



DOCUMENT CHECKLIST

SPOUSE (INCLUDING DEPENDENT CHILDREN)

As you work through the steps, check for each applicable item.



IMPORTANT: If you cannot provide one or more document(s) required by this checklist, you must provide a detailed written explanation for each missing document. You must also provide any other evidence or documents you have available to satisfy the requirement.

Preparing your application: For complete instructions about preparing your application see this link: <http://www.cic.gc.ca/english/information/applications/spouse.asp>.

Information about Previous Examination (to be completed by the sponsor):

The person I am sponsoring was declared as my spouse or partner and was already examined as a non-accompanying dependent when I applied for a permanent resident visa, and did not receive an immigrant visa. (Note: If you have never applied for a permanent resident visa, answer no.)

No Yes

PART A - FORMS REQUIRED

DOCUMENT CHECKLIST FOR SPONSOR AND PRINCIPAL APPLICANT

- 1. Document Checklist - Spouse (Including Dependent Children) (IMM 5533)**
You must attach this checklist (both Part A and Part B, all pages) as the covering page for your application package.

SPONSOR

- 2. Application to Sponsor, Sponsorship Agreement and Undertaking (IMM 1344)**
This form must be signed by both you (the sponsor), and the person you are sponsoring (principal applicant).

Step by step instructions: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5289-sponsor-your-spouse-common-law-partner-conjugal-partner-dependent-child-complete-guide.html#1344>.

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM1344E.pdf>.

- 3. Application Fees**
Attach a single receipt with the sponsorship fee, the application fee, and the biometric fee for the principal applicant you are sponsoring and the application fee and biometric fee for any other dependents on the application. Use the table in the Basic Guide (<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5525-basic-guide-sponsor-your-spouse-partner-child.html#fees>) to confirm how much you need to pay.

Note: Fees paid to the province of Quebec for their sponsorship process are separate from these fees and should not be submitted to Immigration, Refugees, and Citizenship Canada (IRCC).

- Right of Permanent Residence Fee(s):** Check this box if you are paying this fee now. Paying the Right of Permanent Residence Fee(s) (RPRF) at the same time as the processing fees is recommended. The application will not be returned to you if this fee is not paid upfront. However, if you need to pay it at a later date it may increase the processing time for your application.

Find out if you and your dependents **need to give biometrics**.
To avoid delays in processing your application, **pay your biometric fees** when submitting your application fee.

- 4. Financial Evaluation (IMM 1283)**
Only complete this form if the person you are sponsoring (your spouse) has one or more dependent child(ren), who has one or more dependent child(ren) of their own. Note: If this does not apply to you, write N/A next to the checkbox.

Do not complete this form if you are a resident of Quebec.

Step by step instructions for this form are found in Guide IMM 5482: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5482-instruction-fill-financial-evaluation-form-1283.html>.

View and print form: <https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm1283e.pdf>.

SPONSORED PERSONS (PRINCIPAL APPLICANT AND FAMILY MEMBERS)

Note: You (the principal applicant) must declare your family members (accompanying and non-accompanying). If you do not, it may result in the refusal of your application and the inability to sponsor them in the future. For more information, please consult the Basic Guide (IMM 5525).

 5. Class of Application

Reminder: To apply under the Spouse or Common-Law Partner in Canada Class, you must be living with your sponsor in Canada.

Please check the box which applies to you (the primary applicant):

I am currently living in Canada with my sponsor, and I am applying under the **Spouse or Common-Law Partner in Canada Class**.

Note: If this applies to you, your sponsor will send the application package by **mail** to the following address: CPC - Mississauga, P.O. Box 5040, Station B, Mississauga, Ontario, L5A 3A4.

For Spouse or Common-Law Partner in Canada class applications using a **courier service** instead of by mail, use this address instead: CPC Mississauga, 2 Robert Speck Parkway, Suite 300, Mississauga, ON L4Z 1H8.

I am also including an Open Work Permit application.

No Yes

I am currently living outside Canada, and I am applying under the **Family Class**.

Note: If this applies to you, your sponsor will send the application package by mail to the following address: Case Processing Centre-Sydney, P.O. Box 9500, Sydney, Nova Scotia, B1P 0H5.

I am currently living in Canada, and I am applying under the **Family Class** (not under the Spouse or Common-Law Partner in Canada Class). I understand that I may be convoked to attend an interview at a visa office outside Canada.

Note: If this applies to you, your sponsor will send the application package by mail to the following address: Case Processing Centre-Sydney, P.O. Box 9500, Sydney, Nova Scotia, B1P 0H5.

For all family class applications: If the application is submitted using a courier service instead of by mail, use this address instead: 49 Dorchester Street, Sydney, Nova Scotia, B1P 5Z2.

 6. Generic Application Form for Canada (IMM 0008)

You (the principal applicant) must complete this form for yourself and your dependents. There is space to include up to five (5) dependents.

Step by step instructions: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5289-sponsor-your-spouse-common-law-partner-conjugal-partner-dependent-child-complete-guide.html#0008>.

View and print form: http://www.cic.gc.ca/english/pdf/kits/forms/IMM0008ENU_2D.pdf.

Reminder: When filling out this form on a computer, ensure you validate the document and generate a barcode page before printing it. If you (the principal applicant) have more than five dependents to declare, please use the following form to continue your declaration: *Additional Dependents/Declaration* (IMM 0008DEP). If this does not apply to you, you do not need to complete this form.

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM0008DEPENUE.pdf>.

 7. Country specific requirements

You (the principal applicant) must check the country specific requirements (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm if any additional forms are required based on your country of residence. If so, you must submit them with your application. Check this box to confirm that you have reviewed the country specific requirements and (if applicable) submitted any extra forms required.

List any additional forms you are providing here (starting with the IMM form number), or write N/A if you do not have extra forms to submit:

 8. Additional Family Information (IMM 5406)

The following person(s) must fill out their own copy of this form: You (the principal applicant), and any of your family members 18 years of age or older (who are not already Canadian citizens or permanent residents).

Please refer to the *Basic Guide* for information about who qualifies as a "family member".

Step by step instructions: <http://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5289-sponsor-your-spouse-common-law-partner-conjugal-partner-dependent-child-complete-guide.html#5406>.

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5406E.pdf>.

9. Schedule A - Background / Declaration (IMM 5669)

You (the principal applicant) and any of your family members 18 years of age or older (who are not already Canadian citizens or permanent residents) must fill out and sign their own copy of this form.

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/eIMM5669E.pdf>.

IMPORTANT: For this form to be accepted as part of a paper application, each person required to complete it must:

- a) type their name in the signature box at the bottom
- b) validate the form
- c) print out the validated form, and
- d) **provide a handwritten signature** next to the typewritten name in the signature box.

If you do not follow these instructions, the form(s) will not be accepted and the entire application will be returned. If you do not have access to a computer, or are unable to successfully electronically validate this form, you must provide a written explanation.

Step by step instructions are found in the Complete Guide: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5289-sponsor-your-spouse-common-law-partner-conjugal-partner-dependent-child-complete-guide.html#5669>.

BOTH THE SPONSOR AND PRINCIPAL APPLICANT **10. Relationship Information and Sponsorship Evaluation (IMM 5532)**

The sponsor and principal applicant should complete the form and sign the declarations where indicated.

The sponsor **must** sign the following sections: Part A, #9 and Part C, #12.

The principal applicant **must** sign the following sections: Part B, #5 and Part C, #13.

Step by step instructions: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5289-sponsor-your-spouse-common-law-partner-conjugal-partner-dependent-child-complete-guide.html#5532>.

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5532E.pdf>.

 11. Use of Representative (IMM 5476)

Use this form if you (the sponsor, the principal applicant, and/or any dependants 18 years of age or older) want to name a representative (such as an immigration consultant, lawyer, friend or family member) to represent you. When you appoint a representative, you also authorize IRCC and the Canada Border Services Agency (CBSA) to share information from your case file with this person in place of you, and the representative will receive all correspondence from IRCC or the CBSA.

Learn more about who can represent you here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigration-citizenship-representative.html>.

Select one of the following:

I am not appointing a representative. If you are not appointing a representative, check this box and proceed to #12.

I am appointing a representative. You must complete the **IMM 5476 – Use of Representative form**

Note: The sponsor and principal applicant can sign the same form if they are using the same representative.

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5476E.pdf>

Step by step instructions: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5561-instructions-use-representative.html>

View a video about completing this form: <https://www.canada.ca/en/immigration-refugees-citizenship/news/video/use-representative-form-5476.html>.

IMPORTANT: If a sponsor will receive correspondence for, or act in any way on behalf of the principal applicant and/or any dependent child over the age of 18 included in the application for permanent residence, the applicant (and any child 18 or older) must each complete their own Use of Representative form [IMM 5476] listing the sponsor as a representative. If this is not provided, the application will be returned without being processed.

12. Authority to Release Personal Information to a Designated Individual (IMM 5475)

Use this form if you want to authorize IRCC to give your personal information to someone who will not act as your representative.

Select one of the following:

Not applicable. Proceed to Part B of the checklist.

I want to authorize IRCC to release personal information to a designated individual. You must complete the **IMM 5475 – Authority to Release Personal Information to a Designated Individual**

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5475E.pdf>.

More information about this form is found here: <http://www.cic.gc.ca/english/information/representative/non-rep.asp>.

PART B - SUPPORTING DOCUMENTS REQUIRED

Important Reminders:

- You must provide certified translations in either English or French for all documents that are not already in English or French.
- You must also check the **country specific requirements** (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm whether there are special instructions or guidance for documents:
 - based on your country of residence, and/or
 - issued by a specific country.

The document(s) you submit must satisfy the instructions provided to avoid delays in processing.

SUPPORTING DOCUMENTS FOR SPONSOR - SEND PHOTOCOPIES UNLESS INSTRUCTED OTHERWISE

 1. Status in Canada

Please check the box which describes your (the sponsor's) status in Canada and provide the relevant documentation:

I am a Permanent Resident of Canada: Submit a photocopy of your Permanent Resident Card (both sides).

Note: If your card is expired, you can submit a copy of your expired card.

I am a Canadian Citizen: Submit a photocopy of **ONE** of the following four (4) items:

Canadian Citizenship certificate or card (both sides).

Canadian Citizenship card without photo issued before February 15, 1977.

Canadian birth certificate (for Quebec, only a birth certificate issued by the Directeur de l'état civil du Québec is accepted).

Canadian passport (page showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).

I am an Indian: Submit a copy of your Indian status card (formally known as a Certificate of Indian Status) to show that you are registered in Canada as an Indian under the *Indian Act*. If you are also a Canadian citizen, you can choose to either provide your Indian status card, or one of the four documents listed above for proof of Canadian citizenship. You do not need to submit both.

 2. Are you (the sponsor) a Canadian citizen living outside Canada?

No Yes

If you (the sponsor) answered yes, provide proof that you will live in Canada with your spouse (and, if applicable, their dependent children) once they become(s) a permanent resident(s) of Canada.

 3. Do you (the sponsor) and the person you are sponsoring have (a) child(ren) together who may have a claim to Canadian citizenship?

No Yes

If you (the sponsor) are a Canadian Citizen who is sponsoring your spouse, and you both have a child together, your child may be a Canadian citizen, even if the child was born outside Canada. A Canadian citizen is not eligible to be sponsored and cannot be issued a visa.

The official way to confirm whether your child born outside Canada is a Canadian citizen is to apply for a proof of citizenship (<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/application-citizenship-certificate-adults-minors.html>). If it is confirmed that your child is a Canadian citizen, they are eligible for a Canadian passport.

If you answered "Yes" to the question above: Please include a copy of one of the following for each child with your application: Canadian birth certificate showing the names of both parents; Canadian passport (biodata page only), citizenship certificate (i.e. proof of citizenship), or proof of application for a proof of citizenship. This will help IRCC confirm that your child does not require immigrant processing.

Note: Your application will not be returned to you if you do not submit this.

4. Previous Relationships

Are you (the sponsor) currently married to anyone other than the person you are sponsoring? No Yes

If you answered yes, but you are legally separated, provide proof of separation (i.e. income tax forms, legal documents).

Have you (the sponsor) previously been sponsored yourself for permanent residence? No Yes

If you answered yes, please provide the full name and date of birth of your sponsor here:

Name: _____ Date of Birth (YYYY-MM-DD): _____

Have you (the sponsor) ever been previously married? No Yes

If yes, how many times have you previously been married? _____

If you answered yes, provide a photocopy of the appropriate following document(s) for each of your previous marriage(s):

- If you divorced, provide your final divorce certificate.
- If the marriage was annulled, provide your final annulment certificate.
- If your former spouse is deceased, provide a death certificate for him/her.

Have you (the sponsor) ever previously been in a common-law relationship? No Yes

You may be asked to provide additional information about previous common-law relationship(s) at a later time.

 5. Employment/Source of Income - Do not complete this section if you are a Quebec resident.

You need to show that you can support the person(s) you are sponsoring. Provide documents from one of the following options:

If you are working in Canada, provide an original letter from your current employer stating your period of employment, salary, and regular hours per week or supporting financial documents if you are self-employed **AND** one of these documents issued by the Canada Revenue Agency (CRA):

- Your most recent Notice of Assessment. This must include line 150 (Total Income), or
- Proof of income statement (Option C).

Note: You can view (and print) your tax return(s) as well as other personal tax information using the CRA's My Account online service. To register or login, visit <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html>.

If you cannot provide a Notice of Assessment or a proof of income statement (Option C) for the most recent taxation year, you must provide an explanation on a separate sheet of paper, accompanied by relevant supporting financial documentation to show how you can support the person(s) you are sponsoring.

If you are not working in Canada, provide other documentation showing that you can support the person(s) you are sponsoring. This must include a detailed explanation of how you plan to support yourself and the sponsored person(s) on a separate piece of paper.

SUPPORTING DOCUMENTS FOR SPONSORED PERSONS (PRINCIPAL APPLICANT AND ALL FAMILY MEMBERS)

 1. IDENTITY DOCUMENTS, TRAVEL DOCUMENTS AND PASSPORTS

You (the principal applicant) must provide the following (photocopies only) for yourself and your family members:

Most recently issued passport or travel document for you and all family members (who will accompany you to Canada)

- Include only copies of pages showing the passport or travel document number, date of issue and expiration, photo, name, surname, date and place of birth of holder.
- If you are in Canada and/or have previously travelled to Canada, you must also include pages of any passport in your possession which bear an entry stamp made by a Canadian authority.
- If you reside in a country different from your nationality, include a copy of your visa or residency permit for the country in which you currently reside (e.g. United States Alien Registration card or "Green Card")
- Please note that diplomatic, official or public affairs passports are not acceptable for an application for permanent residence in Canada.

Note: Although you do not need to have a valid passport or travel document when you submit your application, you must have a valid travel document or passport to be able to travel to Canada and to be admitted for permanent residence. A list of acceptable documents is found in subsection 50(1) of the *Immigration and Refugee Protection Regulations* (<http://laws-lois.justice.gc.ca/eng/regulations/sor-2002-227/page-10.html#h-25>). You will need to demonstrate that you hold an acceptable travel document or passport before we can finalize your application.

If you (the principal applicant) are living in Canada, provide proof of your status in Canada (e.g. copy of temporary resident visa, study permit or work permit, temporary resident permit, including out of status documentation). If you do not have status in Canada, please provide an explanation on a separate piece of paper, as well as a copy of any paperwork you have that is relevant to your status.

- Birth certificates or baptismal certificates for yourself (and all your dependents, if applicable – whether they are accompanying you to Canada or not).
- If listed in the country specific requirements for your country (or countries) of citizenship or residence:
- Copies of national identity cards (for yourself and all family members)
- A copy of your family booklet
- Neither of the above applies to me

Reminder: You must check the country specific requirements (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm if there are special instructions for your documents.

2. CIVIL STATUS DOCUMENTS

Please submit photocopies (unless originals are required by the country specific requirements) of the documents pertaining to your specific situation(s) below. Check only the boxes that apply to you and provide the documents specified.

Current Relationship

- If you (the principal applicant) are legally married to your sponsor, provide your marriage certificate or other proof that your marriage is legally registered with governmental authorities in the jurisdiction where it took place. A record of solemnization or marriage license is not acceptable.
- If you (the principal applicant) have been issued a civil union certificate/document, provide a copy.

Previous Relationships

- If you (the principal applicant) have been previously married and are divorced, you must provide a final divorce certificate/registration for each relationship. If you are still married to someone other than your sponsor, provide proof of legal separation (i.e. income tax forms, legal documents).
- If you (the principal applicant) have been previously married and that marriage was annulled, provide a copy of the annulment.
- If you (the principal applicant) were previously married or in a common-law relationship, and your former spouse or common-law partner is deceased, you must provide your former spouse or partner's death certificate.
- If you (the principal applicant) were previously sponsored by another person (regardless of the outcome of the sponsorship application), provide an explanation on a separate piece of paper, including the name and date of birth of your previous sponsor(s).
- None of the above apply to me.

Reminder: You must check the country specific requirements (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm if there are special instructions for your civil documents.

3. ADDITIONAL INFORMATION ABOUT CHILD(REN)

Provide the following additional documentation for your children, if applicable. (Write N/A next to each item which does not apply to you.)

- For Minor Child(ren):** If any child(ren) under 18 will be issued an immigrant visa as part of this application, and your sponsor is not their other legal parent, you must complete the Declaration from non-accompanying parent/guardian for minors immigration to Canada (IMM5604) form (<http://www.cic.gc.ca/english/pdf/kits/forms/IMM5604E.pdf>) for each child, and submit a copy of an identity document for the parent who signed the declaration. The parent's signature must appear on the identity document. If you are divorced or separated from that parent, you must also include a copy of any related custody agreements demonstrating that the child is free to move to Canada. If the other parent is deceased, provide a copy of his/her death certificate. If you are unable to provide documents showing that your child's other parent has no objection to your child's immigration, you must provide a detailed explanation. You do not need to submit this if your child is not accompanying you and will not be issued a visa.
- For Child(ren) 22 years or older:** If you have a child 22 years of age or older who depends substantially on your financial support, and has depended substantially on your financial support since before the age of 22, and is unable to be financially self-supporting due to a physical or mental condition, you must provide supporting documentation. Please attach a covering page to these documents with the name and date of birth of the child, and the title: "Proof of Dependency for Child 22 or Older."
- For Adopted Child(ren):** If your child(ren) is/are adopted, you must include adoption papers and, if the adoption was done according to customary law and not through the courts, you must provide evidence of the adoption ceremony.

Reminder: You must check the country specific requirements (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm if there are special instructions for your documents.

4. POLICE CERTIFICATES AND CLEARANCES
 POLICE CERTIFICATES

You (the principal applicant), and any family members 18 or older (who are not Canadian citizens or permanent residents), must submit police certificates from the following country or countries at this time, unless indicated otherwise on the police certificate webpage:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html>.

- The country where you (or they) currently live, if you have lived there for six months or more; and

Country

- The country where you (or they) have lived most of your (their) life since the age of 18.

Country

Canadian Police Certificates

- If you (or a family member 18 or older) have lived in Canada for the last six months, or Canada is the country where you (or they) have lived for most of your (or their) life since the age of 18, police certificates for Canada are not required at this time. IRCC will make a request for (a) Canadian police certificate(s) on your behalf. Check here if this applies to you.

Note: Some countries may need consent from IRCC to issue a police certificate. If so, you should submit the consent form to us in place of the police certificate. We'll assess the consent form and start the police certificate request. Check the requirements for different countries here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html>.

Consent form: [Request for Police Certificates/Clearances and Authorization for Release of Information \(PDF, 58.59KB\)](#)

More information about police certificates is found here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/about.html>.

After we review your application, we'll contact you if we need more police certificates to process your application.

 MILITARY SERVICE:

Did you (the principal applicant) and/or your dependent child(ren) do military service? No Yes

If you answered **yes**, you must check the country specific requirements (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm whether there are any special instructions for your country of residence or for the country for which you and/or your dependent child(ren) performed military service. If so, you must submit the required form(s).

Check this box if you are providing military documents:

 5. PHOTOS

Supply two (2) recent photos for each of your accompanying family members and yourself. Follow the instructions on photo specifications (<http://www.cic.gc.ca/english/information/pr-card/apply-photos.asp>).

Important: If the photographs you submit do not meet the required specifications, it may result in a processing delay.

 6. MEDICAL EXAMINATION

Do not complete a medical examination at this time. You will be issued medical instructions at an appropriate point in processing. If you have completed an immigration medical examination in the last 12 months, please attach a copy of the Information Sheet from the Panel Physician and provide the date of your medical examination and the name and location of the Panel Physician below. You may still be required to undergo a new medical examination.

Name of panel physician

Place of medical examination

Date of the medical examination
(YYYY-MM-DD)

 7. PROOF OF RELATIONSHIP TO SPONSOR

You must provide evidence that the relationship between you and your sponsor is genuine. Please review the questions below and submit the documents relevant to your situation.

Reminder: To apply under the *Spouse or Common-Law Partner in Canada Class*, you must be living with your sponsor in Canada. See the Basic Guide and Complete Guide for more information. If you are not living with your sponsor, you should apply under the *Family Class*.

a) Are you and your spouse currently living together?

- No:** Provide the documents in both of the following bullets:
- Proof of Contact: Provide letters, printed text messages, emails or social media conversations, or other documented proof of contact between you and your sponsor. Provide a **maximum** of 10 pages with your application. You must provide certified translations in either English or French of all proof of contact documents that are not already in English or French.
 - Proof of your sponsor's visits, such as airline ticket coupons or used boarding passes, photocopies of pages of your sponsor's passport showing entry-exit stamps supporting visits, etc. If your sponsor did not visit you, make sure you provide an explanation in your IMM5532 form (Part C, Question 4).
- Yes:** Provide the following documentation. Pick at least **two (2)** of the following sets of documents. Check of the boxes to show which documents you are providing.
- Proof of joint ownership of residential property.
 - Rental agreement showing both you and your sponsor as occupants of a rental property.
 - Proof of joint utility accounts (eg. electricity, gas, telephone, internet), joint credit card accounts, or joint bank accounts. (Submit a minimum of 1 joint bill).
 - Vehicle insurance showing that both you and your sponsor have been declared to the insurance company as residents of the insured's address.
 - Copies of government issued documents for you and your sponsor showing the same address (eg.: driver's licenses) (Submit a minimum of 1 government issued document for each person).
 - Other documents issued to you or your sponsor showing the same address, whether the accounts are held jointly or not (e.g. cell phone bills, pay stubs, tax forms, bank or credit card statements, insurance policies). (Submit a minimum of 1 document for each person.)

If you did not check at least two boxes above:

- I am unable to provide documents from a minimum of two of the above sets of options. I am instead submitting a detailed written explanation of why these are not available. I am also providing any other evidence of cohabitation that I have.

b) Do you and your spouse have any children together?

- No**
- Yes:** Provide a copy of the birth certificate for each child showing the names of both parents. If the child (for which both you and the sponsor are the parents) was born in Canada, you must provide the long form birth certificate issued by the child's province or territory of birth. This is the birth certificate which shows the names of both parents as reported to the provincial or territorial registrar.

c) Is this a first marriage for both you and your sponsor?

- No:** Make sure that you and your sponsor have provided the documentation requested in Section B of this checklist for your previous relationship(s).
- Yes**

d) Have you and your sponsor been married for a minimum of two years as of the date of application?

- No**
- Yes**



CHECK HERE IF YOU ANSWERED YES TO ALL FOUR OF THE ABOVE QUESTIONS (A TO D):

If you checked this box, you do not need to provide any additional proof of relationship at this time.

Your application will be reviewed to determine if additional information is necessary. An official may ask you to provide additional proof of relationship at a later date if more information is required to assess your application.

e) If you did not answer yes to all four (4) of the above questions, also provide:

- Photos of your wedding, customary celebrations, engagement, and/or outings. Provide a **maximum** of 20 photographs to support your relationship (taken at different times and places). Please write your name and date of birth on the back of each photo and provide a brief description of the context on the back of each photograph; (do not provide CD, DVD, USB keys);

AND

- Select at least two of the following four options and provide the documents requested for each. Check which options you are selecting.
- Important documents for you and your spouse showing that you are recognized as each other's spouse (such as employment or insurance benefits)
 - Documentary evidence of financial support between you and your sponsor, and/or shared expenses.
 - Other proof that your relationship is recognized by your friends and/or family (e.g. Letters from friends/family, social media information showing a public relationship, etc.).
 - Proof of past cohabitation, if you are not currently living together but did at one point in the past.

If you did not check at least two boxes above:

- I am unable to provide documents from a minimum of two of the above sets of options. I am instead submitting a written explanation for why these are not available. I am also providing any other evidence I have to demonstrate that my relationship is genuine.

Reminder: You must check the country specific requirements (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm if there are special instructions for your documents.

Note: In all cases, a departmental official may still ask you to provide additional documentation, including proof of relationship, at a later date during processing if more information is required to assess your application.

**SIGNATURES**

IMPORTANT REMINDER: Double check that you provided all required signatures on the following forms:

1) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM 1344).

Submit the original document. The form **must** be signed by:

- Sponsor
- Principal applicant

2) Generic Application Form for Canada (IMM 0008).

- Principal applicant

3) Additional Dependents/Declaration (IMM 0008DEP) - only if applicable.

- Principal applicant
- Not applicable

4) Relationship Information and Sponsorship Evaluation (IMM 5532).

The sponsor and principal applicant should complete the form. The form must be signed by:

• **Sponsor**

- Page 3, question 9 (Declaration of sponsor)
- Page 8, question 12 (Declaration of sponsor)

• **Principal Applicant**

- Page 4, question 5 (Declaration of applicant)
- Page 8, question 13 (Declaration of applicant)

5) Additional Family Information (IMM 5406)

- Principal applicant
- All other family members of the principal applicant (including dependent children 18 years of age or older)

6) Schedule A – Background/Declaration (IMM 5669)

- Principal applicant
- All family members 18 years of age or older (if applicable)

7) Use of Representative Form (IMM 5476) - If applicable

- Each person 18 years of age or older who is appointing a representative
- Not applicable

8) Authority to Release Personal Information to a Designated Individual (IMM 5475) - If applicable

- Each person 18 years of age or older who is appointing a designated individual
- Not applicable

OPTIONAL: IMMIGROUP OFFER

IMMIGROUP P.O. BOX 27060 MASONVILLE PO, London, ON N5X 3W0 Phone: 1-866-760-2623 Fax: 416-640-2650 Email : info@immigroup.com

SPOUSAL SPONSORSHIP REVIEW & SUPPORT SERVICE

IMMIGROUP ORDER FORM

INSTRUCTIONS FULL SERVICE

Read all instructions and follow carefully

1. Please complete the order form and application forms included herein. Make sure to include your telephone number and email address where you can be contacted.
2. Fax or scan and email all forms and documents in the document checklist to our office for review at **1-866-760-2623** or info@immigroup.com.
3. You will be contacted within 1-3 business days regarding your application.
4. After we have reviewed and clean up your forms,(5 to 10 business day) we will email you back with the changes and set up a phone consultation to go over everything and answer any question you may have.

INSTRUCTIONS BEFORE YOU START SERVICE

1. Please complete the order form and application forms included herein. Make sure to include your telephone number and email address where you can be contacted.
2. Fax or scan and email all forms and documents in the document checklist to our office for review at **1-866-760-2623** or info@immigroup.com.
3. You will be contacted within 1-3 business days regarding your phone evaluation appointment. Please note, depending the time of year some appointment can take 2 weeks to obtain.

DOCUMENT CHECKLIST

IMMIGROUP ORDER FORM

IMMIGROUP INTAKE FORM

COMPLETED SPONSORSHIP APPLICATIONS (FULL SERVICE ONLY)

SUPPORTING DOCUMENTS - photos, ect.. (FULL SERVICE ONLY)

ADDITIONAL DOCUMENTATION MAY BE REQUESTED. IF YOU DO NOT HAVE ALL OF THE DOCUMENTS, SEND WHAT YOU HAVE AND WE WILL ADVISE YOU.

Need more help ?

Did you know Immigroup also has a service where we will help you from the very beginning of application to the day your loved one receives their Permanent Residency to Canada.

Call us today for more information 1-866-760-2623

Before you start Sponsorship Application

\$113.00

\$100 service fee
\$13 HST

1. 30-minute phone evaluation about your sponsorship case
 - a. Get you all the application
 - b. How to make the case strong
 - c. Supporting documents you will need
 - d. Answer all your questions

Sponsorship Application Full Review

\$621.50

\$550 service fee
\$71.50 HST

1. Scan & email us your Sponsorship package
2. We need 5-10 days to review & clean up application
3. Have an interview with specialist about your application and process

CREDIT CARD INFORMATION

Applicant Name

Cardholder Name

Card Number

Expiry Date CVV Code

Cardholder Signature

DISCLAIMER

Applicant must sign below

- * By signing below I assert that I have read and agreed to the terms and conditions as listed on <https://www.immigroup.com/terms-conditions> and agree to the following conditions:
 - * Immigroup Inc is not responsible for applications that are rejected.
 - * All fees are non-refundable once applications has been reviewed
 - * I agree to being charged the total fees corresponding with my required service
 - * Services above do not come with full representation throughout the life of the application
 - * severely incomplete application will have a higher fee that will be agreed upon with your consultant
- Signature

IMMIGROUP INTAKE FORM

Please complete, the more information you give us the more we can help you.

ABOUT YOU SECTION

Full Legal Name

Telephone

Email

Country of Residence

Street Address

City/Town

Province/State

Postal/Zip

Gender

Date of Birth

What is your status in Canada?

citizen

PR Card Holder

neither

What is your marital status

never married

divorced

widowed

other

Is this your first Sponsorship application?

yes

no

How many dependent children are living with you (i.e., children under 22)? _____

Were you convicted of any criminal offence?

yes

no

Financial Status

social assistance

undischarged bankrupt

disability

unemployment insurance

employed

ABOUT THE RELATIONSHIP SECTION

What was the date you met?

How many times have you seen each other?

Do you live together?

yes

no

Do you have biological children together?

yes

no

Are you two married common-law dating other

Are you two planning to get married stay as common-law

If you are planning to get married, approximate date and place _____

ABOUT YOUR PARTNERS SECTION

Full Legal Name

Telephone

Email

Country of Residence

Citizen (all citizenships, e.i. American, Mexico)

Gender

Date of Birth

What is your marital status never married divorced widowed other

How many dependent children are living with you (i.e., children under 22)? _____

Were you convicted of any criminal offense? yes no

Any serious illness or diseases yes no

MORE INFORMATION SECTION

What are the main questions you need your representative to answer?

What other service or support can we offer you?

Do you need us to mail you the Sponsorship Application package (fill out by hand)	yes	no
Would you like phone or email access to a Sponsorship specialist (application and questions support)	yes	no
Do you need someone from our office to fill out the applications for you?	yes	no
The application will take some time to file and process, do you need us to help you file a visitor/work permit application?	yes	no
Do you need help with the Spousal Sponsorship Letter? (click here to see an example)	yes	no
If your spouse/partner has an interview, do you need interview preparation	yes	no
When your application is filed, do you need us to represent you? Help you with correspondence and application status check up.	yes	no
Do you have any other documents or service you need us obtain for you (i.e. legalization or authentication of documents).	yes	no

If yes, what documents or service do you need _____