



IMMIGRATION Canada

Family Class

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

Part 3: Country Specific Instructions

Australia, Brunei, Cambodia, Cook
Islands, Timor-Leste, Federated
States of Micronesia, Fiji,
Indonesia, Kiribati, Laos, Malaysia,
Marshall Islands, Micronesia,
Myanmar, Nauru, New Zealand,
Niue, Palau, Papua-New Guinea,
Samoa, Singapore, Solomon
Islands, Thailand, Tonga, Tuvalu,
Vanuatu and Vietnam



Table of Contents

Appendix A: Document Checklist -
Immigrant

Appendix B: Police Certificates/Clearances

Appendix C: Photo Specifications

Appendix D: Medical Instructions

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.

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 or other official document confirming relationship (including all pages of Household Registries, if applicable) 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 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. If you provide other identity and civil status documents, please specify.	
7.	CHILDREN'S INFORMATION <input type="checkbox"/>
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 <ul style="list-style-type: none"> • continuous full-time studies (such as letters from their educational institution, school certificates, diplomas, degrees, transcripts, marks cards, school books [Vietnam]), 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. 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. 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. 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 additional information.</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 five (5) 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.

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.

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.

Country-Specific Addresses and Instructions

<p>CANADA</p>	<p>Applicants residing in Australia, Fiji, France, Algeria, Morocco, New Zealand, 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.</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="padding-left: 40px;">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 www.rcmp-grc.gc.ca</p>
<p>AUSTRALIA</p>	<p>Instructions on how to obtain an Australian police certificate is available on the Canadian Government Web site at www.dfait-maeci.gc.ca/australia. To access the information, select Visas and Immigration from the table of contents, then the caption Instructions on obtaining police certificates and finally the link Australian Federal Police. Do not use the attached letter. If you are aware of any convictions against you or any of your family members, including drunk driving, provide written details when you submit your application for permanent residence. If you currently have in your possession police certificates from countries where you have previously lived you should submit those with your application.</p>

FIJI	Instructions on how and where to apply for your police certificates will be sent to you once your application has been reviewed. Do not use the attached letter. If you are aware of any convictions against you or any of your family members, including drunk driving, provide written details when you submit your application. If you currently have in your possession police certificates from countries where you have previously lived you should submit those with your application.
HONG KONG	In order to apply for a police certificate, a request from the High Commission is required. This letter will be sent to you at a later stage. Do not use the attached letter.
MALAYSIA	You may apply to Malaysian missions abroad or the following address: Consular Division Ministry of Foreign Affairs Wisma Putra 50602 Kuala Lumpur Malaysia phone number: (60) 03-2488088
NEW ZEALAND	Instructions on how to obtain a New Zealand police certificate is available on the Canadian Government Web site at www.dfait-maeci.gc.ca/asia/australia/ . To access the information, select Visas and Immigration from the table of contents, then the caption Instructions on obtaining police certificates and finally the link New Zealand Police . Do not use the attached letter. If you are aware of any convictions against you or any of your family members, including drunk driving, provide written details when you submit your application for permanent residence. If you currently have in your possession police certificates from countries where you have previously lived you should submit those with your application.
SINGAPORE	In order to apply for a Police Certificate, a request from the High Commission is required. This letter will be sent to you at a later stage. Do not use the attached letter.
THAILAND	In order to apply for a Police Certificate, a request from the High Commission is required. This letter will be sent to you at a later stage. Do not use the attached letter.
UNITED STATES OF AMERICA	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: FBI, Criminal Justice Information Services Division (CJIS Division), SCU, Mod D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306 USA
VIETNAM	Obtain police clearance certificates from the Judicial Department at city or provincial level.



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			Place of birth			Sex	
Day	Month	Year				Male	Female
<input type="checkbox"/>	<input type="checkbox"/>						
Citizenship							
Current address (number, street, city, province, state, postal code, country)							
From		Dates		Addresses while resident in			
Month	Year	Month	Year	(name of country)			
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	

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*.

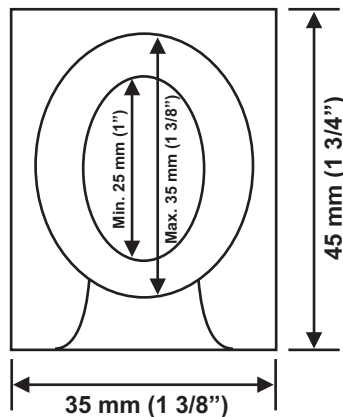
Notes to the photographer

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.