



IMMIGRATION

Canada

Family Class

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

Part 3: Country Specific Instructions

United States of America, Bermuda,
Puerto Rico and
Saint Pierre and Miquelon

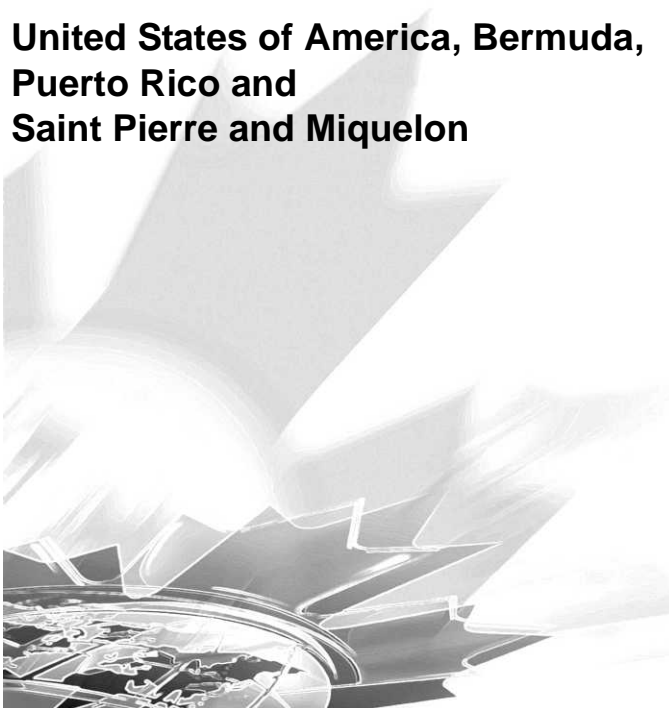


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This application is made available free by
Citizenship and Immigration Canada and
is not to be sold to applicants.

**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 must complete three copies of their own 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 birth certificates, baptismal certificates, national identity card or certificate (Cedula) where available, or other official document confirming relationship (including all pages of Household Registries) 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; if separated, a separation certificate. If your marriage was annulled, a copy of the annulment. 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 or Permanent Resident 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</p> <ul style="list-style-type: none"> • continuous full-time studies (such as letters from their educational institution indicating the number of hours of classes attended per day and the number of days attended per week, school certificates, diplomas, degrees, transcripts, marks cards), or • medical history if they are unable to provide for themselves due to a medical condition 	<p><input type="checkbox"/></p>

8	TRAVEL DOCUMENTS AND PASSPORTS	<input type="checkbox"/>
<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. Children must have their own passport, separate from their parents. If you reside in a country different from your nationality, include a copy of your visa 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>		
9	PROOF OF RELATIONSHIP TO SPONSOR	<input type="checkbox"/>
<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. If you are being sponsored by your son or daughter, provide a copy of your sponsor's birth certificate/family census register.</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, and telephone bills showing contact between you and your sponsor. Note: Photos must be loose. Do not send them 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>		
10	POLICE CERTIFICATES AND CLEARANCES	<input type="checkbox"/>
<p>Police certificates or clearances from each country 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 special instructions.</p>		
11	PROOF OF MEDICAL EXAMINATION	<input type="checkbox"/>
<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>		
12	PHOTOS	<input type="checkbox"/>
<p>Supply four (4) 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>		

CHOICE OF INTERVIEW LOCATION

If you are required to attend a personal interview at a visa office in the USA, indicate your first choice for interview location is (check one):

- No Preference**
- Seattle, Washington**
- Detroit, Michigan**
- Los Angeles, California**
- New York, New York**

The Regional Program Centre will try to meet your interview location preference, however, this may not be possible in every case. Files will be assigned to each interview location in a process that will result in approximately equal times to interview for all applicants.

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

If you need to inform us of a change in your mailing address or your marital status, of the birth of a child, of a change in passport details, etc., send this information to us by fax at 1-716-858-9591.

Appendix B

Police certificates/clearances

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

- a completed request for police certificates/clearances (see attached sample letter **PC-1**. 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.

Certain police authorities have special procedures for obtaining police certificates/clearances. They are the Royal Canadian Mounted Police (RMCP) and the Royal Hong Kong Police (RHKP). **Do not** request a police certificate from Hong Kong or Canada until you are instructed to do so by a visa office. Further instructions for obtaining a police certificate of no record from these authorities will be sent to you along with your assessment letter from the Regional Program Centre (Buffalo).

Consult our Web site 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.

The following chart provides some additional information that may assist you in obtaining a police certificate for certain countries. This information was accurate at the time of printing; however, requirements may have changed since that time. If you are unable to obtain an original police certificate from any country, you must provide an original letter from the police authority verifying that they will not issue you a certificate.

Country-Specific Addresses and Instructions

Country	You must provide:	Address
USA	<ul style="list-style-type: none"> A copy of our letter requesting that you obtain a Police Record Check (PC-1 letter enclosed). Affix your own name and address label. A full set of fingerprints. Fingerprints should be provided on the FBI fingerprint card and be obtained from a local police department, as long as you have proof of your identity, or from a private organization engaged in the fingerprinting business. Do not contact any FBI office for fingerprinting. You may request a blank fingerprint form by writing to the FBI at the address in the next column. Certified cheque or money order for US \$18 made payable to the U.S. Treasury. Processing times may take between three and six weeks. The FBI will send you the results. You should send the fingerprints with any attached documents from the FBI to your sponsor. All police certificates must be originals. Photocopies will not be accepted. Always specify that you require fingerprints for Canadian Immigration purposes. <p>Applicants may also be requested to provide State certificates.</p>	FBI Criminal Justice Information Services Division (CJIS Division) Attn: SCU, Mod D-2 1000 Custer Hollow Road Clarksburg, West Virginia 26306 USA
UNITED KINGDOM	<ul style="list-style-type: none"> Applicants who live or have lived in the United Kingdom (including England, Channel Islands, Isle of Man, Scotland and Wales) need to request a Person Record: Prosecution/Criminal History under the UK <i>Data Protection Act 1998</i> to confirm whether or not they have any convictions. Police Forces in the UK do not issue certificates of good conduct or police clearance certificates. Local police in the UK have application forms and details on how to apply and pay the processing fee. The Subject Access Office will provide you with a letter in response to your request for information about your prosecution/conviction history. The letter you receive from the Subject Access Office should be included with your application for permanent residence. <p>Note: Former residents should apply to the regional police authority for the district where they resided in the UK.</p>	<p>For England and Wales: Subject Access Office Metropolitan Police 10 The Broadway London, SW1H 0BG, England</p> <p>For Scotland: The Data Protection Officer Strathclyde Police, Police Headquarters 173 Pitt Street G2 4JS, Glasgow, Scotland</p> <p>For Northern Ireland: Computer Services Unit Royal Ulster Constabulary (RUC) Lisnasharragh, Montgomery Road BT6 9LD, Belfast, Northern Ireland</p>
SOUTH AFRICA	<ul style="list-style-type: none"> Police certificates are available, and are applied for at the local police station. Completed forms and fingerprints are then forwarded to National Police Criminal Records Headquarters in Pretoria, which runs computer and fingerprint checks. A fee is charged. The letter you receive from the National Police Criminal Records Headquarters should be included with your application for permanent residence. 	
ITALY	<p>Citizens, residents and former residents of Italy must obtain two certificates:</p> <ul style="list-style-type: none"> Certificato Penale Generale del Casellario Giudiziale Certificato Dei Carichi Pendenti rilasciati dalla della Procura della Repubblica presso il Tribunale di residenza per uso emigrazione <p>You may provide written authorization to a relative or friend in Italy who can obtain the certificates on your behalf.</p>	<p>Both certificates are issued by the office of the State Attorney, Judicial Records (Procura della Repubblica-Casellario Giudiziale) in Rome</p>



Canadian Consulate General
 Immigration Regional Program Centre
 3000 HSBC Centre
 Buffalo, NY 14203-2884 USA

Dear Sir or Madam,

This is in reference to your application for permanent residence for Canada.

The Government of Canada requires that you obtain an original police certificate of “no criminal record/conviction” from the police authorities in the countries where you have lived.

This letter identifies you, and your family members, if applicable, as a person who is making an application for immigration to Canada. Please present this letter to the police authorities when you request your police certificate. Where possible the police authority should return the police certificate to you, the applicant.

Thank you for your cooperation in this matter.

The Consulate

This portion to be completed by applicant

Authorization by visa applicant for release of police and court records

I hereby authorize the Police or Relevant Authorities in _____ [name country or countries] to disclose any details of previous criminal convictions to the Canadian Consulate General, Buffalo, New York, USA, for immigration purposes only.

	PRINCIPAL APPLICANT	SPOUSE OR COMMON-LAW PARTNER	DEPENDENT SON OR DAUGHTER, 18 AND OVER (use an additional sheet if necessary)
<i>Surname:</i>			
<i>Given names:</i>			
<i>Maiden or other surnames used:</i>			
<i>Name In original script (i.e. Arabic, Chinese, etc.):</i>			
<i>Date and place of birth:</i>			
<i>Nationality:</i>			
<i>In this space list all addresses and dates of residence in _____ (Name country or countries)</i>			

Signature of Applicant: _____ Date: _____

PC-1 (RPC)



Appendix C

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 the *Checklist*.

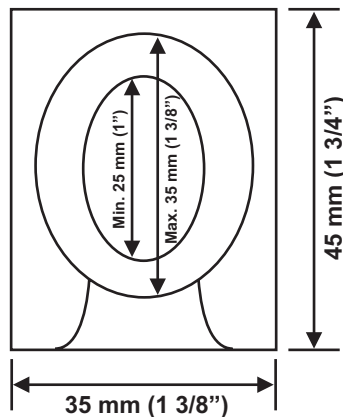
Notes to the photographer

The photos 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 photos 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.