

IMMIGRATION

Canada

Family Class

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

Part 3: Country Specific Instructions

Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haïti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname and Trinidad and Tobago



Table of Contents

Appendix A - Document Checklist - Immigrant

Appendix B - Photo Specifications

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Cette trousse est également disponible en français



Appendix A Document Checklist - Immigrant

Assemble all your documents as listed. Check $({\bf \square})$ each applicable item on the list and attach the list to your documents (a paper clip will do). Do not send originals, unless you are applying in Cuba (see note below). Send photocopies of all documents except the forms listed below (items 1 to 6) and police certificates, which must be originals. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

Note: If you are a Cuban national, you must send originals of all documents, unless otherwise instructed. These will be returned to you after a decision has been made on your application. 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 partner, 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 birth certificates, baptismal certificates or other official document confirming relationship (including all pages of Household Registries) for you and each of your family members (children's birth certificates must name their parents).
- If you are a national of Haiti, you must provide an extract from the Archives of the birth certificates (declaration made at birth) and baptism certificates legalized by the diocese or the Ministère des Cultes for you and your family members.

If	Then you must include
you are married	a marriage certificate.
you are in a common-law or conjugal relationship	proof of that relationship.
you are divorced	final divorce certificate(s).
you are separated	a separation certificate.
your former spouse or common-law partner is deceased	your spouse's or partner's death certificate (even if you are re-married).
your marriage was annulled	a copy of the annulment.

- Unmarried Cuban nationals must provide their solteria.
- Photocopy of Citizenship Certificate, Permanent Resident Card or permanent resident visa (formerly called "Immigrant Visa") for any family members who are Canadian citizens or permanent residents of Canada.

8 CHILDREN'S INFORMATION

If	Then you must include
your children are adopted	adoption papers. Note: if the adoption was done according to customary law and not through the courts, evidence of the adoption ceremony such as photographs.
you are divorced or separated	 proof that you have custody of the children for children under the age of 18, proof that you have fulfilled all obligations in custody agreements and proof that the children are free to move to Canada.
you are a resident of Cuba and of Trinidad and Tobago	 a notarized sworn declaration from the non-accompanying parent authorizing the child to travel to Canada as a permanent resident and a document of identity of the parent who signed the declaration and whose signature appears on the document of identity.
you are a resident or citizen of Haïti	Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604) (attached at the end of Appendix A) - This form must be completed by the following persons who consent to the removal of their child from their country of residence and for the child to immigrate to Canada with the other parent: • non-accompanying parents/guardians, • former spouses, or • former common-law partners.
Your children are aged 19 or over and you intend to have them accompany you	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

Photocopy of 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 for the country in which you currently reside.

Note: 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	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, • telephone bills showing contact between you and your sponsor, • 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. Note: Photos must be loose. Do not send them in binders, albums, frames or other such containers. Do not send video discs (DVD) or video cassettes. Do not send musical greeting cards or other similar documents containing electronic or mechanical devices. 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, • 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 (antecedentes penales) 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 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.	
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 Provide a set of two (2) recent photos for each member of your family and yourself. Follow the instructions in Appendix B, Photo Specifications.	

Place all of your documents in an envelope and send them to your sponsor.

Appendix B Photo Specifications

Notes to the applicant

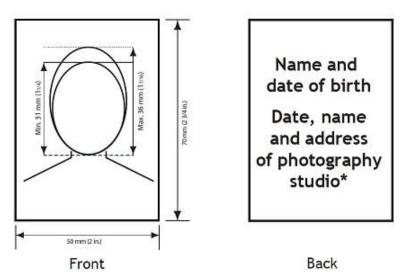
TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- 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, Réfugiés et Citoyenneté Canada

DECLARATION FROM NON-ACCOMPANYING PARENT/GUARDIAN FOR MINORS IMMIGRATING TO CANADA

FOR OFFICE USE ONLY					
File no.					
Date	•	Day	Month	Year	

Send this fully completed Declaration <u>and</u> a photocopy of a valid and legible identity document to the Canadian Embassy/Canadian Consulate.

This form must be:

- filled out by the non-accompanying parent/guardian, former spouse or former common-law partner and;
- witnessed by a notary public.

A copy of this form must be completed for each child travelling to Canada.

l,		/e no objections to my Day Month Year		
child:Child's full name				
		Child's date of birth		
immigrating to Canada with his/her parent/guardian:				
Parent/Guardian name	Relation	onship to child		
Parent/Guardian name	Relatio	Relationship to child		
Fill out this section if this child is travelling to Canada with so	meone other than the parent/gua	ardian listed above.		
Name	Relation	nship to child		
I further understand that if I wish to enter Canada, as comply with all requirements of the <i>Immigration and Resort</i> of my application. To be completed by the non-accompanying parent/gardian, witness. Present your original Identification Card to the witness.	fugee Protection Act and Reg former spouse or former comm	ulations in force at the time		
Signature (before witness*)	<u> </u>	Date Day Month Year		
Emergency contact telephone number	Place			
To be completed by the witness (notary public)				
Witness title and name in block letters (*must be a notary public)	Witness* professional chop/stamp			
Signature of witness*				

