

INSTRUCTIONS

Please find enclosed the following application forms:

1. Application for a permanent resident card;
2. Use of a representative;
3. Photo Specifications.

Please print them out and complete them. Give us a call if you have any questions.

IMPORTANT: *We must send you an additional Supplementary Identification form by mail or courier. This form is not available for download, so please provide your valid mailing address where we can send you a copy. Please call us at 1-866-760-2623 to provide your address.*

Be very careful when you are signing the above Supplementary form. Your signature should stay within the indicated white box.

We will require photocopies of the following documents:

- front page of your **valid passport OR passport you used at the time of becoming a landed immigrant** showing your name, photograph, date of birth, passport number, date of issue and expiry;
- photocopy of your driver's licence (if you have one) - front and back;
- photocopy of your landing document (if you still have it);
- 2 permanent resident card photographs - specifications are enclosed. Please take the specification sheet to your photographer and ask for 2 P.R. Card photos.

Declaration of Guarantor

All applicants must have their Application form and one of their photographs signed by a guarantor. A guarantor is a person that has known you for at least 2 years and is either a medical doctor, dentist, chiropractor, veterinarian, pharmacist, professional engineer, accountant, lawyer, notary public, Member of Parliament, priest, or police officer. Take your application to your guarantor and have them complete and sign **Section F: Declaration of Guarantor** on page 4. Also, have the guarantor sign on the back of one of your photographs.

Once ready with all 3 forms (Application, Use of a Representative, Supplementary Form) please fax them first to us at 416-234-1960. We will call you back to confirm that the forms are completed properly and there is no missing information. After we speak to you then you could courier your package to us at the address provided below.

Please call us if you have any questions or need help.

Thank you,

Immigroup

Immigroup - Head Office
1180 Danforth Ave.,
Toronto, Ontario. M4J 1M3
Canada
Phone: 416-962-2623
Toll free: 1-866-760-2623
Fax: 416-640-2650

C. ADDRESS, WORK AND EDUCATIONAL HISTORY FOR THE PAST FIVE YEARS (continued) ?

17. Your work and/or educational history for the past 5 years or if you became a permanent resident less than five years ago, your work and/or educational history since becoming a permanent resident. If you have not worked or studied, write N/A (not applicable).

From M Y	To M Y	Name of employer or name of educational institution attended (do not use abbreviations)	City or town	Province

18. Have you travelled or lived outside of Canada in the last five years (or if you became a permanent resident less than five years ago, since becoming a permanent resident)?

No Yes ► List all your absences:

From M Y	To M Y	Your location during your absence (city, country)	Reason for absence	Number of days
Total number of days				

If your total equals 1095 days or more, you must complete Section D.

D. RESIDENCY OBLIGATION

Complete this section if you have been outside of Canada for 1095 days or more in the past five years.

19. If you have been outside of Canada for 1095 days or more, list your absences from Canada in the past five years in the following situations, if applicable. If you became a permanent resident less than five years ago: list absences from the time you became a permanent resident to present.

Option 1 - Absence while accompanying a family member who is a Canadian citizen

Name of family member ► Provide proof of Canadian citizenship.

Relationship to you ► Provide proof of your relationship.

From M Y	To M Y	Your address during your absence	Number of days
Total number of days			

Option 2 - Absence while employed by a Canadian business or in the Canadian federal or provincial public service

► Provide proof of full-time Canadian employment

From M Y	To M Y	Your address during your absence	Number of days
Total number of days			

D. RESIDENCY OBLIGATION (continued)

Option 3 - Absence while accompanying a family member who is a permanent resident of Canada and who is employed by a Canadian business or in the Canadian federal or provincial public service

Name of family member

▶ Provide proof of this person's permanent resident status and proof of this person's full-time employment.

Relationship to you

▶ Provide proof of your relationship.

From M Y	To M Y	Your address during your absence	Number of days
Total number of days			<input type="text"/>

Option 4 - Absence while in possession of a valid *Returning Resident Permit* (IMM1228)

Date of issue of your *Returning Resident Permit* ▶ Day Month Year

Your *Returning Resident Permit* was valid until ▶ Day Month Year

▶ Provide a copy of your *Returning Resident Permit*.

From M Y	To M Y	Your address during your absence	Number of days
Total number of days			<input type="text"/>

E. DECLARATION OF APPLICANT ?

This declaration covers the information that I have provided on this form and all the information submitted in my application for a Permanent Resident Card as well as in the attached accompanying documents.

- I declare that the information I have given is truthful, complete and correct.
- I understand that any false statements or concealment of a material fact may be grounds for my prosecution or removal.
- The photographs enclosed are a true likeness of me.
- I am a permanent resident of Canada.
- I am not a Canadian citizen.
- I have known my guarantor for at least 2 years (or I have completed section G-Statutory Declaration in Lieu of Guarantor).
- I understand all the foregoing statements, having asked for and obtained an explanation on every point that was not clear to me.
- I realize that once this document has been completed and signed, it will form part of my Immigration Record and will be used to verify my family details on future applications.
- I will immediately inform Citizenship and Immigration Canada if any of the information or the answers provided in my application forms change.

Signature of declarant

Signature of parent or guardian, if applicable

Date Day Month Year

Date Day Month Year

City

I am the applicant's: (check appropriate box) Mother Father Guardian

Province

F. DECLARATION OF GUARANTOR ?

No fee is chargeable for this declaration.
 Guarantors must be actively employed in their profession and must not be retired.
 Before this declaration is signed, sections A to D must be completed. The guarantor must have known the applicant personally for at least 2 years.

I, a Canadian citizen residing in Canada,
Family name (surname) Given name(s)

declare that to the best of my knowledge and belief all the statements made in this application are true. I make this declaration from my knowledge of the applicant

whose name is whom I have known
Applicant's family name (surname) Applicant's given name(s)

personally for years and months, and I certify that the accompanying photo bearing my signature on the back is a true likeness of the

applicant. I understand that the provision of any false or misleading information may lead to prosecution in accordance with Section 126 of the *Immigration and Refugee Protection Act*.

Occupation	<input type="text"/>	Name and address of firm or organization	<input type="text"/>
Licence or membership number	<input type="text"/>		<input type="text"/>
	<small>Area code</small> <input type="text"/> <small>Number</small> <input type="text"/>		<input type="text"/>
Home telephone number	<input type="text"/>		<input type="text"/>
Business telephone number	<input type="text"/>		<input type="text"/>
			<input type="text"/> <small>Postal Code</small>

Signature of guarantor

Dated at (city) in the province of

G. SOLEMN DECLARATION CONCERNING A LOST, STOLEN, DESTROYED OR NEVER RECEIVED PERMANENT RESIDENT CARD ?

Complete this section only if you are applying to replace a lost, stolen, destroyed or never received PR Card.

Permanent Resident Card number Date of issue

My Permanent Resident Card was Lost Stolen Destroyed Never received on or about at

under the following circumstances (full information must be provided below):

I have made the following efforts to locate this document (if applicable, indicate police authorities notified and attach a copy of police report or incident report number):

Should I ever regain possession of my original PR Card, I promise to return it immediately to a Citizenship and Immigration Centre, or, if I am outside Canada, to the nearest Canadian Embassy, Consulate or High Commission.

I solemnly declare that the information I have provided is true, that is of the same force and effect as if made under oath, and that it was freely given. I authorize the department of Citizenship and Immigration Canada to verify the information I have provided. I also understand that the provision of any false or misleading information may lead to prosecution in accordance with Section 127 of the *Immigration and Refugee Protection Act*.

Signature of declarant Signature of parent or guardian, if applicable

Date Date

H. STATUTORY DECLARATION IN LIEU OF GUARANTOR ?

Complete this section only if you are unable to provide a guarantor's declaration.

This section must be declared before, and signed by, a qualified official who has the authority to administer an oath in Canada. (A Commissioner, Notary Public or person authorized by law to administer oaths in all matters or in the Canadian jurisdiction in which it is subscribed.)

I, solemnly declare that
Family name (surname) Given name(s)
 I was born at in .
Day Month Year City/Town Country

The statements in my application for a Permanent Resident Card dated are correct in all respects.
Day Month Year

The reason I am unable to obtain a guarantor is (write explanation below):

The photograph submitted with my application is a true photograph and likeness of me.

I presented the original of the following identity documents bearing my name and signature:

Document type (passport, driver's licence, provincial photo-identity card, etc.)	Document number

I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Signature of declarant

Signature of parent or guardian, if applicable

Date

Date

DECLARATION OF OFFICIAL

A Commissioner, Notary Public or person authorized by law to administer oaths in all matters or in the jurisdiction in which it is subscribed (position and seal if applicable).

The Official must also sign the back of the applicant's photograph.

Notarial seals must not be imprinted on photographs.

Warning:
 The provision of any false or misleading information may lead to prosecution in accordance with Section 126 of the *Immigration and Refugee Protection Act*.

Declared before me at on .
City/Town Day Month Year

Stamp or seal, if applicable

Signature of Official

Name of Official

Position of Official

Home telephone number
Area code Number

Address of Official

Business telephone number

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used to determine whether the term and conditions of your permanent residency were maintained and whether you should be granted a Permanent Resident Card. It will be retained in the Personal Information Bank CIC PPU 067 entitled Permanent Resident Card as identified in **Infosource**. 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 at Public Libraries in Canada.**



USE OF A REPRESENTATIVE

A representative is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and Canada Border Services Agency (CBSA). You may have **one** representative only. If you appoint an additional representative, the previous representative will no longer be authorized to conduct business on your behalf and receive information on your case file.

Your dependent children aged 18 years or older must complete their own copy of this form if they have a representative.

- I am: appointing a representative. **Complete Sections A, B and D.**
 cancelling the appointment of a representative. **Complete Section A, C and D.**

SECTION A: APPLICANT INFORMATION

1. Your full name

Family name (Surname)

Given name(s)

2. Your date of birth

Day	Month	Year

3. If you have already submitted your application:

Name of office where the application was submitted

Location of office

Type of application (permanent residence, extension of study permit, etc.)

4. Your Citizenship and Immigration Canada Identification number (if known)

Client Identification (ID) or Unique Client Identifier (UCI) number

SECTION B: APPOINTMENT OF REPRESENTATIVE

- I authorize the following individual to serve as my representative and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency.
- I authorize Citizenship and Immigration Canada and Canada Border Services Agency to release information from my case file and that of my dependent children under 18 years of age to my representative. This authorization is in accordance with the *Privacy Act*.
- I am aware that any information which would be subject to exemption, if I had the right of access under the *Privacy Act* or the *Access to Information Act*, will likely not be released.

5. Your representative's full name

Family name (Surname)

Given name(s)

6. Your representative: (choose one)

is UNPAID and is a:

family member or friend

member of a non-governmental or religious organization

member of the Canadian Society of Immigration Consultants, a Canadian provincial or territorial law society, or the *Chambre des notaires du Québec*.

other

is or will be PAID and is a member in good standing of:

the Canadian Society of Immigration Consultants (CSIC)

 ▶ Membership ID number

a Canadian provincial or territorial law society

 ▶ Which province or territory?

 ▶ Membership ID number

the *Chambre des notaires du Québec*

 ▶ Membership ID number

7. Your representative's contact information

Name of firm or organization (if applicable)			
Mailing address			
Postal code/ZIP			
Telephone number	Country code	Area code	Number
	()	()	
Fax number	Country code	Area code	Number
	()	()	
E-mail address (if applicable)			

8. Your representative's declaration:

- I declare that the information in Section B is truthful, complete and correct.
- I understand and accept that I am the person appointed by the applicant to conduct business on the applicant or sponsor's behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

Signature of representative

Date

Day	Month	Year

SECTION C: CANCEL THE APPOINTMENT OF A REPRESENTATIVE

I withdraw my authorization for this person to serve as my representative, to receive information on my case file and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

9. Your representative's full name

Family name (Surname)

Given name(s)

Name of firm or organization
(if applicable)
SECTION D: YOUR DECLARATION**10.**

- I declare that the information I have given is truthful, complete and correct.
- I understand all the foregoing statements, having asked for and obtained an explanation for every point that was not clear to me.

Signature of applicant

Date

Day	Month	Year

Signature of spouse or common-law partner
(if applicable)

Date

Day	Month	Year

Warning! It is a serious offence to give false or misleading information on this form.

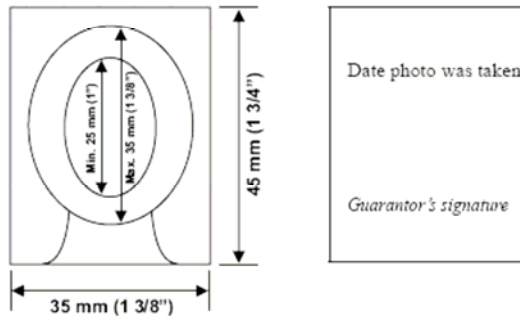
The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used in assessing your application according to the requirements of the Act. It will be retained in a Personal Information Bank identified in **Infosource**. It may be 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.**

Appendix B

Photo Specifications

TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER

- Permanent Resident Card photos are **not** the same as passport photos.
- You may wear non-tinted and tinted prescription glasses as long as your eyes are clearly visible. Make sure that your eyes are not hidden by glare on the lenses. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance and you wear the accessory on a regular basis.
- The photos must clearly show your face. If you may not remove your head covering for religious reasons, make sure your full facial features are visible.
- Photos must have been taken in the last year to ensure an up-to-date likeness.
- Photos may be either black and white or colour.



Notes to the photographer

The two photos must:

- show a full front view of the person's head and shoulders showing full face centred in the middle of the photo;
- be clear, well-defined and taken against a plain white background without shadows;
- be produced from the same unretouched film or from the same file capturing the digital image or from two identical photos exposed simultaneously by a split-image or multi-lens camera;
- be original photos (not taken from any existing photo);
- 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;
- be on photographic paper that has a backing which accepts and retains the date and the guarantor's signature without smearing. Photos without this backing are not acceptable;
- be on prints that are well-fixed and washed to prevent fading and discolouration;
- bear the date the photo was taken (not the date the photo was printed) directly on the back of one print (stick-on labels are not acceptable); and
- allow sufficient space on the back for the signature of a guarantor.