



# Document Checklist

## Applying for a travel document - Permanent Resident Abroad

Your application will be delayed if you do not enclose all required documents.

**Enclose the following items with your application:**

<b>1</b>	Your completed and signed <i>Application for a Travel Document (Permanent Resident Abroad)</i> (IMM 5524).	<input type="checkbox"/>
<b>2</b>	If applicable, <i>Use of a Representative</i> form (IMM 5476).	<input type="checkbox"/>
<b>3</b>	Fee payment in an acceptable format. Verify acceptable methods of payment with the Visa office responsible for your area. Note: Visa offices cannot accept fee payments from banks in Canada.	<input type="checkbox"/>
<b>4</b>	This <i>Document Checklist</i> .	<input type="checkbox"/>
<b>5</b>	Two recent passport-size photos of each of the applicants (the name and date of birth of each applicant must be printed clearly on the back of each photograph).	<input type="checkbox"/>
<b>6</b>	Your passport or travel/identity document from your country of citizenship.	<input type="checkbox"/>
<b>7</b>	Evidence of your permanent resident status in Canada, such as: <ul style="list-style-type: none"> <li>• a Record of Landing or Confirmation of Permanent Residence or, if the document was lost or stolen, a police report documenting the circumstances of the loss.</li> <li>• an expired permanent resident card or, if your card was lost or stolen, a police report documenting the circumstances of the loss.</li> <li>• a Returning Resident Permit.</li> <li>• employment documents</li> <li>• financial documents</li> <li>• Revenue Canada Notice of Assessment forms</li> <li>• evidence of receipt of benefits from Canadian government programs</li> <li>• rental agreements</li> <li>• club memberships etc.</li> </ul>	<input type="checkbox"/>

**Supporting documents proving that you meet the residency obligation.**

<b>8</b>	If you are accompanying a Canadian citizen or permanent resident, these may include: <ul style="list-style-type: none"> <li>• marriage licence</li> <li>• child's birth certificate, baptismal document, and/or adoption or guardianship document</li> <li>• school and/or employment records</li> <li>• association or club memberships</li> <li>• passports or other travel documents</li> <li>• documents indicating the status of the person you are accompanying</li> <li>• documents indicating that the person you are accompanying meets his or her own residency obligation.</li> </ul>	<input type="checkbox"/>
<b>9</b>	If you are working outside Canada, you must enclose a letter of declaration signed by an official of the business that indicates: <ul style="list-style-type: none"> <li>• the position and title of the signing official;</li> <li>• the nature of the business and how it fits the description of a Canadian business (see definition in Residency Obligation section);</li> <li>• details of your assignment or contract outside Canada; and</li> <li>• confirmation that the business has not been created primarily for the purpose of allowing you to satisfy your residency obligation.</li> </ul> <p>You may also include:</p> <ul style="list-style-type: none"> <li>• articles of incorporation and business licences</li> <li>• partnership agreements and/or corporate annual reports</li> <li>• corporate Canadian Income Tax Notices of Assessment and/or financial statements</li> <li>• copies of the Employee Assignment Agreement or Contract</li> <li>• copies of any agreements between the Canadian business and the business or client outside Canada concerning your assignment to that client or business</li> </ul>	<input type="checkbox"/>
<b>10</b>	To be considered on humanitarian and compassionate grounds, enclose supporting documents that support your request to retain your permanent residence. Refer to the Residency Obligation section for more information.	<input type="checkbox"/>

**Documents indicating consent for children to travel as unaccompanied minors**

<b>11</b>	Children under 16 years of age who are travelling alone must carry written information about the person who will be responsible for them. If a child included in this application is the subject of a custody order or is travelling with one of his or her parents, you must provide a proof of custody or the other parent's consent for the trip. Children travelling without their custodial parent(s) require a letter of permission to travel from the non-accompanying parent(s).	<input type="checkbox"/>
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