

**PERMANENT RESIDENT CARD****IMMIGRATION FACTS 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@immigrationfacts.ca](mailto:info@immigrationfacts.ca)
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: **P.O. Box 27060 Masonville PO London, ON N5X 3W0**
5. Your PR Card will be mailed to you when it is ready.
6. Upon receipt of your new Permanent Resident card by mail, **you are required to** destroy your previous card. Should you be requested to present yourself at a local CIC office, you must bring with you the original document matching the copies which you have included with your application.

Please note that as of May 1, 2012, your PR Card may be mailed to our office or your residential address at the discretion of CIC.

**DOCUMENT CHECKLIST**

Include the following documents in your PR card package

- ☐ **IMMIGRATION FACTS ORDER FORM** (this page)
- ☐ **PR CARD APPLICATION FORM** (duly completed and signed)
- ☐ **COPY OF ID PAGE IN YOUR CURRENT VALID PASSPORT OR COPY OF ID PAGE & IMMIGRANT STAMP / VISA PAGE OF PASSPORT AT TIME OF LANDING**
- ☐ **2 PR Card Photos**
- ☐ **COPY OF CURRENT, VALID OR EXPIRED PR CARD, BOTH SIDES**

**If applicable, include:**

- ☐ **IF YOUR NAME HAS CHANGED SINCE YOUR LAST APPLICATION: MARRIAGE CERTIFICATE OR NAME CHANGE**

PLEASE NOTE THAT ADDITIONAL DOCUMENTATION MAY BE REQUESTED ON AN AS NEEDED BASIS

**SERVICE OPTIONS**

All processing times are subject to change without notice. Processing is not guaranteed but at the discretion of CIC.

**REGULAR FILING**☐**\$530.87**

Includes:  
 \$399 service fees  
 \$51.87 HST (harmonized sales tax)  
 \$30 courier fee  
 \$50 government fees

**REVIEW ONLY**☐**\$169.50**

Includes:  
 \$19.50 HST  
 Full review of your completed application by a Regulated Canadian Immigration Consultant

Average processing time is 3-4 months

**CREDIT CARD INFORMATION**Cardholder Name Card Number: Expiry Date:  CVV Code Cardholder Signature: Email: **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.immigrationfacts.ca/terms/> and agree to the following conditions:

\*Immigroup Inc is not responsible for documents or passports lost by courier companies or any government office.

\*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 understand that cancellation of this service after my order is received by Immigroup Inc. will bear a minimum cancellation fee of \$42.50

Signature:

P.O. Box 27060 Masonville PO  
London, ON N5X 3W0  
Tel: 416-962-2623  
Toll free: 1-866-760-2623  
Fax: 416-640-2650  
<http://www.immigrationfacts.ca>  
[info@immigrationfacts.ca](mailto:info@immigrationfacts.ca)



Use this checklist to make sure you have the correct documents for a review of your application

### PLEASE SEND THESE ITEMS

- Completed PR Card application
- Completed Immigroup order form
- Photocopy of applicant's passport
- Photocopy of existing PR card (front and back) or Landing Paper
- Photocopy of Driver's License OR Provincial ID

If you are unable to provide any of these items, send us what you have and our office will advise you how to proceed.



# APPLICATION FOR A PERMANENT RESIDENT CARD

UCI number ►

Confused by a question? See step 2 of the instruction guide.  
TYPE or PRINT in black or blue ink

1. Language you prefer for correspondence	<input type="checkbox"/> English	<input type="checkbox"/> French	2. Date you became a permanent resident of Canada	(YYYY-MM-DD)
3. You are applying to (check one box)	<input type="checkbox"/> Obtain your first Permanent Resident Card	<input type="checkbox"/> Renew your present Permanent Resident Card	<input type="checkbox"/> Replace a lost, stolen, destroyed or never received Permanent Resident Card	

**NOTE:** If you are applying to **renew** your present card, you should keep it until you receive your replacement card. You will be asked to destroy your old card when you receive your new one. If you are applying to replace your damaged card, you must send the damaged card with your application.

## A. PERSONAL DETAILS

4. Your full name as shown on your *Record of Landing* (IMM 1000), *Confirmation of Permanent Residence* (IMM 5292) or (IMM 5688), or last Permanent Resident Card (include a photocopy of your last Permanent Resident Card).

Family name (surname)	Given name(s)
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5. Your current name, if different from above  
(Note: you must provide supporting documents for any change in your name. Consult "Legal Name Change" in the instruction guide)

Family name (surname)	Given name(s)
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6. Your gender ☐ F Female ☐ M Male ☐ X Another gender

7. Your date of birth (YYYY-MM-DD)

8. Your country or territory of birth

9. Your country(ies) or territory(ies) of citizenship

10. Colour of your eyes ☐ Blue ☐ Grey ☐ Brown ☐ Green ☐ Black ☐ Hazel (yellowish brown) ☐ Other ►

11. Your height  cm or  ft  in

12. Your current residential address in Canada

P.O. Box	Apartment	Street no.	Street name
City		Province	Postal code

13. Your mailing address in Canada (if different from above)

P.O. Box	Apartment	Street no.	Street name
City		Province	Postal code

All correspondence will go to this address unless you indicate your e-mail address below. Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.

14. Your telephone numbers and e-mail address

At home	Alternative	E-mail
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15. Your current marital status

☐ Never married ☐ Married ☐ Widowed ☐ Legally separated ☐ Divorced ☐ Common-law

## B. YOUR IMMIGRATION HISTORY

16. Place you became a permanent resident of Canada

City/Port of entry  Province

17. Have you ever been issued a removal order in Canada? ☐ Yes ☐ No

18. Has an Immigration Officer ever issued you a *Report Under subsection 44(1)* or made the decision that you have not met the residency obligations required of Canadian permanent residents? ☐ Yes ☐ No

From (YYYY-MM-DD)	To (YYYY-MM-DD)	Apartment, street no. and street name or P.O. Box	City or town	Province	Country or territory

From (YYYY-MM-DD)	To (YYYY-MM-DD)	Name of employer or name of educational institution attended (do not use abbreviations)	City or town	Province	Country or territory

To  
(YYYY-MM-DD)

From (YYYY-MM-DD)	To (YYYY-MM-DD)	Your location during your absence (city, country or territory)	Reason for absence	Number of days
Total number of days				

#### D. RESIDENCY OBLIGATION – TIME SPENT OUTSIDE CANADA

► Provide proof of your relationship.

From (YYYY-MM-DD)	To (YYYY-MM-DD)	No. and street	City/Town, country or territory	Total number of days
Total number of days				

**D. RESIDENCY OBLIGATION – TIME SPENT OUTSIDE CANADA (continued)****Situation 2 - Absences while employed by a Canadian business outside Canada or in the Canadian federal or provincial public service**

► Provide proof of full-time Canadian employment

From (YYYY-MM-DD)	To (YYYY-MM-DD)	No. and street	City/Town, country or territory	Total number of days
Total number of days				

**Situation 3 - Absences while accompanying a family member who is a permanent resident of Canada AND who is employed by a Canadian business outside Canada 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 (YYYY-MM-DD)	To (YYYY-MM-DD)	No. and street	City/Town, country or territory	Total number of days
Total number of days				

**E. CONSENT TO DISCLOSE INFORMATION****23. History of entries into Canada**

By selecting "YES" in the box below, and by signing this form, I hereby give my consent to the Canada Border Services Agency (CBSA) to disclose the details of my history of entries into Canada to Immigration, Refugees and Citizenship Canada (IRCC) in order to assist IRCC in determining my eligibility for a permanent resident card.

I also hereby authorize IRCC to collect the history of my entries into Canada from the CBSA.

☐ Yes    ☐ No

Note that if you do not provide consent, you may be asked to request your history of entries directly from the CBSA and send it to IRCC which could result in delays in the processing of your application.

**F. STATEMENT OF CONSENT****24. Income tax information and filing history**

By selecting "YES" in the box below, and by signing this application form, I hereby give my consent to the Immigration, Refugees and Citizenship Canada (IRCC) to collect my Social Insurance Number (SIN) for the purpose of requesting that the Canada Revenue Agency (CRA) disclose my income tax information and residency information for any taxation years required to assist the department in determining whether I meet the residency obligation as set out in Section 28 of the *Immigration and Refugee Protection Act*.

☐ Yes    ☐ No

Social Insurance Number (SIN) ►

**G. DECLARATION OF APPLICANT**

25. This declaration covers the information that I have provided on this form and all the information submitted with my application for a Permanent Resident Card as well as 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 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 Immigration, Refugees and Citizenship Canada if any of the information or the answers provided in my application forms change.

**SIGN SECTION G BEFORE PROCEEDING TO SECTION H.**

To avoid processing delays, ensure your application is not postdated or stale dated.

Signature  
of declarant



Signature of parent  
or legal guardian,  
if applicable

Date

(YYYY-MM-DD)

Date

(YYYY-MM-DD)

City

Province

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

☐

Mother

☐

Father

☐

Legal guardian

**H. SOLEMN DECLARATION CONCERNING A LOST, STOLEN, DESTROYED OR NEVER RECEIVED PERMANENT RESIDENT CARD**

26. 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

(YYYY-MM-DD)

My Permanent Resident Card was

☐

Lost

☐

Stolen

☐

Destroyed

☐

Never received



on or about

(YYYY-MM-DD)

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 destroy it immediately.

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 Immigration, Refugees and Citizenship 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*.

**DO NOT SIGN HERE UNLESS YOU ARE DECLARING A LOST, STOLEN, DESTROYED OR NEVER RECEIVED PERMANENT RESIDENT CARD.**

Signature  
of declarant

Signature of parent  
or legal guardian,  
if applicable

Date

(YYYY-MM-DD)

Date

(YYYY-MM-DD)

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](http://infosource.gc.ca). **Infosource is also available at Public Libraries in Canada.**

**7. Your representative's contact information**

Name of firm or organization (if applicable)			
If student-at-law, write the name of the supervising lawyer			Supervising lawyer membership ID
Mailing address			
Postal code/ZIP			
Telephone number	Country code	Area code	Number
	(       )		
Fax number	Country code	Area code	Number
	( 1 )	416	640 - 2650
Email address (if applicable)			

By indicating your representative's e-mail address, you are hereby authorizing Citizenship and Immigration Canada to transmit your file and personal information to this specific email address.

**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

 (YYYY-MM-DD)
**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. 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.

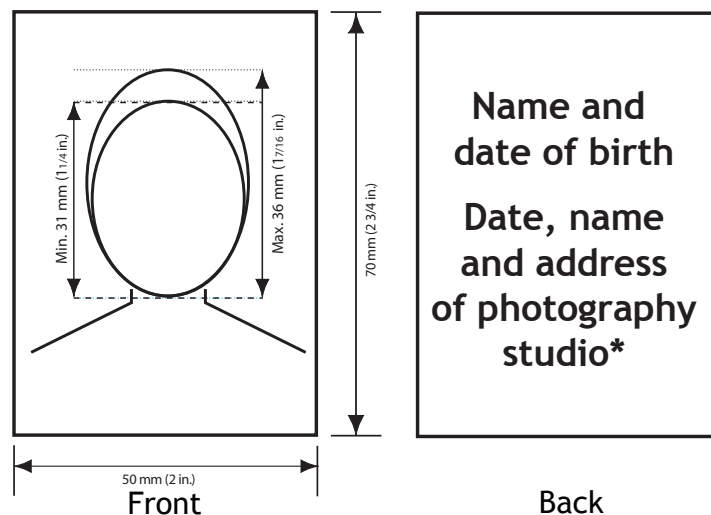
The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and the *Citizenship Act* and will be used in assessing your application according to the requirements of the Act. It will be retained in a Personal Information Bank identified in **Infosource**. The information may be shared with other organizations such as the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security and Intelligence Service (CSIS), where there is an agreement or arrangement with a foreign government, in accordance with subsection 8(2) of the *Privacy Act*. Pursuant to the *Immigration and Refugee Protection Regulations* and the *Citizenship Regulations*, the information may also be shared with a regulatory body that is responsible for governing or investigating the conduct of representatives, such as a provincial and territorial law society, the *Chambre des Notaires du Québec* and the Immigration Consultants of Canada Regulatory Council (ICCRC). 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](http://infosource.gc.ca). **Infosource is also available in Canadian public libraries.**

# PERMANENT RESIDENTS PHOTOGRAPH SPECIFICATIONS

## Notes to the applicant

### TAKE THIS SPECIFICATION SHEET WITH YOU TO THE PHOTOGRAPHER

- ▶ Make sure you provide the correct number of photos specified in your application guide.
- ▶ You must provide identical and unaltered photographs.
- ▶ Photographs may be in colour or black and white.
- ▶ Photographs must be original and **not altered in any way** or taken from an existing photograph.
- ▶ Photographs must reflect your current appearance (taken within the past six (6) months).



Not actual size. Refer to measurements above.

## Notes to the photographer

### The photographs must be:

- ▶ taken by a commercial photographer
- ▶ 50 mm x 70 mm (2 inches wide x 2 3/4 inches long) and sized so the height of the face measures between 31 mm and 36 mm (1 1/4 inches and 1 7/16 inches) from chin to crown of head (natural top of head)
- ▶ clear, sharp and in focus
- ▶ taken with a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**)
- ▶ taken with uniform lighting and **not show** shadows, glare or flash reflections
- ▶ taken straight on, with face and shoulders **centred** and squared to the camera (i.e. the photographs must show the full front view of the person's head and shoulders, showing full face centred in the middle of the photograph)
- ▶ taken in front of a plain white background with a clear difference between the person's face and the background. Photographs must reflect/represent natural skin tones

### \*The back of one (1) photograph must:

- ▶ bear the name and date of birth of the subject, as well as the name and complete address of the photography studio
- ▶ bear the date the photograph was taken
- ▶ the photographer may use a stamp or handwrite this information. Stick-on labels are unacceptable.

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Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada

Canada