



DOCUMENT CHECKLIST

APPLYING FOR A TRAVEL DOCUMENT - PERMANENT RESIDENT ABROAD

Your application will be delayed if you do not enclose all required documents.

Enclose the following items with your application:

- 1. Your completed and signed *Application for a Travel Document (Permanent Resident Abroad)* (IMM 5524).
- 2. If applicable, *Use of a Representative* form (IMM 5476).
- 3. 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.
- 4. This *Document Checklist*.
- 5. Two (2) photographs that meet the photo specifications (the name and date of birth of each applicant must be printed clearly on the back of each photograph).
Please consult "[Appendix A - Photo specifications](#)" in the instruction guide for instructions on photo specifications.
- 6. All passports or travel documents used in the five (5) years before the application.
- 7. 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,
 - 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

- 8. If you are accompanying a Canadian citizen or permanent resident, these may include:
 - marriage licence or evidence of common-law partnership (mandatory if you are accompanying a spouse or common-law partner),
 - child's birth certificate, baptismal document, or adoption or guardianship document (mandatory if you are accompanying a parent),
 - all passports or other travel documents of the person you are accompanying used in the five years before the application (mandatory),
 - school or employment records,
 - association or club memberships,
 - documents showing the citizenship of the person you are accompanying, including the date the person became a Canadian citizen, or documents showing that the permanent resident you are accompanying meets their residency obligation (mandatory),
 - evidence of the residential addresses of the person you are accompanying for the five years before the application (mandatory),
 - any other documents that you want to have considered.
- 9. If you are working outside Canada, you must enclose a letter 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 licences,
 - 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,
 - pay statements,
 - Canadian income tax notice of assessment or T4 slips,
 - any other evidence that you want to have considered.
- 10. 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

- 11. 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 of permission to travel from the non-accompanying parent(s).