Immigration, Refugees and Citizenship Canada

Immigration, Réfugiés et Citoyenneté Canada

IMMIGRATION

Canada

Family Class

Sponsorship of a spouse, common-law partner, conjugal partner or dependent child living outside Canada

Part 3: Country Specific Instructions

Albania, Andorra, Austria, Belgium, Bosnia and Herzegovina, Croatia, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Republic of Macedonia, Malta, Monaco, Montenegro, Netherlands, Norway, Portugal, San Marino, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom and Vatican City

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Cette trousse est également disponible en français

Appendix A
Document Checklist - Immigrant

Assemble all your documents as listed. Check (☑) each applicable item on the list and attach the list to your documents (a paper clip will do). Send originals of the immigration forms (items 1 to 5 below) and police certificates. Send photocopies of all other documents, unless instructed otherwise. Do not send your documents in transparency pockets, binders or folders. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

	IMMIGRATION FORMS Ensure that all questions have been answered and forms are signed. When completed, send them to your sponsor with all supporting documentation.	
1	**Generic Application Form for Canada (IMM 0008)** - This form is completed by you, the principal applicant.	❑
2	**Additional Dependants/Declaration (IMM 0008DEP)** - This form is completed by you, the principal applicant, if you have more than five (5) family members.	❑
3	**Schedule A - Background/Declaration (IMM 5669)** - You and each of your family members 18 years of age or older must complete their own copy of this form.	❑
4	**Additional Family Information (IMM 5406)** - You and each of your family members 18 years of age or older must complete their own copy of this form.	❑
5	**Spouse/Partner Questionnaire (IMM 5490)** - If your sponsor is your spouse, common-law partner or conjugal parther, complete the questionnaire.	❑
6	**Use of a Representative (IMM 5476)** - If you want us to deal with a representative on your behalf, be sure you have completed and signed the form.	❑
7	**IDENTITY AND CIVIL STATUS DOCUMENTS** Provide national identity cards, birth certificates, baptismal certificates or other official document confirming relationship for you and each of your family members. If you are married, you must include a marriage certificate. If you are now divorced, you must include final divorce certificates; if separated, a separation certificate. If your marriage was annuled, include a copy of the annulment. If your former spouse or common-law partner is deceased, you must include your spouse's or partner's death certificate. Photocopy of Citizenship Certificate or Immigrant or Permanent Resident Visa for any family members who are Canadian citizens or permanent residents of Canada. If you are in a common-law or conjugal relationship, provide proof of that relationship.	❑
8	**CHILDREN'S INFORMATION** If your children are adopted, you must include adoption papers and, if the adoption was done according to customary law and not through the courts, evidence of the adoption ceremony such as photographs. If you are divorced or separated, you must include proof that you have custody of the children, that you have fulfilled all obligations in custody agreements, and that the children are free to move to Canada. 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.	❑

9	**TRAVEL DOCUMENTS AND PASSPORTS** Passports or travel documents for you, your spouse or common-law partner and dependent children. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, surname (family name), date and place of birth. If you reside in a country different from your nationality, include a copy of your visa or residency permit for the country in which you currently reside. Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official or public affairs passports are not valid for an application for permanent residence in Canada.	❑
10	**PROOF OF RELATIONSHIP TO SPONSOR** If you are being sponsored by your parent, you must provide proof of the relationship such as birth certificates, baptismal certificates or other official document naming your parents. If you are being sponsored by your spouse, common-law partner or conjugal partner, you must send evidence of the relationship between you and your sponsor such as wedding photos or proof that you are partners, letters between you and your sponsor, and telephone bills showing contact between you and your sponsor. **Note**: Photos must be loose. Do not send them in binders, albums, frames or other such containers. Do not send video discs or video cassettes. Do not send musical greeting cards or other similar documents containing electronic or mechanical devices. Proof of your sponsor's visits such as airline ticket coupons, boarding passes, copies of pages of your sponsor's passport showing entry/exit stamps. If you are a common-law or conjugal partner, provide evidence that your relationship is genuine and continuing and has existed for at least 12 months prior to your application. Also provide details of the history of your relationship and at least two statutory declarations from individuals with personal knowledge of your relationship supporting your claim that the relationship is genuine and continuing. **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.	❑
11	**POLICE CERTIFICATES AND CLEARANCES** Police certificates or clearances from each country in which you and every one in your family aged 18 years or over have resided six months or more since reaching 18 years of age. You must attach the original police document(s). Please consult our **website** for specific and up-to-date information on how to obtain police certificates from any country.	❑
12	**PROOF OF MEDICAL EXAMINATION** Include for yourself and each of your family members, proof of completion of the upfront medical examination from the **Panel Physician**.	❑
13	**PHOTOS** Supply two (2) recent photos for each member of your family and yourself. Follow the instructions in Appendix B: **Photo Specifications**.	❑
14	**OTHER DOCUMENTATION** • Albanian residents must complete and sign the attached *Questionnaire for Albanian residents*. • Persons submitting their application to the Canadian visa office in Paris must complete the attached IMM 5562 form, *Supplementary Information – Your travels*.	❑ ❑

QUESTIONNAIRE FOR ALBANIAN RESIDENTS

Sir, Madam,

Please check the appropriate answer and return the questionnaire to us. If the answer to any of these questions is yes, please give details at the bottom of the page.

QUESTIONS	YES	NO
1. Have you, or any member of your family, had contact, either voluntarily or involuntarily, with the Albanian or Yugoslavian security or information services or those of any other country?	❑	❑
2. Have you, or any member of your family, had to work for the Albanian or Yugoslavian security or information services or for those of any other country?	❑	❑
3. Have you, or any member of your family, worked in a secret or classified sector, and/or had access to secret information?	❑	❑
4. Have you, or any member of your family, encountered problems with any police authorities, security or information services whatsoever, anywhere in the world (including harassment)?	❑	❑
5. Have you, or any member of your family, acted for, either voluntarily or involuntarily, a group or organisation in the present Albania or Yugoslavia and/or ex-Yugoslavia, or in any other country, as a military supplier or trainer?	❑	❑
6. Have you, or any member of your family, been called up to serve (by constraint or voluntarily) in a unit of the armed forces in the regions of ex-Yugoslavia since 1991? If so, have you actively participated in combat in the territory of ex-Yugoslavia? Indicate the dates and locations of missions, the name of the head of the military unit, and join a photocopy of the military book or duty assignment. _____ _____ _____	❑	❑
7. As an individual or as a member of an organisation or a group, have you, or any member of your family, had any particular problems in ALBANIA, in particular concerning financial or administrative matters (for instance, concerning the nature or the origin of documents which you or they may have obtained or issued)? Details: _____ _____ _____ _____ _____ _____ _____	❑	❑

Funds: please declare the amount of your funds, the source of these funds, the currency in which they are held and their location.

Please indicate hereafter the destination, dates and reasons for any trips taken within the last ten years or since your eighteenth birthday. List also the name, address and telephone number of your personal or professional contacts outside Albania, along with the nature of these contacts.

I, the undersigned, declare that the information given is truthful, complete and correct.

Signature: _____Spouse: _____

Date and place: _____

Appendix B
Photo Specifications

Notes to the applicant

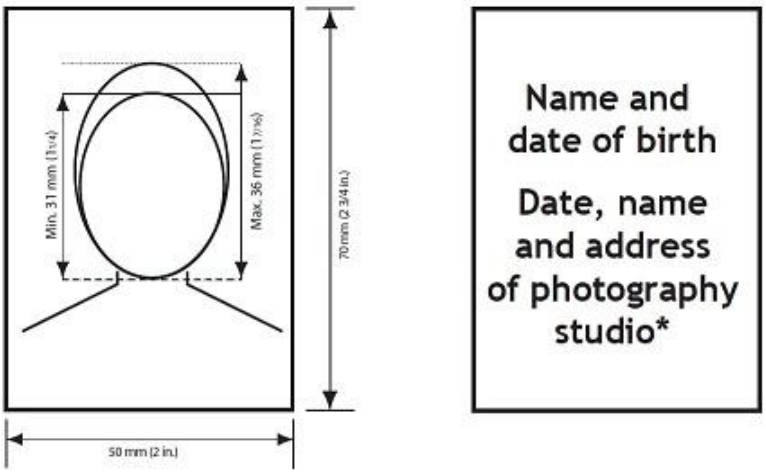
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Make sure that you provide the correct number of photos specified in this guide.
- You must provide identical and unaltered photographs.
- Photographs may be in colour or in black and white.
- Photographs must be original and not altered in any way or taken from an existing photograph.
- Photographs must reflect your current appearance (taken within the past six (6) months).

Notes to the photographer

The photos must be:

- taken by a commercial photographer;
- 50 mm x 70 mm (2 inches wide x 2 3/4 inches long) and sized so the height of the face measures between 31 mm and 36 mm (1 1/4 inches and 1 7/16 inches) from chin to crown of head (natural top of head);
- clear, sharp and in focus;
- taken with a neutral facial expression **(eyes open and clearly visible, mouth closed, no smiling**);
- taken with uniform lighting and **not show** shadows, glare or flash reflections;
- taken straight on, with face and shoulders centered and squared to the camera (i.e. the photographs must show the full front view of the person's head and shoulders, showing the full face centered in the middle of the photograph);
- taken in front of a plain white background with a clear difference between the person's face and the background. Photographs must reflect and represent natural skin tones.



Not actual size. Refer to measurements above.

The back of one (1) photograph must:

- bear the name and date of birth of the subject, as well as the name and complete address of the photography studio;
- bear the date the photograph was taken;
- The photographer may use a stamp or handwrite this information. Stick-on labels are unacceptable.

Immigration, Refugees and Citizenship Canada
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PROTECTED WHEN COMPLETED - B

IMM 5562 (05-2004) English

SUPPLEMENTARY INFORMATION
Your travels

The principal applicant must complete this form.

If there is not enough space to provide all the necessary information, use an extra sheet of paper. Print your name and the form's title on the additional sheet.

FOR OFFICE USE ONLY

1 - Your full name

Family name

Given name(s)

2 - List all trips you, and if applicable, your family members have taken outside your country of origin or of residence in the last ten years (or since your 18th birthday if this was less than ten years ago). Include all trips: tourism, business, training, etc. If you or your family member did not travel outside of your country during this period, check "did not travel".
For example:

04-2004	04-2004	6 days	Madrid, Spain	Business

a) You ☐ **did not travel**

From M Y	To M Y	Length	Destination (City and country)	Purpose of travel

b) Your spouse or common-law partner ☐ **did not travel**

From M Y	To M Y	Length	Destination (City and country)	Purpose of travel

(DISPONIBLE EN FRANÇAIS - IMM 5562 F)

Canada

c) Your dependent child 18 years old or older ☐ **did not travel**

Given name(s)

From M Y	To M Y	Length	Destination (City and country)	Purpose of travel

d) Your dependent child 18 years old or older ☐ **did not travel**

Given name(s)

From M Y	To M Y	Length	Destination (City and country)	Purpose of travel

e) Your dependent child 18 years old or older ☐ **did not travel**

Given name(s)

From M Y	To M Y	Length	Destination (City and country)	Purpose of travel

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used for the purpose of assessing your application for permanent residence according to the requirements of the Act. It will be retained in Personal Information Bank CIC PPU 039 entitled Overseas Immigration Case File identified in **Infosource**. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries**.