



IMMIGRATION Canada

Family Class

Sponsorship of a spouse, common-law partner, conjugal partner or dependent child living outside Canada

Part 3: Country Specific Instructions

Albania, Andorra, Austria,
Belgium, Bosnia and Herzegovina,
Croatia, Czech Republic, Denmark,
Finland, France, Germany, Greece,
Hungary, Iceland, Ireland, Italy,
Liechtenstein, Luxembourg,
Republic of Macedonia, Malta,
Monaco, Montenegro, Nether-
lands, Norway, Portugal,
San Marino, Serbia,
Slovak Republic, Slovenia, Spain,
Sweden, Switzerland,
United Kingdom and Vatican City

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This application is made available free by
Citizenship and Immigration Canada and
is not to be sold to applicants.

**Cette trousse est également
disponible en français**

Appendix A

Document Checklist - Immigrant

Assemble all your documents as listed. Check (☑) each applicable item on the list and attach the list to your documents (a paper clip will do). Send originals of the immigration forms (items 1 to 5 below) and police certificates. Send photocopies of all other documents, unless instructed otherwise. Do not send your documents in transparency pockets, binders or folders. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

IMMIGRATION FORMS		
Ensure that all questions have been answered and forms are signed. When completed, send them to your sponsor with all supporting documentation.		
1	Application for Permanent Residence. - This form is completed by you, the principal applicant.	<input type="checkbox"/>
2	Schedule 1. - You and each of your family members 18 years of age or older must complete their own copy of the form Schedule 1 - Background/Declaration.	<input type="checkbox"/>
3	Additional Family Information. - You and each of your family members 18 years of age or older must complete their own copy of this form.	<input type="checkbox"/>
4	Spouse/Partner Questionnaire. - If your sponsor is your spouse, common-law partner or conjugal partner, complete the questionnaire.	<input type="checkbox"/>
5	Use of a Representative. - If you want us to deal with a representative on your behalf, be sure you have completed and signed the <i>Use of a Representative</i> form (IMM 5476).	<input type="checkbox"/>
6	IDENTITY AND CIVIL STATUS DOCUMENTS	<input type="checkbox"/>
Provide national identity cards, birth certificates, baptismal certificates or other official document confirming relationship for you and each of your family members. If you are married, you must include a marriage certificate. If you are now divorced, you must include final divorce certificates; if separated, a separation certificate. If your marriage was annulled, include a copy of the annulment. If your former spouse or common-law partner is deceased, you must include your spouse's or partner's death certificate. Photocopy of Citizenship Certificate or Immigrant or Permanent Resident Visa for any family members who are Canadian citizens or permanent residents of Canada. If you are in a common-law or conjugal relationship, provide proof of that relationship.		
7	CHILDREN'S INFORMATION	<input type="checkbox"/>
If your children are adopted, you must include adoption papers and, if the adoption was done according to customary law and not through the courts, evidence of the adoption ceremony such as photographs . If you are divorced or separated, you must include proof that you have custody of the children, that you have fulfilled all obligations in custody agreements, and that the children are free to move to Canada. If your children are aged 22 or over and you intend to have them accompany you, you must submit for these children proof of full financial support by a parent since before age 22 and proof of <ul style="list-style-type: none"> • continuous full-time studies (such as letters from their educational institution, school certificates, diplomas, degrees, transcripts, marks cards), or • medical history if they are unable to provide for themselves due to a medical condition 		

8	TRAVEL DOCUMENTS AND PASSPORTS	<input type="checkbox"/>
<p>Passports or travel documents for you, your spouse or common-law partner and dependent children. Include only copies of pages showing the passport number, date of issue and expiration, your photo, name, surname (family name), date and place of birth. If you reside in a country different from your nationality, include a copy of your visa or residency permit for the country in which you currently reside. Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official or public affairs passports are not valid for an application for permanent residence in Canada.</p>		
9	PROOF OF RELATIONSHIP TO SPONSOR	<input type="checkbox"/>
<p>If you are being sponsored by your parent, you must provide proof of the relationship such as birth certificates, baptismal certificates or other official document naming your parents. If you are being sponsored by your spouse, common-law partner or conjugal partner, you must send evidence of the relationship between you and your sponsor such as wedding photos or proof that you are partners, letters between you and your sponsor, and telephone bills showing contact between you and your sponsor. Note: Photos must be loose. Do not send them in binders, albums, frames or other such containers. Do not send video discs or video cassettes. Do not send musical greeting cards or other similar documents containing electronic or mechanical devices. Proof of your sponsor's visits such as airline ticket coupons, boarding passes, copies of pages of your sponsor's passport showing entry/exit stamps. If you are a common-law or conjugal partner, provide evidence that your relationship is genuine and continuing and has existed for at least 12 months prior to your application. Also provide details of the history of your relationship and at least two statutory declarations from individuals with personal knowledge of your relationship supporting your claim that the relationship is genuine and continuing.</p>		
10	POLICE CERTIFICATES AND CLEARANCES	<input type="checkbox"/>
<p>Police certificates or clearances from each country in which you and every one in your family aged 18 years or over have resided six months or more since reaching 18 years of age. You must attach the original police document(s). Please consult our Web site for specific and up-to-date information on how to obtain police certificates from any country.</p>		
11	PROOF OF MEDICAL EXAMINATION	<input type="checkbox"/>
<p>Include for yourself and each of your family members Copy 2 of the Medical Report-Section A that the DMP will sign and give to you when you undergo the medical examination. See Appendix C for additional information.</p>		
12	PHOTOS	<input type="checkbox"/>
<p>Supply eight (8) recent photos for each member of your family and yourself. Follow the instructions in your guide (see Photos in section on completing the Application for Permanent Residence in Canada) and in Appendix B: Photo Specifications.</p>		
13	OTHER DOCUMENTATION	<input type="checkbox"/>
<ul style="list-style-type: none"> • Albanian residents must complete and sign the attached <i>Questionnaire for Albanian residents</i>. • Persons submitting their application to the Canadian visa office in Paris must complete the attached IMM 5562 form, <i>Supplementary Information – Your travels</i>. 		<input type="checkbox"/>

Place all of your documents in a sealed envelope and send them to your sponsor.

QUESTIONNAIRE FOR ALBANIAN RESIDENTS

Sir, Madam,

Please check the appropriate answer and return the questionnaire to us. If the answer to any of these questions is yes, please give details at the bottom of the page.

QUESTIONS	YES	NO
1. Have you, or any member of your family, had contact, either voluntarily or involuntarily, with the Albanian or Yugoslavian security or information services or those of any other country?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you, or any member of your family, had to work for the Albanian or Yugoslavian security or information services or for those of any other country?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you, or any member of your family, worked in a secret or classified sector, and/or had access to secret information?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you, or any member of your family, encountered problems with any police authorities, security or information services whatsoever, anywhere in the world (including harassment)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you, or any member of your family, acted for, either voluntarily or involuntarily, a group or organisation in the present Albania or Yugoslavia and/or ex-Yugoslavia, or in any other country, as a military supplier or trainer?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you, or any member of your family, been called up to serve (by constraint or voluntarily) in a unit of the armed forces in the regions of ex-Yugoslavia since 1991? If so, have you actively participated in combat in the territory of ex-Yugoslavia? Indicate the dates and locations of missions, the name of the head of the military unit, and join a photocopy of the military book or duty assignment. _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>
7. As an individual or as a member of an organisation or a group, have you, or any member of your family, had any particular problems in ALBANIA, in particular concerning financial or administrative matters (for instance, concerning the nature or the origin of documents which you or they may have obtained or issued)? Details: _____ _____ _____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>



SUPPLEMENTARY INFORMATION

Your travels

IMM
5562
(05-2004)
English

The principal applicant must complete this form.

If there is not enough space to provide all the necessary information, use an extra sheet of paper. Print your name and the form's title on the additional sheet.

1 - Your full name

Family name

Given name(s)

FOR OFFICE USE ONLY

2 - List all trips you, and if applicable, your family members have taken outside your country of origin or of residence in the last ten years (or since your 18th birthday if this was less than ten years ago). Include all trips: tourism, business, training, etc. If you or your family member did not travel outside of your country during this period, check "did not travel".
For example:

04-2004	04-2004	6 days	Madrid, Spain	Business
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a) You

did not travel

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

b) Your spouse or common-law partner

did not travel

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

c) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

d) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

e) Your dependent child 18 years old or older

did not travel

Given name(s)

From		To		Length	Destination (City and country)	Purpose of travel
M	Y	M	Y			

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used for the purpose of assessing your application for permanent residence according to the requirements of the Act. It will be retained in Personal Information Bank CIC PPU 039 entitled Overseas Immigration Case File 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 and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**

Appendix B

Photo Specifications

Notes to the applicant

TAKE THIS WITH YOU TO THE PHOTOGRAPHER

- Immigration photos are **not** the same as passport photos.
- Make sure that you provide the correct number of photos specified in this guide.

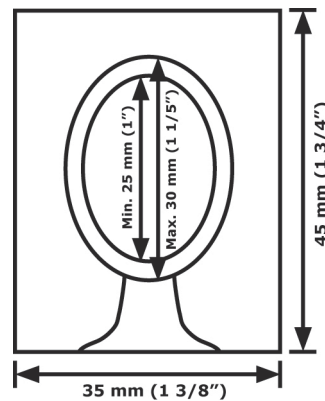
Notes to the photographer

The photos must:

- show a full front view of the person's head and shoulders showing full face centered in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera.

The photos must:

- measure between 25 mm and 30 mm (1" and 1 1/5") from chin to crown;
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size.



Appendix C

Fill out this form and take it with you to your medical appointment.

You and all your family members who are not already Canadian citizens or permanent residents must fill out Appendix C and undergo and pass a medical examination, whether they will be joining you in Canada or not. Make enough photocopies of this page for your needs before you start filling the boxes.

For complete instructions about your medical examination and how to find a Designated Medical Practitioner (DMP), read the Medical Instructions section in IMM 3999, Part 2: The Immigrant's Guide.

1. Person to be examined

Surname / Family name

Forename / Given name(s)

Date of birth

Day	Month	Year
/	/	

Country of birth

Sex

Male

Female

Relationship to sponsor

Spouse

Conjugal partner

Common-law partner

Dependent child

Address *

<input type="text"/>
<input type="text"/>
<input type="text"/>

Telephone number

2. Principal applicant, if different from person in 1

Surname / Family name

Forename / Given name(s)

Date of birth

Day	Month	Year
/	/	

Address *

<input type="text"/>
<input type="text"/>
<input type="text"/>

3. Visa office** that will be processing the file

* If you live in China, provide your address in English and in Pinyin.

** If you are not sure which of our visa offices will be processing your application for permanent residence, consult our [Web site](#) or contact your sponsor. If you do not enter this information, your application may be delayed.