



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

Antigua & Barbuda, Bahamas,
Barbados, Cuba, Dominica,
Dominican Republic, Grenada,
Guyana, Haiti, Jamaica, Saint Kitts
and Nevis, Saint Lucia, Saint
Vincent and the Grenadines,
Suriname and Trinidad and Tobago



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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). Do not send originals, unless you are applying in Cuba (see note below). Send photocopies of all documents except the forms listed below (items 1 to 5) and 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.

Note: If you are a Cuban national, you must send originals of all documents, unless otherwise instructed. These will be returned to you after a decision has been made on your application. If your documents are not in English or French, 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. Cuban nationals must provide two additional copies (photocopies are acceptable) with the original.	<input type="checkbox"/>
2	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. Cuban nationals must provide two additional copies (photocopies are acceptable) with each original.	<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 or other official document confirming relationship (including all pages of Household Registries) for you and each of your family members (children's birth certificates must name their parents). If you are a national of Haiti, you must provide an extract from the Archives of the birth certificates (declaration made at birth) and baptism certificates legalized by the diocese or the Ministère des Cultes for you and 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 former spouse or common-law partner is deceased, you must include your spouse's or partner's death certificate (even if you are re-married). If your marriage was annulled, a copy of the annulment.		
Unmarried Cuban nationals must provide their <i>solteria</i> .		
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.		

7	<p>CHILDREN'S INFORMATION</p> <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 for children under the age of 18, that you have fulfilled all obligations in custody agreements, and that the children are free to move to Canada (see note below).</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 class 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>Note: Residents of Cuba and of Trinidad and Tobago must submit a notarized sworn declaration from the non-accompanying parent authorizing the child in to travel to Canada as a permanent resident. In Cuba, this declaration must be submitted with a document of identity of the parent who signed the declaration and whose signature appears on the document of identity.</p>	<input type="checkbox"/>
8	<p>TRAVEL DOCUMENTS AND PASSPORTS</p> <p>Photocopy of 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. 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>	<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, 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>	<input type="checkbox"/>
10	<p>POLICE CERTIFICATES AND CLEARANCES</p> <p>Police certificates or clearances (<i>antecedentes penales</i>) 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>	<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>Provide a set of 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"/>

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 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

ANGUILLA	Apply to Police Headquarters, The Valley, Anguilla (phone 809-497-2333). Applicants must provide their full names (and aliases), places of residence, purpose for requesting the certificate, and full passport details (number, date and place of issue). Fingerprints and photographs are not required.
ANTIGUA AND BARBUDA	Apply to the Criminal Records Office, Police Headquarters, St. Johns, Antigua (phone 268-462-0360). Local applicants must apply in person with their passports; overseas applicants should write to Commissioner of Police and include: a set of fingerprints taken by a recognized police authority, a copy of his/her birth certificate, a list of places and dates of residence in Antigua and Barbuda and two (2) passport-type photos.
BAHAMAS	Police certificates and fingerprinting services are available from the local police.
BARBADOS	Apply to Central Police Station, Bridgetown, Barbados (phone 246-436-6600). Applicants must provide their full names (including aliases), the last address in Barbados, their date and place of birth. Locally, people should apply in person with a photo ID. Overseas applicants must provide fingerprints taken by a recognized police authority. Photographs are not required. Fingerprinting services for third country police certificates are available. No fee.
BRITISH VIRGIN ISLANDS	Apply to Police Headquarters, Road Town, Tortola, BVI (phone 809-494-3226). Local applicants must apply in person with their passport. Overseas applicants must provide certified copies of the first five pages of their passports. Neither fingerprints nor photographs are required. This certificate covers all criminal convictions. Fingerprinting services for third country police certificates are available from local police.
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.

	<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>RCMP/GRC Identification Services/Service de l'Identification 1200 Vanier Parkway Ottawa, Ontario K1A 0R2 Canada</p> <p>Additional information may be obtained through Internet at http://www.rcmp-grc.gc.ca</p>
CAYMAN ISLANDS	Police certificates and fingerprinting services are available from the local police.
CUBA	<p><i>Antecedentes Penales</i> for Cuba may be obtained from the</p> <p>Ministerio de Justicia Antecedentes penales Animas y Prado Centro Habana, Ciudad de La Habana Telephone number: 61-1292.</p>
DOMINICA	Apply to the Criminal Investigations Department, Police Headquarters, Roseau, Dominica (phone 809-448-2222). Local applicants apply in person with passport, and must provide aliases and places of residence, photos (one for each certificate plus one for the CID file), and the fee. Overseas applicants make their request with fingerprints, photos and fee.
DOMINICAN REPUBLIC	Apply to Police Headquarters in Santo Domingo, Leopoldo Navarro No.1, Santo Domingo, Dominican Republic (telephone number: 809-221-2151), or to the Regional Police Office of each province. Local applicants must apply in person with their Identification Card (Cedula), two passport photos and applicable fees.
GRENADA	<p>Apply to the Criminal Records Office, Police Headquarters, St. Georges, Grenada (phone 809-440-2823). Local residents must complete an application in person at the criminal record office, while overseas applicants write to the Commissioner of Police. Two (2) passport photos are required, as well as a full set of fingerprints. Fingerprints are taken of local applicants when the application is made, while overseas applicants may submit a set taken by a recognized police authority.</p> <p>Fingerprinting services for third country police certificates are available. No fee.</p>
GUYANA	Applications for all locations except New Amsterdam are made through the Georgetown Clearance Office (phone 592-262-488). Applications from New Amsterdam are sent from New Amsterdam to Georgetown for processing and returned there for pick-up. Three (3) photographs, and right thumbprint, taken at the time of application, are required. All jurisdictions are included in the record.
JAMAICA	<p>Persons who reside in Jamaica</p> <p>Application for police certificates must first be made to:</p> <p>Ministry of National Security Mutual Life Building, North Tower 2 Oxford Road, Ground Floor Kingston 5</p> <p>Bring your passport and two identical passport-sized photographs to the above office between 9:00 a.m. and 3:00 p.m, Monday to Friday. You will be issued a receipt and must then go to the following address:</p> <p>The Criminal Records Office Police Certificate Section 34 Duke Street Kingston</p> <p>Bring the receipt with you. You are not to collect the certificate; once completed, it will be sent by the Jamaican authorities directly to the Canadian visa office in Kingston.</p>

	<p>Persons not residing in Jamaica</p> <p>You or someone acting on your behalf may obtain police certificates from the Assistant Commissioner of Police, Criminal Investigation Branch, East Queen St. PO Box 462, Kingston. Two identical passport-sized photographs are required, along with the appropriate fee (certified manager's cheque or bank draft). You are not to collect the certificate; once completed, it will be sent by the Jamaican authorities directly to the Canadian visa office in Kingston.</p>
MONTSERRAT	<p>Apply to the criminal investigation department, Police Headquarters, Plymouth, Montserrat (phone 809-491-2555). Local and overseas applicants must provide aliases, passport information (number, date and place of issue), and four (4) passport photos. Fingerprints are not required.</p> <p>Fingerprinting services for third country police certificates are available with a written request from an official organization. No fee.</p>
ST. KITTS AND NEVIS	<p>Apply to the Criminal Records Office, Police Headquarters, Basseterre, St. Kitts (phone 809-465-2641). Local applicants apply in person with a valid ID, any change-of-name documents, while overseas applicants apply with fingerprints, and a certified photo. All must provide addresses in St. Kitts and Nevis.</p> <p>Fingerprinting services for third country police certificates are available with a written request from an official organization.</p>
ST. LUCIA	<p>Apply to Police Headquarters, Castries, St. Lucia (phone 758-452-2855). Local applicants apply in person with a valid photo ID and two (2) passport-sized photos. All must provide addresses in St. Lucia. If you are applying from outside St. Lucia you must request the form and complete it and return along with two (2) passport-sized photos and fingerprints.</p>
ST. VINCENT	<p>Apply to the Criminal Records Office, Police Headquarters, Kingstown, St. Vincent (phone 809-456-1810). Local applicants apply in person with a valid photo ID and two (2) passport-sized photos. Overseas applicants apply with fingerprints, and two (2) photos.</p>
SURINAM	<p>Apply to the police headquarters in Parimaribo (free of charge) or to the local district commissioner's office (five Surinamese guilders). For non-Surinamese, the same procedure applies provided that they were registered with the Surinamese authorities.</p>
TRINIDAD AND TOBAGO	<p>Apply to Police Administration Building, Edward and Sackville Streets, Port of Spain (phone 809-623-4173). Local applicants apply in person with a valid photo ID. If you apply from outside Trinidad and Tobago you must request the police certificate in writing, stating your name, date of birth, date and addresses of residence in Trinidad and Tobago and the reason you are requesting a police certificate, along with a set of fingerprints.</p>
TURKS & CAICOS ISLANDS	<p>Police certificates and fingerprinting services are available from the local police.</p>

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*.

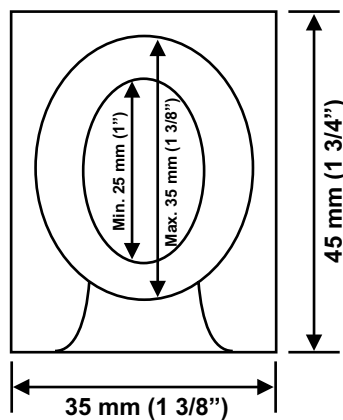
Notes to the photographer

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.