



# DOCUMENT CHECKLIST

## HUMANITARIAN AND COMPASSIONATE CONSIDERATIONS

Where applicable, send the following documents in your application. Check  each box once you enclose the item.

**If you do not enclose all required documents, your entire application will be returned to you, causing delays in the processing of your application. Your application will be processed as a new application when you re-submit.**

| Forms   |   |  |
|---|---|--|
| <b>1</b>  | <p><i>Application for Permanent Residence from Within Canada - Humanitarian and Compassionate Considerations (IMM 5001)</i>, completed by:</p> <ul style="list-style-type: none"> <li>You, the principal applicant</li> <li>Your spouse or common-law partner if he or she is in Canada and is not a permanent resident or a Canadian citizen</li> <li>Your dependent children 18 years of age or older who are in Canada and who are not permanent residents or Canadian citizens</li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>2</b>  | <p><i>Supplementary Information - Humanitarian and Compassionate Considerations (IMM 5283)</i>, completed by:</p> <ul style="list-style-type: none"> <li>You, the principal applicant</li> <li>Your spouse or common-law partner and your dependent children who are included in your application and are living in Canada ONLY IF they have different humanitarian and compassionate grounds</li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/>                             |
| <b>3</b>  | <i>Use of a Representative (IMM 5476)</i> , if applicable   | <input type="checkbox"/>   |
| <b>4</b>  | <i>Authority to Release Personal Information to a Designated Individual (IMM 5475)</i> , if applicable  | <input type="checkbox"/>   |
| Photos  |   |  |
| <b>5</b>  | <p>Two (2) passport-size photos of you and any family members <b>in Canada</b></p> <p>Print the name of the person on the back of the photos. Staple photos to the <i>Application for Permanent Residence from Within Canada (IMM 5001)</i> form in the appropriate area provided. Do not staple through the face of the person on the photo. Attach photos for your spouse or common-law partner and dependent children 18 years of age or older to their respective application form. Do <b>not</b> submit photos of family members <b>outside</b> of Canada.</p> | <input type="checkbox"/>   |
| Photocopies of identity and relationship documents (for each person included in the application)<br>Do not send original documents of the following as they will not be returned. |   |  |
| <b>6</b>  | <p>Passport pages for you and each of your family members in Canada</p> <p>The pages must clearly show the passport number, name, date of birth, passport issue and expiry date, entry and exit stamps, visas for Canada and any other countries, and stamp made by a Canadian authority showing most recent entry into Canada.</p>   | <input type="checkbox"/>   |
| <b>7</b>  | Proof of your status in Canada (e.g. visitor visa, study permit or work permit, temporary resident permit, including out of status documentation)   | <input type="checkbox"/>   |
| <b>8</b>  | Birth certificates or other official identity documents for you and all your family members in Canada   | <input type="checkbox"/>   |
| <b>9</b>  | If you are married, include your marriage certificate   | <input type="checkbox"/>   |
| <b>10</b>   | <p>Proof of your common-law relationship, if applicable</p> <p>For example: evidence of joint bank, trust, credit union or charge card accounts; jointly signed residential lease, mortgage or purchase agreement; statutory declarations of individuals with personal knowledge that your relationship is genuine and continuing.</p>  | <input type="checkbox"/>   |
| <b>11</b>   | Divorce, annulment or death certificates, if you were previously married  | <input type="checkbox"/>   |
| <b>12</b>   | Custody papers for dependent children from a previous marriage or relationship, if applicable   | <input type="checkbox"/>   |
| <b>13</b>   | Adoption papers, if applicant is an adopted child   | <input type="checkbox"/>   |
| Other documents   |   |  |
| <b>14</b>   | <b>Originals</b> of your police certificate(s)  | <input type="checkbox"/>   |
| <b>15</b>   | Details of your criminal convictions, if applicable   | <input type="checkbox"/>   |
| <b>16</b>   | Photocopy of your pardon obtained from the National Parole Board, if applicable   | <input type="checkbox"/>   |
| <b>17</b>   | Any document that supports why you think there may be sufficient humanitarian and compassionate grounds to permit your application for permanent residence to be processed from within Canada   | <input type="checkbox"/>   |
| <b>18</b>   | Certified translations for <b>all</b> documents that are not in English or French<br>For example: police certificates, birth certificates, etc.   | <input type="checkbox"/>   |

| <b>If you have a sponsor</b> |  |  |
|------------------------------|--|--|
| <b>19</b>                    | <p>Your sponsor must submit the following completed sponsorship application forms (See <b>Appendix C</b> for complete instructions):</p> <ul style="list-style-type: none"> <li>• <i>Application to Sponsor and Undertaking</i> (IMM1344A)</li> <li>• <i>Document Checklist</i> (IMM 5287)</li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/> |
| <b>20</b>                    | <p>Proof of relationship to your Canadian sponsor:</p> <ul style="list-style-type: none"> <li>• Photocopy of your sponsor's birth certificate or family census register if you are being sponsored by your son or daughter</li> <li>• Photocopy of the adoption certificate if the applicant is an adopted child</li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/> |
| <b>21</b>                    | <p>Proof of your sponsor's status in Canada:</p> <ul style="list-style-type: none"> <li>• For permanent residents: photocopy of the <i>Record of Landing</i> (IMM 1000) or <i>Permanent Resident Card</i> (both sides) or <i>Confirmation of Permanent Residence</i> (IMM 5292)</li> <li>• For Canadian citizens: photocopy of pages of a Canadian passport or Canadian citizenship card or <i>Canadian birth certificate</i></li> </ul> | <input type="checkbox"/>                             |
| <b>Fee</b>                   |  |  |
| <b>22</b>                    | Copy 2 of the <i>Receipt</i> form or Internet receipt. No other form of payment is acceptable.   | <input type="checkbox"/>                             |
| <b>23</b>                    | This <i>Document Checklist</i> (IMM 5280)  | <input type="checkbox"/>                             |
| <b>24</b>                    | <p><b>You have addressed the envelope with correct postage to:</b></p> <p>Case Processing Centre, Vegreville, AB, T9C 1W3</p>  | <input type="checkbox"/>                             |