



IMMIGRATION Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions Kingston



Table of Contents

Appendix A - Document Checklist

Appendix B - Photo Specifications

Appendix C - Medical Instructions

Ce guide est également
disponible en français

Appendix A

Checklist

Assemble all your documents as listed. Check (☑) each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Send photocopies of all documents, **unless instructed otherwise**. The *Engagement*, if you intend to live in the province of Québec, and the police certificates, must be **originals**. If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

Please note that “Government-certified true copies” means **copies certified to be true** by the issuing governmental authority, such as the Registrar General of Vital Statistics in the country of issue.

1.	IMMIGRATION FORMS	☐
	<p>Check that they are complete and, where applicable, signed:</p> <p>Application for Permanent Residence. - This form is completed by you, the principal applicant.</p> <p>Schedule 1. - You and each of your family members 18 years of age or older must complete their own copy of the form Schedule 1 - Background/Declaration.</p> <p>Additional Family Information. - You and each of your family members 18 years of age or older must complete their own copy of this form. If the applicant is adopted or to be adopted, complete a form for the adoptive parents and another for the natural parents (if known).</p> <p>Use of a Representative. - 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).</p>	☐
2.	IDENTITY AND CIVIL STATUS DOCUMENTS	☐
	<p>Government-certified true copies of birth and marriage, annulment certificates, court-certified true copies of final divorce or separation certificates for you and your spouse or common-law partner; death certificate for former spouse, if applicable.</p>	
3.	CHILDREN'S INFORMATION	☐
	<p>Government-certified true copies of children's birth certificates (which name their parents); adoption papers for adopted dependent children; proof of custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements. Proof of continuous full-time studies of all dependent children, aged 22 or over: complete school records/transcripts since attaining age 22, letters from the school(s) indicating the number of hours of classes attended per day, and the number of days attended per week, and proof of full financial support by parents since reaching age 22.</p>	
4.	TRAVEL DOCUMENTS AND PASSPORTS	☐
	<p>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, 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. Please note that all prospective immigrants must hold a valid regular passport; diplomatic, official, service, or public affairs passports are not valid for immigration in Canada.</p>	
5.	PROOF OF RELATIONSHIP IN CANADA	☐
	<p>Proof of relationship to your sponsor in Canada, such as government-certified copies of birth and marriage certificates. If applicable, government-certified true copies of sponsor's spouse death certificate, court-certified true copies of sponsor's divorce certificate. Proof of that person's status in Canada: photocopy of the Record of Landing (IMM 1000) or proof of Canadian citizenship such as photocopy of pages of a Canadian passport or Canadian Citizenship card.</p>	

6.	POLICE CERTIFICATES AND CLEARANCES Police certificates or clearances from each country in which you and everyone in your family, aged 18 years or over, have resided six months or more since reaching 18 years of age. You must attach the original police document(s). Please consult our Web site at: www.cic.gc.ca/english/information/security/police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.	<input type="checkbox"/>
7.	ENGAGEMENT Original of the <i>Engagement</i> , if your intention is to reside in the province of Québec.	<input type="checkbox"/>
8.	PHOTO REQUIREMENTS Supply six (6) recent photos for each member of your family and yourself. Follow the instructions in your guide (see Photos in section on completing the Application for Permanent Residence in Canada) and in Appendix B: Photo Specifications .	<input type="checkbox"/>

DOCUMENTS REQUIRED FOR ADOPTED CHILDREN OR CHILDREN WHO ARE TO BE ADOPTED:

1.	ADOPTION ORDER For each adopted person (must be a court-certified true copy).	<input type="checkbox"/>
2.	ADOPTED CHILDREN REGISTER For each person adopted in Jamaica (must be a Government-certified true copy).	<input type="checkbox"/>
3.	FIT PERSON ORDER For each person who is intended to be adopted in Jamaica (must be a court-certified true copy).	<input type="checkbox"/>
4.	COURT LICENSE Authorizing removal of the child from the jurisdiction of the court for the purposes of adoption abroad (must be a court-certified true copy).	<input type="checkbox"/>
5.	ADDITIONAL FAMILY INFORMATION FORM Two Additional Family Information forms are required, one for the adoptive parents, and another, for the natural parents (if known).	<input type="checkbox"/>

Mailing your application

Place all of your documents in a sealed envelope and mail them to:

**Canadian High Commission
 Immigration Affairs Branch
 3 West King's House Road
 P.O. Box 1500
 Kingston 10
 Jamaica, West Indies**

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.

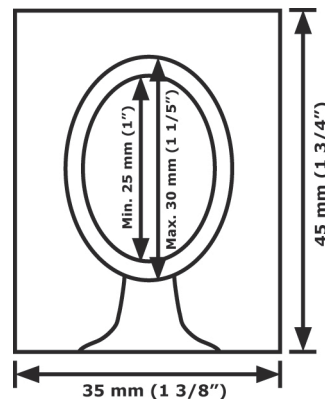
Notes to the photographer

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

Medical Instructions

Everyone included in your application, whether accompanying you or not, must undergo a medical examination with a physician on the list of designated doctors. If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered your dependent child, even if he or she usually lives with the other parent and is not accompanying you to Canada.

All applicants aged 15 or over are required to have an HIV serology test. The test is also necessary for children who:

- have received blood or blood products
- have a known HIV-positive mother
- are potential adoptees

Instructions for this examination will be provided **after** your application has been assessed by a Canadian visa officer.

You will be responsible for the costs of the medical examination for all your family members.

At the time of the medical examination, you and all family members will be required to present individual passports as evidence of identity. If each of your family members does not already have an individual passport, you should apply to obtain them now.

Applicants may, at any time, request that medical instructions be issued, and may undergo an immigration medical examination, at their own risk. It is important to note, however, that undergoing an immigration medical examination **does not guarantee** that a permanent resident visa will be issued.

The permanent resident visa has the same validity period as the medical results, that is, 12 months from the date of the first examination or test.