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# Applying for Refugee Protection from within Canada (IMM 5746)

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**This is not a legal document.** For legal information, refer to the *Immigration and Refugee Protection Act and Regulations* or the *Citizenship Act and Regulations*, as applicable.

This publication is available in alternative formats upon request.

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## Overview

### Application package

This application package consists of:

- an instruction guide **and**
- the required forms

**i Note:** In addition to the forms in this package, you will also need to complete the Basis of Claim Form.

The **instruction guide** is a tool that provides:

- the information you must know about this application before sending it to Immigration, Refugees and Citizenship Canada (IRCC) **and**
- assistance with how to fill out the forms and the required supporting documents

**i Note:** Important information about the Basis of Claim Form and the refugee determination process can be found at the Immigration and Refugee Board.

Read the instruction guide thoroughly and then fill out each of the applicable forms.

The **forms** are specifically designed with questions that will assist the processing of your application.

## Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.



What you **must** do to have your application processed.



Important information that you need to be aware of in order to avoid delays or other problems.



Where to get more information.

### **Note:**

Tips that will assist you with this application.

## The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.

1. Gather documents
2. Complete the required forms
3. Submit the completed forms to us in person
4. Eligibility interview

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## Before you apply

### Who is eligible to have a claim for refugee protection referred to the Immigration and Refugee Board?

Canada offers refugee protection in Canada to those who fear persecution and who are unwilling or unable to return to their home country.

Officers receiving your refugee claim will decide whether it is eligible for referral to the Immigration and Refugee Board of Canada (IRB), an independent administrative tribunal that makes decisions on immigration and refugee matters. The IRB (Immigration and Refugee Board of Canada) decides who is a Convention refugee or a person in need of protection.

Your refugee claim may not be eligible for referral to the IRB (Immigration and Refugee Board of Canada) if:

- You have been recognized as a Convention refugee by another country to which you can return;
- You have already been granted protected person status in Canada;
- You arrived via the Canada-United States border;
- You are not admissible to Canada on security grounds, or because of criminal activity or human rights violations;
- You have been convicted of a serious crime;
- You made a previous refugee claim that was found to be ineligible for referral to the IRB (Immigration and Refugee Board of Canada);
- You made a previous refugee claim that was rejected by the IRB (Immigration and Refugee Board of Canada); or
- You abandoned or withdrew a previous refugee claim.

In addition, people who are subject to a removal order cannot make a refugee claim.

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## Definitions

You may find the following definitions useful:

### Convention refugee

Convention refugees are people who are outside their home country or the country where they normally live, and who are unwilling to return because of a well-founded fear of persecution based on:

- race;
- religion;
- political opinion;
- nationality; or
- membership in a particular social group, such as women or people of a particular sexual orientation.

## Person in need of protection

A person in need of protection is a person in Canada whose removal to their home country or country where they normally live would subject them personally to:

- a danger of torture;
- a risk to their life; or
- a risk of cruel and unusual treatment or punishment.

## When must I apply?



Note

You can apply for refugee protection at any time, as long as you are not subject to a removal order. To apply, you must complete the required forms and take them to a IRCC office.

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## **Do I have to include my family members on my application?**

**All of your family members must be listed on your application whether they are with you in Canada or not.**

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### **Family member definitions**

Your family members include your spouse or common-law partner, your dependent children and any children that are their dependent children.

#### **Spouse**

Refers to either of the two persons (opposite or same gender) in a marriage legally recognized in the country in which it took place, as well as in Canada.



Proxy, telephone, fax, internet and similar forms of marriage where one or both parties were not physically present are no longer considered as valid spousal relationships under the Immigration and Refugee Protection Regulations. For more information, consult Operational Bulletin 613.

#### **Common-law partner**

Refers to a person who is living in a conjugal relationship with another person (opposite or same gender), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people.

This can be shown with evidence that the couple share the same home, support each other financially and emotionally, have children together, or present themselves in public as a couple.

Common-law partners who have been in a conjugal relationship for at least one year but are unable to live together or appear in public together because of legal restrictions in their home country or who have been separated for reasons beyond their control (for example, civil war or armed conflict) may still qualify and should be included on the application.

## Dependent children

We assess your child's eligibility as a dependant based on how old they were at a specific point in time, called the lock-in date. This is usually the date we received your application. To see if your child qualifies as a dependant, we consider the age of your child on the lock-in date, even though your child's age may change during processing.

Your child or the child of your spouse or common-law partner can be considered a dependent child if that child meets the requirements below on the lock-in date:

- They're **under 22 years old**, and
- They don't have a spouse or common-law partner

Children 22 years old or older qualify as dependants if they meet **both** of these requirements:

- They have depended on their parents for financial support since before the age of 22, and
- They are unable to financially support themselves because of a mental or physical condition



With the exception of age, dependants must continue to meet these requirements until we finish processing your application.

**Not sure if your child is a dependant?** [Check if your child qualifies by answering a few questions.](#)

If your child's age was locked in on or before October 23, 2017, a previous [definition of dependent children](#) may apply.

### **Dependent child of a dependent child**

Refers to children of dependent children of the applicant and those of the spouse or common-law partner, if applicable.

**Note:** For applicants who started an immigration process before August 1<sup>st</sup>, 2014, consult the page [Definition of Dependent Children Before August 1<sup>st</sup>, 2014.](#)

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## **Step 1: Gather documents**

### **What documents are required?**

The table below identifies the documents that you will need to send with your application. You may use the document checklist to ensure that your application includes all of the required documents.

### **Pieces of personal identification (ID's)**

All identity documents and relationship documents for the principal applicant and for all family members who are in Canada and are included in the application for refugee protection. These documents can include identity, travel or other documents that you have with you now to support your claim, including documents that are not genuine, documents that you got in an irregular or illegal way or by giving information that is not true, and documents you used that do not really belong to you.

Example of pieces of personal identification include:

- passport
- travel document
- birth certificate
- identity cards
- baptismal record
- school certificate as proof of identity
- marriage certificate (as proof of relationship)
- political or social organization's membership card

**i Note:** If you do not have any documents that prove your identity, you will be asked to explain the absence of such documents at your eligibility interview. **It is to your benefit to provide all supporting documentation.**

**Format:** Originals

## Other Supporting Documents

In addition to the identity and relationship documents listed above, you may also include documents that support your claim for refugee protection, if they are available.

Some examples of documents you could provide include:

- your school records, education certificates or professional qualifications
- police or medical reports
- your membership cards for political groups, unions or other groups
- business records
- news articles and human rights reports on country conditions, etc.

For more information, please see the [Claimant's Guide](#) on the IRB website.

**Format:** Original and photocopies

### Two (2) photos for each person

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| Step | Action |
|------|--------|
|------|--------|

- |   |  |
|---|--|
| 1 | Include 2 photos of yourself and each of your family members <b>in Canada who are applying for refugee protection.</b> |
| 2 | Write the name and date of birth of the person on the back of one (1) of the photos.                                   |

**Format:** Original

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## Translation of documents

If your documents are not in either English or French, you must have them translated into the official language (English or French) that you have chosen for your proceeding. The translations and a translator's declaration must be provided, along with copies of the documents. The translator's declaration must include:

- the translator's name;
- the language translated; and
- a statement signed by the translator that the translation is accurate.

If you do not provide your documents in either English or French, they cannot be used at the IRB (Immigration and Refugee Board of Canada) proceeding unless the Member (the person who hears the case and makes the decision) agrees.

For more information, please see the [Claimant's Guide](#) on the IRB website.

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## Medical requirements

If your refugee claim is determined to be eligible for referral to the Immigration and Refugee Board, you and your family members will have to undergo a medical examination.

The office where you make your refugee claim will instruct you how to do this, and give you documents you will need to take to the physician.

**i Note:** the eligibility of your refugee claim will not be affected by the outcome of your medical examination.

## Step 2: Complete the Required Forms

### Filling out the application

The following are the forms that must be filled out and submitted:

- [Generic Application Form for Canada \(IMM 0008\)](#) (PDF (Portable Document Format), 553.83KB (Kilobyte)), Principal Applicant only
- [Additional Dependants/Declaration \(IMM 0008 DEP\)](#) (PDF (Portable Document Format), 424.19KB (Kilobyte)), if you have more than five (5) dependants
- [Schedule A – Background/Declaration \(IMM 5669\)](#) (PDF (Portable Document Format), 776.39KB (Kilobyte)), to be completed by the Principal Applicant, their Spouse/Common-Law Partner, **and** any dependants who are 18 years of age or older, and in Canada
- [Schedule 12 – Refugee Claimants Inside Canada \(IMM 0008–Schedule 12\)](#) (PDF (Portable Document Format), 1.92MB (Megabyte))
- [Basis of Claim Form](#), to be completed by each family member who is claiming refugee protection in Canada (including minors)
- [Document Checklist \(IMM 5745\)](#) (PDF (Portable Document Format), 280.65KB (Kilobyte)).

- [Use of a Representative \(IMM 5476\), if applicable. \(PDF \(Portable Document Format\), 648.31KB \(Kilobyte\)\).](#)
- [Appointment of a Designated Representative for Accompanied Minors \(IRB\)](#)

 Important information:

It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be subject to verification.

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## Be complete and accurate

 Important information:

Complete all sections. If a section does not apply to you, write “Not Applicable” or “NA”. If the required forms are incomplete, you will not be able to proceed to an interview with an officer and your refugee claim will not be received.

**If you need more space for any section, print out an additional page(s) containing the appropriate section, complete it and submit it along with your application.**

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## Generic Application Form for Canada (IMM 0008)

**Who must fill out this application form?**

**This form must be completed by:**

- You, the principal applicant.
- 

## Completing the form



Note

You must answer all questions on this application form unless indicated otherwise.

Download and fill out the application form on a computer. The IMM 0008 Generic Application Form for Canada **must be validated with a 2D bar code**.

Make sure that:

- you properly validate your answers when filling out this form, and
- the 2D bar codes are properly generated

If the 2D bar codes are missing or can't be machine read for any reason, the application will be returned to you without being processed.

You also have the option of saving your form and completing it later.

**i Note:** Completing the form electronically is easier and reduces the risk of errors that can slow down the application process.

Read and follow the steps below to help you fill out the form.

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## Application Details

### Question 1

From the list, select the Program under which you are applying:

- Family
- Economic
- Refugee
- Other

### Question 2

From the list, select the Category under which you are applying:

- If you chose “Family” in question 1, select one of the following:
  - Spouse
  - Common-law partner
  - Conjugal partner
  - Dependent child/adopted child
  - Child to be adopted in Canada
  - Parents/grandparents
  - Orphaned sibling/nephew/niece/grandchild
  - Other relative
- If you chose “Economic” in question 1, select one of the following:
  - Atlantic High Skilled Program
  - Atlantic International Graduate Program
  - Atlantic Intermediate Skilled Program
  - Home Child Care Provider Pilot



- Home Support Worker Pilot
- Rural and Northern Immigration Program
- Federal Skilled Worker
- Federal Skilled Trades
- Self-Employed
- Provincial Nominee
- Canadian Experience Class
- Quebec Selected Skilled Worker
- Quebec Selected Entrepreneur
- Quebec Selected Self Employed
- Quebec Selected Investor
- Live-in Caregiver Program (LCP)
- Start-up Business
- Caregivers Program (select for the Interim Pathway for Caregivers)
- High Medical Needs Program
- Immigrant Investor Venture Capital Pilot Program
- Agri-Food Immigration Pilot
- If you chose “Refugee” in question 1, select one of the following:
  - In Canada – Refugee Claim
  - In Canada – Protected Person (for Convention Refugees or other protected persons applying for permanent residence from within Canada)
  - Outside Canada – Refugee (for Convention Refugees or other protected persons applying for permanent residence from outside Canada)
- If you chose “Other” in question 1, select one of the following:
  - In Canada – Humanitarian & Compassionate Considerations
  - Permit Holder Class

- Temporary Public Policy for Out-of-Status Construction Workers in the Greater Toronto Area

### Question 3

Enter the total number of family members included in your application. This includes yourself and any family members, regardless of whether they intend to accompany you to Canada or not.

**For refugee claimants in Canada only:** Enter the total number of family members included in your application for refugee protection who are with you in Canada.

### Question 4

#### Language preference

From the list, select your preferred language for:

- correspondence
- interview: if your native language is not in this list, select “other”
- interpreter requested: you must select “yes” if you do not select English or French for the interview

### Question 5

#### Where do you plan on living in Canada?

From the list select the:

- Province/Territory
- City/Town

### Question 6

## If you plan to live in the Province of Quebec and are applying under a Quebec immigration program, have you received your Certificat de Sélection du Québec (CSQ)?

- Select the corresponding box
- If you selected “**Yes**”, enter the CSQ (Certificat de Sélection du Québec) number
- If you selected “**No**”, enter the date when you applied for your CSQ (Certificat de Sélection du Québec) (if you have not yet applied, please do so before applying for permanent residence)

**i Note:** If you are not applying under a **Quebec immigration program**, select “no” for Question 6 a) and leave 6 c) blank.

## Principal Applicant’s Personal Details

The Principal Applicant must answer the following questions.

### Question 1

Enter your full **family name** (surname or last name) as shown on your passport, travel or identity document.

**i Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, indicate your family name(s).

Enter all of your **given name(s)** (first, second or more) as shown on your passport, travel or identity document. Do not use initials.

**i Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, indicate “Child” or leave the given name field blank.

## Question 2

### Nickname/Alias

Select the box to tell us if you have ever used any other names than those indicated in question one. This could be your birth name, maiden name, married name, nickname, etc. If “**Yes**”, enter your nickname/alias in the family name and given name(s) fields.

## Question 3

If you know your Unique Client Identifier number (UCI) or Client Identification number (Client ID), enter it here without any spaces. If you applied for temporary or permanent residence in the past, this is an 8 or 10 digit number you can find on previous documents sent by us. If this is your first application with us, or if you do not know your UCI, leave this space blank.

## Question 4

From the list, select your gender (**F**-Female, **M**-Male or **X**-Another gender).

**i Note:** If you choose the X gender identifier and you currently have or have had a Canadian temporary resident document (visa, eta, work permit or study permit) with a gender identifier other than X, you need to complete the [Request Form for a Change of Sex or Gender Identifier \[CIT 0404\]](#) (PDF, 1.6 MB) and send it with your application.

If you've never had a Canadian temporary resident document and your foreign travel document or passport does not contain the X gender identifier (or an equivalent non-binary option), you also need to complete the [Request Form for a Change of Sex or Gender Identifier \[CIT 0404\] \(PDF, 1.6 MB\)](#) and send it with your application.

No supporting documents are required.

**i Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select "Unknown".

### Question 5

Enter your height in either centimetres or feet and inches.

### Question 6

From the list, select your eye color.

**i Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select "Other".

### Question 7

Enter your date of birth. If you do not know your complete date of birth, please use an "\*" (asterisk) to fill in the spaces for the unknown year, month or day. For example, if the day and month of your date of birth is unknown you could enter 1964/\*/\*.

## Question 8

Enter your place of birth, including the city or town, or country of birth as shown in your passport or your travel document.

**i Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, indicate “Unknown” for the city or town and select the country where you intend to adopt a child.

## Question 9

### Citizenship(s)

1. From the list, select your country of citizenship.
2. If you are a citizen of more than one country, select your other country of citizenship.

**i Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select the country where you intend to adopt a child.

## Question 10

### Current country of residence

From the list, select:

- The name of your current country of residence. Your country of residence is the country in which you are residing, provided that you have been lawfully admitted to that country.

**For refugee claimants in Canada only:** select **Canada** whether you have been lawfully admitted or not.

- Your immigration status in that country (indicate one of the following):
  - Citizen
  - Permanent resident
  - Visitor
  - Worker
  - Student
  - Other
  - Protected Person
  - Refugee Claimant
  - Foreign National
- Other: This section must be completed if you selected “Other” as a status.
- The dates (From – To) you have been living in your current country of residence.

### **For out-of-status applicants:**

- for “Status” select “Other”;
- for “Other” type in “Out of status, requires restoration”;
- leave the “From” and “To” boxes blank.

**i Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select the country where you intend to adopt a child and “Citizen” as the immigration status in that country.

### **Question 11**

Enter the date of your last entry to Canada, if applicable.

Enter the place you last entered Canada (example: Toronto airport, Lacolle border crossing, seaport Yarmouth, etc.).

## Question 12

### Previous countries of residence

Select the box to tell us if you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.

If you checked “**Yes**”, for each country select:

- The name of the country you lived in
- Your immigration status for the time you were in that country:
  - Citizen
  - Permanent resident
  - Visitor
  - Worker
  - Student
  - Other
  - Protected Person
  - Refugee Claimant
  - Foreign National
- Other: This section must be completed if you selected “Other” as a status
- The dates (From – To) you were living in that country.

## Question 13

a. From the list, choose your current marital status:

### Annulled Marriage:



This is a marriage that is legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage union did not have a binding force.

**Common-Law:**

This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one (1) year.

**Divorced:**

This means that you are officially separated and have legally ended your marriage.

**Legally Separated:**

This means that you are married, but no longer living with your spouse.

**Married:**

This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.

**Single:**

This means that you have never been married and are not in a common-law relationship.

**Widowed:**

This means that your spouse has died and that you have not re-married or entered into a common-law relationship.

- b. Enter the date (year, month and day) you were married or you entered into your current common-law relationship.
- c. Enter the family name(s) and given name(s) of your current spouse or common-law partner.

**i Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select “Single”.

## Question 14

Select the box to tell us if you have been married or in a common-law relationship. If you checked “**Yes**”, give the following details for your **previous spouse/common-law partner**:

- Family name(s)
- Given name(s)
- Type of relationship:
  - Common-law **or**
  - Married
- Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner
- Date of birth.

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## Contact Information

### Question 1

Enter your current mailing address (where information should be mailed) by typing the following information:

- Post Office Box (P.O. Box) number, if applicable. If you do not enter a post office box, you must provide the Street number must
- Apartment (Apt.) or Unit, if applicable
- Street number (No.), if applicable. It is the number on your house or apartment building. You must provide a street number if you did not enter in a P.O. (Post Office) Box
- Street name, if applicable
- City or Town
- From the list, select the Country of your current mailing address
- Province or State
- Postal code/zip code
- District, if applicable

**i Note:** All correspondence will go to this address unless you indicate your e-mail address.

If you wish to have a representative who can conduct business on your behalf, you **must** provide their address in this section **and** on the **Use of a Representative** (IMM 5476) form.

For more information read the [Use of a Representative](#) guide.

## Question 2

Select the box to tell us if your residential address (where you live) is the same as your mailing address. If **“No”**, enter the following information:

- Apartment (Apt.) or Unit, if applicable
- Street Number (No.). It is the number on your house or apartment building.
- Street Name
- City or Town

- Country
- Province or State
- Postal Code/zip code
- District, if applicable

### Question 3

Enter your telephone number including the country code, area/regional codes, etc. (et cetera)

If you have an extension number, indicate it after your phone number under “Ext. (extension)”

Select the box to tell us if your telephone number is from Canada/the United States (US) or Other (any other country).

From the list, select the type of telephone:

- Residence (home)
- Cellular (cell/mobile)
- Business (work)

### Question 4

If you have a second telephone number enter it here including the country code, area/regional codes, etc. (et cetera).

If you have an extension number, indicate it after your phone number under “Ext. (extension)”

Providing an alternate telephone number will help make sure we can contact you with information about your application.

Select the box to tell us if your second telephone number, is from Canada/the United States or Other (any other country).

From the list, select the type of telephone:

- Residence (home)
- Cellular (cell/mobile)
- Business (work)

### Question 5

If you have a fax number, enter it here, including country code, area/regional codes, etc. (et cetera).

Select the box to tell us if the facsimile (fax) number is from Canada or the United States or Other (any other country).

### Question 6

If you have an email address, enter it here. (e.g.:name@provider.net)

**i Note:** By indicating your e-mail address, you are hereby authorizing IRCC to transmit your file and personal information to this specific e-mail.

## Passport

### Question 1

Select the box to tell us if you have a valid passport or travel document. If you don't have one or can't obtain one, you must select the "No" box.

### Question 2

If you select “**Yes**”, provide your passport or travel document number exactly as shown on the document. Make sure there is no space between each number or letter.

### **Question 3**

From the list, select the name of country or territory that issued your passport or travel document.

### **Question 4**

Enter the date your passport or travel document was issued.

### **Question 5**

Enter the date your passport or travel document will expire.

### **Question 6**

For this trip – select **Yes** or **No** to tell us if you are using a passport issued by the Ministry of Foreign Affairs in Taiwan that shows your personal identification number.

### **Question 7**

For this trip – select **Yes** or **No** to tell us if you are using a National Israeli passport.

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## **National Identity Document**

### **Question 1**

Select the box to tell us if you have a valid national identity document.

### **Question 2**

If you selected “**Yes**”, provide your national identity document number exactly as shown on the identity document. Make sure there is no space between each number or letter.

### Question 3

From the list, select the name of the country or territory that issued your national identity document.

### Question 4

Enter the date your national identity document was issued.

### Question 5

Enter the date your national identity document will expire.

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## Education/Occupation Detail

### Question 1

From the list, select your highest level of education.

- **None:** No education
- **Secondary or less:** High school diploma obtained after elementary school and before college, university, or other formal training.
- **Trade / Apprenticeship certificate / Diploma:** Diploma completed in a specific trade, such as carpentry or auto mechanics.
- **Non-university certificate / Diploma:** Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).
- **Post-secondary – No degree:** Post-secondary studies at a college or university but no degree earned.

- **Bachelor's degree:** Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also, called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.
- **Post Graduate – No degree:** Post Graduate studies at a college or university but no degree earned (Master of PhD).
- **Master's degree:** Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.
- **Doctorate – Ph D:** Highest university degree usually based on at least three (3) years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.

## Question 2

Enter the total number of years of formal education that you have completed, including elementary and secondary school.

## Question 3

Enter your current occupation.

**i Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, indicate "Unknown".

## Question 4

Enter your intended occupation in Canada.



**i Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, indicate “Unknown”.

## Language Detail

### Question 1

This question is not for selection purposes. One of Canada’s immigration objectives is to support and assist the development of minority language communities in Canada.

- a. From the list, select your first (native) language. This is the language that you learned at home during your childhood and that you still understand. If your native language is not in this list, select “Other”.
- b. If your native language is not English or French, select which one you would most likely use:
  - English
  - French
  - Neither

**i Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select the native language of the country where you intend to adopt a child.

### Question 2

From the list, select whether you are able to communicate in English and/or French:

- English

- French
  - Both
  - Neither
- 

## Dependant(s)

You must answer each question on behalf of each of your dependant(s).

To add a new dependant to the application, click the “Add Dependant” button, located at the bottom of the page.

To remove a dependant from the application, click the “Remove Dependant” button.

You can add up to five (5) dependants using this form.

### **If you have more than five (5) dependants:**

To include everyone in your application you must complete the following form for **each additional** family member:

- [Additional Dependants/Declaration \[IMM 0008DEP\] \(PDF \(Portable Document Format\), 0.44 MB \(Megabyte\)\)](#)

## Important



Note

You **must list all family members** in your application for permanent residence, **whether they are accompanying you to Canada or not**. You must also provide details on family members whose location is unknown (including those missing or presumed dead). If these family members are not listed on your application, you will not be able to sponsor them at a later date.

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## Dependant's Personal Details

### Questions 1-9

Questions 1 to 9 are the same questions you answered for yourself. See the [previous instructions](#) to help you answer the questions for your dependant(s).

### Question 10

- a. From the list, select your dependant's relationship to you, the principal applicant:
- Adopted Child
  - Child
  - Common-law partner
  - Grandchild
  - Other
  - Spouse
  - Step-Child
  - Step-Grandchild
- b. Complete if you select "Other"

### Question 11

- a. Select the box to tell us if your dependant will accompany you to Canada.

b. If you answered “**No**”, explain why your dependant is non-accompanying.

## Question 12

From the list, select the type of dependant:

### Type A

The dependant is **under** the age of 22 and single (not married and not in a common-law relationship).

### Type B (Important: This dependent type applies only if your child’s age was locked in before August 1, 2014)

The dependant has been continuously enrolled in and in attendance as a full time student at a post-secondary institution accredited by the relevant government authority and has depended substantially on the financial support of a parent since before the age of 22.

### Type C

The dependant is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22, and is unable to provide for themselves because of a medical condition.

**Not sure which type of dependant your child is? Check if your child qualifies as a dependant by answering a few questions.**

## Question 13

### Current country of residence

From the list, select the appropriate information to tell us:

- The name of your dependant's current country of residence. The country of residence is the country in which they are residing, provided they have been lawfully admitted to that country.

**For refugee claimants in Canada only:** select **Canada** whether your dependant has been lawfully admitted or not.

- Your dependant's immigration status in that country (indicate one of the following):
  - Citizen
  - Permanent resident
  - Visitor
  - Worker
  - Student
  - Other
  - Protected Person
  - Refugee Claimant
  - Foreign National
- Other: This section must be completed if you selected "Other" as a status.
- The dates (From – To) your dependant has been living in their current country of residence.

**For out-of-status applicants:**

- for "Status" select "Other";
- for "Other" type in "Out of status, requires restoration";
- requires restoration, Leave the "From" and "To" boxes blank.

**Question 14**

Enter the date of your dependant's last entry to Canada.

Tell us the place they last entered Canada (example: Toronto airport, Lacolle border crossing, seaport Yarmouth, etc.).

## Question 15

### Previous countries of residence

Select the box to tell us if your dependant has lived in any country other than their country of citizenship or their current country of residence for more than six (6) months in the past five (5) years.

If you checked “**Yes**”, select the appropriate information from the list to tell us the following:

- The name of the country your dependant lived in
- Your dependant’s immigration status for the time they were in that country:
  - Citizen
  - Permanent resident
  - Visitor
  - Worker
  - Student
  - Other
  - Protected Person
  - Refugee Claimant
  - Foreign National
- Other: This section must be completed if you selected “Other” as a status
- The dates (From – To) your dependant was living in that country.

## Question 16

a. From the list, select your dependant’s current marital status:

- Annulled Marriage
  - Common-Law
  - Divorced
  - Legally Separated
  - Married
  - Single
  - Widowed
- b. Enter the date (year, month and day) your dependant was married or entered into their current common-law relationship.
- c. Tell us the family name(s) and given name(s) of your dependant's current spouse or common-law partner.

### Question 17

Select the box to tell us if your dependant has previously been married or in a common-law relationship. If you selected **"Yes"**, give the following details for your dependant's **previous spouse/common-law partner**:

- Family name(s)
- Given name(s)
- Type of relationship:
  - Common-law **or**
  - Married
- Dates (From – To) your dependant was in the relationship with their previous spouse/common-law partner.

## Passport

### Question 1

Select the box to tell us if your dependant has a valid passport or travel document. If you don't have one or can't obtain one, you must select the "No" box.

### Question 2

If you selected "**Yes**", provide their passport or travel document number exactly as shown on the document. Make sure there is no space between each number or letter.

### Question 3

From the list, select the name of the country or territory that issued their passport or travel document.

### Question 4

Enter the date their passport or travel document was issued.

### Question 5

Enter the date their passport or travel document will expire.

### Question 6

For this trip – select **Yes** or **No** to tell us if they're using a passport issued by the Ministry of Foreign Affairs in Taiwan that shows their personal identification number.

### Question 7

For this trip – select **Yes** or **No** to tell us if they're using a National Israeli passport.



## National Identity Document

### Question 1

Select the box to tell us if your dependant has a valid national identity document.

### Question 2

If you selected “**Yes**”, provide their national identity document number exactly as shown on the document. Make sure there is no space between each number or letter.

### Question 3

From the list, select the name of the country or territory that issued their national identity document.

### Question 4

Enter the date their national identity document was issued.

### Question 5

Enter the date their national identity document will expire.

---

## Education/Occupation Detail

### Question 1

From the list, select your dependant’s highest level of education.

- **None:** No education

- **Secondary or less:** High school diploma obtained after elementary school and before college, university, or other formal training.
- **Trade / Apprenticeship certificate / Diploma:** Diploma completed in a specific trade, such as carpentry or auto mechanics.
- **Non-university certificate / Diploma:** Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).
- **Post-secondary – No degree:** Post-secondary studies at a college or university but no degree earned.
- **Bachelor’s degree:** Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also, called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.
- **Post Graduate – No degree:** Post Graduate studies at a college or university but no degree earned (Master of PhD).
- **Master’s degree:** Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor’s degree before a Master’s degree can be earned.
- **Doctorate – Ph D:** Highest university degree usually based on at least three (3) years of graduate studies and a thesis. Normally, you must have completed a Master’s degree before a PhD can be earned.

## Question 2

Tell us the total number of years of formal education that they completed, including elementary and secondary school.

## Question 3

Tell us their current occupation.

## Question 4

Tell us their intended occupation in Canada.

---

## Language Detail

### Question 1

This question is not for selection purposes. One of Canada's immigration objectives is to support and assist the development of minority language communities in Canada.

- a. From the list, select your dependant's first (native) language. This is the language that they learned at home during their childhood and they still understand. If their native language does not appear in this list, select "Other".
- b. If your dependant's native language is not English or French, select which one they would most likely use:
  - English
  - French
  - Neither

**i Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select the native language of the country where you intend to adopt a child.

### Question 2

From the list, select if they are able to communicate in English and/or French:

- English

- French
- Both
- Neither

### Question 3

Select **Yes** or **No** to tell us if your dependant(s) have taken a test from a designated testing agency to assess their proficiency in English or French.

---

### Consent and Declaration of Applicant

1. Once the application is completed, click on the “**Validate**” button located at the top or bottom of the form. This will generate a **barcode page or pages** (see image below).



**i Note:** This barcode page will not appear if you fill out your application by hand.

2. **Print all pages** of your application form.
3. Read all of the statements in all sections carefully and:
  - a. Write your name in the space provided.

b. Check the appropriate box to indicate if you agree that the information contained in this application related to your intended occupation, education and work experience may be shared with prospective employers in order to assist them in hiring workers.



Note

c. Sign, with a hand written signature, and date in the spaces provided.

By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.

4. Place the barcode page(s) on the **top** of your application (forms and supporting documents) when you submit it.

---

## Additional Dependants/Declaration Form (IMM 0008DEP)

### Who must fill out this application form?

#### This form must be completed by:

- You, the principal applicant, on behalf of each of your dependants not included in the *Generic Application Form for Canada* (IMM 0008).

The questions are the same that you answered for yourself and other dependants on the IMM 0008.

Follow the [previous instructions](#) to help you answer the questions.

---

## Consent and Declaration of Applicant

Read all of the statements in all sections carefully and then:

- a. Write your dependant's name in the space provided.
- b. Select the box to tell us if you agree that the information contained in this application related to your dependant's intended occupation, education and work experience may be shared with prospective employers to assist them in hiring workers.
- c. Sign and date in the spaces provided.

By signing, you certify that your dependant fully understands the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.

**i Note:** If you are **less than 18 years of age**, your form must be signed by one of your parents or a legal guardian.

## ***Schedule A – Background/Declaration (IMM 5669)***

**This form must be completed by:**

- you, the principal applicant;
- your spouse or common-law partner (whether accompanying you to Canada or not), **and**
- your dependent children aged 18 years or older (whether accompanying you to Canada or not).

**For refugee claimants in Canada:** Only family members included in your application for refugee protection who are with you in Canada must complete this form.

### Question 1

Enter your full **family name** (surname or last name) exactly as it is shown on your passport, travel or identity document.

Enter all of your **given name(s)** (first, second or more) exactly as they are shown on your passport, travel or identity document. Do not use initials.

### Question 2

Enter your name in your native language or script (if applicable).

For example: Arabic, Cyrillic, Chinese, Farsi, Korean, Japanese characters or Chinese commercial/telegraphic code.

### Question 3

Enter your date of birth. If you do not know your complete date of birth, please use an “\*” (asterisk) to fill in the spaces for the unknown year, month or day. For example, if the day and month of your date of birth is unknown you could enter 1964/\*/\*.

### Question 4

Provide your **father’s** personal details including their:

- family name (surname or last name),
- given name(s),
- date of birth,
- town or city of birth,

- country of birth,
- date of death (if applicable).

### Question 5

Provide your **mother's** personal details including their:

- family name (surname or last name),
- given name(s),
- date of birth,
- town or city of birth,
- country of birth,
- date of death (if applicable).

### Question 6

Answer each question by checking the appropriate box.

If you answered **“Yes”** to one or more of these questions, you must explain what happened in the space provided. If you need more space, attach a separate sheet of paper.

**For questions 7-12, when answering:**

- **Do NOT use abbreviations**
- **Do NOT leave gaps in time**

**If a question doesn't apply to you, write “N/A” in the question.**

**If you need more space, attach a separate sheet of paper.**

** Important information: Processing will be delayed if you do not account for all periods of time.**



## Question 7

### Education

Enter the number of years of formal education you have completed at each of the levels indicated.

Provide the details about each secondary and post-secondary educational institution you attended, including the:

- period of time that you attended the institution,
- name of the institution,
- city and country,
- type of certificate or diploma issued, and
- field of study.

If no diploma was issued, write “N/A (Not Applicable)”. If you need more space, attach a separate sheet of paper.

## Question 8

Provide the details of your personal history **since the age of 18, or the past 10 years**, whichever is most recent.

Start with the most recent information.

If you were working:

- under “Activity”, enter your occupation or job title.
- make sure you provide a specific job title
- If your job title is not clear, provide a brief list of your duties

If you were not working:

- Explain what you were doing (for example: unemployed, studying, travelling, retired, in detention, etc.)

If you were outside your country of nationality, enter your status of the country you were in.

**⚠ Important information: Please ensure that you do not leave any gaps in time. Failure to account for all time periods will result in a delay in the processing of your application.**

### **Question 9: Membership in organizations**

If you were or still are a member of an association or organizing, enter the names here.

This includes:

- political organizations,
- social organizations,
- youth or student organizations,
- trade unions, and
- professional associations.

If you were not a member of an association or organization, do not write “not applicable”. Instead, enter: **“I have never been a member of an organization or association”**.

### **Question 10**

Enter any government positions you have held in the past such as:

- Civil servant;
- Judge;
- Police officer;
- Employee in a security organization;

- Etc. (et cetera)

Do not use abbreviations.

Enter “NONE” in the box if you have not been a member of an association or organization.

### **Include:**

- the name of the country and the level of jurisdiction (examples: national, regional or municipal),
- the name of the department or the branch you worked for, and
- activities and/or positions that you held.

**i** Do not use abbreviations.

### **Question 11**

Give complete details about your military or paramilitary service (if applicable). Provide the details of your military or paramilitary service for each of the countries whose armed forces you served in. If you were not in any military or paramilitary service, write “NONE”. Do not leave gaps in time.

### **Question 12**

Enter the residential addresses where you have lived since your 18th birthday or the past 10 years, whichever is most recent, complete with the postal code. Do not use P.O. Box addresses.

## **Authority to disclose personal information**

## **Declaration of applicant**



Read all of the statements in all sections carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.

**i Note:** The bottom section of Schedule A should not be completed at this time.

## ***Schedule 12 - Additional Information – Refugee Claimants Inside Canada (IMM 0008 - Schedule 12)***

### **Who must fill out this application form?**

#### **This form must be completed by:**

- You, the principal applicant.

**i Note:** You will be required to provide some information on behalf of any family members who are in Canada and also applying for refugee protection.

### **Question 1**

Indicate your full **last name (surname/family name)** as it appears on your passport, travel or identity document.

Indicate all of your **given name(s)** (first, second or more) as they appear on your passport, travel or identity document. Do not use initials.

## Question 2

Indicate your complete date of birth.

## Question 3

Indicate your Universal Client Identification number (UCI), Client Identification number (Client ID), if known (8 or 10-digit number). Otherwise, leave it blank. If this is your first application with us, you will not have a UCI (Universal Client Identification) or a Client ID.

## Question 4

List all documents, genuine or false, that you have in your possession that were **not** included in the Generic Application Form for Canada (IMM 0008). These documents can include identity, travel or other documents that you have with you now to support your claim.

**i Note:** These can be documents that are not genuine, documents that you got in an irregular or illegal way or by giving information that is not true, and documents you used that do not really belong to you.

Examples of identity documents include:

- passport
- seaman's book
- driver's license
- birth certificate
- electoral card

Include information such as the:

- type of document

- name indicated in the document
- country or organization of issue
- answer “Yes” or “No” to indicate whether this document is currently in your possession, and
- answer “Yes” or “No” to indicate whether this document is a genuine document.

## Question 5

List all documents, genuine or false, that your family members have in their possession that were **not** included in the Generic Application Form for Canada (IMM 0008). These documents can include identity, travel or other documents that they have with them now to support your claim.

**i Note:** These can be documents that are not genuine, documents that they got in an irregular or illegal way or by giving information that is not true, and documents they used that do not really belong to them.

Examples of identity documents include:

- passport
- seaman's book
- driver's license
- birth certificate
- electoral card

Include information such as the:

- type of document
- name indicated in the document
- country or organization of issue
- answer “Yes” or “No” to indicate whether this document is currently in their possession

- answer “Yes” or “No” to indicate whether this document is a genuine document.

### **Question 6**

If any persons helped you, or your family members, get to Canada, provide information about them, such as:

- their name,
- the type of assistance they provided (for example: purchased plane ticket, provided false travel documents, traveled with you to Canada, crossed the Canadian border with you, etc), and
- the amount you paid to them, if applicable.

Such a person could be a travel agent, immigration consultant, etc.

### **Question 7**

Indicate how much money you, and your family members, have in your possession and the currency (Canadian or American dollars, Euros, British Pounds, etc).

### **Question 8**

#### **Arrests and criminal offences**

Add a sheet of paper if you need more space to list additional arrests and/or criminal offences, or to explain the circumstances of any acquittal, discharge or pardon. You may also attach any supporting documents such as court documents.

**a)** Check “Yes” or “No” to indicate if you, or any of your family members, have ever been sought, arrested, or detained by the police or military or any other authorities in any country, including Canada.

If “Yes”, in the spaces provided, indicate:

- the name of the person who was sought, arrested, or detained by the police or military or any other authorities (your name or your family members' names),
- by whom that person was sought, arrested, or detained,
- in which country,
- the period detained (From-To), and
- provide the reason.

**b)** Check “Yes” or “No” to indicate if you, or your family members, have ever committed or been charged with or convicted of any crime, in any country, including Canada.

**c)** If you answered “Yes” in **8b)**, in the spaces provided, list all crimes, including those for which you or your family members were never charged, or if you/they were charged, include those crimes for which you/they were acquitted, discharged or pardoned.

In the spaces provided, indicate:

- details regarding the nature of the crime of offence
- the location of the crime
- the date of the charge,
- the result/outcome and date of the result/outcome (such as the conviction or acquittal, etc)
- if convicted, indicate the sentence, and
- indicate the period of prison term served (From-To), if applicable.

## Question 9

### Your travel to Canada

Indicate the exact route you, and your family members used to come to Canada immediately before making this refugee claim, including any transit countries (for example, airport layovers).

Indicate details such as:



- the date of your departure (for each leg of your journey to Canada)
- the city and country of your departure,
- the method(s) of transportations you used,
- provide any details about the journey
- your date of arrival at the next point in your journey (including transit points), and
- each city and country through which you traveled on your way to Canada (if applicable) ending with where you arrived in Canada.

**i Note:** Your route/itinerary may have taken many months or years to complete, you may have traveled through multiple countries, and you may have used different modes of transportation (e.g. plane, bus, boat, train).

## Question 10

In order to work legally in Canada, a work permit is required. In order to study at the post-secondary level (e.g. college or university), a study permit is required.

Indicate whether you, or any of your family members in Canada who are also applying for refugee protection, are requesting a work permit and/or study permit.

Beside each name, use the checkboxes to indicate whether the person is requesting a work permit, a study permit, or both.

**i Note:** if you are a national of a Designated Country of Origin (DCO), you are not eligible for automatic work permit processing. For a list of DCO countries, see:  
<https://www.canada.ca/en/immigration-refugees-citizenship/services/refugees/claim-protection-inside-canada/apply/designated-countries-policy.html>

**i Note:** a study permit is not required for study at the primary and secondary levels (i.e. up to grade 12).

Those who qualify will receive their work and/or study permit once IRCC has received the results of their medical examination.

## Authority to disclose personal information

### Declaration of applicant

**🚫 Note:** Read all of the statements in all sections carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct.

---

## Use of a Representative (IMM 5476)

### Who may use this form?

Complete this form **only** if you:

- are appointing a representative;
- have to update contact information for your previously appointed representative; **or**
- are cancelling a representative's appointment.

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.


## Who is a representative?

A **representative** is someone who provides advice, consultation, or guidance to you at any stage of the application process, or in a proceeding and, if you appoint them as your representative by filling out this form, has your permission to conduct business on your behalf with Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA).

You are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.

When you appoint a representative:

- you also authorize IRCC and CBSA to share information from your case file with this person in place of you. **Please note the representative will receive all correspondence from IRCC or the CBSA, not the applicant;**
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- the representative is authorized to represent you only on citizenship or immigration matters related to the application you submit with this form; and
- you can appoint only **one (1)** representative for each application you submit.

 Important information: You must notify IRCC if your representative's contact information changes, or if you change your representative, or cancel the appointment of your representative. For more information on updating IRCC with your representative's information, please see below section - **Notify IRCC about any changes.**

**There are two (2) types of representatives.**

#### **Uncompensated Representatives:**

Uncompensated representatives **do not** charge fees or receive any other form of consideration or compensation for providing advice or services to represent you before IRCC or the CBSA.

#### **Uncompensated representatives include:**

- Friends, family members or other third parties who do not, and will not, charge a fee or receive any other consideration for their advice and services;
- consultants, lawyers and Quebec notaries, and students-at-law under their supervision, who do not, and will not, charge a fee or receive any other consideration to represent you.

**Note:** You do not have to pay someone for them to be your representative. IRCC will conduct business with an uncompensated representative if an applicant appoints them on their behalf.

#### **Compensated representatives:**

Compensated representatives charge a fee or receive some other form of consideration in exchange for the representation that they provide.

It is important to know that anyone who represents or advises you for payment - or offers to do so - in connection with IRCC proceedings or applications is breaking the law **unless** they are an authorized representative or they have a specific agreement or arrangement with the Government of Canada that allows them to represent or advise you. This applies to advice or consultation which happens before or after a citizenship or an immigration application is made or a proceeding begins.

IRCC will only conduct business with compensated representatives who are in good standing with their designated regulatory body. For more information see - [Find out if your representative is authorized.](#)

**Note:** If a representative is being paid or compensated by someone other than you, the representative is still considered to be a compensated representative.

### **Authorized representatives are:**

- consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
- lawyers and paralegals who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the Chambre des notaires du Québec and students-at-law under their supervision.

If you appoint a compensated representative who is not a member in good standing of one of these designated bodies, your application will be returned. [Learn about using a representative.](#)

### **General Application Information**

## Appoint a representative

- Check box to indicate if you are appointing a representative to represent you with your application process. Complete sections A, B and D.

## Cancel a representative

- Check box to indicate if you are canceling a representative. Complete sections A, C and D; and
- Check both boxes and complete all sections if you are cancelling a representative **and** appointing a new one at the same time.

## Section A – Applicant Information

### Question 1

Write your last name (surname or family name) and given name(s).

### Question 2

Write your date of birth.

### Question 3

If you have already submitted your application, write:

- the name of the office where the application was submitted; and
- the type of application you have submitted.

### Question 4

Write your IRCC's Identification (ID) or Unique Client Identifier (UCI) number (if known). If you have not dealt with IRCC since 1973, you will not have a UCI or a Client ID.

## Section B – Appointment of Representative

### Question 5

Write your representative's full name.

If your representative is a member of the Immigration Consultants of Canada Regulatory Council (ICCRC), a law society or the Chambre des notaires du Québec, print their name as it appears on the organization's membership list.

### Question 6

Check one box to indicate if your representative is uncompensated or compensated.

If your representative is compensated, write the membership ID number of:

- the Immigration Consultants of Canada Regulatory Council (ICCRC); or
- a Canadian provincial or territorial law society; or
- the Chambre des notaires du Québec.

### Question 7

Write your representative's contact information.

If you are appointing a student-at-law to represent you, include their supervising lawyer's information including their membership ID.

**i Note:** By indicating your representative's e-mail address, you are hereby authorizing IRCC to transmit your file and personal information to this specific e-mail address.

### Question 8

To accept responsibility for conducting business on your behalf, your representative must:

- sign the declaration; and
- date the declaration.

## Section C – Cancel the Appointment of a Representative

### Question 9

Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name.

Complete all sections of the form if you wish to both cancel a representative **and appoint a new one**.

## Section D – Your Declaration

### Question 10

By signing, you authorize IRCC to complete your request for yourself and your dependent children under 18 years of age.

For sponsorship application, your spouse or common-law partner does not have to complete a separate request. If your spouse or common-law partner is included in this request, they must sign in the box provided.

## Release of information to other individuals



To authorize IRCC to release information from your case file to someone other than a representative, you will need to complete the form Authority to Release Personal Information to a Designated Individual [IMM 5475] (PDF (Portable Document Format), 1.52 MB (Megabyte)).

The person you designate under that form (IMM 5475) will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with IRCC.

## **Where to submit the form**

### **Immigration and citizenship applicants**

If you have not yet submitted your immigration or citizenship application:

Send this form along with your application to the office listed in the guide of your application.

If you have already submitted your immigration or citizenship application:

You may use this Web form to upload the IMM 5476.

or;

If you know which IRCC office is processing your immigration or citizenship application, send the completed form to the office mailing address. Consult IRCC office mailing addresses.

### **Notify IRCC about any changes**

You must let IRCC know if any information changes regarding the person you authorized to represent you on your application.



Note

## Step 3: Submit the Completed Forms in Person to IRCC

### Sign the forms

The application can be signed and dated before it is submitted.

If you are:

- **18 years of age or older**, sign and date in the boxes provided,
- **less than 18 years** of age, your form must be signed by one of your parents or legal guardians.

### Print the application forms

Print all required forms:

- *Generic Application Form for Canada* (IMM 0008), including the bar code page if you complete it electronically
- *Additional Dependants/Declaration* (IMM 0008 DEP), if applicable
- *Schedule A – Background/Declaration* (IMM 5669), for each family member aged 18 or older in Canada
- *Schedule 12 – Refugee Claimants Inside Canada* (IMM 0008–Schedule 12 ), for each family member aged 18 or older in Canada

- *Basis of Claim Form*, for each family member (including minors) in Canada
  - *Document Checklist* (IMM 5745)
  - *Use of a Representative* (IMM 5476), if applicable.
- 

## Where to Submit Your Completed Forms

Once you have completed all required forms and have gathered all relevant documents, take them **in person** to an IRCC office.

**Applications sent by mail or electronic mail will not be accepted.**

**You must appear in person.** Applications **will not** be accepted from any representative on your behalf.

If your forms are completed to the satisfaction of our staff, arrangements will be made for you to see an officer.

If required, we suggest you bring an interpreter.

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## Step 4: Eligibility Interview

### The Eligibility Interview

The purpose of the eligibility interview is to assess whether or not your refugee claim is eligible for referral to the Refugee Protection Division (RPD) of the Immigration and Refugee Board. The Refugee Protection Division may not consider a claim until it is referred by the officer.

At the interview, the officer is making a decision on eligibility. The officer will not be judging the merits of your claim for protection. However, if you fall into one of the ineligible criteria (listed above in the “Before You Apply” section of this Guide) your claim may be ineligible to be referred to the RPD (Refugee Protection Division).

The officer will go through your forms to ensure that everything is completed satisfactorily and may ask you a few questions for clarification purposes. You will also be fingerprinted so that security and criminality checks can be completed.

The officer will have three working days in which to decide whether your claim is eligible for referral.

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## What happens next

If the officer determines that your claim is eligible to be referred to the IRB (Immigration and Refugee Board of Canada), you will be given a package that includes:

- an appointment to appear at the Refugee Protection Division (RPD) of the Immigration and Refugee Board (IRB) where you will make your case for refugee protection;
- a Refugee Protection Claim Document (RPCD) confirming that your claim has been referred to the IRB;

- Interim Federal Health coverage, which will cover you for health care for as long as you are a refugee claimant, unless your claim is suspended, or you become a rejected refugee claimant;
- if indicated within your application you would like a work permit, study permit or both, upon confirmation of eligibility and completion of your medical, the permit(s) will be sent by mail;

**i Note:** We will provide you with an information sheet that details your coverage under the Interim Federal Health Program.

- a Medical Report to take to a doctor for completion as part of your claim;
- other immigration related documents and a list of conditions.

We will refer your claim to the IRB. At a later date, the IRB will send you a Notice to Appear, which will indicate the date, time and location of your RPD hearing.

## Updating your contact information



Important information

During the application process, you must advise us of any change of address or telephone number. You can do this by going to [Change my address](#) or by consulting the "[How to contact us](#)" section at the end of this guide.

**i Note:** Once your claim has been referred to the Immigration and Refugee Board (IRB), you must also advise the IRB (Immigration and Refugee Board of Canada) of any change in contact information. Instructions on how to do this are included in the IRB's (Immigration and Refugee Board of Canada's) "Claimant's Guide".

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## Protecting your information

Your personal information is:

- available to IRCC and the Canada Border Services Agency (CBSA) employees who need to see it to provide the services to you, **and**
- not disclosed to other organizations except as permitted under the provisions of the Privacy Act **or** the Citizenship Regulations.

**? For more information.** For more information about the protection of your data, visit the [Help Centre](#).

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## Online services

For more information about the programs offered by IRCC, visit [Immigration and Citizenship](#).

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## Need help?

If you need help, you can find answers to your questions by visiting the [Help Centre](#).

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# Appendix A

## Photo Specifications

### Notes to the applicant

#### **i 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 the Checklist.
- 

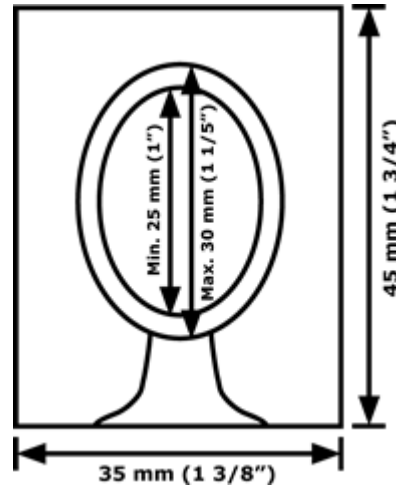
### Notes to the photographer

#### **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.



## How-to video





Save Time: Send a Complete Application

**Find out if you are eligible**

# Come to Canada

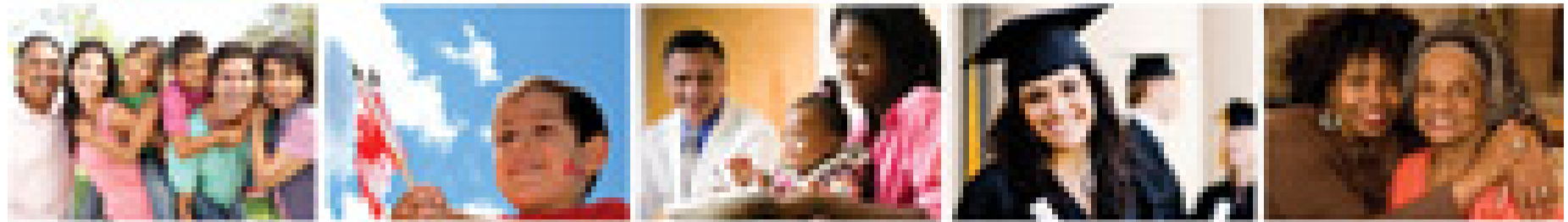


Come to Canada

**Living in Canada tool**



# Living in Canada



[Learn about what it's like to live in Canada and which resources are available to you to help you settle here](#)

**Date modified:**

2020-05-21

