



IMMIGRATION Canada

Family Class

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

Part 3: Country Specific Instructions

Bangladesh, Democratic People's
Republic of Korea, Japan,
Maldives, Mongolia, Pakistan,
South Korea, Sri Lanka and Taiwan



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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). Nationals of Pakistan must send **originals** of all documents. Nationals of other countries must send originals of the immigration forms (items 1 to 8 below) and the police certificates, and 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.	
Residents of Taiwan must provide their residential address in Chinese characters to ensure effective communication with the visa office.	
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	Supplementary Information — Sri Lanka - To be completed by nationals of Sri Lanka. <input type="checkbox"/>
7	Education Background/Work Experience Questionnaire - To be completed by nationals of Sri Lanka who claim children 22 years of age or over to be their family members. <input type="checkbox"/>
8	Authorization to Disclose Information — Pakistan - To be completed by nationals of Pakistan. <input type="checkbox"/>
9	IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/> <ul style="list-style-type: none"> • 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. • If you are married, you must include a marriage certificate. If you are 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. • Further clarification regarding the above-mentioned documents is given below for nationals of Pakistan, Korea and Taiwan. • Photocopy of Citizenship Certificate, Permanent Resident Card, Permanent Resident Visa or Immigrant Visa for 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.

12	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 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>		
13	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 instructions.</p>		
14	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>		
15	PHOTOS	<input type="checkbox"/>
<p>Supply nine (9) 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.

Authorization to Disclose Information — Pakistan

I, _____, hereby authorize the Canadian High Commission, Islamabad, to contact all governmental authorities, including all police, judicial, state and educational authorities, in all countries in which I and my family members may have resided, to verify information provided in my application for immigration to Canada. I further authorize the Canadian High Commission, Islamabad, to contact all private businesses, including educational institutions, banks and past and present employers with which I have had dealings, to verify documents and information submitted in support of my application.

I authorize all such governmental and private institutions to release to the Canadian High Commission, Islamabad, all records and information that they may possess on behalf of myself and those family members included in my application.

I understand that the information obtained by the Canadian High Commission will be used to assist in evaluating my suitability for admission to Canada under the Canadian *Immigration and Refugee Protection Act and Regulations*.

Signature of Applicant: _____ Date: _____

Education Background/Work Experience Questionnaire

To be completed by applicants who claim children to be dependants over 22 years of age:

Please write answers to these questions on this sheet (attach additional sheets if necessary) and return it along with your supporting documents. **Please note that questionnaires without supporting documentation will not be accepted.**

Are you attending school at present? If yes, please provide answers to questions 1, 2, and 3 below. If you are not attending school, please answer questions 2 and 3.

Evidence of education since leaving school in date order. If enrolled in any course of studies then letter from the institute should indicate date of commencement, duration, completion, and hours of classroom per week.

1. Current School Attendance

Please provide the following details and attach supporting documentation (i.e. certificates of attendance, exam results):

(a) name and location of the school

(b) how long you have been studying at this school

(c) how many hours a week you study at this school

(d) subjects you are studying

(e) expected course completion date

2. Past School Attendance

Please provide the following details and attach supporting documentation (i.e. pupil's record sheet, examination result sheet, etc.)

(a) date you left school

(b) name and location of the school

(c) last grade completed or examination passed

3. Work Experience

Please provide the following details and attach supporting documentation.

(a) name of employer

(b) your job title

(c) when you began work; was work full or part-time?

Please provide examination results and school and employment certificates to support your answers to the above questions. We will not accept responses without supporting documentation.

I certify that the information contained in this document is complete, accurate and factual. I also realize that once this document has been completed and signed, it will form part of my immigration record.

Date

Signature of Applicant



SUPPLEMENTARY INFORMATION RENSEIGNEMENTS SUPPLÉMENTAIRES

SRI LANKA

FOR OFFICIAL USE ONLY - RÉSERVÉ À L'ADMINISTRATION			
List - Liste			
Number - Numéro			
Date	▶	D - J	M Y - A

NOTE TO APPLICANT - AVIS AU REQUÉRANT

THIS FORM MUST BE COMPLETED IN EITHER ENGLISH OR FRENCH
CE FORMULAIRE DOIT ÊTRE REMPLI EN FRANÇAIS OU EN ANGLAIS

1 Surname - Nom de famille		2 Given name(s) - Prénom(s)	
3 Sex - Sexe <input type="checkbox"/> Male / Homme <input type="checkbox"/> Female / Femme	4 Date of birth - Date de naissance ▶ D - J M Y - A	5 Place of birth - Lieu de naissance	
6 Civil status - État civil	7 Nationality - Nationalité	8 Sri Lanka national identity card number Numéro de carte d'identité nationale du Sri Lanka	

FATHER - PÈRE

Name - Nom	Date of birth - Date de naissance ▶ D - J M Y - A
Address - Adresse	Place of birth - Lieu de naissance

MOTHER - MÈRE

Name - Nom	Date of birth - Date de naissance ▶ D - J M Y - A
Address - Adresse	Place of birth - Lieu de naissance

APPLICANT - REQUÉRANT

Present address - Adresse actuelle

Previous addresses in Sri Lanka (for the past 10 years) - Adresses antérieures au Sri Lanka (au cours des 10 dernières années)

Dates		Street and number Rue et numéro	City or town Ville ou village
From - De M Y - A	To - À M Y - A		

NOTE: Do include on another sheet of paper, all the occupations of your brothers and sisters listed on form IMM 5406 Section C.
NOTA : Veuillez ajouter sur une feuille distincte, les occupations de vos frères et soeurs mentionnés sur le formulaire IMM 5406 Section C.

Signature of applicant - Signature du requérant

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used for the purpose of conducting a security examination to determine your admissibility as an immigrant/visitor to Canada according to the requirements of the Act. It will be retained in Personal Information Banks CIC PPU 042, 055, 051 and/or 054. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**

Les renseignements fournis dans ce formulaire sont recueillis en vertu de la *Loi sur l'immigration et la protection des réfugiés* et seront utilisés pour effectuer un examen sécuritaire en vue d'établir votre admissibilité comme immigrant/visiteur au Canada conformément aux critères prévus dans la Loi. Ils seront conservés dans les banques de renseignements personnels CIC PPU 042, 055, 051 et/ou 054. Ils pourront être communiqués à d'autres organisations conformément au principe d'usage compatible de l'information en vertu de la *Loi sur la protection des renseignements personnels*. Par ailleurs, en vertu de la *Loi sur la protection des renseignements personnels* et de la *Loi sur l'accès à l'information*, les personnes ont le droit de s'attendre à ce que leurs renseignements personnels soient protégés et d'y avoir accès. Il est possible d'obtenir plus d'information à ce sujet en visitant le site infosource.gc.ca ou en communiquant avec le Télécentre de Citoyenneté et de l'immigration. **On peut aussi accéder à Infosource à partir des bibliothèques publiques du Canada.**

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

CANADA	We will notify you if RCMP fingerprint checks are required.
JAPAN	<p>If you are living in Japan You and all your family members aged 18 and over, whether they are accompanying you to Canada or not, must obtain police clearances from your Prefectural Police Headquarters Identification Section covering your time of residence in Japan. Residents of Tokyo should contact the Police Certificate Sub-section, 1st Foreign Affairs Section, Tokyo Metropolitan Police Department. Enclosed is a letter (IMM 5433) that will enable you to apply for these certificates.</p> <p>Make as many photocopies of this letter as you need for yourself and your family members, write in the appropriate names after "Dear", and present them to the police authorities. These authorities will instruct you as to the documentation and time they require to issue your certificates. Once they have provided certificates for all of you, please send the original to us as part of your immigration application package.</p> <p>If you are living outside Japan You and all your family members aged 18 and over, whether they are accompanying you to Canada or not, who have resided in Japan for six months or more, should contact the nearest Japanese Embassy or Consulate to obtain police certificates from that country.</p>
KOREA	<p>Persons living in Korea Applicants should request a Criminal History Information Record (CHIR)/Bumjoi Gyung-ryuck Jaryo Hoibo-seo from the nearest police station.</p> <p>Persons living outside Korea Applicants should request a Criminal History Information Record (CHIR) through the nearest Korean consulate general or Korean embassy.</p>
SRI LANKA	You must provide a police certificate issued by the Inspector-General, Control Criminal Registry.

TAIWAN	<p>If your household is registered in Taipei city or Kaohsiung city: apply to the appropriate Municipal Police.</p> <p>If you are registered elsewhere: apply with your County Police.</p> <p>If you do not have a household register: Present your passport and Alien Resident Certificate to the Taipei Municipal Police Headquarters, Foreign Affairs Section, 96 Yen Ping South Road, Taipei.</p>
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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		Dates		To		Addresses while resident in	
Month	Year	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	

Visa Section
9th Floor, Allied Bank Centre
6754 Ayala Avenue
Makati, Metro Manila 1200
Philippines



Dear Applicants,

This refers to your application for permanent residence in Canada.

In order that we may proceed with your application, you are required to obtain a police certificate for you and each member of your family over 18 years of age. You should contact your Prefectural Police Headquarters Identification Section (for Tokyo residents - Police Certificate Sub - Section, 1st Foreign Affairs Section, Tokyo Metro Police Department) who will instruct you on the documents required in order to obtain your police certificate(s).

We urge you request this document from your Police Headquarters and send it to us with your application form.

あなたのカナダ永住申請に関し、ご連絡いたします。

審査のため、あなたと18才以上の御家族各人の警察証明を必要とします。つきましては、所轄の都道府県警察本部鑑識課（東京都にお住まいの方は、警視庁外事第一課、渡航証明係）に連絡し、必要書類をお問い合わせの上、この警察証明書を取得し、申請書と共に当事務所宛にお送りください。

Yours Sincerely,
Visa Section

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*.

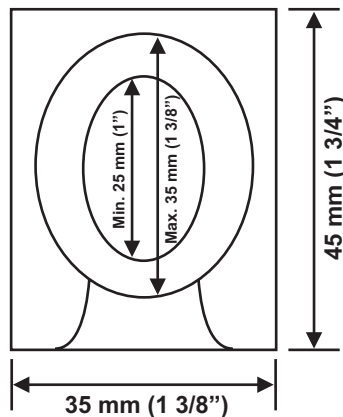
Notes to the photographer

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.