

PERMANENT RESIDENT CARD
IMMIGROUP ORDER FORM

INSTRUCTIONS

Read all instructions and follow carefully

1. Please complete the order form and application forms included herein. Make sure to include your telephone number and email address where you can be contacted.
2. Fax or scan and email all forms and documents in the document checklist to our office for review at 416-640-2650 or info@immigroup.com.
3. You will be contacted within 1 - 2 business days regarding your application. If you have not been contacted after 2 business days, please contact our office at **1-866-760-2623** to confirm we have received your order.
4. After we have reviewed your forms and documents, we will advise you to send the original forms and copies of documents to our office at **1180 DANFORTH AVE, TORONTO, ON M4J 1M3**
5. Our office will contact you when your new PR Card is ready to confirm the address and shipping method you would like to receive your PR Card by.
6. Upon receipt of your new Permanent Resident card by mail, **you are required to** destroy your previous card. Should you be requested to present yourself at a local CIC office, **you must** bring with you the original document matching the copies which you have included with your application.

Please note that as of May 1, 2012, your PR Card may be mailed to our office or your residential address at the discretion of CIC.

DOCUMENT CHECKLIST

Include the following documents in your PR card package

- IMMIGROUP ORDER FORM**
 - PR CARD APPLICATION FORM** (duly completed and signed)
 - IMM 5455 FORM**
 - COPY OF ID PAGE IN YOUR CURRENT VALID PASSPORT OR COPY OF ID PAGE & IMMIGRANT STAMP / VISA PAGE OF PASSPORT AT TIME OF LANDING**
 - COPY OF RECORD OF LANDING (IMM 1000) OR CONFIRMATION OF PERMANENT RESIDENCE**
 - COPY OF CURRENT, VALID OR EXPIRED PR CARD, BOTH SIDES**
 - COPY OF DRIVER'S LICENSE, PROVINCIAL ID OR UNIVERSITY / COLLEGE ID**
 - COPY OF ALL PAGES IN ALL PASSPORTS HELD IN LAST 5 YEARS**
 - COPY OF ONE OF THE FOLLOWING: - NOTICE OF ASSESSMENT (INCOME TAX) FOR LAST 2 YEARS OR - RECORD OF MOVEMENT OR**
 - UNIVERSITY TRANSCRIPT (IF APPLICABLE) OR - SCHOOL RECORDS (CHILDREN ONLY)**
- If applicable, include:**
- PROOF OF URGENCY (ITINERARY OR TICKET WITH PROOF OF PAYMENT)**
 - IF YOUR NAME HAS CHANGED SINCE YOUR LAST APPLICATION: MARRIAGE CERTIFICATE OR NAME CHANGE**
- PLEASE NOTE THAT ADDITIONAL DOCUMENTATION MAY BE REQUESTED ON AN AS NEEDED BASIS

SERVICE OPTIONS

All processing times are subject to change without notice. Processing is not guaranteed but at the discretion of CIC.

REGULAR FILING

\$409.35

\$295 service fee
\$38.35 HST (harmonized sales tax)
\$26 courier fee
\$50 government fees

Average processing time is 3-4 months

URGENT FILING (must have proof of urgency)

\$499.75

\$375 service fees
\$48.75 HST (harmonized sales tax)
\$26 courier fee
\$50 government fees

Average processing time is 20-30 business days

STATUS IN JEOPARDY

\$697.50

\$550 service fees
\$71.50 HST (harmonized sales tax)
\$26 courier fee
\$50 government fees

This service must be used by persons who have been outside of Canada for over 600 days in the past 5 years.

Processing times vary; call for more information

TOP PRIORITY FILING (must have proof of urgency)

\$641.00

\$500 service fees
\$65 HST (harmonized sales tax)
\$26 courier fee
\$50 government fees

Average processing time is 15 business days

CREDIT CARD INFORMATION

Cardholder Name:

Card Number:

Expiry Date: CVW Code:

Cardholder Signature:

Email:

DISCLAIMER

Applicant must sign below

*By signing below I assert that I have read and agreed to the terms and conditions as listed on <http://www.immigroup.com/disclaimer.php> and agree to the following conditions:

*Immigroup Inc is not responsible for documents or passports lost by courier companies or any government office.

*Immigroup Inc is not responsible for applications that are rejected.

*All fees are non-refundable once applications are submitted to the government.

*I agree to being charged the total fees corresponding with my required service

*I understand that cancellation of this service after my order is received by Immigroup Inc. will bear a minimum cancellation fee of \$42.50

SIGN HERE:

APPLICATIONS MISSING THIS ORDER FORM WILL NOT BE PROCESSED.

1180 Danforth Ave.
Toronto, ON M4J 1M3
Tel: 416-962-2623
Toll free: 1-866-760-2623
Fax: 416-640-2650
<http://www.immigroup.com>
info@immigroup.com



Use this cover page to fax your documents for review of
your application (fax to 416-640-2650)

To: ImmiGroup	From:
Fax:	Pages: 416-640-2650
Phone: 416-962-2623	Date:
Re:	CC:

PLEASE FAX THESE ITEMS

- Completed PR Card application
- Completed Immigroup order form
- Photocopy of applicant's passport
- Photocopy of existing PR card (front and back) or
Landing Paper
- Photocopy of Driver's License OR Provincial ID

If you are unable to provide any of these items, fax what you
have and our office will advise you how to proceed.

The information transmitted is intended only for the named individual(s) or organization above and may contain privileged and/or confidential information. Any distribution, copying or other use of, or action taken (or not taken) on this information by anyone other than the intended recipient(s) is strictly prohibited.



APPLICATION FOR A PERMANENT RESIDENT CARD

Confused by a question? See step 2 of the instruction guide.
TYPE or PRINT in black or blue ink

1. Language you prefer for correspondence: English French

2. Date you became a permanent resident of Canada

3. You are applying to (check one box): Obtain your first Permanent Resident Card Renew your present Permanent Resident Card Replace a lost, stolen, destroyed or never received Permanent Resident Card

NOTE: If you are applying to **renew** your present card, you should keep it until you receive your replacement card. You will be asked to destroy your old card when you receive your new one. If you are applying to replace your damaged card, you must send the damaged card with your application.

A. PERSONAL DETAILS

4. Your full name as shown on your *Record of Landing* (IMM 1000) or *Confirmation of Permanent Residence* (IMM 5292) or (IMM 5688).

Family name (surname)	Given name(s)
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5. Your current name, if different from above (Note: you must provide supporting documents for any change in your name. Consult "Step 1. Gather documents" in the instruction guide.

Family name (surname)	Given name(s)
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6. Your sex Male Female

7. Your date of birth

8. Your country of birth

9. Your country of citizenship

10. Colour of your eyes Blue Grey Brown Green Black Hazel (yellowish brown) Other

11. Your height cm or ft in

12. Your current residential address in Canada

Street no. and name		
City	Province	Postal code

13. Your mailing address in Canada (if different from above)

Street no. and name		
City	Province	Postal code

All correspondence will go to this address unless you indicate your e-mail address below. Indicating an e-mail address will authorize all correspondence, including file and personal information, to be sent to the e-mail address you specify.

14. Your telephone numbers and e-mail address

At home	Alternative	E-mail
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15. Your current marital status

Never married Married Widowed Legally separated Divorced Common-law

B. YOUR IMMIGRATION HISTORY

16. Place you became a permanent resident of Canada

City/Port of entry Province

17. Have you ever been issued a removal order in Canada? Yes No

18. Has an Immigration Officer ever issued you a *Report Under subsection 44(1)* or made the decision that you have not met the residency obligations required of Canadian permanent residents? Yes No

C. PERSONAL HISTORY

19. ADDRESS HISTORY: Your address history for the past 5 years or if you became a permanent resident less than five years ago, your address history since becoming a permanent resident

From (YYYY-MM)	To (YYYY-MM)	Street and number	City or town	Province	Country

C. PERSONAL HISTORY (continued)

20. WORK AND/OR EDUCATIONAL HISTORY: Your work and/or educational history for the past five years or if you became a permanent resident less than five years ago, your work and/or educational history since becoming a permanent resident. If you have not worked or studied, write N/A (not applicable).

From (YYYY-MM)	To (YYYY-MM)	Name of employer or name of educational institution attended (do not use abbreviations)	City or town	Province	Country

21. TRAVEL HISTORY: Have you travelled or lived outside of Canada in the last five years (or if you became a permanent resident less than five years ago, since becoming a permanent resident)?

No Yes ► List all your absences:

From (YYYY-MM)	To (YYYY-MM)	Your location during your absence (city, country)	Reason for absence	Number of days
Total number of days				

If your total equals 1095 days or more, you must complete Section D.

D. RESIDENCY OBLIGATION

Complete this section if you have been outside of Canada for 1095 days or more in the past five years.

22. If you have been outside of Canada for 1095 days or more, list your absences from Canada in the past five years in the following situations, if applicable. If you became a permanent resident less than five years ago: list absences from the time you became a permanent resident to present.

Option 1 - Absence while accompanying a family member who is a Canadian citizen

Name of family member ► Provide proof of Canadian citizenship.

Relationship to you ► Provide proof of your relationship.

From (YYYY-MM)	To (YYYY-MM)	Your address during your absence	Number of days
Total number of days			

Option 2 - Absence while employed by a Canadian business or in the Canadian federal or provincial public service

► Provide proof of full-time Canadian employment

From (YYYY-MM)	To (YYYY-MM)	Your address during your absence	Number of days
Total number of days			

D. RESIDENCY OBLIGATION (continued)

Option 3 - Absence while accompanying a family member who is a permanent resident of Canada and who is employed by a Canadian business or in the Canadian federal or provincial public service

Name of family member ▶ Provide proof of this person's permanent resident status and proof of this person's full time employment.

Relationship to you ▶ Provide proof of your relationship.

From (YYYY-MM)	To (YYYY-MM)	Your address during your absence	Number of days
Total number of days			

E. CONSENT TO DISCLOSE INFORMATION

23. History of entries to Canada

Request for authorization

By selecting "YES" in the box below, and by signing this form, I hereby give my consent to the Canada Border Services Agency (CBSA) to disclose the details of my history of entries into Canada to Citizenship and Immigration Canada (CIC) in order to assist CIC in determining my eligibility for a permanent resident card.

I also hereby authorize CIC to collect the history of my entries into Canada from the CBSA.

Yes No

Note that if you do not provide consent, you may be asked to request your history of entries directly from the CBSA and send it to CIC which could result in delays in the processing of your application.

F. DECLARATION OF APPLICANT

24. This declaration covers the information that I have provided on this form and all the information submitted in my application for a Permanent Resident Card as well as in the attached accompanying documents.

- I declare that the information I have given is truthful, complete and correct.
- **I understand that any false statements or concealment of a material fact may be grounds for my prosecution or removal.**
- The photographs enclosed are a true likeness of me.
- I am a permanent resident of Canada.
- I am not a Canadian citizen.
- I understand all the foregoing statements, having asked for and obtained an explanation on every point that was not clear to me.
- I realize that once this document has been completed and signed, it will form part of my Immigration Record and will be used to verify my family details on future applications.
- I will immediately inform Citizenship and Immigration Canada if any of the information or the answers provided in my application forms change.
- **I have included the SUPPLEMENTARY IDENTIFICATION FORM (IMM5455).**

Signature of declarant

Date

City

Province

Signature of parent or guardian, if applicable

Date

I am the applicant's: (check appropriate box) Mother Father Guardian

G. SOLEMN DECLARATION CONCERNING A LOST, STOLEN, DESTROYED OR NEVER RECEIVED PERMANENT RESIDENT CARD

25. Complete this section only if you are applying to replace a lost, stolen, destroyed or never received PR Card.

Permanent Resident Card number Date of issue

My Permanent Resident Card was Lost Stolen Destroyed Never received **▶** on or about at

Under the following circumstances (full information must be provided below):

I have made the following efforts to locate this document
(if applicable, indicate police authorities notified and attach a copy of police report or incident report number):

Should I ever regain possession of my original PR Card, I promise to destroy it immediately.

I solemnly declare that the information I have provided is true, that is of the same force and effect as if made under oath, and that it was freely given. I authorize the department of Citizenship and Immigration Canada to verify the information I have provided. I also understand that the provision of any false or misleading information may lead to prosecution in accordance with Section 127 of the *Immigration and Refugee Protection Act*.

Signature of declarant	<input type="text"/>	Signature of parent or guardian, if applicable	<input type="text"/>
Date	<input type="text" value="(YYYY-MM-DD)"/>	Date	<input type="text" value="(YYYY-MM-DD)"/>

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used to determine whether the term and conditions of your permanent residency were maintained and whether you should be granted a Permanent Resident Card. It will be retained in the Personal Information Bank CIC PPU 067 entitled Permanent Resident Card as identified in **infosource**. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available at Public Libraries in Canada.**



SUPPLEMENTARY IDENTIFICATION FORM RENSEIGNEMENTS SUPPLÉMENTAIRES

FOR OFFICE USE ONLY - RÉSERVÉ À L'ADMINISTRATION

Client ID - ID du client

IMMIGRANT IDENTIFICATION - IDENTIFICATION DE L'IMMIGRANT

1. Full name - Nom au complet

Surname / Nom de famille

Given name(s) / Prénom(s)

2. Date of birth - Date de naissance

Y-A	M	D-J

3. Height - Grandeur

<input style="width: 90%; height: 20px;" type="text"/>	cm	OR	<input style="width: 90%; height: 20px;" type="text"/>	ft	in
		OU		pi	po

4. Eye colour - Couleur des yeux

<input type="checkbox"/> Blue Bleu	<input type="checkbox"/> Green Vert	<input type="checkbox"/> Grey Gris	<input type="checkbox"/> Black Noir	<input type="checkbox"/> Brown Brun	<input type="checkbox"/> Hazel (yellowish brown) Noisette (brun jaunâtre)
Other / Autre <input style="width: 95%; height: 20px;" type="text"/>					

Date of permanent residence Date de résidence permanente	▶	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 33%;">Y-A</td> <td style="text-align: center; width: 33%;">M</td> <td style="text-align: center; width: 33%;">D-J</td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table>	Y-A	M	D-J			
Y-A	M	D-J						



Please read these instructions carefully. If the instructions are not followed correctly, **your application will be returned to you.**
 Veuillez lire ces instructions attentivement. Si vous ne suivez pas les instructions, **votre demande vous sera retournée.**

- **DO NOT** glue the picture in the box (square) below as it may damage the picture. This box is reserved for office use only. Place the photos in a small envelope and write the name of the applicant on the envelope.
- Veuillez **NE PAS** coller la photo à l'intérieur de la boîte (carré) ci-dessous, la colle pourrait l'endommager. Cette boîte est réservée à l'administration seulement. Placer les photos dans une enveloppe et écrivez le nom du demandeur sur l'enveloppe.

For office use only

Réservé à l'administration

7. Your representative's contact information

Name of firm or organization (if applicable)			
Mailing address			
Postal code/ZIP			
Telephone number	Country code	Area code	Number
	()		
Fax number	Country code	Area code	Number
	()		
E-mail address (if applicable)			

By indicating your representative's e-mail address, you are hereby authorizing Citizenship and Immigration Canada to transmit your file and personal information to this specific e-mail address.

8. Your representative's declaration:

- I declare that the information in Section B is truthful, complete and correct.
- I understand and accept that I am the person appointed by the applicant to conduct business on the applicant or sponsor's behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

Signature of representative

Party ID (if known)

Date

SECTION C: CANCEL THE APPOINTMENT OF A REPRESENTATIVE

I withdraw my authorization for this person to serve as my representative, to receive information on my case file and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

9. Your representative's full name

Family name (Surname)

Given name(s)

Name of firm or organization
(if applicable)
SECTION D: YOUR DECLARATION**10.**

- I declare that I have fully and truthfully answered all questions on this form and any attached application (if applicable).
- I also declare that I have read and understood all the statements on this form, having asked and obtained an explanation for every point that was not clear to me.

Signature of applicant

Date

Signature of spouse or common-law partner
(if applicable)

Date

Warning! It is a serious offence to give false or misleading information on this form.

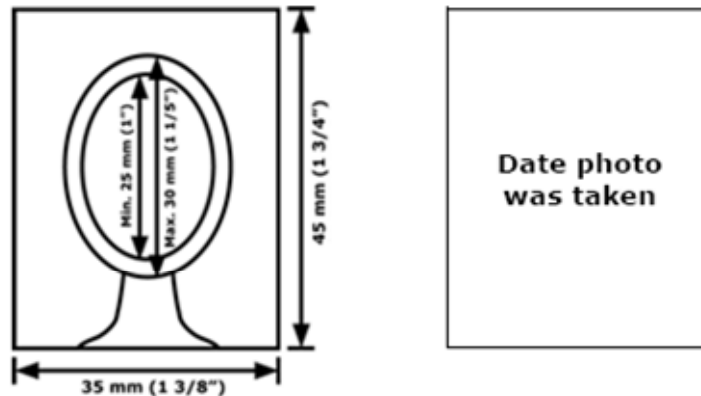
The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used in assessing your application according to the requirements of the Act. It will be retained in a Personal Information Bank identified in **Infosource**. The information may be shared with other organizations such as the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security and Intelligence Service (CSIS), where there is an agreement or arrangement with a foreign government, in accordance with subsection 8(2) of the *Privacy Act*. Pursuant to the *Immigration and Refugee Protection Regulations*, the information may also be shared with a regulatory body that is responsible for governing or investigating the conduct of representatives, such as a provincial and territorial law society, the *Chambre des Notaires du Québec* and the Immigration Consultants of Canada Regulatory Council (ICCRC). Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**

Appendix B: Photo specifications

Take this sheet with you to the Photographer

Permanent Resident Card photos are NOT the same as passport photos.

- You may wear non-tinted and tinted prescription glasses as long as your eyes are clearly visible. Make sure that your eyes are not hidden by glare on the lenses. Sunglasses are not acceptable.
- A hairpiece or other cosmetic accessory is acceptable if it does not disguise your normal appearance and you wear the accessory on a regular basis.
- The photos must clearly show your face. If you may not remove your head covering for religious reasons, make sure your full facial features are visible.
- Photos must have been taken within the last 12 months to ensure an up-to-date likeness.
- Photos may be either black and white or color.
- Your face must be square to the camera with a neutral expression, neither frowning nor smiling, and with your mouth closed.



Notes to the photographer

The two photos must:

- show a full front view of the person's head showing full face centered in the middle of the photo;
- be clear, well-defined and taken against a plain white background without shadows;
- be produced from the same un-retouched film or from the same file capturing the digital image or from two identical photos exposed simultaneously by a split-image or multi-lens camera;
- be original photos (not taken from any existing photo);
- 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;
- Be on photographic paper that has a backing which accepts and retains the date. Photos without this backing are not acceptable;
- be on prints that are well-fixed and washed to prevent discoloration;
- Bear the date the photo was taken (not the date the photo was printed) directly on the back of one print (stick-on labels are not acceptable).