



# IMMIGRATION Canada

## Request to Amend Your Record of Landing or Your Confirmation of Permanent Residence



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### Forms:

- Request to Amend the Record of Landing or the Confirmation of Permanent Residence (IMM 1436)
- Use of a Representative (IMM 5476)

Également disponible en français

## Contact Information

### Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at [www.cic.gc.ca](http://www.cic.gc.ca). For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

### Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press \* (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer you.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

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**From anywhere in Canada, call**

**1-888-242-2100 (toll-free)**

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### Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

### Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



**This is not a legal document.** For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

**This publication is available in alternative formats upon request.**

# Overview

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Your *Record of Landing* (IMM 1000) or *Confirmation of Permanent Residence* (IMM 5292) is an historical document that contains information that was relevant about you **at the time** you received permanent resident status in Canada.

## What information may be corrected?

Your *Record of Landing* or your *Confirmation of Permanent Residence* will be amended only to correct errors made by Citizenship and Immigration Canada in recording the information you provided when you applied to come to Canada.

Errors in the following information may be corrected:

<input checked="" type="checkbox"/> Family name	<input checked="" type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Given name(s)	<input checked="" type="checkbox"/> Sex
<input checked="" type="checkbox"/> Date of birth	<input checked="" type="checkbox"/> Marital status
<input checked="" type="checkbox"/> Place of birth	<input checked="" type="checkbox"/> Date or original entry
<input checked="" type="checkbox"/> Country of birth	<input checked="" type="checkbox"/> Date of landing

## What information will not be corrected?

Your *Record of Landing* or your *Confirmation of Permanent Residence* is not an ongoing identity document. Therefore, they will not be amended to correct personal information which changed after the date permanent residence was granted, such as:

- legal name change
- name change after marriage or divorce

Request for these types of changes should go to the Registrar General of the province or territory in which you live.

### **Violation of the *Immigration and Refugee Protection Act*:**

It is a violation of the *Immigration and Refugee Protection Act* (IRPA) for a permanent resident to have been granted permanent residence status by reason of possession of a false passport, visa or other document, of Canadian or foreign origin, that intends to establish, or that could be used to establish, a person's identity for the purpose of entering or remaining in Canada. A person who is found in violation of the IRPA is guilty of an offence and liable on conviction on indictment to a term of imprisonment of up to 14 years.

# Forms and Supporting Documents

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Your request to amend your *Record of Landing* or your *Confirmation of Permanent Residence* must contain the following pieces of information. If any item is missing, your application may be returned to you.

1. The application form *Request to Amend the Record of Landing or the Confirmation of Permanent Residence* (IMM 1436).
2. The **original** of your *Record of Landing* (IMM 1000) **or** *Confirmation of Permanent Residence* (IMM 5292).
3. A **certified copy** of your passport/travel document (used to immigrate to Canada).
4. A **certified copy** of any two or more of the documents listed below.

These documents must have been issued prior to the date on which you applied for permanent residence in Canada.

- Birth Certificate
- Baptismal Certificate
- Marriage Certificate
- Identity Card
- School Record
- Hospital Record of Birth
- Employment Records
- Driver's License
- Family Register (Taiwan)
- Family Composition Certificate (People's Republic of China)

**Translation:** If these documents are in a language other than English or French, they **must** be accompanied by a professional translation.

**Note:** Original documents may be requested at any time during the processing of your application

## The following persons can certify your photocopies:

- professional accountant
- chiropractor
- commissioner of oaths
- dentist
- professional engineer
- funeral director
- justice of the peace or judge
- lawyer
- manager of a financial institution
- medical doctor
- member of parliament
- member of a provincial legislature

- minister of religion
- municipal clerk
- notary
- designated official of a federal or provincial government department
- official of a foreign embassy, consulate or high commission officially accredited to Canada and authorized to certify documents issued by the official's government
- pharmacist
- police officer
- postmaster
- primary, secondary or university teacher
- social worker
- veterinarian

The person who certifies your photocopies cannot be a family member. We can only accept a photocopy of an original document if it is readable, and has been certified it as a true copy of the original by one of the above listed persons. The person who certifies your photocopy must compare the original document to the photocopy and mark the following on the photocopy:

- their name and signature
- their official position or title
- the name of the original document
- the date they certified the document

They must also write the following statement on the photocopy: "I certify that this is a true copy of the original document."

Canadian Citizens are required to submit proof of citizenship (for example, a photocopy of your Canadian Citizenship Card).

# Completing the Forms

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## ***Request to Amend the Record of Landing or the Confirmation of Permanent Residence (IMM 1436)***

- In **part A**, write the information in the exact way that it appears on your *Record of Landing or Confirmation of Permanent Residence*. If you know your client ID number, print it in the space provided.
- In **part B**, only complete the field(s) where correction(s) are required.
- In **part C**, provide your name, current mailing address and telephone number. Indicate whether you wish to receive correspondence in English or French.
- In **part D**, Give the reason(s) why you are requesting to amend your *Record of Landing or Confirmation of Permanent Residence*. You must sign and date your form.

### **Systems Limitations**

Unfortunately due to system capacity limitations, the *Record of Landing and Confirmation of Permanent Residence* can only hold a maximum of 20 characters under the family name(s), and 15 characters under the given name(s). Therefore, when names exceed these amounts, the full name(s) cannot be printed.

### **Adoptions**

The name(s) on your *Record of Landing or Confirmation of Permanent Residence* correspond to the name(s) written in your passport, used for your permanent residence application. Your adopted name will be considered by Citizenship and Immigration at time of application for Canadian citizenship. With proper supporting documents, your citizenship certificate will be issued with your new name(s).

## ***Use of a Representative (IMM 5476)***

### **Complete this form if you are appointing a representative.**

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada. When you appoint a representative, you also authorize CIC to share information from your case file to this person.

You are not obliged to hire a representative. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

### **There are two types of representatives:**

#### **Unpaid representatives**

- friends and family members who do not charge a fee for their advice and services

- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization)
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you

### **Paid representatives**

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC)
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. For more information on using a representative, visit our [Web site](#).

### **Section B.**

#### **5. Your representative's full name**

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

#### **8. Your representative's declaration**

Your representative must sign to accept responsibility for conducting business on your behalf.

### **Section D.**

#### **10. Your declaration**

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

### **Release of information to other individuals**

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at [www.cic.gc.ca/english/applications/release-info](http://www.cic.gc.ca/english/applications/release-info) and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

**You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.**

# Mailing Your Application

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- On the envelope in which you mail your application, print:

Amendment to the *Record of Landing* or  
*Confirmation of Permanent Residence*  
Query Response Centre (RNQ)  
Citizenship and Immigration Canada  
Ottawa, Ontario K1A 1L1

- Print your name and address at the top left-hand side of the envelope.

**Note:** In order to assist in the prompt return of your original documents, you should also provide a pre-paid return envelope with your application, indicating your return address.

**Note:** If you require proof of delivery, send your application form and supporting documents by Express Post, Priority Post or registered mail.



# What Happens Next?

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Once your application has been received, it will be processed and you will be advised whether your request has been approved or refused.

## **Approved requests:**

Your original *Record of Landing* (IMM 1000) or *Confirmation of Permanent Residence* (IMM 5292) will be stamped for an approved amendment. A finalized amendment also consist of:

- our response letter confirming the change and/or correction to your original *Record of Landing* or *Confirmation of Permanent Residence* have been done, **and**
- a stamped and signed copy of the approved *Request to Amend Immigration Record of Landing document* (IMM 1436).

## **Refused request:**

Our response letter will provide reason(s) for the decision and also confirm that a note was made on your immigration file indicating that you made a request for a correction.

You have the right to request a review of our decision: In order to review your request, you are required to submit further documents to the Query Response Centre. The mailing address is provided in the **Mailing Your Application** section of this guide.

**Note:** You are responsible for providing all information required to support your case.

You must advise us of any change of address or telephone number by contacting the **Call Centre** listed in the section, or by entering your new address on our on-line change of address service listed on our **Web site**. You should inform the Call Centre if anything else in your application changes after you have mailed it.