



# DOCUMENT CHECKLIST

## CONJUGAL PARTNER (INCLUDING DEPENDENT CHILDREN)

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

### PART A - FORMS REQUIRED

#### DOCUMENT CHECKLIST FOR SPONSOR AND APPLICANT

- ☐ **1. Document Checklist - Conjugal Partner (Including Dependent Children) (IMM 5629)**  
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 are sponsoring (applicant).  
  
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>
- ☐ **3. Application Fees**  
Attach a single receipt for the sponsorship fee, the application fee for the principal applicant you are sponsoring, and the application fee for any other family members who are applying for permanent residence status. 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).
- ☐ **Right of Permanent Residence Fee(s)**  
Paying the Right of Permanent Residence Fee(s) (RPRF) at the same time as the processing fees is recommended.  
  
**Note:** The application will not be returned to you if this fee is not paid upfront. However, if you need to pay it at a later date it may increase the processing time for your application.

#### SPONSORED PERSONS (PRINCIPAL APPLICANT AND FAMILY MEMBERS)

**Note:** You (the primary applicant) must declare your family members (accompanying and non-accompanying). If you do not, it 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).

- ☐ **4. Generic Application Form for Canada (IMM 0008)**  
You (the principal applicant) must complete this form for yourself and your dependents. There is space to include up to five (5) dependents.  
  
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](http://www.cic.gc.ca/english/pdf/kits/forms/IMM0008ENU_2D.pdf)  
  
**Reminder:** When filling out this form on a computer, ensure you validate the document and generate a barcode page before printing it. If you (the principal applicant) have more than five dependents to declare, please use the following form to continue your declaration: *Additional Dependents/Declaration* (IMM 0008DEP). If this does not apply to you, you do not need to complete this form.  
  
View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM0008DEPENU.pdf>
- ☐ **5. 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.
- ☐ **6. Additional Family Information (IMM 5406)**  
The following person(s) must fill out their own copy of this form: You (the principal applicant), and any of your family members 18 years of age or older.  
  
Please refer to the *Basic Guide* for information about who qualifies as a "family member".  
  
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**☐**7. Relationship Information and Sponsorship Evaluation (IMM 5532)**

The sponsor and principal applicant should complete the form and sign the declarations where indicated.

Step by step instructions: <http://www.cic.gc.ca/english/information/applications/guides/5289ETOC.asp#5532>

View and print form: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5532E.pdf>

☐**8. Use of Representative (IMM 5476) (Not mandatory)**

Use this form if you (the sponsor and 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 can sign the same form if they are using the same representative. If you are using different representatives, you must complete separate forms.

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>

☐**9. Authority to Release Personal Information to a Designated Individual (IMM 5475) (Not mandatory)**

Use this form 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 in Canada and provide the relevant 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 four (4) items:

☐

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 (the sponsor) a Canadian citizen living outside Canada?**☐

No

☐

Yes

If you (the sponsor) answered yes, provide proof that you will live in Canada with your spouse, common-law partner or conjugal partner (and, if applicable, their dependent children) once he/she/they become(s) a permanent resident(s) of Canada.

- ☐ **3. Do you (the sponsor) and the person you are sponsoring have (a) child(ren) together who may have a claim to Canadian citizenship?** ☐ No ☐ Yes

If you (the sponsor) are a Canadian Citizen who is sponsoring your conjugal partner, and you both have a child together, your child may be a Canadian citizen. A Canadian citizen is not eligible to be sponsored and cannot be issued a visa.

The official way to confirm whether your child is a Canadian citizen is to apply for a proof of citizenship (<http://www.cic.gc.ca/english/information/applications/certif.asp>). If it is confirmed that your child is a Canadian citizen, you can apply for their Canadian passport.

**Note:** A child 16 years of age or older can submit their own passport application.

- ☐ If you answered "Yes" to the question above: Please attach a copy of each child's Canadian passport or proof of application for a proof of citizenship with your application, to help IRCC confirm that your child does not require immigrant processing.

**Note:** Your application will not be returned to you if you do not submit one of these two documents.

- ☐ **4. Previous Relationships**

**Are you (the sponsor) currently married to anyone other than the person you are sponsoring?** ☐ No ☐ Yes

If you answered yes, but you are legally separated, provide proof of separation (i.e. income tax forms, legal documents).

**Have you (the sponsor) previously been sponsored yourself for permanent residence?** ☐ No ☐ Yes

If you answered yes, please provide the full name of your sponsor here: \_\_\_\_\_

**Have you (the sponsor) ever been previously married?** ☐ No ☐ Yes

If you answered yes, provide a photocopy of the appropriate following document(s) for each of your previous marriage(s): \_\_\_\_\_

- ☐ If you are divorced, provide your final divorce certificate.
- ☐ If your marriage was annulled, provide your final annulment certificate.
- ☐ If your former spouse is deceased, provide a death certificate for him/her.

**Have you ever previously been in a common-law relationship?** ☐ No ☐ Yes

You may be asked to provide additional information about previous common-law relationship(s) at a later time.

- ☐ **5. 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 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](http://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)

- ☐ **1. IDENTITY DOCUMENTS, TRAVEL DOCUMENTS AND PASSPORTS**

You (the applicant) must provide the following (photocopies only) for yourself and your family members:

- ☐ Most recently issued passport or travel document for you and all family members (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.

- ☐ Birth certificates or baptismal certificates for yourself and all family members, whether they are accompanying you to Canada or not.
- ☐ Copies of national identity cards (for yourself and all family members, if applicable), if issued by your country of citizenship or residence.

☐ A copy of your family booklet, if issued by your country of nationality.

**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.

## ☐ 2. CIVIL STATUS DOCUMENTS

Please submit photocopies of the documents pertaining to your specific situation(s). Check only the boxes that apply to you and provide the documents specified.

### Current Relationship

☐ If you (the principal applicant) have been issued a civil union certificate/document, please provide a copy.

### Previous Relationships

☐ If you (the principal applicant) have been previously married and are divorced, you must provide a final divorce certificate/registration for each relationship. If you are still married to someone other than your sponsor, provide proof of legal separation (i.e. income tax forms, legal documents).

☐ If you (the principal applicant) have been previously married and that marriage was annulled, provide a copy of the annulment.

☐ If you (the principal applicant) were previously married or in a common-law relationship, and your former spouse or common-law partner is deceased, you must provide your former spouse or partner's death certificate.

☐ If you (the principal applicant) were previously sponsored by another person (regardless of the outcome of the sponsorship application), provide an explanation on a separate piece of paper, including the name and date of birth of your previous sponsor(s).

**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 civil documents.

## ☐ 3. ACCOMPANYING CHILDREN'S ADDITIONAL INFORMATION

I have included children in the application who will receive an immigrant visa at the same time as me. ☐ No ☐ Yes

If you answered no, continue to item 4. If you answered yes, provide the following documentation, as it applies to your situation:

☐ **For Minor Child(ren) (Under Age 18):** If your sponsor is not the other legal parent of your child(ren), you 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>) for each child and submit a copy of an identity document for the parent who signed the declaration. The parent's signature must appear on the identity document. If you are divorced or separated, you must also include a copy of any related custody agreements demonstrating that the child is free to move to Canada. If the other parent is deceased, provide a copy of his/her death certificate.

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

☐ **For Child(ren) 19 years or older:** You must submit proof that a child 19 years or older included in your application depends substantially on your financial support, and has depended substantially on your financial support since before the age of 19, and is unable to be financially self-supporting due to a physical or mental condition. Please attach a covering page to these documents with the name and date of birth of the child, and the title: "Proof of Dependency Due to Physical or Mental Condition: Family Member 19 Years Or Older."

☐ **For Adopted Child(ren):** If your child(ren) is/are adopted, you must include adoption papers and, if the adoption was done according to customary law and not through the courts, you must provide evidence of the adoption ceremony.

**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.

☐ **4. 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 5. If you answered **yes**, complete 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 also 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.**

☐ **5. PHOTOS**

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

☐ **6. 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)

☐ **7. PROOF OF RELATIONSHIP TO SPONSOR**

Please review the definition of conjugal partner (<http://www.cic.gc.ca/english/information/applications/guides/5525ETOC.asp#conjugal>) before preparing your documents. You must provide evidence that your relationship is genuine and has existed for at least 12 months prior to your application.

**Do you and your conjugal partner have at least one child together?**

☐ No ☐ Yes

If you answered **yes**, make sure you have provided a copy of the birth certificate for each child showing the names of both parents. If the child (for which both you and the sponsor are the parents) was born in Canada, ensure you have provided the long form birth certificate issued by the child's province of birth.

**Also provide the following:**

- ☐ A written statement attesting to the fact that you and your sponsor are unable to marry or to live together and explaining why.
- ☐ Photos of you and your sponsor that demonstrate that you are in a genuine conjugal relationship which has existed for at least 12 months prior to your application. Provide a maximum of 20 photographs (taken at different times and places). Please write your name and date of birth on the back of each photo and provide a brief description of the context on the back of each photograph; (do not provide CD, DVD, USB keys); **and**
- ☐ Letters, printed text messages, emails or social media conversations between you and your sponsor. Provide a maximum of 10 pages.

- ☐ If your sponsor has visited you, proof of your sponsor's visits, such as airline ticket coupons or used boarding passes, photocopies of pages for your sponsor showing entry-exit stamps supporting visits, etc. If your sponsor did not visit you, make sure you provide an explanation on your IMM 5532 form (Part C, Question 4).
- ☐ Proof of financial support and/or dependency, such as joint bank accounts, remittances, etc., joint ownership of assets.
- ☐ At least two (2) letters of support from individuals with personal knowledge of your relationship supporting your declaration that the relationship is genuine.
- ☐ Optional: Any other documents you wish to present to demonstrate a mutual commitment to a shared life and relationship of some permanence between you and your sponsor. This documentation should help establish that your lives are interdependent and that you have combined your financial, social, emotional and physical affairs.

**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.**