



# IMMIGRATION Canada

## Family Class

## Sponsorship of a spouse, common-law partner, conjugal

## Part 3: Country Specific Instructions

Antigua and Barbuda, Bahamas,  
Barbados, Cuba, Dominica,  
Dominican Republic, Grenada,  
Guyana, Haiti, Jamaica, Saint Kitts  
and Nevis, Saint Lucia, Saint  
Vincent and the Grenadines,  
Suriname and Trinidad and Tobago



## Table of Contents

**Appendix A** - Document Checklist -  
Immigrant

**Appendix B** - Photo Specifications

**Appendix C** - Medical Instructions

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). Do not send originals, unless you are applying in Cuba (see note below). Send photocopies of all documents except the forms listed below (items 1 to 5) and police certificates, which must be originals. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

**Note:** If you are a Cuban national, you must send originals of all documents, unless otherwise instructed. These will be returned to you after a decision has been made on your application. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

<b>IMMIGRATION FORMS</b>		
Ensure that all questions have been answered and forms are signed. When completed, send them to your sponsor with all supporting documentation.		
1	<b>Application for Permanent Residence.</b> - This form is completed by you, the principal applicant. Cuban nationals must provide two additional copies (photocopies are acceptable) with the original.	<input type="checkbox"/>
2	<b>Schedule 1.</b> - You and each of your family members 18 years of age or older complete their own copy of the form Schedule 1 - Background/Declaration. Cuban nationals must provide two additional copies (photocopies are acceptable) with each original.	<input type="checkbox"/>
3	<b>Additional Family Information.</b> - 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	<b>Spouse/Partner Questionnaire.</b> - If your sponsor is your spouse, common-law partner or conjugal partner, complete the questionnaire.	<input type="checkbox"/>
5	<b>Use of a Representative.</b> - 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	<b>IDENTITY AND CIVIL STATUS DOCUMENTS</b> Provide birth certificates, baptismal certificates or other official document confirming relationship (including all pages of Household Registries) for you and each of your family members (children's birth certificates must name their parents). If you are a national of Haiti, you must provide an extract from the Archives of the birth certificates (declaration made at birth) and baptism certificates legalized by the diocese or the Ministère des Cultes for you and 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 former spouse or common-law partner is deceased, you must include your spouse's or partner's death certificate (even if you are re-married). If your marriage was annulled, a copy of the annulment. Unmarried Cuban nationals must provide their <i>solteria</i> . Photocopy of Citizenship Certificate, Permanent Resident Card or Immigrant 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.	<input type="checkbox"/>

7	<b>CHILDREN'S INFORMATION</b>	<input type="checkbox"/>
<p>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 for children under the age of 18, that you have fulfilled all obligations in custody agreements, and that the children are free to move to Canada (see note below).</p> <p>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</p> <ul style="list-style-type: none"> <li>- continuous full-time studies (such as letters from their educational institution indicating the number of hours of class attended per day and the number of days attended per week, school certificates, diplomas, degrees, transcripts, marks cards), or</li> <li>- medical history if they are unable to provide for themselves due to a medical condition</li> </ul> <p><b>Note:</b> Residents of Cuba and of Trinidad and Tobago must submit a notarized sworn declaration from the non-accompanying parent authorizing the child in to travel to Canada as a permanent resident. In Cuba, this declaration must be submitted with a document of identity of the parent who signed the declaration and whose signature appears on the document of identity.</p>		
8	<b>TRAVEL DOCUMENTS AND PASSPORTS</b>	<input type="checkbox"/>
<p>Photocopy of 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. 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	<b>PROOF OF RELATIONSHIP TO SPONSOR</b>	<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.</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 wedding photos or proof that you are partners, letters between you and your sponsor, and telephone bills showing contact between you and your sponsor. <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> <p>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.</p> <p>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	<b>POLICE CERTIFICATES AND CLEARANCES</b>	<input type="checkbox"/>
<p>Police certificates or clearances (<i>antecedentes penales</i>) 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 <b>original police document(s)</b>. 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>		
11	<b>PROOF OF MEDICAL EXAMINATION</b>	<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	<b>PHOTOS</b>	<input type="checkbox"/>
<p>Provide a set of 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>		

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

# 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.

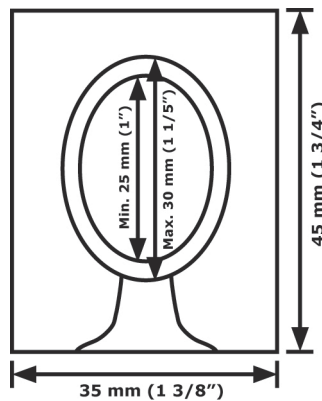
### Notes to the photographer

#### 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 \*

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 \*

### 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.