



IMMIGRATION Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions Port-au-Prince



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**Ce guide est également
disponible en français**

Appendix A

Checklist

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Send photocopies of all documents, **unless instructed otherwise**. The *Engagement*, if you intend to live in the province of Québec, and the police certificates, must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

1.	IMMIGRATION FORMS	☐
	Check that they are complete and, where applicable, signed: Application for Permanent Residence. - This form is completed by you, the principal applicant.	
	Schedule 1. - You and each of your family members 18 years of age or older must complete their own copy of the form Schedule 1 - Background/Declaration.	☐
	Additional Family Information. - You and each of your family members 18 years of age or older must complete their own copy of this form.	☐
	Use of a Representative. - If you want us to deal with a representative on your behalf, be sure you have completed and signed the <i>Use of a Representative</i> form (IMM 5476).	☐
2.	IDENTITY AND CIVIL STATUS DOCUMENTS	☐
	Birth, extract from the Archives of the birth certificates (declaration made at birth), baptism certificate legalized by the diocese or the Ministère des Cultes, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner; death certificate for former spouse, if applicable. Photocopy of <i>Citizenship Certificate</i> or <i>Immigrant Visa</i> for any dependents who are Canadian citizens or permanent residents of Canada.	
3.	CHILDREN'S INFORMATION	☐
	Children's birth certificates (declaration made at birth): extract from the Archives or children's baptism certificate legalized by the diocese or the Ministère des Cultes (which name their parents); school records for all children; adoption papers for adopted dependent children; proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements; notarized consent for departure from the other parent. Proof of continuous full-time studies of all dependent children aged 22 or over: complete school records/transcripts since attaining age 22, letters from the school(s) indicating the number of hours of classes attended per day, and the number of days attended per week and proof of full financial support by parents since reaching age 22.	
4.	TRAVEL DOCUMENTS AND PASSPORTS	☐
	Passports (must be valid for at least three (3) years) 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, 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. All prospective immigrants must hold a valid regular passport; diplomatic, official, service, or public affairs passports are not valid for immigration to Canada.	

5.	<p>PROOF OF RELATIONSHIP IN CANADA</p> <p>Proof of relationship to your sponsor in Canada, such as birth and marriage certificates; family photos with the sponsor (for cases of dependent children or parents); letters received from your relative in Canada, with postmarked envelopes (no cassettes); money transfer slips from the sponsor.</p> <p>Proof of that person's status in Canada: photocopy of the Record of Landing (IMM 1000) of your sponsor or proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or Canadian Citizenship card.</p>	<input type="checkbox"/>
6.	<p>POLICE CERTIFICATES AND CLEARANCES</p> <p>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 Web site 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.</p>	<input type="checkbox"/>
7.	<p>ENGAGEMENT</p> <p>Original of the <i>Engagement</i> if your intention is to reside in the province of Québec.</p>	<input type="checkbox"/>
8.	<p>PHOTO REQUIREMENTS</p> <p>Supply seven (7) photos for each member of your family and yourself. Follow the instructions in your guide (see Photos in section on completing the Application for Permanent Residence in Canada) and in Appendix B: Photo Specifications.</p>	<input type="checkbox"/>

Mailing your application

Place all of your documents in a sealed envelope and mail them to:

**The Canadian Embassy
Immigration Section
P.O. Box 826
Autoroute de Delmas
Between Delmas 73 and 75
Port-au-Prince
Haiti**

Appendix B

Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Immigration photos are **not** the same as passport photos.
- Make sure that you provide the correct number of photos specified in this guide.

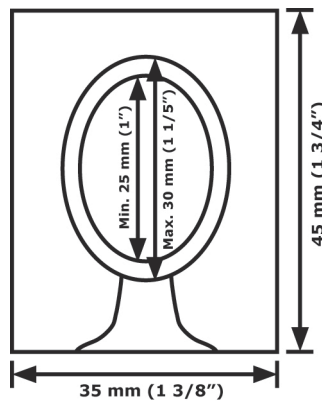
Notes to the photographer

The photos must:

- show a full front view of the person's head and shoulders showing full face centered in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera.

The photos must:

- measure between 25 mm and 30 mm (1" and 1 1/5") from chin to crown;
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size.



Appendix C

Medical Instructions

Everyone included in your application, whether accompanying you or not, must undergo a medical examination with a physician on the list of designated medical practitioners. If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered your dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

Instructions for this examination will be provided after your application has been assessed by a Canadian visa officer.

You will be responsible for the costs of the medical examination for all your family members.

You should note that, at the time of medical examination, you and all family members will be required to present individual passports as evidence of identity. **If each of your family members does not already have an individual passport, you should apply to obtain them now.**

Applicants may, at any time, request that medical instructions be issued, and may undergo an immigration medical examination at their own risk. Undergoing an immigration medical examination does not guarantee that a permanent resident visa will be issued.

The permanent resident visa has the same validity period as the medical results, that is, 12 months from the date of the first examination or test.