



---

# IMMIGRATION

# Canada

---

**Family Class**

**Sponsorship of  
parents, grandparents,  
adopted children and  
other relatives**

**Visa Office Specific  
Instructions  
Accra**



## **Table of Contents**

**Appendix A - Document Checklist**

**Appendix B - Photo Specifications**

**Appendix C - Medical Instructions**

**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.

<p><b>1. IMMIGRATION FORMS</b> Check that they are complete and, where applicable, signed:</p> <p><b>Additional Family Information (IMM 5406)</b> - You and each of your family members 18 years of age or older must complete their own copy of this form. <input type="checkbox"/></p> <p><b>Use of a Representative (IMM 5476)</b> - If you want us to deal with a representative on your behalf, be sure you have completed and signed the form. <input type="checkbox"/></p>
<p><b>2. IDENTITY AND CIVIL STATUS DOCUMENTS</b> <input type="checkbox"/></p> <p>Birth, marriage, final divorce, annulment or separation certificates for you and spouse or common-law partner; death certificate for former spouse, if applicable. Provide original marriage certificate, if yours is an ordinance marriage, or "Certificate of Registration of Customary Marriage", if customary marriage is recognized in your country.</p>
<p><b>3. CHILDREN'S INFORMATION</b> <input type="checkbox"/></p> <p>Children's birth certificates (which name their parents); 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. Proof of <b>continuous full-time studies</b> 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, <b>and</b> proof of full financial support by parents since reaching age 22. Statutory declaration that the remaining father/mother has no objection to child residing in Canada.</p>
<p><b>4. TRAVEL DOCUMENTS AND PASSPORTS</b> <input type="checkbox"/></p> <p>Passports or travel documents for yourself, 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 <b>not</b> valid for immigration to Canada.</p>

## 5. PROOF OF RELATIONSHIP IN CANADA

You must prove your relationship to your sponsor in Canada. The following documents are necessary to establish this link. To be considered, the documents submitted must be historical and must pre-date the sponsorship.

- A copy of your sponsor's original **Record of Landing** (IMM 1000) in which you are declared as a dependent.
- Proof that your sponsor has either declared you as a dependent on a Canadian personal income tax declaration (i.e., a certified copy from income tax return – from 1989 to 1992 – listing dependents and amounts received with copy of Annex 6), or as a beneficiary on official documents (the date you were designated should be mentioned on the document). Residents of Quebec can provide us with a certified copy of their Quebec income tax along with Annex A.
- Proof that your sponsor has either declared you as a dependent on a Canadian personal income tax declaration (i.e., a certified copy from income tax return – from 1989 to 1992 – listing dependents and amounts received with copy of Annex 6), or as a beneficiary on official documents (the date you were designated should be mentioned on the document). Residents of Quebec can provide us with a certified copy of their Quebec income tax along with Annex A.
- All school certificates, diplomas and degrees, including apprenticeship or trade papers, for each person aged 22 years old and older.
- Photocopy of the Primary school Register of Admission showing the name of the pupil and parents, the name and location of the school, and the year of attendance. (We will not accept Attendance Registers and letters from the school.) This document must bear the original school seal and headmaster's signature. This document is required for each accompanying child.
- Original "Road to Health" card (newly issued ones are not acceptable), "Weighing Card", or health card that was issued shortly after birth for each accompanying child plus one photocopy of each.
- Original baptismal certificate (if available – newly issued ones are not acceptable) for each accompanying child plus one photocopy of each.
- If your sponsor in Canada is your child or sibling, provide their short form birth certificate (document issued immediately after birth).
- If your sponsor in Canada is your grandchild, provide their birth certificate and their parents' birth certificates.
- If you have been adopted, provide evidence that you have been placed with a Child Welfare Authority and that your sponsor has the authority to take you to Canada, in the form of a letter of "No Objection" from provincial authorities.
- If you have been adopted and one or both of your parents are deceased, provide the "Official Certificate of Death" as issued by the Registrar's Office (as applicable) plus one photocopy. We will not accept a "Statutory Declaration" alone.

### **We will not accept as proof of relation:**

- Newly issued documents, except for very young children.
- "Road to Health" cards as proof of relationship between a child and a father.
- Photocopies of documents or amended documents. **Only genuine originals are accepted.**

The speed with which we can decide whether an interview is required in your case depends on the availability of original documentation to prove your claim – do not renew or amend documents, as these will be rejected.

The documents provided are verified to confirm their authenticity and this will cause delays in your application. If you wish to speed up your application because you do not have the required documents, you may opt to undergo DNA testing. Indicate your willingness to proceed with DNA testing by attaching a letter to your completed application.

## 6. POLICE CERTIFICATES AND CLEARANCES

Police certificates or clearances from each country in which you and everyone in your family aged 18 years or over have resided six months or longer since reaching the age of 18. **You must attach the original police document(s).** Please consult our [website](http://www.cic.gc.ca/english/information/security/police-cert/index.asp) at: [www.cic.gc.ca/english/information/security/police-cert/index.asp](http://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.

7.	<b>ENGAGEMENT</b> Original of the <i>Engagement</i> if your intention is to reside in the province of Québec.	<input type="checkbox"/>
8.	<b>PHOTO REQUIREMENTS</b> Supply six (6) recent photos for each member of your family and yourself. Follow the instructions in your guide (see <b>Photos</b> in section on completing the Application for Permanent Residence in Canada) and in Appendix B: <b>Photo Specifications</b> .	<input type="checkbox"/>

## Mailing your application

---

Place all your documents for each member of your family in a sealed envelope, and mail them to:

**Canadian High Commission**  
**P.O. Box 1639**  
**Accra, Ghana**  
**West Africa**

Any information or documents not required for initial application will be returned to you by non-registered mail.

If you want important documents sent by secure means you must supply a pre-paid commercial courier coupons (such as DHL or Federal Express). Include a reliable physical address for delivery of courier envelopes.

# 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.

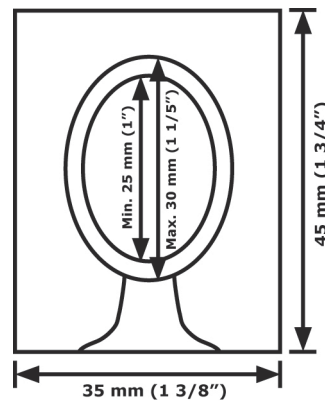
### Notes to the photographer

#### 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 designated by the High Commission. Medical instructions and a list of designated doctors will be sent to you once if your application is favourably assessed.

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

At the time of the 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.**