

Appendix A - Checklist:

The **Document Checklist** is available in PDF format only. The checklist is one of the forms you will need to mail with your application. Make sure you print the checklist, and attach the completed checklist to your application.

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope.

Do not send originals of any documents with the exception of the completed application forms which must be **originals**. See boxes **Certification of Documents** and **Translation of Documents** below to determine whether your documents must first be certified or translated to English or French.

If you are unable to provide any of the requested documentation for special reasons, attach a **written explanation** with full details as to why that documentation is unavailable.

<p>1. APPLICATION FORMS</p> <p>Check that it is completed, signed and dated. Your signed application should include:</p> <ul style="list-style-type: none">• <i>Generic Application Form for Canada</i> (IMM 0008) <input type="checkbox"/>• <i>Additional Dependants / Declaration</i> (IMM 0008DEP) <input type="checkbox"/>• <i>Schedule A- Background / Declaration</i> (IMM 5669) completed and signed by you and each of your family members who are 18 years of age or older. <input type="checkbox"/>• <i>Refugees Outside Canada</i> (IMM 0008 - Schedule 2) completed and signed by you and each of your family members who are 18 years of age or older. <input type="checkbox"/>• If you have a representative, complete and sign the <i>Use of a representative</i> (IMM 5476) form. You may appoint the contact person of the sponsoring group if you are being sponsored. <input type="checkbox"/> <p>Include in the same envelope the completed application forms for your <i>de facto</i> dependants and extended family members that are also applying for permanent residence.</p>	<input type="checkbox"/>
<p>2. PHOTOS</p> <p>Provide six recent photos of yourself and each of your family members. Follow the instructions provided in section How to Complete the Forms and in Appendix C: Photo Specifications.</p>	<input type="checkbox"/>
<p>3. IDENTITY AND CIVIL STATUS DOCUMENTS</p> <p>Birth, marriage, final divorce, annulment or separation certificates for you and spouse; death certificate for former spouse if applicable.</p>	<input type="checkbox"/>

<p>4. CHILDREN'S INFORMATION</p> <p>Children's birth certificates (which name their parents); adoption papers for adopted dependent children; proof of custody for children under the age of 22 and proof that the children may be removed from the jurisdiction of the court; statutory declaration that the remaining father or mother has no objection to the child living in Canada; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements.</p>	<input type="checkbox"/>
<p>5. BACKGROUND DOCUMENTS (if applicable)</p> <p>Any document to support your answers to questions in the <i>Background/Declaration</i> form such as completion of military service card, military records, membership cards or any documents showing your association or involvement in any social, political, vocational and cultural organization.</p>	<input type="checkbox"/>
<p>6. TRAVEL DOCUMENTS AND PASSPORTS</p> <p>Passports or travel documents for yourself, your spouse and dependent children, if you have any. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth. If you live in a country other than your country of nationality, include a copy of your visa for the country in which you currently live.</p>	<input type="checkbox"/>
<p>7. SETTLEMENT FUNDS (if applicable)</p> <p>If you are applying as a self-supporting family, provide proof of sufficient funds currently available to maintain yourself and your family members until you are self-supporting in Canada. These funds must be readily transferable to Canada in a convertible currency. Financial statements for the last three years (bank accounts, shares certificates, portfolio, etc.). Proof of assets (properties, buildings, lands, etc.).</p> <p>Note: If you carry more than \$10,000 Canadian in cash funds upon your entry to Canada, you will have to disclose these funds to a Canadian official upon arrival. Cash funds means money (coins or bank notes), securities in bearer form (stocks, bonds, debentures, treasury bills etc.) and negotiable instruments in bearer form (bankers drafts, cheques, travellers' cheques, money orders etc.). Failure to disclose can result in fines and imprisonment.</p>	<input type="checkbox"/>
<p>8. SPONSORSHIP UNDERTAKING (if applicable)</p> <p>If an organization or group of people is sponsoring you and you have received a copy of the <i>Sponsorship Undertaking</i>, attach a copy of the <i>Sponsorship Undertaking</i> to your application.</p>	<input type="checkbox"/>
<p>9. ADDITIONAL INFORMATION (if applicable)</p> <p>Any document you believe may be relevant to your need for protection, which may help us to better understand your situation. As well, any record to demonstrate your adaptability, initiative, motivation, or resourcefulness. All school certificates, diplomas, and degrees for you and your spouse or common-law partner (if applicable), including apprenticeship or trade papers. Letters of reference or work certificates from present and past employers for you and your spouse or common-law partner.</p>	<input type="checkbox"/>

Additional required documents if you are sending your application to the visa office in Bogota:

1.	A copy of the <i>Registro civil de nacimiento</i> for you and all family members included in your application. Certificates by a <i>notaria</i> are not acceptable. If you are living in Ecuador, you must submit your <i>Inscripción de nacimiento</i> . The <i>Partida de nacimiento</i> is not acceptable.	<input type="checkbox"/>
2.	In the case of a child under the age of 18 who is travelling with only one parent, submit a notarized authorization from the other parent for the child to travel and live in Canada. Depending on the circumstances, you may instead submit the other parent's death certificate or authorization from the <i>Bienestar familiar</i> .	<input type="checkbox"/>
3.	A copy of the national identification card (<i>Cédula de ciudadanía</i>) for you and your family members, 18 years of age or older, who are included in your application.	<input type="checkbox"/>
4.	Any other supporting documents (for example: letters of reference, registration as displaced persons, police reports).	<input type="checkbox"/>
5.	Police certificates for you and your family members, 18 years of age or older, who are included in your application. You must submit a certificate for every country in which you have lived for six months or more since reaching the age of 18. Please consult our website at: www.cic.gc.ca/english/information/security/police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.	<input type="checkbox"/>
6.	For all Colombian males, 18 years of age or older, who are included in your application, submit a copy of their military card. A notarized declaration stating that they have not served in the military is not acceptable.	<input type="checkbox"/>
7.	A completed and signed Military Service Details form (IMM5579) found in Appendix A.	<input type="checkbox"/>

If an organization or group of people in Canada is sponsoring you, you must also attach the following documents to your application.

If you are sending your application to the visa office in Accra:		
1.	Business and driver's licences, if available.	<input type="checkbox"/>
If you are sending your application to the visa office in Berlin:		
1.	Proof of your current immigration or residence status in your present country of residence, such as <i>Aufenthaltserlaubnis</i> or <i>Befugnis</i> or <i>Duldung</i> .	<input type="checkbox"/>
2.	A copy of the report of all hearings you have had with the German or Dutch authorities when you requested asylum in Germany or the Netherlands. If you have not made an asylum claim in Germany or the Netherlands, provide a statutory declaration of why you did not make an asylum claim and did not request protection under the Geneva Convention in the country in which you now live.	<input type="checkbox"/>

3. A copy of all decisions to date in the German or Dutch refugee determination system with regard to your asylum claim.

If you are sending your application to the visa office in Cairo:

1. Copies of national identity documents for all family members included in your application.

2. Police certificates for you and your family members, 17 years of age or older, who are included in your application. You must submit a certificate for every country in which you have lived for six months or more since reaching the age of 17, including the current country of asylum. A police certificate from the country of citizenship is not required. Please consult our [website](http://www.cic.gc.ca/english/information/security/police-cert/index.asp) at: www.cic.gc.ca/english/information/security/police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.

If you are sending your application to the visa office in Damascus:

1. Business and driver's licences, if available.

2. If you live in Iran, you must submit proof of registration with the Iranian Government (for example, BAFIA or *Amyesh* registration).

3. If you live in Syria or Lebanon only, you must submit a police certificate from the authorities of the country of asylum for you and your family members, 18 years of age or older, who are included in your application.

4. If you live in Jordan, you must submit clearance from the Jordanian General Intelligence Division and the Ministry of Justice.

5. **Supplementary Information** form (IMM 5550) found in Appendix A, completed and signed by you and your family members who are 18 years of age or older.

If you are sending your application to the visa office in Islamabad:

1. *Nikah Namas, Tazkiras* and *Shenakthi* passes.

2. Ration card from the UNHCR or national refugee registration documents for you and all family members included in your application.

If you are sending your application to the visa office in Moscow:

1. Copies of national identity documents for you and all family members included in your application.

2. Ration card from the UNHCR or national refugee registration documents for you and all family members included in your application.

If you are sending your application to the visa office in Nairobi:

1. Eligibility letter, mandate letter or ration card from the UNHCR and/or a similar document issued by a local government authority in the country of asylum as proof that you are registered as an asylum seeker, in countries where the government determines eligibility.

If you are sending your application to the visa office in Pretoria:

1. Business and driver's licences, if available.
2. Copies of UNHCR identity cards for you and all family members included in your application.
3. Any document as a proof that you and your accompanying family members are registered as asylum seekers with the government of the country of asylum.
4. Police certificates from the authorities of the country of asylum for you and your family members, 18 years of age or older, who are included in your application. Please consult our [website](http://www.cic.gc.ca/english/information/security/police-cert/index.asp) at: www.cic.gc.ca/english/information/security/police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.

Certification of Documents

The following Canadian visa offices require **certification** (by a notary) of all copies of documents submitted in support of your application:

Bogota (Colombia), **Ankara** (Turkey)

Translation of Documents

If your documents are not already in English or French, the following Canadian visa offices require **certified translations** (English or French) of all documents you submit with your application. You must also include a copy of the original.

Abidjan (Côte d'Ivoire), **Accra** (Ghana), **Bangkok** (Thailand), **Berlin** (Germany), **Cairo** (Egypt), **Damascus** (Syria), **Guatemala City** (Guatemala), **London** (United Kingdom), **Nairobi** (Kenya), **New Delhi** (India), **Pretoria** (South Africa), **Rome** (Italy).