



DOCUMENT CHECKLIST

APPLICATION FOR A PERMANENT RESIDENT CARD

You must 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.

Identity documents		
1	<p>If you are applying to renew your present card and</p> <p>a) your card has expired, you should return it with the application for a new card b) if your card is still valid you may hold on to it and return it to a CIC officer when you pick-up your new card at a CIC office.</p> <p>If you are applying to replace your damaged card, you should return your card with this application.</p>	<input type="checkbox"/>
2	<p>One of the following primary identity documents:</p> <p>a) A copy of your valid passport or travel document or b) A copy of the passport or travel document you held at the time you became a permanent resident or c) A copy of your certificate of identity or travel document issued by the Minister of Foreign Affairs of Canada</p> <p>If it is impossible* for you to obtain any of the above documents, you must provide:</p> <p>d) A copy of any identity document issued outside Canada before you came to Canada or e) A statutory declaration signed by you attesting to your identity and a statutory declaration also attesting to your identity signed by: - a person who knew you before you came to Canada, such as a family member; or - an official of an organization representing people from your country of nationality or former residence.</p> <p>Note: The Statutory Declaration must be made in the presence of, and signed by, a qualified official who has the authority to administer an oath in Canada (a commissioner, notary public or person authorized by law to administer oaths in all matters in the Canadian jurisdiction in which it is subscribed).</p> <p>* Options d) and e) are available for exceptional circumstances only.</p> <p>The copy of the document you submit should show the document type and number, the issue and expiry date, your name, photo and date of birth.</p>	<input type="checkbox"/>
3	<p>One of the following secondary identity documents:</p> <p>a) A copy of your <i>Record of Landing</i> (IMM 1000) or <i>Confirmation of Permanent Residence</i> (IMM 5292) or b) A copy of your valid provincial driver's licence, provincial photo-identity card or university or college student card or c) A copy of your most recent Income Tax Assessment, issued by Canada Revenue Agency</p> <p>We recommend that you submit a copy of your <i>Record of Landing</i> (IMM 1000) or <i>Confirmation of Permanent Residence</i> (IMM 5292).</p>	<input type="checkbox"/>

Applicants under the age of 18

1	<p>A copy of:</p> <p>a) The applicant's birth certificate (showing the applicant's name, date of birth, place of birth and the names of the parents or adoptive parents) or b) Legal documentation proving guardianship, if the applicant has a legal guardian</p>	<input type="checkbox"/>
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Legal name change documents

1	<p>A certified copy of a legal change of name document, court order, adoption order, marriage certificate issued by civil authorities with your new name, or a divorce decree with your new name (see instructions on certified copies at the end of the document checklist)</p> <p>Note: Marriage and legal change of name certificates issued by the Government of Quebec before January 1, 1994 are not acceptable. You must obtain a new document issued by the civil authorities in the province of Quebec on or after January 1, 1994.</p>	<input type="checkbox"/>
2	<p>A certified copy of your provincial driver's licence, provincial identification card or provincial health card in the requested name</p>	<input type="checkbox"/>
<p>Note: If you have had a legal name change, you must include a copy of your <i>Record of Landing</i> (IMM 1000) or <i>Confirmation of Permanent Residence</i> (IMM 5292).</p>		

If you were outside Canada for 1095 days or more in the past five-year period

(see Appendix A - Residency Obligation in the instruction guide for more information)

1	If applicable, proof of your relationship to the Canadian citizen you accompanied abroad and proof of his or her citizenship	<input type="checkbox"/>
2	If applicable, proof of your full-time employment to a Canadian business abroad	<input type="checkbox"/>
3	If you were accompanying a permanent resident of Canada working for a Canadian business abroad, proof of your relationship to this person, proof of his or her full-time employment and proof of his or her permanent resident status	<input type="checkbox"/>

Translation of Documents

If any of the documents you submit are not in English or French, you must provide:

1	A certified copy of the document (see instructions on certified copies below)	<input type="checkbox"/>
2	The English or French translation	<input type="checkbox"/>
3	A translator's declaration Note: The declaration must include the translator's name, the original language of the translated document and a statement signed by the translator that the translation is accurate.	<input type="checkbox"/>

Photos

Two photos, meeting all the requirements of the Photo Specifications (Appendix B in the instruction guide):

1	One photo on the sticker of the <i>Supplementary Identification Form</i> (IMM 5455)	<input type="checkbox"/>
2	In a small envelope (no staples or paper clips)	<input type="checkbox"/>

Forms

1	Your completed and signed <i>Application for a Permanent Resident Card</i> (IMM 5444)	<input type="checkbox"/>
2	Your completed <i>Supplementary Identification Form</i> (IMM 5455), with the photo correctly attached and your signature in black ink inside the white box	<input type="checkbox"/>
3	Copy 2 of your fee payment receipt (IMM 5401)	<input type="checkbox"/>
4	Only if applicable, <i>Use of a Representative</i> (IMM 5476)	<input type="checkbox"/>
5	This <i>Document Checklist</i> (IMM 5574)	<input type="checkbox"/>

Certified copies

You must send certified copies of any legal name change document and of any document that is not in English or French.

The following people can certify your photocopies:

Chiropractor	Member of parliament	Pharmacist
Commissioner of oaths	Minister of religion	Police officer
Dentist	Municipal clerk	Postmaster
Funeral director	Notary	Primary, secondary or university teacher
Justice of the peace or judge	Official of a federal or provincial government department	Professional accountant
Lawyer	Official of an embassy, consulate or high commission	Professional engineer
Manager of a financial institution	Officially accredited to Canada and authorized to	Social worker
Medical doctor	certify document issued by the official's government	Veterinarian
Member of a provincial legislature		

This person must compare the original document to the photocopy and must print the following on the photocopy:

- "I certify that this is a true copy of the original document." - his or her name
- the name of the original document - his or her official position or title
- the date of certification - his or her signature

The person who certifies your photocopies cannot be a family member.**Note: When you pick up your card, you must bring with you the original documents copies of which you have included in your application.**