



DOCUMENT CHECKLIST

SPONSOR - FOR PARENTS AND GRANDPARENTS

Gather your documents **using the checklist** and check each item. Place all documents in a sealed envelope. If your documents are not in English or French, send a notarized (certified) translation with a copy of the original version. If you do not enclose all the required forms and documents, your entire application will be returned to you.

OFFICIAL USE ONLY	Forms List
<input type="checkbox"/>	<input type="checkbox"/> 1. Application to Sponsor, Sponsorship Agreement and Undertaking (IMM 1344) To be completed and signed by you, the sponsor, your co-signer, if applicable, and the person you are sponsoring. Note: You should keep a copy of this document for your records. This agreement lists the obligations and responsibilities that fall onto the sponsor, co-signer (if applicable) and the persons being sponsored.
<input type="checkbox"/>	<input type="checkbox"/> 2. Financial Evaluation for Parents and Grandparents Sponsorship (IMM 5768) To be completed by you and your co-signer, if applicable. Residents of Quebec do not need to complete this form. <input type="checkbox"/> If you answered "No" to question 8 or if your co-signer answered "No" to question 16, you must complete the Income Sources for the Sponsorship of Parents and Grandparents (IMM 5516) form.
<input type="checkbox"/>	<input type="checkbox"/> 3. Statutory Declaration of Common-law Union (IMM 5409) To be completed and signed by the sponsor and the cosigner, only if the latter is a common-law partner.
<input type="checkbox"/>	<input type="checkbox"/> 4. Generic Application Form for Canada (IMM 0008) To be completed and signed by the person you are sponsoring, the principal applicant.
<input type="checkbox"/>	<input type="checkbox"/> 5. Additional Dependants/Declaration (IMM 0008DEP) To be completed and signed by the principal applicant, if applicable.
<input type="checkbox"/>	<input type="checkbox"/> 6. Schedule A - Background/Declaration (IMM 5669) The principal applicant and all the family members who are 18 years of age and older must complete and sign their own copy of this form.
<input type="checkbox"/>	<input type="checkbox"/> 7. Additional Family Information (IMM 5406) The principal applicant and all the family members who are 18 years of age and older must complete and sign their own copy of this form.
<input type="checkbox"/>	<input type="checkbox"/> 8. Use of Representative (IMM 5476) To be completed, if applicable.
<input type="checkbox"/>	<input type="checkbox"/> 9. Processing Fees <ul style="list-style-type: none"> <input type="checkbox"/> Copy of the fee payment receipt showing the amount paid.

OFFICIAL USE ONLY	Supporting Documents - Part A
<input type="checkbox"/>	<input type="checkbox"/> 1. Photocopy of either your: <ul style="list-style-type: none"> <input type="checkbox"/> Permanent Resident Card (both sides) or, if you were not issued a Permanent Resident Card, your <i>Record of Landing</i> (IMM 1000) or your <i>Confirmation of Permanent Residence</i> (IMM 5292 or IMM 5688) or <input type="checkbox"/> Canadian Citizenship Certificate or card (both sides), or <input type="checkbox"/> Canadian birth certificate, or If you were born in the province of Quebec, only a birth certificate issue by the <i>Directeur de l'état civil</i> is acceptable <input type="checkbox"/> Canadian citizenship certificate without photo issued before February 15, 1977, or <input type="checkbox"/> Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).
<input type="checkbox"/>	<input type="checkbox"/> 2. Photocopy of your marriage certificate, if you have a co-signer and he or she is your spouse If you were married in the province of Quebec, only a marriage certificate issue by the <i>Directeur de l'état civil</i> is acceptable

OFFICIAL USE ONLY	Supporting Documents - Part A (continued)
<input type="checkbox"/>	<input type="checkbox"/> 3. If your spouse or common-law partner is a co-signer, a photocopy of either a: <ul style="list-style-type: none"> <input type="checkbox"/> Permanent Resident Card (both sides) or, if he/she was not issued a Permanent Resident Card, his/her <i>Record of Landing</i> (IMM 1000) or his/her <i>Confirmation of Permanent Residence</i> (IMM 5292 or IMM 5688) or <input type="checkbox"/> Canadian Citizenship Certificate or card (both sides), or <input type="checkbox"/> Canadian birth certificate, or If he/she was born in the province of Quebec, only a birth certificate issue by the <i>Directeur de l'état civil</i> is acceptable <input type="checkbox"/> Canadian citizenship certificate without photo issued before February 15, 1977, or <input type="checkbox"/> Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).
<input type="checkbox"/>	<input type="checkbox"/> 4. Proof of principal applicant's relationship to sponsor: <ul style="list-style-type: none"> <input type="checkbox"/> Photocopy of the sponsor's birth certificate If you were born in the province of Quebec, only a birth certificate issue by the <i>Directeur de l'état civil</i> is acceptable <p>If you are sponsoring the mother or father of your mother or father, you must also include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Photocopy of your mother or father's birth certificate.
<input type="checkbox"/>	<input type="checkbox"/> 5. Copy of travel document or passport for the principal applicant and each accompanying dependant.
<input type="checkbox"/>	<input type="checkbox"/> 6. Proof of principal applicant's relationship to an accompanying dependent spouse or common-law partner; <ul style="list-style-type: none"> <input type="checkbox"/> Photocopy of marriage certificate, OR <input type="checkbox"/> Statutory Declaration of Common-law Union (IMM 5409) To be completed also by the principal applicant and their common-law partner, if applicable.
<input type="checkbox"/>	<input type="checkbox"/> 7. Proof of principal applicant's relationship to accompanying dependent children; <ul style="list-style-type: none"> <input type="checkbox"/> Photocopy of birth certificate for each accompanying dependent child.
<input type="checkbox"/>	<input type="checkbox"/> 8. Two (2) recent photos of the principal applicant and each accompanying dependant. Follow the instructions in the photograph specifications: http://www.cic.gc.ca/english/information/applications/guides/pdf/5445EB-e.pdf
OFFICIAL USE ONLY	Supporting Documents - Part B
<input type="checkbox"/>	<input type="checkbox"/> 9. If you answered "No" to question 8 or if your co-signer answered "No" to question 16 on the Financial Evaluation for Parents and Grandparents Sponsorship (IMM 5768) , you must submit: <ul style="list-style-type: none"> <input type="checkbox"/> Option C print out or Notice of Assessment (NOA) issued by the Canada Revenue Agency for each of the three most recent taxation years. <p>Note: If your spouse or common-law partner is a co-signer, provide the same document.</p>

Make sure all forms are completed and signed.

Attach this checklist to forms and supporting documents and send in an envelope addressed to the Case Processing Centre - Mississauga.

See *Submit the Application* in your guide.