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# IMMIGRATION Canada

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Application for  
Permanent Residence  
– Quebec-Haïti  
Humanitarian  
Sponsorship –  
Visa Office Specific  
Instructions

Port-au-Prince



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**Cette trousse est également  
disponible en français**

# Appendix A

## Checklist

Gather documents as listed. Check (☑) each item on the checklist and attach the checklist to your documents (a paper clip will do). Place all documents in a sealed envelope. If you are not in possession of a required document, please explain why you no longer have this document or why you are unable to obtain a document. Photocopies of all documents are acceptable as a result of the humanitarian measures.

If your documents are not in English or French, send a notarized (certified) translation with a copy of the originals.

<p><b>1. FORMS</b></p> <p>See the "<b>Complete the application</b>" section on our <a href="#">website</a> for specific instructions on how to complete the questions on each of the following forms.</p> <p><b>GENERIC APPLICATION FORM FOR CANADA (IMM 0008 GENERIC)</b> <input type="checkbox"/></p> <p>Check that it is completed and signed.</p> <p><b>ADDITIONAL DEPENDANTS/DECLARATION (IMM 0008DEP)</b> - This form is completed by you, the principal applicant, if you have more than five (5) family members. <input type="checkbox"/></p> <p><b>SCHEDULE A: BACKGROUND/DECLARATION (IMM 5669)</b> <input type="checkbox"/></p> <p>Include a Schedule A form completed and signed by:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over 18 years of age</li> </ul> <p><b>SCHEDULE 9: DECLARATION OF INTENT TO RESIDE IN QUEBEC</b> <input type="checkbox"/></p> <p>Completed and signed by the principal applicant.</p> <p><b>ADDITIONAL FAMILY INFORMATION (IMM 5406)</b> <input type="checkbox"/></p> <p>Completed and signed by:</p> <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over the age of 18 years</li> </ul> <p><b>USE OF A REPRESENTATIVE (IMM 5476)</b> <input type="checkbox"/></p> <p>Complete and include this form in your application if you have a representative.</p>
<p><b>2. ORIGINAL CERTIFICAT DE SÉLECTION DU QUÉBEC (CSQ)</b> <input type="checkbox"/></p> <p>Submit the CSQ for:</p> <ul style="list-style-type: none"> <li>• <b>you</b>, the principal applicant</li> <li>• <b>your</b> spouse or common-law partner who is accompanying you</li> <li>• the accompanying dependent children</li> </ul>
<p><b>3. IDENTITY AND CIVIL STATUS DOCUMENTS</b> <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• Birth certificate, extract from the Archives of the birth certificates (declaration made at birth), or baptism certificate legalized by the diocese or the Ministère des Cultes for:             <ul style="list-style-type: none"> <li>○ yourself,</li> <li>○ your spouse or common-law partner and</li> <li>○ your dependant children.</li> </ul> </li> <li>• Birth, marriage, final divorce, annulment or separation certificates for you and your spouse or common-law partner</li> <li>• Death certificate for former spouse if applicable</li> <li>• Photocopy of <b>citizenship certificate, permanent resident card or permanent resident visa</b> (formerly called "immigrant visa") for any family members who are Canadian citizens or permanent residents of Canada.</li> </ul>

4.	<p><b>CHILDREN'S INFORMATION (IF APPLICABLE)</b></p> <ul style="list-style-type: none"> <li>Children's birth certificates (declaration made at birth), extract from the Archives, or baptism certificate legalized by the diocese or the Ministère des Cultes (which names their parents)</li> <li>Adoption papers for adopted dependent children</li> <li>Proof that the principal applicant, the spouse or the common-law partner has custody of the accompanying children under the age of 18 years and an authorization from a court confirming their departure to Canada</li> <li>If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements</li> <li>You must submit proof if the child is 19 years of age or older and depends substantially on the financial support of the parent since before the age of 19 and is unable to be financially self-supporting due to a physical or mental condition.</li> </ul> <p><b>Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604) (attached at the end of Appendix A)</b> - This form must be completed by the following persons who consent to the removal of their child from their country of residence and for the child to immigrate to Canada with the other parent:</p> <ul style="list-style-type: none"> <li>non-accompanying parents/guardians,</li> <li>former spouses, or</li> <li>former common-law partners.</li> </ul>	<input type="checkbox"/>
5.	<p><b>TRAVEL DOCUMENTS AND PASSPORTS</b></p> <ul style="list-style-type: none"> <li>Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing: <ul style="list-style-type: none"> <li>the passport number,</li> <li>date of issue and expiry,</li> <li>your photo, name, date and place of birth.</li> </ul> </li> <li>If you live in a country different from your nationality, include a photocopy of your visa for the country where you currently live.</li> <li>You must hold a valid regular passport. Diplomatic, official, service or public affairs passports <b>are not</b> valid for immigration to Canada.</li> </ul>	<input type="checkbox"/>
6.	<p><b>POLICE CERTIFICATES AND CLEARANCES</b></p> <p>Please consult our website at:  <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">www.cic.gc.ca/english/information/security/police-cert/index.asp</a> for specific and up-to-date information on how to obtain police certificates from any country.</p> <p><b>Note: " Certificats de bonne vie et mœurs " are not acceptable documents.</b></p>	<input type="checkbox"/>
7.	<p><b>FEE PAYMENT</b></p> <p>Follow these instructions to pay the fees. If you do not, we will return your application. Processing fees <b>are not</b> refundable.  Consult the <b>Fees</b> section of our <b>website</b> at:  <a href="http://www.cic.gc.ca/english/information/fees/index.asp">http://www.cic.gc.ca/english/information/fees/index.asp</a>.</p> <p><b>Do not enclose cash.</b></p>	<input type="checkbox"/>
8.	<p><b>PHOTO REQUIREMENTS</b></p> <p>Supply <b>two (2) photos</b> for each member of your family and yourself. Follow the instructions provided in section "How to Complete the Forms" of the application guide and in <b>Appendix B: Photo Specifications</b>.</p> <p><b>Note:</b> Five (5) additional photos will be required later on by the visa office in Port-au-Prince.</p>	<input type="checkbox"/>

# Mailing Your Application

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

**Ottawa-Haiti Processing Office**

**365 Laurier Avenue West**

**Ottawa, Ontario**

**K1A 1L1**

**Fax: 613-957-6214**

**Email: [Haiti-application@cic.gc.ca](mailto:Haiti-application@cic.gc.ca)**



## DECLARATION FROM NON-ACCOMPANYING PARENT/GUARDIAN FOR MINORS IMMIGRATING TO CANADA

FOR OFFICE USE ONLY			
File no. ▶			
Date ▶	Day	Month	Year

Send this fully completed Declaration **and** a photocopy of a valid and legible identity document to the Canadian Embassy/Canadian Consulate.

This form must be:

- filled out by the non-accompanying parent/guardian, former spouse or former common-law partner and;
- **witnessed by a notary public.**

**A copy of this form must be completed for each child travelling to Canada.**

I, \_\_\_\_\_, declare that I have no objections to my

child: \_\_\_\_\_  
Child's full name
Day
Month
Year  
Child's date of birth

immigrating to Canada with his/her parent/guardian:

_____	_____
Parent/Guardian name	Relationship to child

_____	_____
Parent/Guardian name	Relationship to child

Fill out this section if this child is travelling to Canada with someone other than the parent/guardian listed above.

_____	_____
Name	Relationship to child

I have read and understand the contents of this letter and by signing and returning this letter, I am confirming that I fully understand that I may be permanently separated from my above-named child.

I further understand that if I wish to enter Canada, as a temporary resident or a permanent resident, I must comply with all requirements of the *Immigration and Refugee Protection Act* and Regulations in force at the time of my application.

To be completed by the non-accompanying parent/guardian, former spouse or former common-law partner, in front of the witness. Present your original Identification Card to the witness\*

Signature (before witness*)	Date Day    Month    Year 
Emergency contact telephone number	Place

To be completed by the witness (notary public)

Witness title and name in block letters (*must be a notary public)	Witness* professional chop/stamp
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Signature of witness*
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# Appendix B

## Photo Specifications

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### 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.

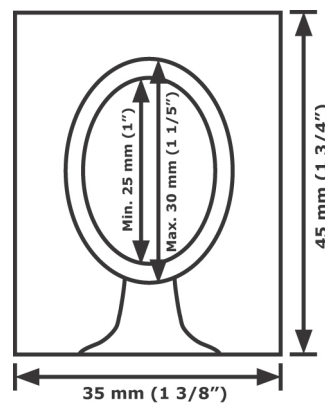
### Notes to the photographer

#### 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

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Everyone included in your application, whether accompanying you or not, must undergo a medical examination with a physician on the list of designated medical practitioners. 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.

**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.

You should note that, at the time of 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. 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.