# DOCUMENT CHECKLIST

## SPOUSE OR COMMON-LAW PARTNER IN CANADA

Put an "X" in the box when you have enclosed the corresponding document. If you do not enclose all the required documents, your entire application will be returned to you. You must provide certified translations in either English or French for all documents (e.g. police, birth certificates, etc.) that are not already in English or French.

### FORMS

**To be completed by applicant**

- *Generic Application Form for Canada* (IMM 0008) ☐
- *Additional Dependants/Declaration* (IMM 0008 DEP) ☐
- *Additional Family Information* (IMM 5406) ☐
- *Schedule A - Background/Declaration* (IMM 5669) ☐
- *Spouse/Common-law Partner Questionnaire* (IMM 5285) ☐

**To be completed by sponsor**

- *Application to Sponsor, Sponsorship Agreement and Undertaking* (IMM1344) signed by the sponsor and the spouse or common-law partner ☐
- **Either:** *Sponsorship Evaluation* (IMM 5481) (except residents of Quebec), **or:** if your spouse or common-law partner has dependent children included in this application who have children of their own, *Financial Evaluation* (IMM 1283) ☐

**To be completed by both applicant and sponsor**

- *Use of a Representative* (IMM 5476), if applicable ☐
- *This Document Checklist* (IMM 5443) ☐

### PHOTOCOPIES (OR ORIGINALS WHEN INDICATED) OF THE FOLLOWING ITEMS

(Photocopies do not need to be certified. Do not send original documents unless specified as they will not be returned)

**For the applicant and his or her dependent children**

- Passport pages clearly showing your passport number, name, date of birth, passport issue/expiry dates and stamp made by a Canadian authority showing your most recent entry into Canada ☐
- Indication of status in Canada (e.g. visitor visa, study permit or work permit, temporary resident permit, including out of status documentation) ☐
- Both sides of United States Alien Registration card (Green Card), if applicable ☐
- Birth certificate for you ☐
- Birth certificate or Canadian citizenship certificate for any dependent children ☐
- Custody papers for your children from a previous relationship ☐
- Adoption papers for your dependent children who were adopted ☐
- Original police certificates (Refer to Appendix A) ☐
- Optional: proof of completion of the upfront medical examination from the Panel Physician (if you do not hold a valid medical Report, instructions will be given to you when you receive your notice of eligibility) ☐

**For the sponsor: Proof of permanent resident status or Canadian citizenship**

Photocopy of one of the following items:

- *Record of Landing* (IMM 1000) or *Confirmation of Permanent Residence* document (IMM 5292 or IMM 5688) ☐
- Canadian birth certificate ☐
- Canadian Citizenship Certificate or card (both sides) ☐
- Both sides of your permanent resident card ☐
- Both sides of your certificate of registration of birth abroad ☐
- Pages from your Canadian passport or travel document showing the passport or travel document number, date of issue and expiration, your photo and your name, surname, place and date of birth ☐

**For both of you:**

- Photocopy of marriage certificate ☐
- Photocopy of divorce, annulment, separation or death certificates, if either of you were previously married ☐
- Proof of your common-law relationship (e.g., evidence of joint bank, trust, credit union or charge card accounts; jointly signed residential lease, mortgage or purchase agreement; statutory declarations of individuals with personal knowledge that your relationship is genuine and continuing) ☐
- Photographs of the marriage or common-law relationship ceremony, if applicable (photocopies are acceptable; originals will not be returned) ☐
- Proof of your conjugal relationship (e.g., commitment, housing and financial arrangements, social activities, attitudes and mindsets towards your relationship) ☐
- Declaration of severance of common-law relationship ☐

  **Note:** The sponsor and the applicant who are common-law or conjugal partners **must** provide historical evidence of their ongoing relationship. If they are in a relationship of two years or less and have no children together, the applicant will receive conditional permanent resident status, if the application is approved.

### PHOTOGRAPHS

- Two (2) photos of the applicant and any of his or her dependent children in Canada. Refer to Appendix C for photo specifications. Insert photos in a separate envelope and staple envelope to the *Schedule A - Background/Declaration* (IMM 5669) form, taking care the staple does **not** go through the photos (photos of the applicant's dependent children over 18, who are in Canada should be attached to their application forms) ☐

**PROOF OF INCOME FOR SPONSOR** (This section applies only to sponsors who are **not** residents of Quebec)

**1. Attached the following:**

- Your last Notice of Assessment for the most recent taxation year along with printouts of all income slips (e.g. T4, T4E, T5 and T5007). You can view (and print) your tax return(s) as well as other personal tax information using the CRA's My Account online service. To register or login, visit www.cra.gc.ca/myaccount.
  If you do not provide this printout, provide an explanation on a separate sheet of paper. _____ ☐
- If you received social assistance/welfare in the last 12 months that is not listed on the computer printout of the T5007, include:
  - Photocopy of receipt from welfare _____ ☐
  - Photocopy of receipt from any other government payment _____ ☐
- If you are employed, an original of a letter from your current employer stating your period of employment, salary, and regular hours per week. _____ ☐

**2.** If you are sponsoring a spouse or common-law partner with dependent children who have dependent children of their own **and** either of these situations applies to you, complete this section.

- **You are not** producing your last Notice of Assessment for the most recent year; **OR**
- You **are** producing your last Notice of Assessment for the most recent year, **but** the total income reported on your printout is less than the minimum necessary income, then provide the documents listed below as proof of your income.

(a) Evidence of employment income (pay stubs and photocopy of your most recent T1 - Individual Income Tax Return) over the 12 months preceding the date of your sponsorship application, if you are employed _____ ☐

(b) Evidence of self-employment income (statement of business activities from your accountant) over the 12 months preceding the date of your sponsorship application, if you are the sole owner of or partner in an unincorporated business _____ ☐

(c) Evidence of interest income (bank statement showing rate of interest, deposit amount and length of time deposit held), over the 12 months preceding the date of your sponsorship application, if you received interest _____ ☐

(d) Evidence of income received over the 12 months preceding the date of your sponsorship application, if you received;

- investment income (e.g., dividends), _____ ☐
- rental income (e.g., statement of real estate rentals), _____ ☐
- pension income, _____ ☐
- special benefits income (e.g., certificate delivered by Employment and Social Development Canada (ESDC) ( confirming payment maternity, parental of sickness benefits), _____ ☐
- other income (give details below). _____ ☐

Details of other income:

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**PROCESSING FEES**

- Copy of the **receipt** showing the amount paid. Consult the "pay the fee" section of the instruction guide for the acceptable methods of payment. _____ ☐

**You have addressed the envelope with the correct postage to:**
**CPC-M, PO Box 5040 STN B, Mississauga, ON, L5A 3A4** _____ ☐

## COMMON ERRORS WHICH DELAY PROCESSING

Incomplete applications will be returned. To avoid processing delays, you must enclose all the required items listed above.

The most common reasons for returned applications are:

1. ***Application to Sponsor, Sponsorship Agreement and Undertaking*** form (IMM 1344) is not signed by the sponsor, and the sponsored spouse or common-law partner.
2. A computer printout of the most recent notice of Assessment (Option C printout) and computer printouts of all income slips (e.g., T4, T4E, T5 T5007) available from the Canada Revenue Agency are not attached.