



Checklist of Documents

Permanent Resident Travel Document

The Canadian Visa Application Centre

Please use this Checklist as a guide for preparing your application to be submitted. The following documents will make the review of your application and the final decision of the visa officer easier. Submit the documents that are applicable. Some documents are optional.

The documents must be submitted in the order listed. Please note that visa officers may request additional documents as they consider necessary.

Submission of an Application

- ☐ Your completed and signed Application for a Travel Document (Permanent Resident Abroad) (IMM 5524)
- ☐ Family Information [IMM 5645]
- ☐ If applicable, Use of a Representative form (IMM 5476)
- ☐ Fee payment in an acceptable format. Verify acceptable methods of payment with the Visa office responsible for your area.

Note. Visa offices cannot accept fee payments from banks in Canada.

- ☐ This Document Checklist.
- ☐ Two recent passport-size photos of each of the applicants (the name and date of birth of each applicant must be printed clearly on the back of each photograph).
- ☐ Your passport or travel/identity document from your country of citizenship.
- ☐ Evidence of your permanent Resident status in Canada, such as:
 - A Record of Landing or Confirmation of Permanent Residence or, if the document was lost or stolen, a police report documenting the circumstances of the loss.
 - An expired permanent resident card or, if your card was lost or stolen, a police report documenting the circumstances of the loss.
 - A Returning Resident Permit.
 - Employment documents.
 - Financial documents.
 - Revenue Canada Notice of Assessment forms.
 - Evidence of receipt of benefits from Canadian government programs.
 - Rental agreements
 - Club memberships etc.

Supporting documents proving that you meet the residency obligation.

- ☐ If you are accompanying a Canadian citizen or permanent resident, these may include:
 - Marriage license
 - Child's birth certificate, baptismal document, and/or adoption or guardianship document.
 - School and/or employment records.
 - Association or club memberships.
 - Passports or other travel documents.
 - Documents indicating the status of the person you are accompanying.
 - Documents indicating that the person you are accompanying meets his or her own residency obligation.
- ☐ If you are working outside Canada, you must enclose a letter of declaration signed by an official of the business that indicates:
 - The position and title of the signing official;

- The nature of the business and how it fits the description of a Canadian business (see definition in Residency Obligation section);
- Details of your assignment or contract outside Canada; and
- Confirmation that the business has not been created primarily for the purpose of allowing you to satisfy your residency obligation.

☐ You may also include:

- Articles of incorporation and business licenses.
- Partnership agreements and/or corporate annual reports.
- Corporate Canadian income Tax Notices of Assessment and/or financial statements.
- Copies of the employee Assignment Agreement or Contract.
- Copies of any agreements between the Canadian business and the business or client outside Canada concerning your assignment to that client or business.

☐ To be considered on humanitarian and compassionate grounds, enclose supporting documents that support your request to retain your permanent residence. Refer to the Residency Obligation section for more information.

Documents indicating consent for children to travel as unaccompanied minors.

- ☐ Children under 16 years of age who are travelling alone must carry written information about the person who will be responsible for them. If a child included in this application is the subject of a custody order or is travelling with one of his or her parents, you must provide a proof of custody or the other parent's consent for the trip. Children travelling without their custodial parent(s) require a letter permission to travel from the non-accompanying parent(s).
- ☐ **VAC Consent Form** completed and signed to submit your application through the VAC.
- ☐ The fee for the services at the VAC.

To submit an application for a Temporary Resident Visa, Work Permit, Study Permit or Travel Document, you may either bring all the required documentation to the Visa Application Centre (VAC) by yourself or a third person or send it to the VAC via courier. Please bear in mind that you must have the processing fee payment in order to submit the application.

If you choose to appear at the VAC in person, applications may be submitted by the main applicant, their representative or a third person. A consent form must be signed by each applicant or their legal guardian. If the applicant is not going to appear in person, please ensure to include a signed copy of the Consent Form with the application documents.

If you choose to send your documents by courier, please ensure that you have printed the checklist for the appropriate type of travel and include it in the package. You must include as well a minimum of two payments per person in the package: one per applicant for the VAC fee, and one for the processing fee. Note: family payment permitted if applicable for the processing fee.

If any minimum required document is missing for processing, your application could be returned to you for completion.

1. I, the applicant, confirm that I have no other documents to submit

OR

2. I, the applicant, am submitting the supporting documents indicated by a check mark in the corresponding checkboxes above. I understand that failure to submit all necessary documents may result in the application refusal, but have chosen to proceed with the application.

Printed Name of Applicant

Signature of Applicant

Date