

PERMANENT RESIDENT CARD

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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: 2558 Danforth Avenue, Suite 202, Toronto, ON, M4C1L3
5. Our office will contact you when your new PR Card is ready to confirm the address and shipping method you would like to receive your PR Card by.
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

- IMMIGROUP 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
COPY OF RECORD OF LANDING (IMM 1000) OR CONFIRMATION OF PERMANENT RESIDENCE
COPY OF CURRENT, VALID OR EXPIRED PR CARD, BOTH SIDES
COPY OF DRIVER'S LICENSE, PROVINCIAL ID OR UNIVERSITY / COLLEGE ID
COPY OF ALL PAGES IN ALL PASSPORTS HELD IN LAST 5 YEARS
COPY OF ONE OF THE FOLLOWING:
- NOTICE OF ASSESSMENT(INCOME TAX) FOR LAST 2 YEARS OR
- RECORD OF MOVEMENT OR
- UNIVERSITY TRANSCRIPT (IF APPLICABLE) OR
- SCHOOL RECORDS (CHILDREN ONLY)

If applicable, include:

- PROOF OF URGENCY (ITINERARY OR TICKET WITH PROOF OF PAYMENT)
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

Includes: \$399 service fees, \$51.87 HST (harmonized sales tax), \$30 courier fee, \$50 government fees. Price: \$530.87

REVIEW ONLY

Includes: \$19.50 HST, Full review of your completed application by a Regulated Canadian Immigration Consultant. Price: \$169.50

Average processing time is 3-4 months

CREDIT CARD INFORMATION

Form fields for Cardholder Name, Card Number, Expiry Date, CVW Code, Cardholder Signature, and 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 http://www.immigroup.com/disclaimer.php 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: [Form field]

2558 Danforth Ave. Suite 202
Toronto, ON M4C 1L3
Tel: 416-962-2623
Toll free: 1-866-760-2623
Fax: 416-640-2650
<http://www.immigroup.com>
info@immigroup.com



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	<input type="text" value="(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 sex Male Female 7. Your date of birth 8. Your country of birth

9. Your country or countries 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

Apartment	Street no.	Street name	
City		Province	Postal code

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

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

C. PERSONAL HISTORY - If you need additional space for any of the questions below, print out an additional page containing the appropriate section, complete it and submit it with your application.

19. ADDRESS HISTORY INSIDE AND OUTSIDE CANADA: Your address history for the past five (5) years or if you became a permanent resident less than five (5) years ago, your address history since becoming a permanent resident. List ALL your addresses in chronological order from the oldest to the most recent.

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

20. WORK AND EDUCATIONAL HISTORY INSIDE AND OUTSIDE CANADA: Your work and educational history for the past five (5) years or if you became a permanent resident less than five (5) years ago, your work and/or educational history since becoming a permanent resident. If you have not worked or studied, provide your other activity history, including location. List ALL your activities in chronological order from the oldest to the most recent.

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

21. TRAVEL HISTORY: Have you travelled or lived outside of Canada in the last five (5) years (or if you became a permanent resident less than five (5) years ago, since becoming a permanent resident)? Include ALL absences (including those due to employment, vacations, trips to the United States and any other time you left Canada).

No Yes ► List all your absences: **Period to be assessed:**
From (YYYY-MM-DD) To (YYYY-MM-DD)

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

IMPORTANT: If your total number of days outside Canada is equal to 1095 days or more, you must complete Section D below.

D. RESIDENCY OBLIGATION – TIME SPENT OUTSIDE CANADA

Complete this section if you have been outside of Canada for 1095 days or more in the past five (5) years.

22. List ALL your absences from Canada in the past five (5) years according to the situation that applies to you. If you became a permanent resident less than five (5) years ago: list ALL absences from the time you became a permanent resident to present. List your absences in chronological order from the oldest to the most recent.

Situation 1 - Absences 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 (YYYY-MM-DD)	To (YYYY-MM-DD)	No. and street	City/Town, country	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	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	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.

<p>Signature of declarant </p> <p>Date (YYYY-MM-DD)</p> <p>City</p> <p>Province</p>	<p>Signature of parent or legal guardian, if applicable</p> <p>Date (YYYY-MM-DD)</p> <p>I am the applicant's: (check appropriate box) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal guardian</p>
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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	<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Destroyed <input type="checkbox"/> 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.

<p>Signature of declarant</p> <p>Date (YYYY-MM-DD)</p>	<p>Signature of parent or legal guardian, if applicable</p> <p>Date (YYYY-MM-DD)</p>
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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. **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. **Infosource is also available in Canadian public libraries.**

PERMANENT RESIDENTS PHOTOGRAPH SPECIFICATIONS

Notes to the applicant

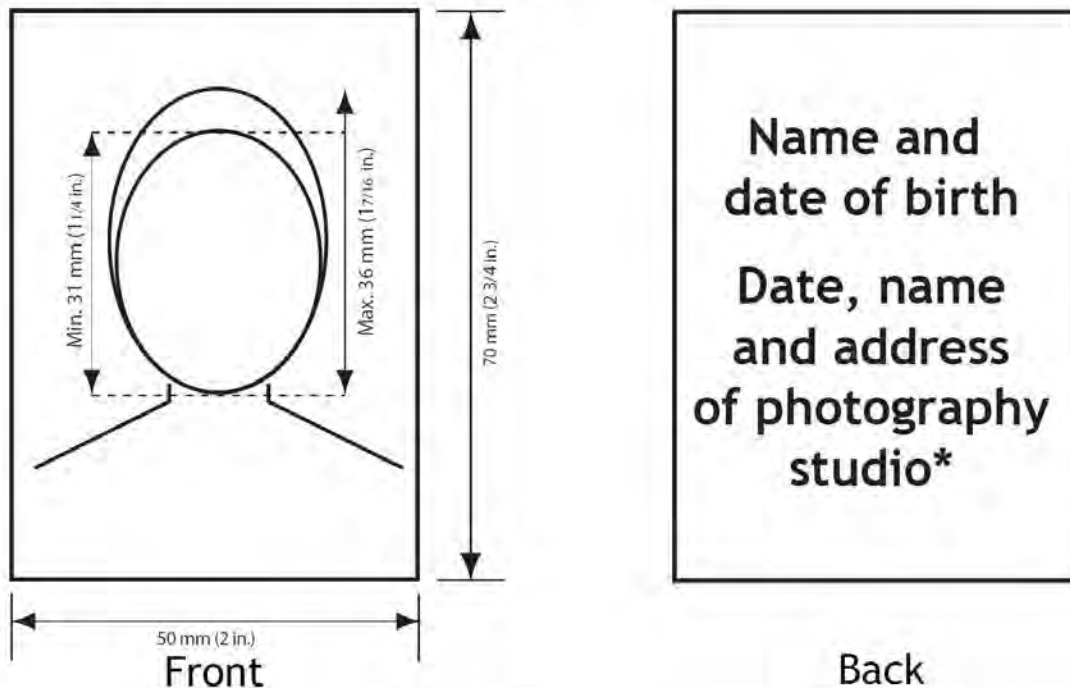
TAKE THIS SPECIFICATION SHEET WITH YOU TO THE PHOTOGRAPHER

- ▶ 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).

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



Not actual size. Refer to measurements above.

*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.

04-01-16

