right;"><input type="checkbox"/></span>
<b>3</b>	<p><b>One of the following secondary identity documents:</b></p> <p>a) A copy of your <i>Record of Landing</i> (IMM 1000) or <i>Confirmation of Permanent Residence</i> (IMM 5292) or other permanent residence document <b>or</b> b) A copy of your valid provincial driver's licence, photo-identity card or university or college student card <b>or</b> c) A copy of your most recent Income Tax Assessment, issued by Canada Revenue Agency</p> <p><b>We recommend that you submit a copy of your <i>Record of Landing</i> (IMM 1000) or <i>Confirmation of Permanent Residence</i> (IMM 5292) or other permanent residence document.</b></p> <span style="float: right;"><input type="checkbox"/></span>

Applicants under the age of 18	
<b>1</b>	<p><b>A copy of:</b></p> <p>a) The applicant's birth certificate (showing the applicant's name, date of birth, place of birth and the names of the parents or adoptive parents) <b>or</b> b) Legal documentation proving guardianship, if the applicant has a legal guardian</p> <span style="float: right;"><input type="checkbox"/></span>

Legal Name Change Documents	
<b>If you have had a legal name change, a certified copy (see instructions on certified copies below) of:</b>	
<b>1</b>	<p>A legal change of name document, court order, adoption order, marriage certificate issued by civil authorities with your new name, <b>or</b> a divorce decree with your new name</p> <p>Note: Marriage and legal change of name certificates issued by the Government of Quebec before January 1, 1994 are not acceptable. You must obtain a new document issued by the civil authorities in the province of Quebec on or after January 1, 1994.</p> <span style="float: right;"><input type="checkbox"/></span>
<b>2</b>	Your provincial driver's licence, provincial identification card or provincial health card in the requested name <span style="float: right;"><input type="checkbox"/></span>
<b>Note:</b> If you have had a legal name change, you <b>must</b> include a copy of your <i>Record of Landing</i> (IMM 1000), <i>Confirmation of Permanent Residence</i> (IMM 5292) or other permanent residence document with this application.	

<b>If you were outside Canada for 1095 days or more in the past five-year period</b> (see Appendix A for more information)		
<b>1</b>	If applicable, proof of your relationship to the Canadian citizen you accompanied abroad and proof of his or her citizenship	<input type="checkbox"/>
<b>2</b>	If applicable, proof of your full-time employment to a Canadian business abroad	<input type="checkbox"/>
<b>3</b>	If you were accompanying a permanent resident of Canada working for a Canadian business abroad, proof of your relationship to this person, proof of his or her full-time employment and proof of his or her permanent resident status	<input type="checkbox"/>
<b>4</b>	If applicable, a copy of your <i>Returning Resident Permit</i> (IMM 1228)	<input type="checkbox"/>

<b>Translation of Documents</b> If any of the documents you submit are not in English or French, you must provide:		
<b>1</b>	A <b>certified</b> copy of the document (see instructions on <b>certified copies</b> below)	<input type="checkbox"/>
<b>2</b>	The English or French translation	<input type="checkbox"/>
<b>3</b>	A translator's declaration  Note: The declaration must include the translator's name, the original language of the translated document and a statement signed by the translator that the translation is accurate.	<input type="checkbox"/>

<b>Photos</b> Two photos, meeting all the requirements of the Photo Specifications (Appendix B):		
<b>1</b>	One photo on the sticker of the <i>Supplementary Identification Form</i> (IMM 5455)	<input type="checkbox"/>
<b>2</b>	In a small envelope (no staples or paper clips), the second photo, signed by your guarantor	<input type="checkbox"/>

<b>Forms</b>		
<b>1</b>	Your completed and signed <i>Application for a Permanent Resident Card</i> (IMM 5444)	<input type="checkbox"/>
<b>2</b>	Your completed <i>Supplementary Identification Form</i> (IMM 5455), with the photo correctly attached and your signature in black ink inside the white box	<input type="checkbox"/>
<b>3</b>	Copy 2 of your fee payment receipt (IMM 5401)	<input type="checkbox"/>
<b>4</b>	Only if applicable, <i>Use of a Representative</i> (IMM 5476)	<input type="checkbox"/>
<b>5</b>	This <i>Document Checklist</i> (IMM 5574)	<input type="checkbox"/>

<b>Certified copies</b> You must send certified copies of any legal name change document and of any document that is not in English or French.		
<b>The following people can certify your photocopies:</b>		
professional accountant	manager of a financial institution	minister of religion
chiropractor	member of a provincial legislature	pharmacist
commissioner of oaths	member of parliament	police officer
dentist	municipal clerk	postmaster
medical doctor	notary	social worker
professional engineer	official of a federal or provincial government department	primary, secondary or university teacher
funeral director	official of an embassy, consulate or high commission	veterinarian
justice of the peace or judge	officially accredited to Canada and authorized to	
lawyer	certify document issued by the official's government	
<b>This person must compare the original document to the photocopy and must print the following on the photocopy:</b>		
- "I certify that this is a true copy of the original document."	- his or her name	
- the name of the original document	- his or her official position or title	
- the date of certification	- his or her signature	
<b>The person who certifies your photocopies cannot be a family member.</b>		