



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

Argentina, Belize, Bolivia, Brazil,
Chile, Colombia, Costa Rica,
Ecuador, El Salvador, Guatemala,
Honduras, Mexico, Nicaragua,
Panama, Paraguay, Peru, Uruguay
and Venezuela



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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.

Note: If you are a national from Brazil and your documents are not in English, French or Portuguese, send a notarized (certified) translation with a copy of the originals.

IMMIGRATION FORMS	
Ensure that all questions have been answered and forms are signed. When completed, send them to your sponsor with all supporting documentation.	
1	Application for Permanent Residence. - This form is completed by you, the principal applicant. <input type="checkbox"/>
2	Schedule 1. - You and each of your family members 18 years of age or older must complete their own copy of the form Schedule 1 - Background/Declaration. <input type="checkbox"/>
3	Additional Family Information. - You and each of your family members 18 years of age or older must complete their own copy of this form. <input type="checkbox"/>
4	Spouse/Partner Questionnaire. - If your sponsor is your spouse, common-law partner or conjugal partner, complete the questionnaire. <input type="checkbox"/>
5	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). <input type="checkbox"/>
6	IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/>
Provide birth certificates, baptismal certificates, national identity cards (if available) or other official document confirming relationship (including all pages of Household Registries) for you and each of your family members. Foreigners residing in Brazil must also include a copy of their <i>Registro nacional para estrangeiros</i> (RNE).	
If you are married, you must include a marriage certificate (if you were married in Chile, submit a copy of computer printed marriage certificate issued by the Civil registry). If you are now divorced, you must include final divorce certificates; if separated, a separation certificate. If your former spouse or common-law partner is deceased, you must include your spouse's or partner's death certificate. If your marriage was annulled, a copy of the annulment. Photocopy of Citizenship Certificate, Permanent Resident Card 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.	
Nationals of Peru must provide an original copy of birth certificates (provided by municipalities) for themselves and each family member, bachelor certificate (provided at municipality of the person's district of residence), marriage (original copy of municipality), final divorce, annulment or separation certificates for themselves and their spouse or common-law partner; death certificate of former spouse or common-law partner.	
For issuing authorities in Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua and Panama, see table at the end of this appendix.	

7	CHILDREN'S INFORMATION	<input type="checkbox"/>
<p>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 you are a resident of Guatemala, include a notarized sworn declaration from the other parent authorizing the child to travel to Canada as a permanent resident and a document of identity of the father/mother who signed the declaration and whose signature appears on the document of identity.</p> <p>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, school index, school ID cards), or - medical history if they are unable to provide for themselves due to a medical condition 		
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. 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.</p> <p>If you are a grandparent of the sponsor in Canada, submit the birth certificate of the grandchild who submitted the undertaking of assistance and the birth certificate of the father or mother of that grandchild through whom you are blood-related to him/her.</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 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>		

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

Issuing authorities in Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua and Panama

Explanation of the documents and the proper issuing authorities, by country.

Birth and marriage certificates must be **Government-certified true copies** (copies certified as authentic by the issuing governmental authority, signed and sealed).:

COUNTRY	DOCUMENTS ISSUED BY
GUATEMALA	Marriage certificate, issued by the Registro Civi or the Alcaldia Municipal
EL SALVADOR	Marriage certificate, issued by the Alcaldía Municipal (Registro Civil)
HONDURAS	Marriage certificate, issued by the Registro Nacional de las Personas (División del Registro Civil).
NICARAGUA	Birth certificate, issued by the Registro Central Marriage certificate, issued by the Registro Central
COSTA RICA	Marriage certificate, issued by the Registro Civil
PANAMA	Marriage certificate, issued by the Dirección General del Registro Civil (Tribunal Electoral)
BELIZE	Marriage certificate, issued by the Registrar General of Belize Birth certificate, issued by Registrar General of Belize

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. 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.

Country-Specific Addresses and Instructions

ARGENTINA	Provide an original <i>Certificado de Antecedentes</i> issued by the Argentine Federal Police. Certificates issued by provincial police authorities will not be accepted. You should also submit a photocopy of your <i>Cédula de Identidad</i> . If you do not have a passport, provide a photocopy of your <i>Documento Nacional de Identidad (DNI)</i> , <i>Libreta Cívica</i> or <i>Libreta de Enrolamiento</i> . In addition to police certificates, residents of Argentina must include a copy of the Argentine Waiver form (IMM 1419) for each member of your family aged 18 or over.
ARUBA	If you have lived in Aruba , provide a police certificate issued by the office of the Governor.
BELIZE	Police certificate, issued by the Criminal Records Office, Police Headquarters, Belmopan
BOLIVIA	Police certificates may be obtained at: Edificio de la Policía Técnica Judicial Calle Llandaeta Plaza del Estudiante La Paz, Bolivia
BRAZIL	Police Certificate (<i>Certidão de Antecedentes Criminais</i>) issued by the Federal Police and another one issued by the State Authority. Justice Certificate (<i>Certidão de Distribuição Cíveis e Criminais</i>) issued by the Federal Ministry of Justice .
CANADA	Applicants residing in France, Algeria, Morocco, Tunisia or Libya 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. 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. <i>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 following address with the information</i>

	<p><i>listed in the above paragraph.</i></p> <p>RCMP/GRC Identification Services/Service de l'Identification 1200 Vanier Parkway Ottawa ON K1A 0R2 Canada</p> <p>Additional information may be obtained through Internet at http://www.rcmp-grc.gc.ca</p>
CHILE	Residents of Chile should provide an original Certificado de Antecedentes para Fines Especiales .
COLOMBIA	<p>You must submit a notarized copy of your military card (<i>Libreta Militar</i>) if you are a Colombian male applicant over 18 years of age. If you served in the military, please give detailed information on rank, unit and location of service.</p> <p>If you have lived in Colombia, you must provide a <i>Certificado Judicial y de Policia</i> issued by the Departamento Administrativo de Seguridad.</p>
COSTA RICA	Once we receive your application and accompanying documentation, we will send you and your family members over 18 a letter to obtain a Court Certificate from the Registro Judicial.
ECUADOR	If you have lived in Ecuador , you must provide a <i>Certificado de Antecedentes Personales</i> issued by the Policia Nacional del Ecuador.
EL SALVADOR	<p>Court certificate, issued by the Dirección General de Centros Penales de Readaptación</p> <p>Police certificate issued by the Policía Nacional Civil.</p>
GUATEMALA	<p>Court certificate, issued by the Corte Suprema de Justicia</p> <p>Police certificate issued by the Dirección General de la Policía Nacional.</p>
HONDURAS	<p>Court certificate, issued by the Juzgado de Letras o de Paz or the Juzgado de Paz from your place of residence.</p> <p>Note: Once we receive your application and accompanying documentation, we will send you and your family members over 18 a letter to obtain a <i>Constancia de Antecedentes Policiales</i> from the Direccion General de Investigacion Criminal in Tegucigalpa.</p>
NETHERLANDS ANTILLES	Applicants who have lived in the Netherlands Antilles must provide a <i>Certificate Regarding Conduct</i> from the office of the Governor.
NICARAGUA	<p>Court certificate, issued by the Corte Suprema de Justicia (Juez del Distrito del Crimen)</p> <p>Police certificate issued by the Policía Nacional.</p>
PANAMA	Court certificate (Policivo y Penal), issued by the Policía Técnica Judicial
PARAGUAY	Provide an original <i>Certificado de Antecedentes para Fines Especiales</i> .
PERU	<p>For Peru we require three types of certificates: Police, Penal and Judicial certificates.</p> <p>Police certificate may be obtained at: Av. Aramburú San Isidro</p> <p>Penal certificate may be obtained at: Registro Nacional de Condenas Av. Abancay block 5 Downtown, Lima</p> <p>Judicial certificate may be obtained at: Consejo Supremo de Justicia Militar Av. Arequipa 310 Lima.</p>
URUGUAY	Provide an original Certificado de Habilitación Policial issued by the Dirección Nacional de Policía Técnica . You must also submit a photocopy of your Cédula de Identidad and of your passport.
VENEZUELA	Residents of Venezuela do not need to provide us with police clearance as we will do the background checks with the relevant authorities.



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			



ARGENTINE WAIVER FORM FORMULAIRE D'AUTORISATION POUR L'ARGENTINE

This form must be completed by all residents of Argentina 18 years of age or over. If you need more than one form, please make photocopies.

In accordance with article 51 of the Penal Code, as amended by Law 23.057, I _____
_____ hereby authorize the Argentine authorities to disclose to the Canadian Embassy all records
and/or information pertaining to me which they may possess.

Signature

	D		M			Y

Date

Ce formulaire doit être complété par tous les résidents de l'Argentine, âgés de 18 ans ou plus. Si vous avez besoin de plus d'un formulaire, veuillez en faire des photocopies.

Conformément à l'article 51 du Code pénal et à la modification 23.057 apportée à la Loi, je _____
_____ autorise par les présentes les autorités argentines à communiquer à l'ambassade du Canada
tous les documents ou renseignements ou les deux, qu'elles peuvent posséder, me concernant.

Signature

	J		M			A

Date

Este formulario deberá completado por todo residente de la República de Argentina mayor de 18 años. Si usted necesitara más de dos, sirvase sacar fotocopias del mismo.

Yo, _____ autorizo a suministrar sin reserva, a la Embajada de
Canadá todos mis antecedentes y/o informaciones que obran registrados y/o conocidos por las autoridades argentinas, en función de lo
previsto por el artículo 51 del Código Penal, modificado por la Ley 23.057

Firma

	D		M			A

Fecha

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*.

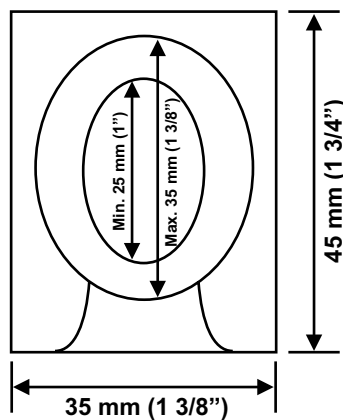
Notes to the photographer

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.