



IMMIGRATION

Canada

Family Class

Sponsorship of parents, grandparents, adopted children and other relatives

Visa Office Specific Instructions Port of Spain



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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.

<p>1. IMMIGRATION FORMS Check that they are complete and, where applicable, signed: Application for Permanent Residence. - This form is completed by you, the principal applicant. <input type="checkbox"/></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. <input type="checkbox"/></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. <input type="checkbox"/></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). <input type="checkbox"/></p>
<p>2. IDENTITY AND CIVIL STATUS DOCUMENTS <input type="checkbox"/></p> <p>Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner; death certificate for former spouse if applicable. Photocopy of <i>Citizenship Certificate</i> or <i>Immigrant Visa</i> for any dependents who are Canadian citizens or permanent residents of Canada.</p>
<p>3. CHILDREN'S INFORMATION <input type="checkbox"/></p> <p>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 including a notarized declaration of no objection from the non-accompanying parent that he/she has no objections to the child accompanying you; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements including a notarized declaration that you understand that the child(ren) must comply with Canadian Immigration requirements if an application is submitted at a later date and what arrangements have been made for care of the child(ren). Proof of No Objection from the Provincial Adoption Authorities if the applicant is being adopted in Canada. 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>
<p>4. TRAVEL DOCUMENTS AND PASSPORTS <input type="checkbox"/></p> <p>Passports or travel documents for you, your spouse or common-law spouse 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 to Canada.</p>

5.	PROOF OF RELATIONSHIP IN CANADA Proof of relationship to your sponsor in Canada, such as birth, marriage or adoption certificates and proof of that person's status in Canada: photocopy of the Record of Landing (IMM 1000) of your sponsor or proof of Canadian citizenship such as a photocopy of pages of a Canadian passport or Canadian Citizenship card.	<input type="checkbox"/>
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 four (4) 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"/>

Mailing your application

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

Mailing Address

**Canadian High Commission
 Immigration Section
 P.O. Box 565
 Port of Spain
 Trinidad and Tobago, W.I.**

Street Address

**Canadian High Commission
 Immigration Section
 Maple House, Tatil Centre
 3-3A Sweet Briar Road
 St. Clair (Port of Spain)
 Trinidad and Tobago, W.I**

or

**Canadian High Commission
 Immigration Section
 High and Young Streets
 Kingston, Georgetown
 Guyana**

Note Carefully

Do not send any money by mail as pre-payment of courier services (DHL, Federal Express, etc.). If incorrect payment is made, your application will be put on hold and the incorrect fees will be returned.

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.

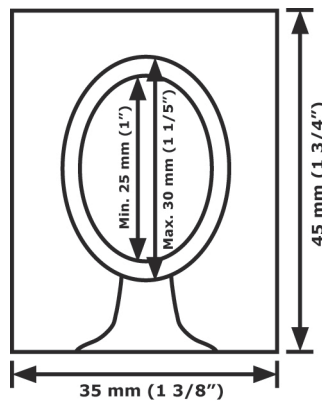
Notes to the photographer

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

You and all your family members, whether accompanying you to Canada or not, must complete a medical examination to determine if you meet the medical requirements for immigration to Canada.

You will receive a medical examinations kit from us **after** you submit your completed *Application for Permanent Residence* to Port of Spain.

You and your family members must do the necessary medical examinations with one of the doctors on the accompanying list unless you and/or your family members live in a country not included on this list.

It is your responsibility to contact the doctor promptly and to inform us if you wish to be examined by a designated doctor in a country outside our region. It is also your responsibility to pay for the medical examinations and all tests that you and any family members are required to take for the purpose of this application.

When you go for your medical examination, take the following:

- The **Medical Report Form**. Part 1.A must be completed for each member of the family and passport-sized photograph affixed to page one and Appendix A of each medical report form. Give these forms to the doctor.
- Identification such as a passport, birth certificate, driver's license (at least one item must show your photograph and signature).
- Eyeglasses, if worn.
- Any relevant medical reports, additional tests or previous X-rays that you may have as a result of particular medical conditions or previous treatments. This will save processing time.

You must tell the doctor about all past and present illnesses, operations and treatments. Failure to disclose this information will delay the medical assessment and processing of your application.

The designated doctor is responsible for collecting all necessary medical reports and forwarding them to the visa office in Port of Spain.