



# DOCUMENT CHECKLIST - VISITOR

The documents you need to attach to your application are detailed on this form. If any of the required documents are missing, your application form may be returned or refused. **Do not submit original documents unless instructed to do so. Original documents will not be returned.**

All documents in a language other than English or French must be translated. Provide both a photocopy of the document and the translation in English or French.

**Important:** If you are also applying for student or worker services, you **must** also include the fees and documents required to assess your application for these services. Consult the appropriate guide for student or worker requirements.

**I have enclosed the following items:**

Put an "X" in the box when you have enclosed the item

**ALL APPLICANTS**

- Completed "Application to Change Conditions, Extend My Stay or Remain in Canada" (IMM 1249) \_\_\_\_\_
- Completed Document Checklist (IMM 5558) \_\_\_\_\_
- Stamped Receipt (IMM 5401) \_\_\_\_\_
- Use of a Representative (IMM 5476), if applicable \_\_\_\_\_
- Statutory Declaration of Common-law Union (IMM 5409), if applicable \_\_\_\_\_
- Photocopy of your Marriage Certificate, if applicable \_\_\_\_\_

**In addition to the above noted documents, you must also include any other information required for the service you are requesting.**

- PHOTOCOPIES of passport pages clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by Canadian authorities on your most recent entry into Canada and any other marked pages \_\_\_\_\_
- PHOTOCOPIES of your travel or identity document (citizenship certificates, birth certificates, alien registration cards etc.) if you did not use a passport to enter Canada \_\_\_\_\_
- PHOTOCOPY of your current immigration document (if you have one) \_\_\_\_\_
- Proof of means of support, as specified \_\_\_\_\_
- PHOTOCOPY of your valid return ticket (if you have one) \_\_\_\_\_

**DOCUMENTS FOR PARENTS AND GRANDPARENTS - AUTHORIZED PERIOD OF EXTENDED STAY**

- A Letter of invitation from your child or grandchild residing in Canada \_\_\_\_\_
- One of the following documents to prove that your child or grandchild meets the Low Income Cut-Off (LICO) minimum \_\_\_\_\_ 
  - Most recent copy of the *Notice of Assessment* or Option C printout,
  - Most recent copy of the T4 or T1,
  - Original letter from employer stating title, job description and salary,
  - Employment insurance pay stubs,
  - If self-employed, a letter from an accountant confirming their annual income,
  - Proof of other sources of income (pension statement, investments, etc.).

**Note:** Your child or grandchild may obtain an Option C printout free of charge by contacting the Canadian Revenue Agency (CRA) at 1-800-959-8281.

- Proof of parental relationship to your child or grandchild (copy of birth certificate, baptismal certificate or other official documents naming you as parent) \_\_\_\_\_
- Proof of medical insurance coverage for one year with a Canadian insurance company (copy of the insurance certificate or policy) \_\_\_\_\_

### **RESTORATION OF TEMPORARY RESIDENT STATUS**

For each person included in the application:

- PHOTOCOPIES of passport pages clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by Canadian authorities on your most recent entry into Canada and any other marked pages \_\_\_\_\_
- PHOTOCOPY of your current immigration document (if you have one) \_\_\_\_\_
- Documents related to your loss of status \_\_\_\_\_

#### **MAILING ADDRESSES**

##### **Visitor extension:**

CPC - Vegreville  
**Visitor and Temporary Resident Permit**  
 6212 - 55th Avenue, Unit 303  
 Vegreville, AB  
 T9C 1W1

##### **For parents and grandparents - Authorized Period of Extended Stay:**

CPC - Vegreville  
**Parents and Grandparents - Extended Stay**  
 6212 - 55th Avenue, Unit 444  
 Vegreville, AB  
 T9C 1W1