



DOCUMENT CHECKLIST

DEPENDENT CHILD

As you work through the steps, check for each applicable item.

PART A - FORMS REQUIRED

DOCUMENT CHECKLIST FOR SPONSOR AND APPLICANT

- 1. Document Checklist - Dependent Child (IMM 5534)**
You must attach this checklist (both Part A and Part B, all pages) as the covering page for your application package.

SPONSOR

- 2. Application to Sponsor, Sponsorship Agreement and Undertaking (IMM 1344)**
Submit the original document signed by both you (the sponsor), and the person you want to sponsor, if he/she is 18 years or older. If the person you are sponsoring is under 18 years of age, he/she does not need to sign.

Step by step instructions: <http://www.cic.gc.ca/english/information/applications/guides/5289ETOC.asp#1344>

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM1344E.pdf>

Note: If you are sponsoring more than one dependent child, you must submit a **separate application for each sponsored child**, including an IMM1344 and IMM0008 listing each individual child as the principal applicant. Do not list siblings as dependent on each other. The Department will cross reference the files so that they are processed together.
- 3. Sponsorship Evaluation (IMM 5481)**
Do not complete this form if you are a resident of Quebec. Complete this form if you (the sponsor) are sponsoring your dependent child, who has no dependent child(ren) of his or her own. The Sponsorship Evaluation will help us assess your past and current obligations with respect to previous sponsorship undertakings that you have signed or co-signed. This form, and the supporting documents that you will be sending with your application, will help us determine whether you meet the residency requirement and whether you have the ability to support the applicant.

If your dependent child has dependent children of his or her own, do not complete this form. Complete the **Financial Evaluation (IMM 1283)** form instead.

Step by Step Instructions: <http://www.cic.gc.ca/english/information/applications/guides/5289ETOC.asp#5481>

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5481E.pdf>
- 4. Financial Evaluation (IMM 1283)**
Do not complete this form if you are a resident of Quebec. Complete this form only if the dependent child you are sponsoring, has a dependent child of their own.

Step by step instructions: <http://www.cic.gc.ca/english/information/applications/guides/5482Eguide.asp>

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM1283E.pdf>
- 5. Application Fees**
Attach a receipt for the sponsorship fee and the application fee for your dependent child (and, if applicable, their dependent child). Use the table in the *Basic Guide* (<http://www.cic.gc.ca/english/information/applications/guides/5525ETOC.asp#fees>) to confirm how much you need to pay.

Note: Fees paid to the province of Quebec for their sponsorship process are separate from these fees and should not be submitted to Immigration, Refugees, and Citizenship Canada (IRCC).

SPONSORED PERSONS (PRINCIPAL APPLICANT AND FAMILY MEMBERS)

Note: Failure to declare your family members (accompanying and non-accompanying) may result in the refusal of your application and the inability to sponsor them in the future. For more information, please consult the Basic Guide (IMM 5525).

- 6. Generic Application Form for Canada (IMM 0008)**
The principal applicant (dependent child being sponsored) must complete this form.

Note: If the principal applicant is under 18, this form must be signed by a parent or legal guardian acting on the child's behalf. There is space to include up to five (5) family members. Only children of the principal applicant should be listed as dependents. Siblings (brothers, sisters etc.) should not be listed as dependent on each other.

Step by step instructions: <http://www.cic.gc.ca/english/information/applications/guides/5289ETOC.asp#0008>

View and print form: http://www.cic.gc.ca/english/pdf/kits/forms/IMM0008ENU_2D.pdf

- 7. Country specific requirements**
 You (the principal applicant) must check the country specific requirements (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm if any additional forms are required based on your country of residence. If so, you must submit them with your application. Check this box to confirm that you have reviewed the country specific requirements and (if applicable) submitted any extra forms required.

- 8. Additional Family Information (IMM 5406)**
 The principal applicant (even if under 18 years old) must complete this form.
- Note:** If the principal applicant is under 18, this form must be signed by a parent or legal guardian acting on the child's behalf.
- Step by step instructions: <http://www.cic.gc.ca/english/information/applications/guides/5289ETOC.asp#5406>
- View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5406E.pdf>

BOTH THE SPONSOR AND PRINCIPAL APPLICANT

- 9. Use of Representative (IMM 5476) (Not mandatory)**
 Use this form if you (the sponsor and/or the principal applicant) want to name a representative (such as an immigration consultant, lawyer, friend or family member) to represent you. When you appoint a representative, you also authorize IRCC and the Canada Border Services Agency (CBSA) to share information from your case file with this person in place of you, and the representative will receive all correspondence from IRCC or the CBSA.

Note: The sponsor and principal applicant (if older than 18 years old) can sign the same form if they are using the same representative.

Step by step instructions: <http://www.cic.gc.ca/english/information/applications/guides/5561E.asp>

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5476E.pdf>

- 10. Authority to Release Personal Information to a Designated Individual (IMM 5475) (Not mandatory)**
 Use this form if you want to authorize IRCC to release information from your case file to someone other than you.
- View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5475E.pdf>

PART B - SUPPORTING DOCUMENTS REQUIRED

Important Reminders:

- You must provide certified translations in either English or French for all documents that are not already in English or French.
- You must also check the **country specific requirements** (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm whether there are special instructions or guidance for documents:
 - based on your country of residence, and/or
 - issued by a specific country.
 The document(s) you submit must satisfy the instructions provided to avoid delays in processing.

SUPPORTING DOCUMENTS FOR SPONSOR - SEND PHOTOCOPIES UNLESS INSTRUCTED OTHERWISE

- 1. Status in Canada**
- Please check the box which describes your (the sponsor's) status and provide the requested documentation:
- I am a Permanent Resident of Canada:** Submit a photocopy of your Permanent Resident Card (both sides).
- Note:** If your card is expired, you can submit a copy of your expired card.
- I am a Canadian Citizen:** Submit a photocopy of **ONE** of the following:
- Canadian Citizenship certificate of card (both sides).
 - Canadian Citizenship card without photo issued before February 15, 1977.
 - Canadian birth certificate (for Quebec, only a birth certificate issued by the Directeur de l'état civil du Québec is accepted).
 - Canadian passport (page showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).
- I am an Indian:** Submit a copy of your Indian status card (formally known as a Certificate of Indian Status) to show that you are registered in Canada as an Indian under the *Indian Act*. If you are also a Canadian citizen, you can choose to either provide your Indian status card, or one of the four documents listed above for proof of Canadian citizenship. You do not need to submit both.

- 2. Are you a Canadian citizen living outside Canada?** No Yes

If you (the sponsor) answered yes, provide proof that you will live in Canada with your dependent child once he/she becomes permanent resident of Canada.

- 3. Employment/Source of Support** - Do not complete this section if you are a Quebec resident.

If you (the sponsor) are employed, provide an original letter from your current employer stating your period of employment, salary, and regular hours per week. Also submit a printout of your most recent Notice of Assessment, or an equivalent document, issued by the Canada Revenue Agency (CRA). You can view (and print) your tax return(s) as well as other personal tax information using the CRA's My Account online service. To register or login, visit www.cra-arc.gc.ca/myaccount. If you cannot provide a Notice of Assessment, or an equivalent document, for the most recent taxation year, provide an explanation on a separate sheet of paper.

SUPPORTING DOCUMENTS FOR SPONSORED PERSONS (PRINCIPAL APPLICANT AND ALL FAMILY MEMBERS)

- 4. IDENTITY DOCUMENTS, TRAVEL DOCUMENTS AND PASSPORTS**

You (the applicant) must provide the following (photocopies only).

- Most recently issued passport or travel document for you (and, if applicable, for any dependent child who will accompany you to Canada).
- Include only copies of pages showing the passport or travel document number, date of issue and expiration, photo, name, surname, date and place of birth of holder.
 - If you are in Canada and/or have previously travelled to Canada, you must also include pages of any passport in your possession which bear an entry stamp made by a Canadian authority.
 - If you reside in a country different from your nationality, include a copy of your visa or residency permit for the country in which you currently reside (e.g. United States Alien Registration card or "Green Card")
 - Please note that diplomatic, official or public affairs passports are not acceptable for an application for permanent residence in Canada.

Note: Although you do not need to have a valid passport or travel document when you submit your application, you must have a valid travel document or passport to be able to travel to Canada and to be admitted for permanent residence. A list of acceptable documents is found in subsection 50(1) of the *Immigration and Refugee Protection Regulations* (<http://laws-lois.justice.gc.ca/eng/regulations/sor-2002-227/page-10.html#h-25>). You will need to demonstrate that you hold an acceptable travel document or passport before we can finalize your application.

- If you (the applicant) are living in Canada, provide proof of your status in Canada (e.g. copy of temporary resident visa, study permit or work permit, temporary resident permit, including out of status documentation).
- Birth certificates or baptismal certificates for yourself (and all family members, if applicable - whether they are accompanying you to Canada or not).
- Copies of national identity cards (for yourself and all family members), if issued by your country of citizenship or residence.
- A copy of your family booklet, if issued by your country of nationality.
- For Minor Child(ren) (Under Age 18):** If you are a minor child and you are being sponsored by **only one** of your parents, your other parent must complete the *Declaration from non-accompanying parent/guardian for minors immigration to Canada* (IMM5604) form (<http://www.cic.gc.ca/english/pdf/kits/forms/IMM5604E.pdf>) and also submit a copy of an identity document. The parent's signature must appear on the identity document. If your parents are divorced or separated, you must also include a copy of any related custody agreements. If your other parent is deceased, provide a copy of his/her death certificate.

Important: If you are unable to provide documents showing that your other parent has no objection to your immigration, you must provide a detailed explanation.

Reminder: You must check the country specific requirements (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm if there are special instructions for your documents.

- 5. POLICE CERTIFICATES AND CLEARANCES AND BACKGROUND SCREENING REQUIREMENTS**

Are you (the principal applicant) or any of your family members 18 or older? No Yes

If you answered **no**, proceed to item 6. If you answered **yes**, please review this section.

MILITARY SERVICE:

Did you (the principal applicant) or any of your family members 18 or older do military service? No Yes

If you answered **yes**, you must check the country specific requirements (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm whether there are any special instructions for your country of residence or for the country for which you performed military service. If so, you must submit the required form(s).

POLICE CERTIFICATES:

You do not have to submit police certificates now. After your application is received, you be requested to a) submit a validated **Schedule A: Background/Declaration (IMM 5669)** form for yourself (and any family members 18 or over), and b) provide police certificates.

You should review the Basic Guide for more information about police certificates and options for submitting them once you receive a formal request: (<http://www.cic.gc.ca/english/information/applications/guides/5525ETOC.asp#police>)

Please visit our website (<http://www.cic.gc.ca/english/information/security/police-cert/intro.asp>) for specific and up-to-date information on how to obtain a police certificate from any country.

Note: We encourage you to start the process of obtaining your police certificate(s) in advance as we will send you a request to submit them shortly after we receive your application.

6. PHOTOS

Supply two (2) recent photos of yourself. Follow the instructions on photo specifications (<http://www.cic.gc.ca/english/information/pr-card/apply-photos.asp>).

7. MEDICAL EXAMINATION

Do not complete a medical examination at this time. You will be issued medical instructions after your application received. If you have completed an immigration medical examination in the last 12 months, please attach a copy of the Information Sheet from the Panel Physician and provide the date of your medical examination and the name and location of the Panel Physician below. You may still be required to undergo a new medical examination.

| | | |
|-------------------------|------------------------------|---|
| Name of panel physician | Place of medical examination | Date of the medical examination (YYYY-MM-DD) |
|-------------------------|------------------------------|---|

8. ADDITIONAL PROOF OF RELATIONSHIP TO SPONSOR

Your relationship to your sponsor will be assessed on the basis of the information and documentation you provide with your application. To reduce the likelihood of requests for additional documentation and/or an interview, which increases processing times, please submit at least one item from the list below as additional proof of relationship to your sponsor:

- An official document (other than your birth certificate/baptismal certificate) showing that your sponsor is your parent.
- Evidence of financial support from your sponsor.
- School document(s) listing your sponsor as your parent.
- Photographs with your sponsor at different moments of your life (maximum of 10).
- Letters, printed text messages, e-mails, or social media conversations between you and your sponsor.
- Proof of your sponsor's visits, such as airline ticket coupons or used boarding passes.
- Other document that can show proof of relationship.

Note: In some cases, certain documentation from the list above may not be available, or may not apply to your situation. If you cannot provide at least one of the above, provide a written explanation on a separate piece of paper.

Reminder: You must check the country specific requirements page (<http://www.cic.gc.ca/english/information/applications/spouse.asp#country>) to confirm if there are special instructions for your documents.

Note: In all cases, a departmental official may still ask you to provide additional documentation, including proof of relationship, at a later date during processing if more information is required to assess your application.