



IMMIGRATION Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions Caracas



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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.

<p>1. IMMIGRATION FORMS Check that they are complete and, where applicable, signed:</p> <p>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. <input type="checkbox"/></p> <p>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. <input type="checkbox"/></p>
<p>2. IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/></p> <p>Birth, marriage, annulment, final divorce or separation certificates for yourself and 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.</p>
<p>3. CHILDREN'S INFORMATION <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 continuous full-time studies of all dependent children aged 22 or over: complete school records/transcripts, school index, school ID card, and all diplomas/certificates 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.</p>
<p>4. TRAVEL DOCUMENTS AND PASSPORTS <input type="checkbox"/></p> <p>Passports or travel documents for you, your spouse or common-law partner and dependent children. Only include copies of pages showing the passport number, date of issue and expiry, 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 where 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.</p>
<p>5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE) <input type="checkbox"/></p> <p>Proof of relationship to your sponsor in Canada, such as the sponsor's full birth certificate, marriage certificate or adoption certificate and 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 photocopies of pages of a Canadian passport or Canadian Citizenship card.</p>
<p>6. POLICE CERTIFICATES AND CLEARANCES <input type="checkbox"/></p> <p>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 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.</p>
<p>7. ENGAGEMENT <input type="checkbox"/></p> <p>Original of the <i>Engagement</i> if you intend to reside in the province of Québec.</p>

8. PHOTO REQUIREMENTS

Supply seven (7) recent 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**.



Mailing your application

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

**Canadian Embassy
Immigration Section
Apartado Postal 62.302
Caracas 1060-A
Venezuela**

For courier delivery:

**Canadian Embassy
Immigration Section
Avenida Francisco de Miranda con Avenida Sur Altamira
Caracas
Venezuela**

We strongly encourage you to use a commercial courier when sending documents to this office.

Your application will be assessed according to the Immigration Regulations in effect on the date of receipt of the *Undertaking* submitted by your sponsor in Canada or on the date of receipt of your *Application for Permanent Residence* (with applicable fee) at the Canadian Embassy in Caracas.

The Embassy will send you an Acknowledgement of Receipt letter within four weeks of receiving your completed application form.

Once we have received your completed application and documents, they will be thoroughly reviewed and we will inform you whether an interview will be required. Applications for permanent residence may be approved without the need of an interview if all requested documentation is submitted by the applicant.

Processing times can vary considerably depending on the following main factors: your rapidity in providing us with the information or documents requested, the need to undergo additional medical examinations, various internal verification procedures, postal delays and finally, the number of applications we have to process.

It is not necessary or useful to contact us to enquire about the status of your application. Such calls or letters add to our work load and cause delays in the processing of all applications, including yours; however, you may write to us if you have new information to give us (especially in the case of a change of address, marital status or family composition).

Finally we advise you against trying to contact us by telephone as our files are confidential and their content cannot be discussed over the phone.

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.

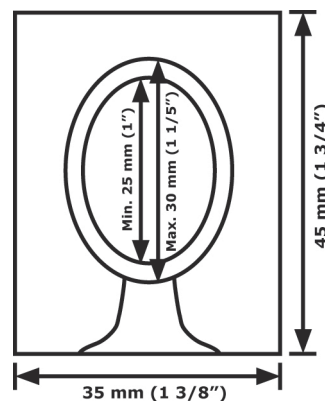
Notes to the photographer

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 to Canada or not, must undergo a medical examination. 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 the medical examination will be provided after your application has been assessed by a Canadian visa officer.

After you receive the necessary medical forms, you must make an appointment with one of the doctors on the list of panel doctors. You **must** use one of the physicians on this list. All costs related to the medical examinations are your responsibility.

When you go for your medical examination, take the following:

- The *Medical Report Form*
- Identification such as a passport, birth certificate, driver's licence (at least one item must show your photograph and signature).
- Eye glasses, if worn.
- Any relevant medical reports, additional tests or previous X-rays that you may have as a result of particular medical conditions or previous treatments. This will save processing time.

Tell the physician about all past and present illnesses, operations and treatments. Failure to do so will delay the medical assessment and processing of your application.

Once you have undergone the necessary examinations, tests and chest X-rays, the designated doctor is responsible for collecting all necessary medical reports and forwarding them to us.