



# IMMIGRATION

# Canada

## Family Class

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

## Part 3: Country Specific Instructions

**Argentina, Belize, Bolivia, Brazil,  
Chile, Colombia, Costa Rica,  
Ecuador, El Salvador, Guatemala,  
Honduras, Mexico, Nicaragua,  
Panama, Paraguay, Peru, Uruguay  
and Venezuela**



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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

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Send the following documents with your application and check (☑) each box when they are enclosed.

- Send originals of the police certificates and forms listed in items 1 to 7 below.
- Send photocopies only of all other documents, unless instructed otherwise.
- If your documents are not in English or French, include an accurate translation with a copy of the originals. Failure to do so could result in substantial processing delays.

Answer all questions using the approved format. Only if you need extra space use a separate page or a copy of the same page crossing out other sections. This will facilitate the review of your case. You must sign the forms where applicable. When completed, send them to your sponsor with all supporting documentation.

If there is a conflict between this guide and any other versions or publications, this document and its instructions take precedence and are to be followed.

### IMPORTANT NOTICE: Misrepresentation Will Result in Your Application Being Refused

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- your application will be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you and your dependent(s) could become inadmissible to Canada for 2 years under section 40 (2) of the *Immigration and Refugee Protection Act*.

### 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 (IMM 0008)** - This form must be completed by you, the principal applicant.

**Note:** Your **residential address** means the address where you and or your dependent(s) are now physically living. If you do not provide an accurate residential address, it could result in the refusal of your application for misrepresentation.

2. **Schedule 1 Background/Declaration (IMM 0008)** - You and each of your family members 18 years of age or older must complete their own copy of this form.

You must provide your detailed personal history from the age of 18. The information must be in chronological order. Do not leave any sections blank, or gaps in time. You must write "n/a" in any sections that are not applicable to your situation. Include all:

- jobs,
- periods of unemployment,
- study,
- vacations, or
- being a homemaker.

Do not use abbreviations. Do not use general words such as "employee", "working", "manager", "Specify your activity such as retail salesperson, architect, financial manger etc...

**Note:** If this section is not accurately completed, it will cause delays in the processing of your application.

- 2a Supplement to Schedule 1 form** (attached to Appendix A) - You and each of your family members 18 years of age or older must complete their own copy of this form.
- 3. Additional Family Information (IMM 5406)** - You and each of your family members must complete their own copy of this form.   
**Note: Provide complete addresses.** Your **present address** is the residential address where you and or your dependent(s) are now physically living. If you do not provide an accurate residential address, it could result in the refusal of your application for misrepresentation.
- 4. Spouse/Partner Questionnaire (IMM 5490)** - If your sponsor is your spouse, common-law partner or conjugal partner, complete the questionnaire.
- 5. Sponsor Questionnaire (IMM 5540)** - If your sponsor is your spouse, common-law partner, or conjugal partner, your sponsor must complete this questionnaire.
- 6. Use of a Representative (IMM 5476)** - If you want us to communicate with a representative on your behalf, complete and sign the *Use of a Representative* form.   
 If at any point during the processing of your application, you decide to cancel your representative, you must complete and sign the same form and send it to the Visa Office including your file number.  
**Note:** If you designate a representative, and indicate their address as your mailing address, we will communicate only with that person or firm for as long as the authorization is in effect.
- 7. Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604)** - This form is to be completed by:   
 • non-accompanying parents/guardians,  
 • former spouses, or  
 • former common-law partners  
 who consent to the removal of their child from their country of residence and for the child to immigrate to Canada with the other parent.

**8. IDENTITY AND CIVIL STATUS DOCUMENTS**   
**For issuing authorities in Belize, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua and Panama, see table at the end of this appendix.**

Provide photocopies of the following document confirming the relationship between you and each of your family members:

- Birth certificates and/or baptismal certificates.
- Marriage certificates, if applicable. (If you were married in Chile, submit a copy of **computer printed** marriage certificate issued by the civil registry).
- Divorce certificates. If you are now divorced, copy of final divorce certificates; if separated, a separation certificate.
- Death certificates if your or your sponsor's former spouse or common-law partner are deceased.
- Marriage annulment certificate, if your marriage was annulled.
- Citizenship Certificate, Permanent Resident Card or Immigrant Visa for any family members who are Canadian citizens or permanent residents of Canada.
- Evidence of common-law relationship, if you and your sponsor have been in a common-law relationship.

Foreigners residing in Brazil must also include a copy of their *Registro nacional para estrangeiros* (RNE).

**Nationals of Peru - EXEQUATOR** - must provide an original copy of :

- birth certificates (provided by municipalities) for themselves and each family member,
- bachelor certificate (provided at municipality of the person's district of residence),
- marriage (original copy of municipality),
- final divorce, annulment or separation certificates for themselves and their spouse or common-law partner;
- death certificate of former spouse or common-law partner.

**Nationals of Chile:** You, and your dependants who are 18 years of age or older, should apply in person at the local civil registry office in Chile for the following two documents:

- a *Certificado de Antecedentes para Fines Especiales*, and
- an original "*Hoja de vida del Conductor*", even if you or your dependants have never been issued a driver's licence.

If you, or your dependants who are 18 years of age or over, served in the military, please provide, on a separate piece of paper, detailed information on:

- dates of service
- rank
- unit
- responsibilities
- location of service

**9. CHILDREN'S INFORMATION**



If ...	Then you must include ...
your children are adopted,	adoption papers.
the adoption was done according to customary law and not through the courts,	evidence of the adoption ceremony such as photographs.
you are divorced or separated,	<ul style="list-style-type: none"> <li>• proof that you have custody of the children,</li> <li>• proof that you have fulfilled all obligations in custody agreements, and</li> <li>• that the children are free to move to Canada.</li> </ul>
you are a resident of Guatemala,	<ul style="list-style-type: none"> <li>• a notarized sworn declaration from the other parent authorizing the child to travel to Canada as a permanent resident, and</li> <li>• a document of identity of the father/mother who signed the declaration and whose signature appears on the document of identity.</li> </ul>
your children are aged 22 or over and you intend to have them accompany you,	<ul style="list-style-type: none"> <li>• proof of full financial support by a parent since before age 22, and</li> <li>• proof of continuous full-time studies such as letters from their educational institution indicating               <ul style="list-style-type: none"> <li>• the number of hours of classes attended per day and</li> <li>• the number of days attended per week,</li> <li>• school certificates,</li> <li>• diplomas, degrees,</li> <li>• transcripts, marks cards, school index, school ID cards), or</li> </ul> </li> <li>• medical history if they are unable to provide for themselves due to a medical condition.</li> </ul>

**10. TRAVEL DOCUMENTS AND PASSPORTS**

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 for the country in which you currently reside. If your sponsor is Canadian citizen and is residing with you in your country of residence, copy of the valid migratory document granted to your sponsor.

**Note:** 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.

**11. NON-ACCOMPANYING FAMILY MEMBERS DECLARATION**

If you have family members who do not intend to emigrate to Canada with you, you must submit a notarized statutory declaration with your application which:

- identifies these family members and their relationship to you;
- states your intention to proceed to Canada without them; and
- indicates whether or not you wish these persons to retain eligibility to be sponsored by you once you have settled in Canada.

**Note:** Non-accompanying family members are still required to successfully meet immigration medical and security standards at the same time as you. They will retain eligibility to be sponsored by you as a member of the Family Class once you have settled in Canada for as long as they are your:

- spouse,
- common-law partner, or
- dependent children

as defined in the *Immigration and Refugee Protection Act and Regulations*.

If you have non-accompanying family members who are either a spouse from whom you are legally separated or your children who are not in your legal custody, it is not necessary for them to be examined. **However, if they are not examined at the time of your application, you will not be able to sponsor them at any time in the future.**

12.	<p><b>PROOF OF RELATIONSHIP TO SPONSOR</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• wedding/engagement photos and/or photos of outings;</li> <li>• letters between you and your sponsor (including postmarked envelopes);</li> <li>• printed e-mails, chat records or telephone bills;</li> <li>• proof of your sponsor's visits such as airline ticket coupons, used boarding passes, complete photocopy of all pages of your sponsor's passport;</li> <li>• proof of financial support from your sponsor; and</li> <li>• any other documents that you feel would demonstrate your relationship to your sponsor.</li> </ul> <p>If you are being sponsored by your parent, you must include evidence of the relationship between you and your sponsor such as:</p> <ul style="list-style-type: none"> <li>• photos showing you and your sponsor together over time;</li> <li>• letters between you and your sponsor (including postmarked envelopes);</li> <li>• printed e-mails, chat records or telephone bills;</li> <li>• proof of your sponsor's visits such as airline ticket coupons, used boarding passes, complete photocopy of all pages of your sponsor's passport;</li> <li>• proof of financial support from your sponsor; and</li> <li>• any other documents that you feel would demonstrate you're the genuine nature of your relationship to your sponsor</li> </ul> <p><b>Note:</b> 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.</p>	<input type="checkbox"/>
13.	<p><b>POLICE CERTIFICATES AND CLEARANCES</b></p> <p>You must submit <b>original</b> police certificates of good conduct or clearances from each country in which you and each of your family members aged 18 years or over have resided six continuous months or more since reaching 18 years of age. You must attach the <b>original police certificate(s)</b> to the application. If the original certificate is neither in English nor in French, submit both, the certificate and the original copy of a translation prepared by an accredited translator.</p> <p>However, if you have lived in Canada, at this time you are only required to indicate it on the <i>Schedule 1 Background/Declaration Form</i> (IMM 0008). You will be notified by the visa office during the processing of your application if you are required to submit a police certificate from Canada.</p> <p>Please consult our <b>Web site</b> at: <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">www.cic.gc.ca/english/information/security/police-cert/index.asp</a> for specific and up-to-date information on how to obtain police certificates from any country.</p>	<input type="checkbox"/>
14.	<p><b>PROOF OF MEDICAL EXAMINATION</b></p> <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>	<input type="checkbox"/>
15.	<p><b>PHOTOS</b></p> <p>Supply eight (8) recent photos for each member of your family and yourself. Follow the instructions in your guide (see <b>Photos</b> in section on completing the Application for Permanent Residence in Canada) and in Appendix B: <b>Photo Specifications</b>.</p>	<input type="checkbox"/>

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

## Issuing authorities in Belize, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua and Panama

Explanation of the documents and the proper issuing authorities, by country.

Birth and marriage certificates must be **Government-certified true copies** (copies certified as authentic by the issuing governmental authority, signed and sealed).

<b>COUNTRY</b>	<b>DOCUMENTS ISSUED BY</b>
<b>BELIZE</b>	Marriage certificate, issued by the Registrar General of Belize Birth certificate, issued by Registrar General of Belize.
<b>COLOMBIA</b>	Copies of all required civil document notarised by Notaria where the documents were registered.
<b>COSTA RICA</b>	Marriage certificate, issued by the Registro Civil.
<b>ECUADOR</b>	Copies of all required civil document notarised by the "Dirección General de Registro Civil, Identificación y Cedulación".
<b>EL SALVADOR</b>	Marriage certificate, issued by the Alcaldía Municipal (Registro Civil).
<b>GUATEMALA</b>	Marriage certificate, issued by the Registro Civil or the Alcaldía Municipal.
<b>HONDURAS</b>	Marriage certificate, issued by the Registro Nacional de las Personas (División del Registro Civil).
<b>MEXICO</b>	Birth certificate, Marriage certificate, Divorce certificate issued by the Registro Civil and Divorce Court Order issued by the Family Judge. Separation Certificates are not issued in Mexico.
<b>NICARAGUA</b>	Birth certificate, issued by the Registro Central Marriage certificate, issued by the Registro Central.
<b>PANAMA</b>	Marriage certificate, issued by the Dirección General del Registro Civil (Tribunal Electoral).

# Supplement to Schedule 1 - Background / Declaration

To be completed by the principal applicant and each of their family members aged 18 years or older.

## Have you previously been married or in a common-law relationship?

NO       YES

If yes, give the following details for each previous spouse or partner. If you do not have enough space, provide details on a separate sheet of paper.

Name of previous spouse or partner \_\_\_\_\_

Date of birth (day-month-year) \_\_\_\_\_

Type of relationship       Marriage       Common-law union

From (day-month-year) \_\_\_\_\_ to (day-month-year) \_\_\_\_\_

## Do you have any child resulting from this previous marriage or common-law relationship?

NO       YES

If yes, give the following details of each child.

Name	Date of birth (day-month-year)	Relationship	Do you have legal custody of this child?

Please provide documentary evidence to support your claims, e.g. divorce certificate, relationship documents, custody order etc.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## DECLARATION FROM NON-ACCOMPANYING PARENT/GUARDIAN FOR MINORS IMMIGRATING TO CANADA

FOR OFFICE USE ONLY			
File no.	▶		
Date	▶	Day	Month Year

Send this fully completed Declaration **and** a photocopy of a valid and legible identity document to the Canadian Embassy/Canadian Consulate.

This form must be:

- filled out by the non-accompanying parent/guardian, former spouse or former common-law partner and;
- **witnessed by a notary public.**

**A copy of this form must be completed for each child travelling to Canada.**

I, \_\_\_\_\_, declare that I have no objections to my

child: \_\_\_\_\_  
Child's full name Day Month Year  
Child's date of birth

immigrating to Canada with his/her parent/guardian:

Parent/Guardian name	Relationship to child
Parent/Guardian name	Relationship to child

Fill out this section if this child is travelling to Canada with someone other than the parent/guardian listed above.

Name	Relationship to child
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I have read and understand the contents of this letter and by signing and returning this letter, I am confirming that I fully understand that I may be permanently separated from my above-named child.

I further understand that if I wish to enter Canada, as a temporary resident or a permanent resident, I must comply with all requirements of the *Immigration and Refugee Protection Act* and Regulations in force at the time of my application.

To be completed by the non-accompanying parent/guardian, former spouse or former common-law partner, in front of the witness. Present your original Identification Card to the witness\*

Signature (before witness*)	Date <small>Day</small> <small>Month</small> <small>Year</small>
Emergency contact telephone number	Place

To be completed by the witness (notary public)

Witness title and name in block letters (*must be a notary public)	Witness* professional chop/stamp
Signature of witness*	

# Appendix B

## Photo Specifications

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### 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.

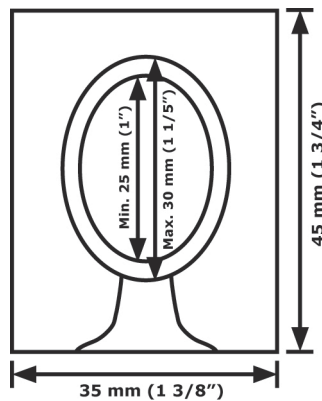
### Notes to the photographer

#### 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

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## 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.

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### 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.