

REQUEST TO AMEND YOUR IMM1000 / RECORD OF LANDING

IMMIGROUP ORDER FORM

INSTRUCTIONS

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

P.O. BOX 27060 MASONVILLE PO, London, Ontario, Canada N5X 3W0

5. We will advise you when the response to your request has been received. If the request was approved, you will receive a Verification of Status document to indicate that the change has been made in the CIC system. Requests which are refused will be issued an advisory letter.

APPLICATIONS MISSING THIS ORDER WILL NOT BE PROCESSED.

DOCUMENT CHECKLIST

- ☐ **IMMIGROUP ORDER FORM**
 - ☐ **APPLICATION FORMS IMM 1436**
(duly completed and signed)
 - ☐ **COPY OF PASSPORT USED AT THE TIME OF LANDING**
Copies of both the identity page and landing stamp page must be provided.
 - ☐ **COPIES OF AS MANY AS POSSIBLE OF THE FOLLOWING, ISSUED BEFORE YOU LANDED IN CANADA:**
Birth certificate, baptismal certificate, marriage certificate, identity card, school card, hospital record of birth, driver's license, other government-issued documents **Please Note:** Documents in Languages other than French or English must be accompanied by a professional translation.
 - ☐ **COPY OF CURRENT VALID GOVERNMENT-ISSUED PHOTO ID**
 - ☐ **COPY OF RECORD OF LANDING OR CONFIRMATION OF PERMANENT RESIDENCE**
- If applicable, include:
- ☐ **PROOF OF URGENCY** (written proof that you will lose your job, that you will lose government benefits, that your application was mishandled by CIC - subject to approval)

REGULAR SERVICE

Total fees: Including:
☐ **\$ 367.87** Immigroup Service Fee: \$299
HST: \$38.87
Courier Fee: \$30

Processing Time: 2 - 6 months (subject to change without notice)

URGENT SERVICE

Total fees: Including:
☐ **\$ 480.87** Immigroup Service Fee: \$399
HST: \$51.87
Courier Fee: \$30

Processing Time: 30 - 90 days (subject to change without notice)

CREDIT CARD INFORMATION

Applicant Name

Cardholder Name

Expiry Date

Card Number C V V 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 <http://www.immigroup.com/disclaimer.php> 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.

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

* 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

* I assert that I am applying for an amendment to my IMM1000 using Immigroup as my representative.

SIGN HERE

**REQUEST TO AMEND THE *RECORD OF LANDING (IMM 1000)*, *CONFIRMATION OF PERMANENT RESIDENCE (IMM 5292 or IMM 5688)* OR VALID TEMPORARY RESIDENT DOCUMENTS****PART A - PERSONAL DETAILS CONTAINED ON YOUR IMM 1000, IMM 5292
OR IMM 5688, OR VALID TEMPORARY RESIDENT DOCUMENTS**

1 - Client ID number/UCI

2 - Surname(s) (Family name) (As it currently appears on your document)			3 - Given name(s) (As it currently appears on your document)				
4 - Other name(s) used			5 - Other given name(s) used				
6 - Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		7 - Date of birth (YYYY-MM-DD)		8 - Place of birth (City, state/province and country)			
9 - Citizenship		10 - Passport number		Indicate if: <input type="checkbox"/> On entry <input type="checkbox"/> Current			
11 - Date of issue (YYYY-MM-DD)		12 - Expiry date (YYYY-MM-DD)					
13 - Marital status <div><input type="checkbox"/> Never married <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Common-law partner</div> <div>If you are married, is your spouse a Canadian citizen or permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No</div>							
14 - Language of correspondence <input type="checkbox"/> English <input type="checkbox"/> French							
15 - Current mailing address							
P.O. box		Apt./Unit	Street no.	Street name			
City/Town		Country	Province/State	Postal code	District		
16 - Residential address Same as mailing address? <input type="checkbox"/> No <input type="checkbox"/> Yes							
Apt./Unit		Street no.	Street name		City/Town		
Country		Province/State	Postal code	District			
17 - Telephone no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other			18 - Alternate Telephone no. <input type="checkbox"/> Canada/US <input type="checkbox"/> Other				
Type	Ext.	No.	Country Code	Type	Ext.	No.	Country Code
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.)							
20 - Date of original entry (YYYY-MM-DD)				21 - Date permanent residence or temporary residence was granted (YYYY-MM-DD)			

PART B - INFORMATION TO BE AMENDED

1 - Please indicate for which of the following you need a correction. If you have more than one valid temporary resident document, indicate the document ID number or if unknown, the document issue date and expiry date of the requested document.					
<input type="checkbox"/> Immigrant Visa and Record of Landing - Confirmation of Permanent Residence		<input type="checkbox"/> Exclusion Order		<input type="checkbox"/> Departure Order	
<input type="checkbox"/> Authorization to Return to Canada		<input type="checkbox"/> Permit to Come Into or Remain in Canada - Temporary Resident Permit		<input type="checkbox"/> Protected Person	
<input type="checkbox"/> Work Permit	➤ ID No.: _____	OR	Issue date: (YYYY-MM-DD) _____	and	Expiry date: (YYYY-MM-DD) _____
<input type="checkbox"/> Study Permit	➤ ID No.: _____	OR	Issue date: (YYYY-MM-DD) _____	and	Expiry date: (YYYY-MM-DD) _____
<input type="checkbox"/> Visitor Record	➤ ID No.: _____	OR	Issue date: (YYYY-MM-DD) _____	and	Expiry date: (YYYY-MM-DD) _____

DOCUMENT CHECKLIST

REQUEST TO AMEND THE *RECORD OF LANDING*, *CONFIRMATION OF PERMANENT RESIDENCE* OR *VALID TEMPORARY RESIDENT DOCUMENTS*

Ensure the following documents are included with your application. Check ☒ each box once you enclose the item. Failure to provide a fully **completed application or the necessary documents** will result in the return of your application. Please make sure you complete this document and include it in your application as the cover page. Submit photocopies of documents unless we ask for originals as they will not be returned to you.

I HAVE ENCLOSED THE FOLLOWING ITEMS:

(See "Gather documents" section in the Instruction Guide for examples)

- ☐ **Original** application form *Request to Amend the Record of Landing, Confirmation of Permanent Residence or Valid Temporary Resident Documents* (IMM 1436) **completed and signed**.
- ☐ **Photocopy** of federal or provincial/territorial government issued photo identification **OR** if unavailable, **photocopy** of government issued or internationally recognized photo identification from outside Canada prior to your entry to Canada. (See "Gather Documents" section in the Instruction Guide for examples)
- ☐ **Photocopy** of another form of government issued or internationally recognized identification from outside Canada before your entry to Canada indicating an error was made. (See "Gather Documents" section in the Instruction Guide for examples)
- ☐ **Photocopy** of letter of acceptance or enrolment from your current designated learning institution, if applicable.
- ☐ **Copies** of court documents if you have been convicted of a crime since becoming a permanent resident (if you are not a Canadian citizen).
- ☐ **Original** *Use of a Representative* (IMM 5476) form **completed and signed**, if applicable.
- ☐ **Proof** of urgency, if applicable.

IMMIGRATION DOCUMENT CONTAINING ERROR

- ☐ **Original** *Work Permit, Study Permit, Visitor Record or Permit to Enter and Remain in Canada* (IMM 1442, IMM 1208, IMM 1102, IMM 1097 or IMM 1263).
- ☐ **Photocopy** of the *Record of Landing* (IMM 1000) or *Confirmation of Permanent Residence* (IMM 5292 or IMM 5688).

Mail your completed application form and all required documents to:

Amendment to the Record of Landing or Confirmation of Permanent Residence or Valid Temporary Resident Documents
Operations Support Centre (OSC)
PO Box 8784 STN T CSC
Ottawa, Ontario K1G 5J3



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.