57 Westchester Drive, London, Ontario, N6G 2K6 **Phone:** 1-866-760-2623 **Fax:** 416-640-2650 **Email :** info@immigroup.com

IMM1000/RECORD OF LANDING - Verification of Status

IMMIGROUP ORDER FORM

INSTRUCTIONS

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 416-640-2650 or info@immigroup.com.

3. You will be contacted within 1-2 business days regarding your application. **If you have not been contacted after 2 business days, please contact our office at 1-866-760-2623 to confirm we have received your order.**

4. After we have reviewed your forms and documents, we will advise you to send the original forms and copies of documents to our office at

IMMIGROUP
57 Westchester Drive,
London Ontario, Canada N6G 2K6

Your immigration specialist may ask you to send the documents to a different address

5. You will receive your Verification of Status document by email (or regular mail if you do not have access to email).

PLEASE NOTE THAT CIC NO LONGER ISSUES CERTIFIED TRUE COPIES OF DOCUMEMTS AS OF SEPTEMBER 12, 2012; ONLY AN UNCERTIFIED DOCUMENT WILL BE ISSUED.

DOCUMENT CHECKLIST

- ☐ **IMMIGROUP ORDER FORM**
- ☐ **APPLICATION FORMS** duly completed and signed, including last page
- ☐ **COPY OF PASSPORT USED AT TIME OF LANDING** If you do not have this passport, send a copy of your current valid passport.
- ☐ **COPY OF DRIVER'S LICENSE (or other photo ID)**
- ☐ **COPY OF BIRTH CERTIFICATE** (with translation if document is not in English or French)
- ☐ **COPY OF CANADIAN CITIZENSHIP CERTIFICATE** (if applicable)
- ☐ **COPY OF MARRIAGE CERTIFICATE** If you have been married since landing in Canada, you must provide a copy of your marriage certificate.

If applicable, include:

- ☐ **PROOF OF URGENCY** (written proof from Service Canada that your application will be closed or you benefits will be lost without your IMM 1000)

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

REGULAR SERVICE

Total fees:
☐ $206.90

Including:
Immigroup Fee: $130
HST: $16.90
Government Fee: $30
Courier Fee: $30

Processing Time: 6 months (subject to change without notice)

URGENT SERVICE

Total fees:
☐ $342.50

Including:
Immigroup Fee: $250
HST: $32.50
Government Fee: $30
Courier Fee: $30

Processing Time: 30 - 45 days (subject to change without notice)

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 are submitted to the government.
* I agree to being charged the total fees corresponding with my required service
* I assert that I am applying for my documents using Immigroup as my representative
* Government fees can be higher than stated on this application

Signature

P.O. Box 31037, College Square, Toronto, ON, M6G 4A7 **Phone:** 1-866-760-2623 **Fax:** 416-640-2650 **Email :** info@immigroup.com

VERIFICATION OF STATUS (VOS) OR REPLACEMENT OF AN IMMIGRATION DOCUMENT

(To be completed and returned with the application checklist)

PART A - PERSONAL DETAILS

1 Client ID number/UCI

2 Surname (Family name) on entry

3 Given name(s) on entry

4 Current surname (if different from name on entry)

5 Current given name (if different from name on entry)

6 Gender ☐ F Female ☐ M Male ☐ X Another gender

7 Date of birth YYYY-MM-DD

8 Place of birth (City, state/province and country or territory)

9 Citizenship

10 Passport number Indicate if: ☐ On entry ☐ Current

11 Date of issue YYYY-MM-DD

12 Expiry date YYYY-MM-DD

13 Marital status on entry ☐ Never married ☐ Married ☐ Widowed ☐ Separated ☐ Divorced ☐ Common-law partner

If you are married, is your spouse a Canadian citizen or permanent resident? ☐ Yes ☐ No

14 Language of correspondence ☐ English ☐ French

15 Current mailing address

P.O. box	Apt./Unit	Street no.	Street name	
City/Town	Country or territory	Province/State	Postal code	District

16 Residential address Same as mailing address? ☐ No ☐ Yes

Apt./Unit	Street no.	Street name	City/Town	
Country or territory	Province/State	Postal code	District	

17 Telephone no. ☐ Canada/US ☐ Other

Type	Country Code	No.	Ext.

18 Alternate Telephone no. ☐ Canada/US ☐ Other

Type	Country Code	No.	Ext.

19 E-mail address: (Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.)

PART B - DOCUMENTS REQUESTED

1 **What type of request are you making?** ☐ Verification of Status ☐ Replacement of a valid temporary resident document

2 Immigration document Date of Issue YYYY-MM-DD

3 Canadian port of entry - Place of issue

4 **Indicate for which of the following you need a replacement copy or a Verification of Status document. If you have more than one valid temporary resident document, indicate the document ID number or if unknown, the document issue and expiry date of the requested document.**

☐ Immigrant Visa and Record of Landing - Confirmation of Permanent Residence
☐ Exclusion Order
☐ Departure Order
☐ Authorization to Return to Canada
☐ Permit to Come Into or Remain in Canada - Temporary Resident Permit
☐ Protected Person

☐ Work Permit ID No.: _____ OR Issue date: (YYYY-MM-DD) _____ and Expiry date: (YYYY-MM-DD) _____

☐ Study Permit ID No.: _____ OR Issue date: (YYYY-MM-DD) _____ and Expiry date: (YYYY-MM-DD) _____

☐ Visitor Record ID No.: _____ OR Issue date: (YYYY-MM-DD) _____ and Expiry date: (YYYY-MM-DD) _____

PART B - DOCUMENTS REQUESTED (continued)

5 **Was your original immigration document** ▶ ☐ Lost ☐ Stolen ☐ Destroyed ☐ Other

Provide details. If the document was a valid temporary resident document and was lost or stolen, indicate the police report number. If you do not have a police report number, please provide a brief explanation in the space provided.

6 **If you are requesting a Verification of Status of an Immigrant Visa and Record of Landing/Confirmation of Permanent Residence have you applied for it before?**

☐ No ☐ Yes ▶ If yes, when did you apply? YYYY-MM-DD

7 **If you are applying for a Verification of Status of an Immigrant Visa and Record of Landing/Confirmation of Permanent Residence and you are not a Canadian citizen, have you, since your admission to Canada as a permanent resident, been convicted of a crime or offence in Canada or elsewhere?**

☐ No ☐ Yes ▶ If yes, attach copies of the relevant court documents.

8 **Are you a Canadian citizen?** ▶ ☐ No ☐ Yes

9 List all names you have ever used.

Surname (Family name)	Given name(s)	Other name(s) (Middle name, maiden name, alias, initials, etc.)

10 **Did you enter Canada as a** ▶ ☐ Visitor ☐ Student ☐ Worker ☐ Permanent Resident ☐ Protected Person

PART C - IF YOU ENTERED CANADA AS A PERMANENT RESIDENT PRIOR TO 1973, COMPLETE THE FOLLOWING SECTION

1 **Provide the full names and date of birth of the person(s) who accompanied you on arrival in Canada.**
(e.g., middle name, maiden name, English name or alias.)

Surname (Family name)	Given name(s)	Other name(s) (Middle name, maiden name, alias, initials, etc.)	Date of birth YYYY-MM-DD

2 **Were either of your parents born Canadian citizens?** ▶ ☐ No ☐ Yes

3 **What are the names and dates of birth of your parents?**

Surname (Family name)	Given name(s)	Other name(s) (Middle name, maiden name, alias, initials, etc.)	Date of birth YYYY-MM-DD

4 **What is/was the occupation of each of your parents?**

Mother's occupation

Father's occupation

5 **Had you or your parents ever been part of any military at the time you entered Canada?** ▶ ☐ No ☐ Yes

DECLARATION

I solemnly declare that the information I have provided is, to the best of my knowledge, complete and accurate. I authorize the department of Citizenship and Immigration Canada to verify the information I have provided. If I am requesting a replacement document and should I ever regain possession of the original document, I promise to return it immediately to Citizenship and Immigration Canada.

Signature ▶ _____ Date _____

YYYY-MM-DD

Personal information provided on this form is collected by Immigration, Refugees, and Citizenship Canada (IRCC) under the authority of the Immigration and Refugee Protection Act (IRPA). The personal information will be used for the purpose of processing an application. The personal information provided may be disclosed to other federal government institutions, law enforcement bodies, provincial/territorial governments and foreign governments for the purpose of validating identity, admissibility and eligibility.

Personal information may also be used for other purposes including research, statistics, program and policy evaluation, internal audit, risk management, subsequent program eligibility, strategy development and reporting.

Failure to complete the form in full may result in a delay or the application not being processed. The Privacy Act gives individuals the right of access to, protection, and correction of their personal information. If you are not satisfied with the manner in which IRCC handles your personal information, you may exercise your right to file a complaint to the Office of the Privacy Commissioner of Canada. The collection, use, disclosure and retention of your personal information is further described in IRCC's Personal Information Bank – IRCC PPU 068.

SECTION D: YOUR DECLARATION

10. Your declaration

- I declare that I have fully and truthfully answered all questions on this form and any attached application (if applicable).
- I also declare that I have read and understood all the statements on this form, having asked and obtained an explanation for every point that was not clear to me.

Signature of applicant	Date (YYYY-MM-DD)
Signature of spouse or common-law partner for sponsorship application	Date (YYYY-MM-DD)

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

Personal information provided on this form is collected by Immigration, Refugees, and Citizenship Canada (IRCC) under the authority of the *Immigration and Refugee Protection Act* (IRPA) and of the Citizenship Act. The personal information of the applicant is used for identification and authorization purposes. The personal information of the immigration representative is used to verify that the representative is authorized to offer representation services according to the provisions of IRPA and of the Citizenship Act.

The personal information of both the applicant and the representative may be disclosed to other federal government institutions, non-governmental and inter-governmental organizations, regulatory bodies, investigative bodies, and provincial/territorial governments for the purposes of validating identity, information, and supporting an investigation.

Personal information of both the applicant and the representative may be used for other purposes including research, statistics, program and policy evaluation, internal audit, compliance, risk management, strategy development and reporting.

Failure to complete the form in full will result in a delay to processing. The *Privacy Act* gives individuals the right of access to, protection, and correction of their personal information. If you are not satisfied with the manner in which IRCC handles your personal information, you may exercise your right to file a complaint to the Office of the Privacy Commissioner of Canada. The collection, use, disclosure and retention of your personal information is further described in IRCC's Personal Information Bank - IRCC PPU 013, 042, 054, 068.