



# DOCUMENT CHECKLIST

## PERMANENT RESIDENCE - CARING FOR CHILDREN CLASS

This document is available in PDF format only. You need to mail this form and other documents with your application. Please make sure you print this document, complete it and include it in your application as **the cover page**.

**The checklist of required documents is subject to change. Applicants are advised to refer to the application kit on the CIC website periodically while preparing their application to ensure that they have included all forms and documents listed on the most up-to-date checklist.**

Gather your documents **in the order of the checklist** and check  each item. Attach small items such as photos and certified cheques with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope. If your documents are not in English or French, you must include the English or French translation with a certified copy of the original document, **and** an affidavit from the person who completed the translation (if the translation is not provided by a member in good standing of a provincial or territorial organization of translators and interpreters in Canada). Do not send any additional documents when submitting your application to the Case Processing Centre in Vegreville, Alberta (CPC-V).



**Note: If you are unable to provide any of the requested documentation, include with your application, a written explanation with full details as to why that documentation is unavailable and any documentation that would support your claim. If your application lacks any of the documents without a reasonable justification, it will be returned to you or in certain circumstances could result in the refusal of your application.**

**IMPORTANT NOTICE:** Answer all questions and sign all forms where applicable. Please note that by signing these documents, you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects.

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- your application may be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you and your family members could become inadmissible to Canada for five years under section 40(2) of the *Immigration and Refugee Protection Act*.

The officer will base his/her decision on the documents on file at the time of the assessment. In the following circumstances, it is your responsibility to notify the office processing your case and provide the relevant supporting documentation if there are changes in the following:

- family status (e.g. marriage or common-law union, divorce, annulment, legal separation, birth, adoption, death of the principal applicant or any accompanying family member, including grandchildren born to dependent children);
- education (e.g. completion of another degree); or
- mailing address/e-mail address/contact information.

Any changes which we have not been informed of will delay processing or may result in the refusal of the application or the exclusion of a family member.

**Forms and supporting documents (to be completed by all applicants)**

See the "Complete the application" section on our [Website](#) for specific instructions on how to complete the questions on each of the forms.

 <p><b>Do not submit originals unless otherwise stated as documents will not be returned.</b></p> <p>Original or certified copies of documents or more information may be requested by an officer at a later date. You must keep a copy of the completed forms and all documents before sending them to CIC.</p>	<b>Format</b>	
---	---------------	--

**FORMS LIST**

<b>1</b>	<p><b>Generic Application Form to Canada (IMM 0008)</b> Completed, dated and signed by the principal applicant.</p>	Original	<input type="checkbox"/>
<b>2</b>	<p><b>Additional Dependants/Declaration (IMM 0008DEP) (if applicable)</b> Completed, dated and signed by the principal applicant if the applicant has more than five dependants (whether they are accompanying or not).</p>	Original	<input type="checkbox"/>
<b>3</b>	<p><b>Schedule A: Background/Declaration (IMM 5669)</b> Completed, dated and signed by <b>everyone</b> in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul>	Original	<input type="checkbox"/>
<b>4</b>	<p><b>Supplementary Information - Your Travels (IMM 5562)</b> Completed by the principal applicant.</p>	Original	<input type="checkbox"/>
<b>5</b>	<p><b>Schedule 15: Caring for Children Class (IMM 0008 - Schedule 15)</b> Completed, dated and signed by the principal applicant.</p>	Original	<input type="checkbox"/>
<b>6</b>	<p><b>Additional Family Information (IMM 5406)</b> Completed, dated and signed by <b>everyone</b> in the following list:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul>	Original	<input type="checkbox"/>
<b>7</b>	<p><b>Use of a Representative (IMM 5476)</b> Complete, date, sign and include this form in your application if you have a paid or unpaid representative.</p>	Original	<input type="checkbox"/>
<b>8</b>	<p><b>Fee Payment</b> Consult the "pay the fees" section in the instruction guide for further information.</p>		

DOCUMENTS LIST		Format	
9	<p><b>Travel documents and passports</b></p> <p>Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing:</p> <ul style="list-style-type: none"> <li>the passport number</li> <li>date of issue and expiry</li> <li>photo, name, date and place of birth</li> <li>pages showing any amendments in name, date of birth, expiration, etc.</li> </ul> <p>You must hold a valid regular passport. Diplomatic, official, service or public affairs passports <b>are not</b> valid for immigration to Canada.</p>	Copies	<input type="checkbox"/>
10	<p><b>Proof of Language Proficiency</b></p> <p>For you as the principal applicant, original designated language proficiency test results:</p> <ul style="list-style-type: none"> <li>CELPPIP (General test only); OR</li> <li>IELTS (General Training test only); OR</li> <li>TEF (or TEF-Canada).</li> </ul> <p><b>Note:</b> Language proficiency test results must indicate that you meet the required proficiency level in English or French and be less than two years old at the time you apply.</p>	Original	<input type="checkbox"/>
11	<p><b>Proof of Work Experience in Canada</b></p> <p>You must provide proof of qualifying work experience in Canada in an eligible occupation, including:</p> <ul style="list-style-type: none"> <li>a copy of your most recent work permit in Canada</li> <li>employer reference letters for the periods of work experience identified in your application</li> <li>copies of your T4 tax information slips and your Notice of Assessment (NOA) issued by the Canada Revenue Agency (CRA) for the periods of work experience identified in your application (<b>CIC preferred</b>),</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>a sufficient combination of other supporting documentation, which could include copies of a record or letter of employment from the employer in Canada, work contracts and pay stubs for the periods of work experience identified in your application</li> </ul> <p><b>Important:</b> when submitting your tax information, be sure to block out your Social Insurance Number (SIN) to protect this personal information.</p> <p><b>Employer reference letters must include all of the following information:</b></p> <ul style="list-style-type: none"> <li>the specific period of your employment (i.e. from/to dates)</li> <li>a description of your main responsibilities and duties</li> <li>the corresponding <a href="#">National Occupational Classification</a> (NOC) code (if known)</li> <li>your total annual salary and benefits</li> <li>the number of hours you worked per week</li> <li>your employer's name and signature, full address, telephone number and e-mail address (if applicable).</li> </ul>	Copies (Originals may be requested by an officer later in the process)	<input type="checkbox"/>
12	<p><b>Proof of Education</b></p> <p>For you as the principal applicant:</p> <ul style="list-style-type: none"> <li>proof of a completed Canadian one-year post-secondary educational credential (or higher); OR</li> <li>proof of a completed foreign educational <b>AND</b> an <b>original</b> Educational Credential Assessment (ECA) report issued by a designated organization indicating the authenticity and equivalency of your completed foreign educational credential(s) to a completed Canadian one-year post-secondary educational credential (or higher)</li> </ul> <p><b>Note:</b> your ECA report must have been issued on or after the date on which the organization was designated by CIC and must be less than five years old at the time you apply.</p> <p><b>Proof of your completed Canadian or foreign educational credential can include copies of your post-secondary education documents (certificates, diplomas or degrees) and transcripts for successfully completed post-secondary studies, if available.</b></p>	Copies, unless otherwise stated	<input type="checkbox"/>

DOCUMENTS LIST (continued)		Format	
13	<p><b>Identity and Civil Status Documents</b></p> <p>You must provide the following documents for you and your spouse or common-law partner:</p> <ul style="list-style-type: none"> <li>• birth certificates;</li> <li>• legal documents showing name or date of birth changes (if applicable);</li> <li>• marriage certificate(s), final divorce or annulment certificate(s). If married more than once, include certificates from each marriage and divorce or annulment you, your spouse or common-law partner have had;</li> <li>• death certificate for former spouse(s) or common-law partner(s) (if applicable);</li> <li>• national IDs, family/household registry/book (if applicable);</li> <li>• if you have a common-law partner, complete and include the <i>Statutory Declaration of Common-Law Union (IMM 5409 – original)</i> and provide evidence that you have cohabitated with your partner for a period of at least 12 continuous months. Provide the following documents listing both your names, for example: <ul style="list-style-type: none"> <li>• copies of joint bank account statements,</li> <li>• copies of leases,</li> <li>• utility bills, etc.</li> </ul> </li> </ul>	Copies, unless otherwise stated	<input type="checkbox"/>
14	<p><b>Children's Information (if applicable)</b></p> <ul style="list-style-type: none"> <li>• children's birth certificates (which name their parents);</li> <li>• adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children;</li> <li>• proof of full custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court;</li> <li>• if the other parent of your children is not accompanying you to Canada, you must submit a signed <i>Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604 - original)</i>. You must submit one form for each child and a copy of the non-accompanying parent's photo ID showing their signature;</li> <li>• you must submit proof if the child is 19 years of age or older and depends substantially on the financial support of the parent since before the age of 19 and is unable to be financially self-supporting due to a physical or mental condition.</li> </ul>	Copies, unless otherwise stated	<input type="checkbox"/>
15	<p><b>Proof of Upfront Medical Examination within the year prior to application</b></p> <p>For the principal applicant and all dependents, a copy of the information printout sheet or the original of the IMM 1017B Upfront Medical Report form. Your panel physician will provide one of these documents when you and your family members complete your medical exam.</p> <p>Consult the "<b>Medical requirements</b>" section in the instruction guide for further information.</p>	Original or copies	<input type="checkbox"/>
16	<p><b>Police Certificates and Clearances</b></p> <p>You are strongly encouraged to submit your police certificates with your application to the CPC-V. If you are unable to obtain all the necessary police certificates, you may still send your application to the CPC-V without them. However, we strongly recommend that you take steps to obtain your police certificates <b>now</b> to avoid future delays. You must be ready to submit them when requested by an officer.</p> <p><b>Note:</b> Police certificates are generally considered to be valid for one year from date of issue; therefore depending on the processing time of your application, you may be requested to submit new certificates.</p> <p>Consult our <b>Web site</b> at: <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">www.cic.gc.ca/english/information/security/police-cert/index.asp</a> for specific and up-to-date information on how to obtain police certificates from any country.</p>	Original	<input type="checkbox"/>
17	<p><b>Required Photos</b></p> <p>Supply <b>two (2) photos</b> for each member of your family, whether accompanying or not, and yourself. Follow the instruction provided in the section <b>How to Complete the Forms</b> of the application guide and in <b>Appendix A: Photo Specifications</b>. Photos must have been taken within six (6) months before application submission.</p> <p>On the <b>back of one (1) of the photographs</b>, write the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Leave the other photograph blank.</p>	Original	<input type="checkbox"/>

**MAILING YOUR APPLICATION**

		Format
<b>18</b>	<p>Mail your Application to CPC-V:</p> <ul style="list-style-type: none"> <li>• this document checklist</li> <li>• your complete application</li> <li>• supporting documents required in this checklist, and</li> <li>• include 2 self-addressed mailing labels:               <ul style="list-style-type: none"> <li>• one in English or French, and</li> <li>• one in the official language of your country of residence.</li> </ul> </li> </ul> <p>Consult the "<a href="#">Mail the application</a>" section of the instruction guide for specific instructions on mailing your application.</p>	Original <input type="checkbox"/>