

CIC

Ottawa, ON

File:

RE: Application for a Permanent Resident Card

Dear Client,

This office has initiated a Permanent Resident Determination investigation as a result of your application for a Permanent Resident Card. The purpose of the investigation is to determine whether or not you have met your residency obligations as a Permanent Resident of Canada as per section A28 of the *Immigration and Refugee Protection Act*. In order to establish that you have complied with the residency requirements, you will be required to satisfy the Department that you have been physically present in Canada for at least 730 days in the past 5 years, or that your circumstances are otherwise allowed for by the Act.

A permanent resident complies with the residency obligation provisions if, for at least 730 days with respect to every five year period, the permanent resident is physically present in Canada, or:

- Is accompanying abroad a spouse or common-law partner or in the case of a child, their parent who is a Canadian citizen
- Being employed abroad, on a full-time basis, by a prescribed "Canadian business" or in the public service of Canada or of a province
- Is accompanying abroad a Canadian permanent resident spouse or common-law partner, who is also outside of Canada and who is employed, on a full-time basis, by a prescribed "Canadian business" or in the public service of Canada or of a province.
- Humanitarian and compassionate considerations, taking into account the best interests of a child directly affected by the determination, justifying the retention of the permanent resident status

In light of the investigation, **please complete and return the enclosed "Determination of Permanent Resident Status" questionnaire** together with any supporting documentation and if applicable, any humanitarian and compassionate considerations relating to the determination of your permanent resident status **within thirty (30) days** of the date of this letter. **This form must be completed in full. Answer every question and do not leave any of the questions blank. If the question is not applicable to you please put a line through the question.**

You must provide: **All pages of all passports issued to you during the past 5-year period (valid and expired). Passport stamps, visas and any other documents, not in English/French, must be accompanied by a translation completed by an accredited translator in one of the official languages.**

Finally, you are requested to complete and submit the attached "Absence History Form" as well as the following documentation that supports your declaration of physical presence in Canada on your application:

- **Record of Landing (IMM1000).**
- **Social Insurance Number, Driver's Licence and Health Card**
- **If you are married, your marriage certificate. If your spouse is a Canadian citizen, proof of his/her citizenship.**
- **A UAE entry and exit control record for the last 5 years which can be obtained from the Department of Immigration in the UAE. If you are already in Canada it is still possible to request this record by contacting the UAE Embassy in Ottawa.**
- **U.S. Permanent Resident Card and/or documents issued to you by USINS with respect to your immigration status in the United States.**
- **Deeds, mortgage papers or leases/rental agreements for the last 5 years**



- *If you have children, their birth certificates and school records or proof of employment. Note that if your children are of school age it is necessary to provide proof of school registration during the previous five years*
- *If you are in school, school records for the past 5 years including a letter from the educational institute that you are enrolled and regularly attending school*
- *Proof of income for last 5 years (Notice of Assessment from the Canada Revenue Agency along with copies of you pay-cheque stubs)*
- *Letter from the provincial health insurance authority with your personal claim history for the past five years*
- *Letter from your family doctor or dentist stating when you first became his/her patient and listing the dates of all appointments*
- *Patient Medical Expenses list/record from your pharmacy showing name, address and telephone number of the pharmacy and listing dates of service.*
- *Cell phone records for the past 5 years including detailed lists of incoming and outgoing calls*
- *Bankbook(s) or bank statement(s) from financial institution(s) in Canada indicating account activity for the last 5 years. These should show the financial operations of your household.*
- *Master Card, Visa and/or other credit card statements for the last 5 years.*
- *Utility bills (e.g. hydro, gas, telephone, cable TV, etc.) for last 5 years.*
- *A copy of corporate Notices of Assessment, specifically "T2 Corporate", for the past 4 years*
- *List the contracts you have obtained through your business activities listing the clients and company representatives you have dealt with personally. Reference letters must include the name, address and telephone numbers of the business owners and/or representatives.*
- *Documents related to your business operations, such as trade/industry licences and or permits, taxation documents (GST/HST/PST remittances, tax returns), photographs of the business, advertisements, invoices, bills of lading, contracts, annual reports, balance sheets and statements of income and expenses.*

Humanitarian and Compassionate Considerations

If you have acquired less than 730 days physical presence in Canada in the last five years or if you record less than 730 days in Questions 5 and 6 of the Residency questionnaire, please indicate if there are any humanitarian and compassionate considerations that would justify the retention of your permanent residence status and overcome the breach of your residence obligation.

Please note that the responsibility rests with the permanent resident to provide sufficient information and evidence to satisfy an immigration officer that the residency obligation has been/will be met.

Please note that there is a 180 day compliance period. A decision to abandon your case will be made if you fail to provide information as requested, or fail to report for a personal interview. The abandonment date becomes effective 180 days from the initial notification.

Submissions must be sent to the address shown at the bottom of this letter.

If you need more than 30 days to provide the information/documents requested, please write to this office and explain why and how much more time you require. In addition, if you require clarification or more information, please contact the CIC Call Centre at 1-888-242-2100.

Please confirm whether you are presently in Canada. If you are presently outside Canada and do not possess a valid Permanent Resident Card you must contact the nearest Canadian Visa Office to apply for a travel document.

Note: *As per sections 126, 127 and 128 of the Immigration and Refugee Protection Act, it is an offence under the law to directly or indirectly misrepresent or withhold material facts relating to your application.*

In addition, if you require clarification or more information, please write to us at the address at the top of this letter or contact the CIC Call Centre at 1-888-242-2100 or visit our website at website at: www.cic.gc.ca

The client number shown in the upper right corner of this letter is your personal identification number. This number provides access to information on your file. For your own protection, you should not allow any other person to use this number. Please include this number on all correspondence.

Sincerely,

CIC

- Encl. 1) Residency Questionnaire
2) Absence History Document
3) Ohip Medical History Request