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# IMMIGRATION Canada

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## Application for Permanent Residence

- Provincial Nominees
- Quebec Skilled Workers

## Visa Office Specific Instructions

Port-au-Prince



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Cette trousse est également  
disponible en français

# Appendix A Checklist

Gather documents as listed. Check (☑) each item on the checklist and attach the checklist to your documents (a paper clip will do). Place all documents in a sealed envelope. **Do not send originals** unless otherwise stated. Send notarized photocopies of all documents **except** the 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.

If you are applying as a **Provincial Nominee**, use column **P**.

If you are applying as a **Quebec-Selected Applicant**, use column **Q**.

		P	Q
<b>1.</b>	<b>FORMS</b>		
	See the " <b>Complete the application</b> " section on our <a href="#">website</a> for specific instructions on how to complete the questions on each of the following forms.		
	<b>GENERIC APPLICATION FORM FOR CANADA (IMM 0008)</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Check that it is completed by the principal applicant.		
	<b>ADDITIONAL DEPENDANTS/DECLARATION (IMM 0008DEP)</b> - This form is completed by you, the principal applicant, if you have more than five (5) family members.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>SCHEDULE A: BACKGROUND/DECLARATION (IMM 5669)</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Include a Schedule A form completed by:		
	<ul style="list-style-type: none"> <li>the principal applicant</li> <li>spouse or common-law partner</li> <li>each dependent child over 18 years of age</li> </ul>		
	<b>SCHEDULE 4: ECONOMIC CLASSES – PROVINCIAL NOMINEES</b>	<input type="checkbox"/>	
	Completed by the principal applicant.		
	<b>SCHEDULE 4A: ECONOMIC CLASSES - PROVINCIAL NOMINEES - BUSINESS NOMINEES</b>	<input type="checkbox"/>	
	Completed by the principal applicant.		
	Complete Schedule 4A if you are being nominated with the intention of establishing or purchasing a business, becoming a partner in a business, or working as a self-employed person.		
	<b>SCHEDULE 5: DECLARATION OF INTENT TO RESIDE IN QUEBEC: ECONOMIC CLASSES</b>		<input type="checkbox"/>
	Completed by the principal applicant.		
	<b>ORIGINAL CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ)</b>		<input type="checkbox"/>
	Copy labelled "Immigration Canada" for:		
	<ul style="list-style-type: none"> <li>you (the principal applicant);</li> <li>your spouse or common-law partner; and</li> <li>your dependent children.</li> </ul>		

		P	Q
<b>ADDITIONAL FAMILY INFORMATION (IMM 5406)</b>		<input type="checkbox"/>	<input type="checkbox"/>
Completed by: <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over the age of 18 years</li> </ul>			
<b>DETAILS OF STAYS OUTSIDE YOUR COUNTRY OF RESIDENCE (Attached at the end of Appendix A)</b>		<input type="checkbox"/>	<input type="checkbox"/>
Completed and signed by: <ul style="list-style-type: none"> <li>• the principal applicant over 18 years of age</li> <li>• spouse or common-law partner</li> <li>• each dependent child over 18 years of age</li> </ul>			
<b>DECLARATION IMM H10 (Attached at the end of Appendix A)</b>		<input type="checkbox"/>	<input type="checkbox"/>
Completed and signed by: <ul style="list-style-type: none"> <li>• the principal applicant over 18 years of age</li> <li>• spouse or common-law partner</li> <li>• each dependent child over 18 years of age</li> </ul>			
<b>DECLARATION IMM H10-A (Attached at the end of Appendix A)</b>		<input type="checkbox"/>	<input type="checkbox"/>
Completed and signed by: <ul style="list-style-type: none"> <li>• the principal applicant over 18 years of age</li> <li>• spouse or common-law partner</li> <li>• each dependent child over 18 years of age</li> </ul>			
<b>USE OF A REPRESENTATIVE (IMM 5476)</b>		<input type="checkbox"/>	<input type="checkbox"/>
Complete and include this form in your application if you have a representative.			
<b>2.</b>	<b>IDENTITY AND CIVIL STATUS DOCUMENTS</b>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• Birth certificate, extract from the Archives of the birth certificates (declaration made at birth), or baptism certificate legalized by the diocese or the Ministère des Cultes</li> <li>• Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner</li> <li>• Death certificate for former spouse if applicable</li> <li>• Photocopy of <b>citizenship certificate, permanent resident card or permanent resident visa</b> (formerly called “immigrant visa”) for any family members who are Canadian citizens or permanent residents of Canada.</li> </ul>		

**3. CHILDREN'S INFORMATION (IF APPLICABLE)**

- Children's birth certificates (declaration made at birth), extract from the Archives, or baptism certificate legalized by the diocese or the Ministère des Cultes (which names 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, including:
  - complete school records/transcripts since attaining age 22
  - letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week

**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.

**4. TRAVEL DOCUMENTS AND PASSPORTS**

- Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing:
  - the passport number,
  - date of issue and expiry,
  - your photo, name, date and place of birth.
- If you live in a country different from your nationality, include a photocopy of your visa for the country where you currently live.
- You must hold a valid regular passport; diplomatic, official, service or public affairs passports **are not** valid for immigration to Canada.

**5. PROOF OF RELATIONSHIP IN CANADA (IF APPLICABLE)**

- Proof of relationship to your close relative in Canada, such as birth, marriage or adoption certificates.
- **If your close relative is a permanent resident of Canada:** photocopy of his or her Record of Landing (IMM 1000), Confirmation of Permanent Residence or Permanent Resident Card.
- **If your close relative is a Canadian citizen:** proof of Canadian citizenship, such as a photocopy of pages of a Canadian passport or Canadian citizenship card.

**6. EDUCATION/TRAINING/QUALIFICATIONS**

For you, your spouse or common-law partner:

- **Post-secondary education documents:** vocational or technical certificates or diplomas;
- **College or university documents:** certification of completion and the graduation degree, diploma, or certificate issued by the college or university and the evaluation committee;
- **Transcripts:** original transcripts of all degrees must be submitted in university-sealed envelopes.
- **Professional qualifications certificates:** notarized professional qualifications certificates should be submitted if available. (e.g., Engineer, Computer Programmer, Accountant, Economist, Translator/Interpreter, Architect etc.)

**7. WORK EXPERIENCE**

**For you and your spouse or common-law partner:**

- notarized employment contracts from your present and past employers, accompanied by an English or French translation
- original and up-to-date letters of reference from your past and current employers. Letters must be written on company letterhead and show the company's full address, telephone and fax numbers, and be stamped with the company's official seal.

**Letters must include all of the following information:**

- the specific period of your employment with the company
- the positions you have held during the period of employment and the time spent in each position
- full details of your main responsibilities and duties in each position
- your total annual salary plus benefits
- the signature of your immediate supervisor or the personnel officer of the company
- a business card of the person signing

**If you cannot provide a reference from your current employer, provide a written explanation (i.e. employment contracts, work descriptions, performance appraisals describing job duties).**

**8. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION (IF APPLICABLE):**
 

If you have a spouse, common-law partner or dependent children and you do not intend to include them in your application for permanent residence, submit with your application:

- a notarized statutory declaration stating your intention to proceed to Canada without your family members, and
- confirming that you understand that your family members must meet immigration requirements in their own right if they wish to join you in Canada.

**9. POLICE CERTIFICATES AND CLEARANCES**  

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.

**Note:** For applications received at the (CIO) prior to June 26, 2010, you must submit police certificates with your complete application and supporting documents to the visa office within the **120 day deadline** set out by the CIO.

If your application is received at the CIO on or after June 26, 2010, you are strongly encouraged to submit your police certificates with your application to the CIO. If you are unable to obtain all the necessary police certificates, you may still send your application to the CIO without them. However, please note that if your application is placed into processing you must be ready to submit them to the visa office when requested.

**10. FEE PAYMENT**  

Follow these instructions to pay the fees. If you do not, we will return your application. Processing fees are **not** refundable.

**Payment Instructions****For payment in Canadian dollars:**

You require a bank draft to pay the full immigration processing fee in Canadian dollars. Because exchange rates vary, fees must be paid by bank draft in Canadian dollars from a bank in Canada where it must clear. Make the draft payable to "The Receiver General for Canada". Write your name and address on the back and ensure that you have sent the correct type of bank draft. Failure to do so could result in your application being returned to you. **Do not enclose cash.**

**11. PHOTO REQUIREMENTS**  

Supply **seven (7) photos** for each member of your family and yourself. Follow the instructions provided in section "How to Complete the Forms" of the application guide and in **Appendix B: Photo Specifications.**

# Mailing Your Application

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## Mailing to the Visa Office

Effective July 5th, 2011, applications under the Economic Classes will be processed at the **visa office in Mexico** for residents and citizens of Haiti. See below the mailing address for the visa office in Mexico:

**Embassy**

**Immigration Section**

**Miguel de Cervantes Saavedra 193**

**Col. Granada**

**11520 Mexico, D.F**





FILE:

**DECLARATION**

I, \_\_\_\_\_, the applicant in Haiti undersigned, acknowledge that, if I have to get married before going to Canada, I have the obligation to declare my marriage at the Canadian Embassy and have my spouse meet all identity and medical requirements, before I can immigrate to Canada. Any dissimulation of my true marital status will result in my expulsion from Canada for reason of perjury.

Done in \_\_\_\_\_

Date \_\_\_\_\_  
(Town and country)

\_\_\_\_\_  
Signature of Applicant

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**(Fill out if applicable only)**

This declaration having been translated into:

\_\_\_\_\_  
(language)

\_\_\_\_\_  
Signature of interpreter

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Immigration Agent



**File:**

**DECLARATION**

I, \_\_\_\_\_, the applicant in Haiti undersigned, declare that I have indicated in my permanent residence form, the names and information regarding all my children, legitimate or natural and that I do not have any other dependant which is not mentioned in this declaration.

My dependants listed hereunder will travel to Canada with me at present

\_\_\_\_\_  
\_\_\_\_\_

My dependants listed hereunder will not travel to Canada now, but later, even though they had to pass the medical exams as requested by the Law:

\_\_\_\_\_  
\_\_\_\_\_

My children listed hereunder, are not eligible to immigrate to Canada as my dependants.

\_\_\_\_\_  
\_\_\_\_\_

I formally acknowledge that I must declare to the Canadian Embassy any child, born to me, during the process of my application, even those that could be born after I sign this present declaration.

Done and sworn in \_\_\_\_\_ Date \_\_\_\_\_  
(Town and Country)

\_\_\_\_\_  
Signature of Applicant

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**(Fill out if applicable only)**

This déclaration having been translated into:

\_\_\_\_\_  
(language)

\_\_\_\_\_  
Signature of interpreter

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Immigration Agent



## 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 **and** 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.**

I, \_\_\_\_\_, declare that I have no objections to my

child: \_\_\_\_\_  
Child's full name Day Month Year  
Child's date of birth

immigrating to Canada with his/her parent/guardian:

Parent/Guardian name	Relationship to child
Parent/Guardian name	Relationship to child

Fill out this section if this child is travelling to Canada with someone other than the parent/guardian listed above.

Name	Relationship to child
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I have read and understand the contents of this letter and by signing and returning this letter, I am confirming that I fully understand that I may be permanently separated from my above-named child.

I further understand that if I wish to enter Canada, as a temporary resident or a permanent resident, I must comply with all requirements of the *Immigration and Refugee Protection Act* and Regulations in force at the time of my application.

To be completed by the non-accompanying parent/guardian, former spouse or former common-law partner, in front of the witness. Present your original Identification Card to the witness\*

Signature (before witness*)	Date <small>Day</small> <small>Month</small> <small>Year</small>
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*	

# Appendix B

## Photo Specifications

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### 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.

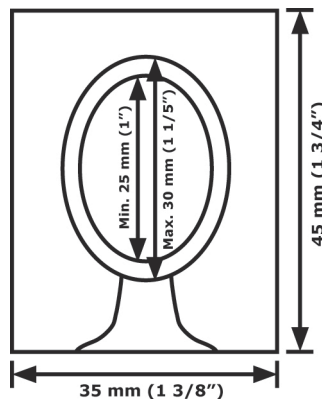
### Notes to the photographer

#### 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

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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.