



IMMIGRATION Canada

Family Class

Sponsorship of a spouse, common-law partner, conjugal partner or dependent child living outside Canada

Part 3: Visa Office Specific Instructions

Armenia, Belarus, Bulgaria,
Estonia, Georgia, Latvia, Lithuania,
Moldova, Poland, Romania, Russia
and Ukraine



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This application is made available free by
Citizenship and Immigration Canada and
is not to be sold to applicants.

**Cette trousse est également
disponible en français**

Appendix A

Document Checklist - Immigrant

Assemble all your documents as listed. Check (☑) each applicable item on the list and attach the list to your documents (a paper clip will do). Send originals of the immigration forms (items 1 to 5 below) and police certificates. Send photocopies of all other documents, unless instructed otherwise. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

<p>1</p>	<p>IMMIGRATION FORMS Ensure that all questions have been answered and forms are signed. When completed, send them to your sponsor with all supporting documentation.</p> <p>Application for Permanent Residence. - This form is completed by you, the principal applicant.</p>	<p><input type="checkbox"/></p>
<p>2</p>	<p>Schedule 1. - You and each of your family members 18 years of age or older complete their own copy of the form Schedule 1 - Background/Declaration.</p>	<p><input type="checkbox"/></p>
<p>3</p>	<p>Additional Family Information. - You and each of your family members 18 years of age or older must complete their own copy of this form.</p>	<p><input type="checkbox"/></p>
<p>4</p>	<p>Spouse/Partner Questionnaire. - If your sponsor is your spouse, common-law partner or conjugal partner, complete the questionnaire.</p>	<p><input type="checkbox"/></p>
<p>5</p>	<p>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).</p>	<p><input type="checkbox"/></p>
<p>6</p>	<p>IDENTITY AND CIVIL STATUS DOCUMENTS Provide national identity cards, birth certificates, baptismal certificates or other official document confirming relationship for you and each of your family members. If you are married, you must include a marriage certificate. If you are now divorced, you must include final divorce certificates (Decree Absolute); if separated, a separation certificate. If your marriage was annulled, include a copy of the annulment. Polish nationals must submit a full two-sided version of birth certificates for themselves, their spouse or common-law partner, and dependent children. If married, they must also provide a full two-sided version of their civil marriage certificate (a Polish church wedding certificate will not be accepted as proof of marriage). If your former spouse or common-law partner is deceased, you must include your spouse's or partner's death certificate. Photocopy of Citizenship Certificate or Immigrant Visa for any family members who are Canadian citizens or permanent residents of Canada. If you are in a common-law or conjugal relationship, provide proof of that relationship.</p>	<p><input type="checkbox"/></p>
<p>7</p>	<p>CHILDREN'S INFORMATION If your children are adopted, you must include adoption papers and, if the adoption was done according to customary law and not through the courts, evidence of the adoption ceremony such as photographs. If you are divorced or separated, you must include proof that you have custody of the children, that you have fulfilled all obligations in custody agreements, and that the children are free to move to Canada. If your children are aged 22 or over and you intend to have them accompany you, you must submit for these children proof of full financial support by a parent since before age 22 and proof of - continuous full-time studies (such as letters from their educational institution, school certificates, diplomas, degrees, transcripts, marks cards, school index, school ID card), or - medical history if they are unable to provide for themselves due to a medical condition</p>	<p><input type="checkbox"/></p>

8	<p>TRAVEL DOCUMENTS AND PASSPORTS</p> <p>Passports 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, surname (family name), date and place of birth. If you reside in a country different from your nationality, include a copy of your visa or residency permit for the country in which you currently reside. Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official or public affairs passports are not valid for an application for permanent residence in Canada.</p> <p>For Russian nationals: submit copies of your foreign travel passports only if available at time of application.</p>	<input type="checkbox"/>
9	<p>PROOF OF RELATIONSHIP TO SPONSOR</p> <p>If you are being sponsored by your parent, you must provide proof of the relationship such as birth certificates, baptismal certificates or other official document naming your parents.</p> <p>If you are being sponsored by your spouse, common-law partner or conjugal partner, you must send evidence of the relationship between you and your sponsor such as wedding photos or proof that you are partners, letters between you and your sponsor, telephone bills showing contact between you and your sponsor, and family photos. Note: do not send photos in binders, albums, frames or other such containers. Do not send video discs or video cassettes. Do not send musical greeting cards or other similar documents containing electronic or mechanical devices.</p> <p>Proof of your sponsor's visits such as airline ticket coupons, boarding passes, copies of pages of your sponsor's passport showing entry/exit stamps.</p> <p>If you are a common-law or conjugal partner, provide evidence that your relationship is genuine and continuing and has existed for at least 12 months prior to your application. Also provide details of the history of your relationship and at least two statutory declarations from individuals with personal knowledge of your relationship supporting your claim that the relationship is genuine and continuing.</p>	<input type="checkbox"/>
10	<p>POLICE CERTIFICATES AND CLEARANCES</p> <p>Police certificates or clearances from each country (including each republic of the former USSR) 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). See Appendix B for additional information.</p>	<input type="checkbox"/>
11	<p>PROOF OF MEDICAL EXAMINATION</p> <p>Include for yourself and each of your family members Copy 2 of the Medical Report-Section A that the DMP will sign and give to you when you undergo the medical examination. See Appendix D for additional information.</p>	<input type="checkbox"/>
12	<p>PHOTOS</p> <p>Supply eight (8) 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 C: Photo Specifications.</p>	<input type="checkbox"/>
13	<p>OTHER DOCUMENTS: LABOUR RECORD</p> <p>Nationals of former USSR states must also submit a copy of their workbook and that of their spouse or common-law partner (if not the sponsor) and their children aged 18 and over. Reference letter(s) from their employer(s) not included in their workbook are also required. They must ensure that the copy is notarized and the translation into English or French is certified.</p>	<input type="checkbox"/>

Place all of your documents in an envelope and send them to your sponsor.

Appendix B

Police certificates/clearances

When applying for police certificates, you must include for each person:

- a completed *Request for Police Certificates/Clearances* (see the attached sample letter. You may make photocopies of this letter for each person who needs to submit an individual letter/form). See also country specific instructions below;
- any supplementary forms for countries listed in the second table of the section on **security requirements** in *The Immigrant's Guide*, if required;
- a set of fingerprints, if required.

Certificates will be sent directly to you. If you have difficulty in obtaining a certificate from one of the countries where you have lived for six months or longer since reaching the age of 18, advise your sponsor as soon as possible. Provide a written explanation with your application and an original letter from the police authority confirming that they will not issue a certificate.

Police certificates are valid for one year from the issuance date. If police certificates expire during the processing of your application, updated police certificates will be required prior to visa issuance.

Country-Specific Addresses and Instructions

ARMENIA	<p>Persons residing in Armenia should apply to the local militia office. Police certificates are issued by the Main Information Centre upon request from local militia offices.</p> <p>Persons residing outside of Armenia should apply to the Consular Section of the nearest Embassy of Armenia.</p>
BULGARIA	<p>Police certificates from Bulgaria are available for all Bulgarian citizens. You must apply in person at the Regional Court where you are registered, with your birth certificate and ID.</p>
CANADA	<p>Applicants residing in Poland do not have to obtain fingerprints and police certificates from the RCMP. However, in certain cases these are required. The Embassy will contact you individually to give you specific instructions on how to proceed should it be necessary.</p> <p>Applicants residing in other countries (not listed above) must have their complete fingerprints taken at a local police station and send them to the RCMP at the address below. Please include a letter with the following information: family and given names (including maiden name and, if applicable, the name in original script - Arabic, Chinese or other script), sex, date and place of birth, nationality and all addresses (giving precise dates) during your stay in Canada. You must mention in your letter that you are applying for immigration to Canada. You may use the attached letter.</p> <p>Applicants now residing in Canada temporarily must have their complete fingerprints taken at a local police station and send them to the RCMP at the address below with the information listed in the above paragraph.</p> <p style="text-align: center;">RCMP/GRC Identification Services/Service de l'Identification 1200 Vanier Parkway Ottawa, Ontario K1A 0R2 Canada</p> <p>Additional information may be obtained at www.rcmp-grc.gc.ca</p>
MOLDOVA	<p>Contact the Ministry of Interior or police to obtain the necessary police certificate or clearance.</p>

POLAND	<p>Persons residing in Poland: Polish police certificates (called “Zapytanie o Karalnosc”) are available, upon request, from the Central Registry for Convicted Persons in Warsaw. Applicants must submit an official enquiry form together with a letter from the Embassy stating why the document is required, and pay a processing fee. The enquiry form and letter will be issued to you at a later stage. Do not use the attached letter.</p> <p>Persons residing outside of Poland: You should contact the nearest Polish mission for forms and fee payment for processing police certificates requests.</p>
ROMANIA	<p>Romanian citizens residing in Romania: Police certificates from Romania are available for all Romanian citizens. You must apply in person at the police station where you are registered, with your ID and with a fiscal stamp with a value of 2,000 lei together with your application. Police certificates will be issued in 15 working days for the persons born in the city of residence and in 30 days for persons from other cities.</p> <p>Romanian citizens residing outside of Romania and non-Romanian nationals: Romanian citizens who live outside Romania and non-national applicants should address the nearest Romanian Embassy or Consulate or, in Romania:</p> <p style="padding-left: 40px;">Inspectoratul General al Politiei Sos. Stefan cel Mare nr. 13-15 Bucharest Phone: 40-21-210-2525</p>
RUSSIA	<p>Persons residing in Russia should apply in person or via an authorized representative to the Information Centre of the Ministry of Internal Affairs, Head Department of Interior Affairs (GUVD) or Department of Interior Affairs (UVD) of the city/region of residence. Certificates must be issued using the standard form identified by the Ministry of Interior Affairs.</p> <p>Persons residing outside of Russia should apply to the Consular Section of the nearest Embassy of Russia in the country of residence. Submit the attached request in Russian when requesting your police certificate.</p>
UKRAINE	<p>In order to apply for a Police Certificate, instructions in the Ukrainian language will be sent to applicants residing in Ukraine at a later stage. Do not use the attached letter.</p>
UNITED STATES OF AMERICA	<p>All applicants over 18 years of age who have resided in the USA for six months or more, are required to obtain FBI clearance indicating that they have no criminal convictions. The FBI address is:</p> <p style="padding-left: 40px;">FBI, Criminal Justice Information Services Division (CJIS Division), SCU, Mod D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306 USA</p>



Request for Police Certificates/Clearances and Authorization for Release of Information

To Police or Relevant Authorities:

Citizenship and Immigration Canada requires the person named below to obtain an **original** police certificate for any countries where he or she has lived for six months or longer in the past 10 years. (This requirement is only applicable for countries where the person was **18 years of age or older when he or she lived there.**) The applicant has provided details in the box below that may assist you in processing the request and has also signed the form authorizing you to release the information to us.

Please send the police certificate directly **to the applicant**. If you are unable to provide a certificate/clearance, please send the applicant a written explanation. Thank you.

Surname				Given names			
Other surname(s) used (for example, maiden name, previous married name)							
Name in native script (for example, Farsi, Arabic, Chinese, etc.)							
Date of birth		Day	Month	Year	Place of birth		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Citizenship							
Current address (number, street, city, province, state, postal code, country)							
From		To		Addresses while resident in _____ (name of country)			
Month	Year	Month	Year				
I authorize the police or relevant authorities in the country/state named above to disclose to Canadian immigration authorities details about any previous criminal convictions that may exist.							
_____ Signature of applicant				Date _____ Day Month Year			



CANADIAN EMBASSY

AMBASSADE DU CANADA

Visa Section
23 Starokonyushenny Pereulok
Moscow 119002 Russia

Service des visas
23, Starokonyushenny Pereulok
Moscou 119002 Russie

Tel: +7 (095)105-6070 Fax: +7 (095) 105-6090
Web Site: <http://www.cic.gc.ca>

ЗАПРОС ДЛЯ ПОЛУЧЕНИЯ СПРАВКИ ИЗ МИЛИЦИИ

Уважаемый господин/госпожа,

Это касается Вашего заявления в Канадское посольство на въезд в Канаду.

Посольство Канады настоящим требует, чтобы Вы предоставили справки из милиции **из всех стран и всех республик бывшего Советского Союза**, где Вы или любой член Вашей семьи проживали в течение 6 месяцев и более с восемнадцатилетнего возраста.

В справке должно быть указано, привлекались ли вы или нет когда-нибудь к суду или были осуждены за какое-либо уголовное преступление. Посольством принимаются только **оригиналы** справок при наличии даты выдачи и подписи, заверенной гербовой печатью. Справки выдаются бесплатно. Заверенный перевод справок на английский или французский языки обязателен. Справки Посольством не возвращаются.

Чтобы сдать или выслать справку из милиции в Посольство, необходимо указать на справке номер Вашего дела. Если Вам назначено собеседование, принесите справку с собой. Если Вы только собираетесь обращаться в Канадское Посольство, то справки из милиции нужно сдать одновременно с анкетой при подаче заявления на въезд в Канаду. Справки действительны в течение одного года.

АРМЕНИЯ: Лицам, проживающим на территории Армении, следует обращаться в местное отделение милиции. Справки выдаются Главным Информационным Центром по запросам из местных отделений милиции.

Лица, проживающие за пределами Армении, должны обращаться в Консульский Отдел ближайшего Посольства Армении.

КАЗАХСТАН: Лица, проживающие на территории Казахстана и за его пределами, должны обращаться в областной Центр Правовой Статистики и Информации при Генеральной прокуратуре. Заявления должны быть поданы в письменном виде с копиями паспортов или иных документов, удостоверяющих личность.

КЫРГЫЗСТАН: Лицам, проживающим на территории Кыргызстана, необходимо обращаться в Главный Информационный Центр при Министерстве Внутренних Дел Кыргызстана, ул. Фрунзе, дом 469, г.Бишкек, 720040, или в Консульскую Службу Министерства Иностранных Дел Кыргызстана, ул. Раззакова, дом 59, г.Бишкек. Телефон для справок: (996-312) 22-73-04.

Лица, проживающие за пределами Кыргызстана, должны обращаться в Консульский Отдел ближайшего Посольства Кыргызстана.

РОССИЯ: Лица, проживающие на территории Российской Федерации, должны подавать заявления на личном приеме или через уполномоченных Вами лиц при наличии доверенности в Информационный Центр при Министерстве Внутренних Дел, ГУВД или УВД по месту жительства. Посольством принимаются справки, выданные только на стандартных бланках в соответствии с инструкциями МВД от января 2002 года.

Лица, проживающие за пределами Российской Федерации, должны обращаться в Консульский Отдел ближайшего Посольства Российской Федерации.

ТАДЖИКИСТАН: Лица, проживающие на территории Таджикистана, должны обращаться в отделение милиции по месту жительства.

Лица, проживающие за пределами Таджикистана, должны обращаться в Консульский Отдел ближайшего Посольства Таджикистана.

УЗБЕКИСТАН: Лица, проживающие на территории Узбекистана, должны обращаться в Информационный Центр при Министерстве Внутренних Дел, ул. Раджаби, дом 1, Ташкент, 700029. Телефон (998-71) 139-7397.

Лица, проживающие за пределами Узбекистана, должны обращаться в Консульский Отдел ближайшего Посольства Узбекистана.

Appendix C

Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

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

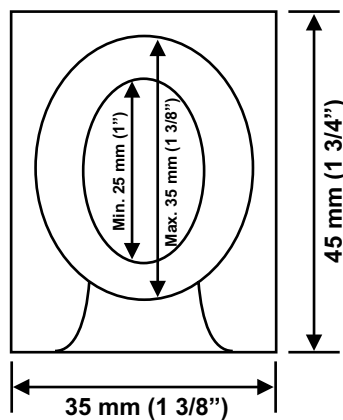
Notes to the photographer

The photographs must:

- show a full front view of the person's head and shoulders showing full face centred 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 photographs must:

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



Appendix D

Fill out this form and take it with you to your medical appointment.

You and all your family members who are not already Canadian citizens or permanent residents must fill out Appendix D and undergo and pass a medical examination, whether they will be joining you in Canada or not. Make enough photocopies of this page for your needs before you start filling the boxes.

For complete instructions about your medical examination and how to find a Designated Medical Practitioner (DMP), read the Medical Instructions section in IMM 3999, Part 2: The Immigrant's Guide.

1. Person to be examined

Surname / Family name

Forename / Given name(s)

Date of birth

Day	Month	Year
/	/	

Country of birth

Sex

Male

Female

Relationship to sponsor

Spouse

Conjugal partner

Common-law partner

Dependent child

Address*

Telephone number

2. Principal applicant, if different from person in 1.

Surname / Family name

Forename / Given name(s)

Date of birth

Day	Month	Year
/	/	

Address*

3. Visa office** that will be processing the file

* If you live in China, provide your address in English and in Pinyin.

** If you are not sure which of our visa offices will be processing your application for permanent residence, consult our [Web site](#) or contact your sponsor. If you do not enter this information, your application may be delayed.