

Appendix A – Document checklist

This document checklist is available in PDF format only. The checklist is one of the forms you will need to mail with your application. Make sure you print the checklist, and attach the completed checklist to your application.

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). Place all the documents in a sealed envelope.

Do not send originals of any documents with the exception of the completed application forms which must be **originals**.

If your documents are not already in English or French, Canadian visa offices require **certified translations** (English or French) of all documents you submit with your application. You must also include a copy of the original.

If you are unable to provide any of the requested documentation for special reasons, attach a **written explanation** with full details as to why that documentation is unavailable.

The following is a list of the minimum requirements; however, additional requirements may apply at the discretion of the visa office.

1. APPLICATION FORMS
Check that each form is completed, signed and dated. Your signed application should include:
• <i>Generic Application Form for Canada</i> (IMM 0008) <input type="checkbox"/>
• <i>Additional Dependants / Declaration</i> (IMM 0008DEP) <input type="checkbox"/>
• <i>Schedule A- Background / Declaration</i> (IMM 5669) completed and signed by you and each of your family members who are 18 years of age or older. <input type="checkbox"/>
• <i>Refugees Outside Canada</i> (IMM 0008 - Schedule 2) completed and signed by you and each of your family members who are 18 years of age or older. <input type="checkbox"/>
• If you, the principal applicant (PA), your spouse or any dependant over 18 have a representative, you must complete and sign the <i>Use of a Representative</i> (IMM 5476) form. You may appoint the contact person of the sponsoring group if you are being sponsored. <input type="checkbox"/>
• Document checklist.
Include in the same envelope the completed application forms for your non dependent children aged 19 years and over, for <i>de facto</i> dependants and for extended family members that are also applying for permanent residence.

<p>2. PHOTOS <input type="checkbox"/></p> <p>Provide one recent photo of yourself and each of your family members taken in the last year. Follow the instructions provided in section Complete the application and in Appendix C: Photo Specifications in this guide.</p> <p>Note: You may be required to provide additional photos at the time of your interview with a visa officer.</p>
<p>3. IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/></p> <p>Birth, marriage, final divorce, annulment or separation certificates for you and spouse; death certificate for former spouse if applicable. Provide any national identification documents from your country of origin for you and members of your family, if available.</p>
<p>4. CHILDREN'S INFORMATION (if applicable) <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 19 and proof that the children may be removed from the jurisdiction of the court; statutory declaration that the remaining father or mother has no objection to the child living in Canada; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements.</p>
<p>5. BACKGROUND DOCUMENTS (if applicable) <input type="checkbox"/></p> <p>Any document to support your answers to questions in the <i>Schedule A - Background/Declaration</i> form (IMM 5669) such as completion of military service card, military records, membership cards or any documents showing your association or involvement in any social, political, vocational and cultural organization.</p>
<p>6. TRAVEL DOCUMENTS AND PASSPORTS <input type="checkbox"/></p> <p>Passports or travel documents for yourself, your spouse and dependent children, if you have any. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, date and place of birth. If you live in a country other than your country of nationality, include a copy of your visa for the country in which you currently live.</p>
<p>7. PROOF OF REFUGEE STATUS <input type="checkbox"/></p> <p>a) For Groups of Five and Community Sponsors only</p> <p>To be sponsored as a refugee by a Group of Five or a Community Sponsor, you, as the PA, MUST already have been granted refugee status by the UNHCR or the government of the country (i.e. foreign state); whichever is authorized to do so in accordance with the laws of the country where you are living. A "UNHCR Asylum Seeker Certificate", a "UNHCR Registration Card", "UNHCR Registration", or documents issued by the UNWRA are not accepted as valid proof of refugee recognition.</p>

Note: If you are a Syrian or Iraqi national, as of September 19, 2015, you are no longer required to provide a proof of refugee status recognition with your application. **This only applies to Syrian or Iraqi refugee applicants sponsored by Groups of Five and Community Sponsors.** A temporary public policy for Syrian and Iraqi nationals was established, which provides an exemption from the requirement to submit proof of refugee status recognition with their application.

b) For Sponsorship Agreement Holders only

Any document attesting to your status as an asylum-seeker, refugee, resident or citizen in any country other than your country of origin. This should include documents issued by the UNHCR or the government of the country where you are currently residing.

8. ADDITIONAL INFORMATION (if applicable)

Any document you believe may be relevant to your need for protection, which may help us to better understand your situation. As well, any record to demonstrate your adaptability, initiative, motivation, or resourcefulness. All school certificates, diplomas, and degrees for you and your spouse or common-law partner (if applicable), including apprenticeship or trade papers. Include letters of reference or work certificates from present and past employers for you and your spouse or common-law partner. Include business and driver's licences, if available.