

2020

FAMILY CLASS SPONSORSHIP



CPC-SYDNEY
CIO-MAILROOM
2/20/2020

2A-2021-97467-000109

INTRODUCTION

Family Class (FC) sponsorship applications submitted to CPC-Sydney will be screened at the front end with a R10 Review. This process will apply to FC applications (Overseas) for **spouses (FC1), common-law partners (FCC), conjugal partners (FCE), and dependant children (FC3), orphans (FC5), other relative (FC7), adopted child (FC9), humanitarian and compassionate considerations (FCH).**

FAMILY CLASS

The objectives of IRPA (**Immigration and Refugee Protection Act**) recognize the importance of family reunification. Family class applications serve the purpose of reunifying a Canadian citizen or permanent resident with his/her close family from abroad. The process is generally started by a sponsor in Canada who submits a completed sponsorship application with supporting documentation to the Case Processing Centre (CPC-S) in Sydney. This office is not open to the general public. The staff deals only with mail-in family class applications. They ensure that the person is eligible to sponsor the application for the people named on the sponsorship undertaking.

SPONSORSHIP

The sponsor in Canada completes a sponsorship application agreeing to support the sponsored foreign national (member of the family class) and any family members included in the application for up to 10 years. The application is sent to CPC Sydney for processing.

In the case of a spouse, common-law partner, conjugal partner or dependent children, and other relatives (except parents and grandparents) the completed application for permanent residence is sent to CPC-Sydney along with the completed sponsorship application.

A copy of the application is then sent to the appropriate visa office.

The prospective permanent resident completes an application for permanent residence and undergoes an Immigration medical examination, as do all family members.

Who is an eligible “family member”?

Family member in respect of a sponsor means:

- (a) the spouse, common-law partner or conjugal partner of the sponsor;
- (b) a dependent child of the sponsor or of the sponsor’s spouse or common-law partner;
- and
- I a dependent child of a dependent child referred to in paragraph (b).

“Dependent child”, in respect of a parent, means a child who

- a. has one of the following **relationships** with the parent, namely,

- i. is the biological child of the parent (PA or spouse/common-law partner),
or
 - ii. is the adopted child of the parent; and
- b. is in one of the following **situations of dependency**, namely,
Is less than 22 years of age and is not a spouse or common-law partner, or
Is 22 or older and has depended substantially on the financial support of the parent and is
unable to be financially self-supporting due to a physical or mental condition.

Other family members include:

Orphaned close relatives

You can sponsor close relatives **only** if they meet **all** conditions. This means they must be:

- orphaned
- under 18
- without a:
 - spouse
 - conjugal partner
 - common-law partner
- related to you by blood or adoption, such as:
 - brothers or sisters
 - nephews or nieces
 - grandchildren

Other Relative

You may sponsor **one** relative, related by blood or adoption, of any age if you meet **all** of the conditions, including:

- you don't have a living relative you could sponsor instead, such as a:
 - spouse
 - common-law partner
 - conjugal partner
 - son or daughter
 - parent
 - grandparent
 - brother or sister
 - uncle or aunt
 - nephew or niece
- you don't have any of the above-named relatives who is:
 - a Canadian citizen
 - a permanent resident
 - registered Indian under the Indian Act

If the relative you want to sponsor has a spouse, partner, or dependent children who will come with them to Canada you must include them on the same sponsorship application.

Family Class Category List:

- SPOUSE/EPOUX _____ **FC1**
- DEPENDENT CHILD/ _____ **FC3**
ENFANTS A CHARGE SEULEMENT
- COMMON-LAW PARTNER/ _____ **FCC**
CONJOINT DE FAIT
- CONJUGAL PARTNER/ _____ **FCE**
PARTENAIRE CONJUGAL
- PARENT OR GRANDPARENT (**not received at CPC-S**) _____ **FC4**
- ORPHAN (**Priority**) _____ **FC5**
- CHILD TO BE ADOPTED (**Priority**) _____ **FC6**
- OTHER RELATIVE (**Priority**) _____ **FC7**
- ADOPTED CHILD (**Priority**) _____ **FC9**
- HUMANITARIAN AND COMPASSIONATE CONSIDERATIONS (**Priority**) _____ **FCH**

If you come across a Priority File, change the paper file location to FC-CR04-Pri and give the file to designated Priority CR04s.

Note: If the Principal Applicant on an FC3 was adopted after the sponsor received their status in Canada, the application is considered a priority case.

Please note when processing FRENCH FC3 files - ENFANT ADOPTÉ/À CHARGE does NOT mean the child is adopted; and therefore is not a Priority file.

ASSEMBLY AND REVIEW OF FC PAPER FILE

1. Begin by collecting the paper applications from the appropriate sponsorship queue.
Always ensure you are assessing applications in date order (oldest received date to most recent received date).
2. Open the kit and assess the application for document compliance. As you review the file's documents you will separate them into three sections:
 - A. Sponsors forms and documents
 - B. Principal Applicants forms and documents
 - C. Supporting Documents

Important:

- ❖ If a required supporting document is in a language other than English or French, the client must provide IRCC with a copy of the original document as well as a translation completed by a certified translator. **Chat logs** do not have to be translated.
 - ❖ Original Documents should not be hole punched.
Documents such as marriage certs, birth certs, passports, PR cards, etc. should be photocopied.
The photo copy should be placed in the correct order on the file, and the original should be placed in a brown envelope behind Pile 1.
 - ❖ When reviewing the clients' documents ensure you note any AKA names found on their Imm1344, Imm0008, Additional Family, ID documents, PPTs, relationship documents, etc. If a client has a different name other than what is identified in GCMS they will have to be searched by the additional names to ensure all UCIs related to the client are identified later in the process.
-

Fees – IPRMS receipt [IMM5401]:

Place in Pile 1

1. Verify if a proof of fee payment was submitted with the application.
 2. If fees were submitted, verify that they are of the following accepted method:
 - **IPRMS receipt**
Note: if the receipt # on an IPRMS receipt starts with an L instead of an R – do not allocate - forward the application to the RA.
 - **Money Order/Bank Drafts**
Note: these are only ever accepted from Canadians abroad without access to the internet. If this is the fee payment provided, forward the application to the RA.
 3. Photocopy Fee Sheet for FC3 applications that have multiple applications attached to one receipt. Make sure each application has a copy of the receipt.
 4. Note amount of fee payment.
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Return if:

- ❖ No fees were provided.

- ❖ Incorrect method of payment was used.
- ❖ If insufficient fees were provided.

Note: For FC3 applications with the PA > 22 years old, if only \$150 was paid, we do not return – we request \$550. See Appendix U for more information.

Exceptions:

Dependent Children (and other applicants) who have claim to Canadian Citizenship cannot be sponsored and do not require processing fees.

Clients might include RPRF (\$490 if IPRMS receipt is dated April 30th, 2020 or prior or \$500 if IPRMS receipt is dated April 31st or later) or biometrics (\$85). Please note this is not mandatory at the CR04 level, and is not the grounds for a return.

Fees Break Down – Prior to Biometrics	\$CAN
Sponsor your spouse or partner Sponsorship fee (\$75), principal applicant processing fee (\$475) and right of permanent residence fee (\$490 or \$500)—the RPRF fee is \$490 if the IPRMS receipt is dated April 30 th , 2020 or prior or \$500 if the IPRMS receipt is dated April 31 st , 2020 or after (this is based on the date the fees were paid, not on the received date of the file)	1040.00/1050.00
Sponsor your spouse or partner without right of permanent residence fee Sponsorship fee (\$75) and principal applicant processing fee (\$475)	550.00
Sponsor a dependent child (FC3) (under the age of 22) Sponsorship fee (\$75) and processing fee (\$75)	150.00

Sponsor an overage dependent child (FC3) (22+) Sponsorship fee (\$75) and processing fee (\$475)	550.00
Include a dependent child (under the age of 22) Include a dependent child under the age of 22 on an application with your spouse or common-law partner Processing fee (\$150)	150.00
Include an overage dependent child (22+) Include an overage dependent child on an application with your spouse or common-law partner Processing fee (\$550)	550.00

BIOMETRICS

Biometrics collection is mandatory for all foreign nationals between the ages of 14 and 79 who are applying for, claiming or requesting temporary residence, permanent residence or refugee protection.

Persons 14 – 79 are required to pay the \$85 biometric fee. The \$85 fee is an individual fee, however if on an application there are 2 or more clients requiring biometric fees only the Family Rate of \$170 should be charged.

EX: As the family rate should only be charged, when an application has three or more clients and all are required to pay biometric fees, the biometric fees lines should be entered in error and the family biometric fee line for \$170.00 should be added and the fees allocated.

Fees Break Down – INCLUDING BIOMETRICS	\$CAN
Sponsor your spouse or partner Sponsorship fee (\$75), principal applicant processing fee (\$475), right of permanent residence fee (\$490) and biometric fee (\$85)	1125.00
Sponsor your spouse or partner without right of permanent residence fee Sponsorship fee (\$75), principal applicant processing fee (\$475) and biometric fee (\$85)	635.00

Sponsor a dependent child (FC3) (14 - 22+) Sponsorship fee (\$75), processing fee (\$75) and biometric fee (\$85)	235.00
Sponsor an overage dependent child (FC3) (22+) Sponsorship fee (\$75), processing fee (\$475) and biometric fee (\$85)	635.00
Include any dependent child on an application with your spouse or common-law partner (14 – 22+) Processing fee (\$150) and biometric fee (\$85)	235.00

Example of IPRMS Receipt:

 Citizenship and Immigration Canada / Citoyenneté et Immigration Canada		This document was created for demonstration purposes. Designed Image.	
Official Receipt – Reçu officiel RN0M0N13S			
			
ON-LINE - CIC EN LIGNE WWW.CIC.GC.CA 1-888-242-2100 Hours (local time)/Heures (heure locale): 08:00 - 16:00			
AMOUNT – MONTANT :		\$1,040.00 CAD	
CARD NUMBER – NUMÉRO DE LA CARTE :		POTS ***0625	
EXPIRY DATE – DATE D'EXPIRATION :		1910	
CARD TYPE – TYPE DE CARTE :		Visa	
RECEIPT NUMBER – NUMÉRO DU REÇU :		RN0M0N13S	
DATE OF PAYMENT – DATE DU PAIEMENT :		2017-11-16 11:52:09 EST/HNE	
CARDHOLDER – TITULAIRE DE CARTE :		M. GARDEN GNOME	
ORDER – COMMANDE :		Online Payment - Paiement en ligne	
AUTHORIZATION CODE – CODE D'AUTORISATION :		P1A2I3L	
REFERENCE NUMBER – NUMÉRO DE RÉFÉRENCE :		G1A2R3D4E5N6	
ISO CODE – CODE ISO :		01	
TRANSACTION TYPE – TYPE DE TRANSACTION :		purchase	
RESP CODE MESSAGE – MESSAGE DE CODE DE RÉPONSE :		027 APPROVED * =	
REFUND POLICY – POLITIQUE DE REMBOURSEMENT Unless otherwise specified, fees paid will not be refunded for an application in process by CIC, or approved or refused by CIC. In the event of a refund, CIC complies with the Financial Administration Act (FAA) which stipulates that the money must be returned or repaid to the person who performed the payment. À moins d'indication contraire, les frais payés ne sont pas remboursables pour une demande en traitement par CIC, ou approuvée ou refusée par CIC. Dans le cas d'un remboursement, CIC se conforme à la Loi sur la gestion des finances publiques (LGFP) qui stipule que les frais doivent être restitués à la personne qui a effectué le paiement.			

Document Checklist

Place in Pile 2

1. Ensure the checklist for the appropriate class of application is provided.
 - **Document Checklist – Spouse [IMM 5533]**
 - **Document Checklist – Common-law Partner [IMM 5589]**
 - **Document Checklist – Conjugal Partner [IMM 5629]**
 - **Document Checklist – Dependent Child [IMM 5534]**
 - **Document Checklist – Sponsor [IMM 5287] **PRIORITY****
2. The Sponsor will indicate the Class of Application they intend to have their application processed under.
 - Note the class.

Priority Files Should be forwarded to the designated individual.

Priority files include:

- ORPHAN (**FC5**)
- CHILD TO BE ADOPTED (**FC6**)
- ADOPTED CHILD (**FC9**)
- OTHER RELATIVE (**FC7**)
- HUMANITARIAN AND COMPASSIONATE CONSIDERATIONS (**FCH**)
(be mindful of letters of explanation provided by the client)

3. **Class of Application** – Review the first #5 on the Document Checklist and ensure the client is applying for Overseas processing.

The client should have selected either:

- I am currently living outside Canada, and I am applying under the **Family Class**.
(*Overseas*)
- I am currently living in Canada, and I am applying under the **Family Class** (not under the Spouse or Common-Law Partner in Canada Class). I understand that I may be convoked to attend an interview at a visa office outside Canada. (*Overseas*)

We will take this selection on the Document Checklist at face value and triage the application to the appropriate stream.

Please see Resource Agent: If the client indicated the class of application as Spouse or Common-Law Partner in Canada – SCLPC, aka Inland, as these applications are not processed here in Sydney. Inland applications are to be sent to CPC-Mississauga.

Return if:

- ❖ Document Checklist is not provided for an FC1 or FCC application.
- ❖ Question 5 (whether application is Inland or OVS) is not complete on an FC1 or FCC application (not applicable for FCE or FC3 applications).

Exceptions:

- For FC3 applications; if the only reason for return is the checklist, print the correct checklist and proceed.
- If client provided incorrect checklist (i.e. Spousal checklist for a common-law relationship) proceed with R10 Review and determine category based on what the client indicated on the IMM0008.

Application to Sponsor, Sponsorship Agreement & Undertaking [IMM 1344]

Place in Pile 1

1. Verify if the form is completed and signed by:

- the sponsor;
- the co –signer (if applicable); and
- the principal applicant (**not required if the sponsor resides in Quebec**)

Accept as long as required signatures are provided anywhere within the signature section, regardless of which line it is on.

For FC3 applications, principal applicants under the age of 18 do not need to sign the Sponsorship Agreement. The PA's section will need to be signed by their respective parent or legal guardian. Therefore, 2 signatures are still required on FC3 applications (unless the sponsor resides in Quebec).

- 2. Verify the form version is *IMM1344 08/2014* or later if accompanying dependents are a part of the application or the application is an FC3.**
- 3. Confirm correct family class, Inland or Overseas and determine if it is a Quebec file – See table below.**
- 4. Note Sponsor's status (PR or Canadian Citizen) - #6 under "Sponsor's Personal Details"**
- 5. Note Sponsor's current relationship and previous relationship (if applicable) - #8 and #9 under "Sponsor's Personal Details"**
- 6. Note if the sponsor's E-mail, or address appears to be a Representative's – Page 2 under "Sponsor Contact Information"**

Return if:

- ❖ The form was not provided or completed correctly by the Sponsor (i.e. if the Sponsor lists themselves as the Principal Applicant (Part 1 #4) or vice versa).
- ❖ If the Sponsor Eligibility Assessment (Statutory Questions) is not completed.
 - **Note: If the sponsor resides in Quebec they do not need to complete Questions 8, 9, 10 & 15**
- ❖ The form was not signed by the appropriate applicants.

Exceptions:

- Photocopies of signatures are acceptable as well as thumbprints. Electronically typed signatures are not acceptable.
- If the sponsor answered a question in a way that would negatively impact their Eligibility (see 1344 for answer details) this should be noted for the PM01 to review.

	Adverse <i>ENTER IN GCMS</i>
SPR*	Any Question 1-4 = No Any Question 5-16 = Yes
Co-Signer*	Any Question 1-3 = No Any Question 4-16 = Yes

Is this a Quebec File??

For QC, Follow the scenarios below:

Sponsor's Place of Residence (or intended place, if residing abroad)	PA's intended province/territory of destination	How to triage
Quebec	Quebec	Triage as a Quebec case
Quebec	Outside of Quebec	Triage as a Quebec case
Outside of Quebec	Quebec	Triage as a non-Quebec case *HOWEVER , if the sponsor provides a residential address in Quebec and a mailing address in another province because they are on a temporary assignment, (i.e. sponsor maintains their place of residence while working in another province, files taxes as a Quebec resident, and so forth) Triage as a Quebec case
Outside of Quebec	Outside of Quebec	Process as a non-QC case

Employment/Source of Support (NOA/Option C) **(Not required for Quebec)**

Place in Pile 1

Verify on the checklist the Sponsor indicated (Based on the information provided) whether they are:

1. Working in Canada
2. Working Overseas

1. If SPR is working in Canada:

- Notice of Assessment/Option C issued by the **Canada Revenue Agency (CRA)** with line 150 (total income). **Personal tax forms from a bank or private institution are not sufficient.**
- Letter of employment containing company name, employee start date, hours & wages **or** salary.
- Letter of explanation as to why they can't provide financials or means of support (Financial assistance from relatives is acceptable)

NOTE: *If the Client is retired or self-employed they should still be able provide their NOA or at least an explanation.*

We do not return if...

- If sponsor currently resides in Quebec
- If the sponsor obtained a PR status in the last 12 months
- If the NOA is not from the most recent taxation year
- If it appears that the SPR just returned to Canada
- Explanation from sponsor why they cannot provide evidence of employment/source of support
- They have provided proof of receipt of social assistance (General or Disability)

2. If SPR is Working Overseas:

- Other documentation showing the Sponsor is able to support the PA.
- Do not return if SPR submitted recent tax returns from another country
- Explanation from sponsor why they cannot provide evidence of employment/source of support.

Return if:

- ❖ Absolutely nothing is provided, any of the scenario's listed above do not apply and/or the NOA or an Option C is missing **line 150**.

Exceptions:

See Resource Agent if this is the only reason for return, and all other requirements are met.

Use of Representative [IMM 5476] for Sponsor – if applicable

Place in Pile 1

To determine if the representative is for the Sponsor only, the name in Section A #1 will be the Sponsor's name and Page 2 Section D will be signed by the Sponsor.

1. **If provided**, verify the form is completed, dated and signed by the client it was submitted for (the Sponsor), as well as the representative.

Note: if a separate Rep form for the PA was provided it will be sorted at a later stage.

- If one form was signed by both SPR and PA, it will be accepted for both clients and the original should be placed in Pile 2 with the PA's information. A photocopy of the form should be placed in Pile 1 for the SPR.

2. **If an IMM5476 was not provided**, verify if the IMM1344 indicates the Sponsor's mailing address as a possible representative or immigration law firm.

***Also look at the sender information on the envelope and look for a cover letter from a representative to see whether a client appears to have hired a representative, but has not provided an IMM5476.*

Return if:

- ❖ The IMM5476 **was not provided** and the **mailing address on the IMM1344 appears as c/o a representative.**
- ❖ The IMM5476 **was submitted** but the REP, SPR or PA's **signature is missing.**

Exceptions:

- Do not return if the "I am:" section is not checked. We will assume the client is appointing a representative (as long as Section C is left blank).
 - Do not return if Question 6 is not identified but the representative is in good standing as per the ICCRC website or Legal Counsel Website.
-

Designated Individual [IMM5475] – if applicable

1. **If provided**, verify the form is completed, dated and signed by the client it was submitted for the Sponsor (if a separate Designated Individual form for the PA was provided it will be sorted at a later stage).
 - If one form was signed by both SPR and PA, it will be accepted for both clients and the original should be placed in pile 2 with the PA's information. A photocopy of the form should be placed in the Pile 1 for the SPR.

Sponsorship Evaluation [IMM 5481] or Financial Evaluation [IMM1283]

Place in Pile 1

(IMM5481 is required for **FC3** applications, excluding QC)

(IMM1283 is required if the Principal Applicant on the FC3 has their own dependent child

OR if a dependent on an FC1, FCC, FCE has a dependent of their own)

1. Verify the form is completed by:
 - The Sponsor

Return if:

- ❖ The form was not provided or completed by the Sponsor.

Passport Photos

Place in Pile 2

- If photos are provided (not a mandatory item) for the PA or Dependents, place in photo pouch.
- Ensure the F# and date stamp is on the photo pouch.

Generic Application Form [IMM0008]

Flag this document
"08"

Place in Pile 2

1. Verify the form is completed and signed by the Principal Applicant
2. Verify the form version is **IMM0008 02/2012** or later
3. Verify Current relationship; Previous relationship - #13 & 14 on Page 2
4. Verify that all of the Principal Applicant's **dependent children, whether accompanying or not (single and under the age of 22)** are listed on the application form (cross reference with the *Additional Family Information form – IMM5406*)
5. If you encounter someone that may not need to be on the application - i.e. Parents, siblings, grandparents, please refer the application to the RA or your Team Leader.
Note: if we receive an application with an overaged dependent or a step-child of the PA who is not the biological child of the Sponsor, please see below:
 - If all mandatory documents, forms or fees are not provided for the dependent outlined above, we will return the application. We will also include the insert that outlines the requirement to meet the definition of a dependent.
6. For more information regarding dependents with potential rights to Canadian Citizenship (whether they're listed or not) on IMM0008, please see **Appendix K**.
7. Note the PA's Citizenship and Country of Residence - #9 & 10 on Page 1

Return if:

- ❖ If the form version is incorrect.
 - ❖ PA on an FC3 application lists accompanying siblings on the IMM0008. Each accompanying child requires their own separate forms, fees and required supporting documents.
 - ❖ The form was not provided, not completed correctly or not signed by the **principal applicant**.
 - ❖ The form does not list all of the PA's dependent children that are eligible for sponsorship.
-

Exceptions:

- For FC3 applications, do not return if a PA who is under the age of 18 does not sign the form and their parent or legal guardian signs for them.
- Do not return the application if dependents aged 22 years or older, or under the age of 22 with a spouse or common-law partner, were omitted from the IMM0008.
- Do not return the application if dependents that are Canadian citizens or have rights to Canadian citizenship were omitted.
- Do not return the application if dependents have permanent resident status and were omitted from the application.

Use of Representative [IMM 5476] for PA – if applicable

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Place in Pile 2

To determine if the representative is for the Principal Applicant only, the name in Section A #1 will be the PA's name and Page 2 Section D will be signed by the PA.

1. **If provided**, verify the form is completed, dated and signed by the client it was submitted for (the PA), and the Representative.
2. If one form was signed by both SPR and PA, it will be accepted for both clients and the original should be placed in pile 2 with the PA's information. A photocopy of the form should be placed in Pile 1 for the SPR.
3. **If an IMM5476 was not provided**, verify if the IMM0008 indicates the PA's mailing address as a possible representative or Immigration law firm.

***Also look at the sender information on the envelope and look for a cover letter from a representative to see whether a client appears to have hired a representative, but has not provided an IMM5476.*

Return if:

- ❖ The IMM 5476 **was not provided** and the **mailing address on the IMM1344 or IMM0008 appears as c/o a representative.**

- ❖ The IMM 5476 **was submitted** but the REP, SPR or PA's **signature is missing**.
-

Exceptions:

- Do not return if the "I am:" section is not checked. We will assume the client is appointing a representative (as long as Section C is left blank).
- Do not return if the **mailing address appears as the SPR's address while the PA is clearly overseas** and no IMM5476 is provided or is missing information.
- Do not return if Question 6 is not identified but the representative is in good standing as per the ICCRC website or Legal Counsel Website.

Designated Individual [IMM5475] – if applicable

1. **If provided**, verify the form is completed, dated and signed by the client it was submitted for the Principal Applicant.
 - If one form was signed by both SPR and PA, it will be accepted for both clients and the original should be placed in pile 2 with the PA's information. A photocopy of the form should be placed in Pile 1 for the SPR.

PA's Additional Family Information [IMM 5406]

Place in Pile 2

1. Verify the form is completed and signed by:
 - the Principal Applicant
2. An IMM5406 is considered complete if:

Section A:

- Contains the names of the requested family members as well as their date of birth and place of birth.
- If the PA has entered their name in the SPR's section and the SPR's name in the PA's section please refer to the Schedule A to ensure the parentage is correct.
- If the mother and/or father are deceased, that **should** be reflected on the form (note that "unknown" is also accepted; the fields **should** not be left blank). If the field **is blank** refer to Schedule A (IMM5669) to ensure that they are not deceased.
- For the PA and SPR, the **full present address is required** (*see exceptions*); however, for the mother and father, we can consider it complete if only the city and country is provided unless they reside in the United States of America in which case the full address is required. If the PA lists a full present address and under the SPR they note "same as above", we can still consider it complete.

Exceptions:

*If full addresses are not provided for the PA, SPR, or parents, but this information can be found on another IMM form such as the IMM008, IMM1344 or the IMM5604, **do not return the file**. The CR04 can make note of this in their final notes.*

NOTE: the PA's parents address cannot be pulled from the Schedule A (IMM5669) as it only lists the City/Town of birth and the Country of Birth.

Return regarding Section A:

- ❖ If the PA has not provided **at least** the Country and city of their parents.
- ❖ If the PA's parents reside in the United States of America and they have not provided a full address.
- ❖ If it is filled out for the SPR

Section B:

- If there are dependants listed on the IMM0008, they are required to be listed in this section.

NOTE: if the address information for the dependants is missing or incomplete, the form does not need to be returned.

Return regarding Section B:

- ❖ The dependants are not listed on the form. **(not including PA's step children)**

Section C:

- Similar to Section B, if there are missing or incomplete fields in this section, **the form does not need to be returned.**

Section D:

- The form **must be signed** by the Principal Applicant **(If the PA is over the age of 18)**
-

Return if:

- ❖ The form is not provided
 - ❖ **The form is not signed. FC3 applicants must complete and sign form** regardless of age. If PA is under 18, this form must be signed by a parent or legal guardian.
 - ❖ The dependants are not listed on the form. **(not including PA's step children)**
 - ❖ If the PA has not provided **at least** the Country and city of their parents.
 - ❖ If the PA's parents reside in the United States of America and they have not provided a full address.
 - ❖ If it is filled out for the SPR
-

Exceptions:

- *Do not return if each **Applicant** name is not reflected correctly at the top of the form but you are otherwise able to determine this form has been completed and signed by the PA (or appropriate individual).*
 - *Do not return if any information is missing for deceased family members.*
 - *If full addresses are not provided for the PA, SPR, or parents, but this information can be found on another IMM form such as the IMM008, IMM1344 or the IMM5604, **do not return the file.** The CR04 can make note of this in their final notes.*
-

PA'S Schedule A – Background/ Declaration [IMM5669]

Flag this document
"SA"

Place in Pile 2

1. Verify the form is completed and signed for the Principal Applicant.
(For FC3 applications a Schedule A is required for the PA regardless of their age).
2. Check for Adverse Stat Questions.

Return if:

- ❖ The form is not provided
- ❖ The form is not signed

Exceptions:

- An electronic (typed) signature is acceptable for this form only.

Country Specific Requirements

Place in Pile 2

Using the Principal Applicant's COR (Previously noted from IMM0008 Question #10):

- Proceed to the Country Specific Requirements selection tool (link below), which is located on the website under the *Get your checklist, forms and instructions* section and select one option for each item:
 - Who are you sponsoring?
 - What is the country of residence of the person being sponsored?

Get your checklist, forms and instructions

* Who are you sponsoring? (required)

My spouse (and dependent children, if this applies)

* What country does the person being sponsored reside in? (required) ?

Pakistan

Do you need to submit documents issued by another country? ?

Select a country or territory to get country-specific instructions for documents such as:

- passports
- birth certificates
- marriage or divorce certificates
- national identification cards
- military service documents (for example, military booklets)
- other civil documents

Country:

Make your selection if applicable to you

Add another country

Get checklist and forms

- Next, Select “Get Checklist and forms”

The Principal Applicant must provide all applicable **forms** outlined in the site, which is based on their current country of residence.

Requirements – Spouse and dependent children (if applicable)

Application guide

- Our [Basic Guide \(IMM 5525\)](#) has information on how to prepare and submit your application.
- Detailed information such as how to fill out the forms, is in the [Complete Guide \(IMM 5289\)](#).

Checklist

- [Document Checklist – Spouse \(including dependent children of spouse\) \[IMM 5533\] \(PDF, 1.82 MB\)](#)
 Updated – June 2018
 - Use your checklist to make sure you include all the forms and documents you need.
 - Place the checklist on top, as a cover page for your application package

Forms for the sponsor to fill out

- [Application to Sponsor, Sponsorship Agreement and Undertaking \(IMM 1344\) \(PDF, 588.96 KB\)](#)
 February 2018
- [Sponsorship Evaluation and Relationship Questionnaire \(IMM 5532\) \(PDF, 2.21 MB\)](#) April 2017
- [Use of a Representative \[IMM 5476\] \(PDF, 648.31 KB\)](#) September 2015

For the person being sponsored (principal applicant):

- [Generic Application Form for Canada \[IMM 0008\] \(PDF, 553.33 KB\)](#) June 2018
- [Additional Dependents/Declaration \[IMM 0008DEPI\] \(PDF, 433.80 KB\)](#) August 2014
- [Additional Family Information \[IMM 5406\] \(PDF, 570.00 KB\)](#) February 2018
- [Schedule A – Background/Declaration \[IMM 5669\] \(PDF, 597.99 KB\)](#) December 2016
- [Use of a Representative \[IMM 5476\] \(PDF, 648.31 KB\)](#) September 2015

Country specific requirements

Pakistan - Additional forms for residents

- [Supplementary Information – Your travels \[IMM 5562\] \(PDF, 1.76 MB\)](#) May 2004
 The principal applicant and all family members included in the application who are 18 years of age or older must complete this form.
- [Authorization to Disclose Information \[IMM 5536\] \(PDF, 1.12 MB\)](#) December 2016
 This form is completed for all persons included in the application that are Pakistani nationals and above 18 years old.
- [Details of Military Service \[IMM 5546\] \(PDF, 1.16 MB\)](#) December 2016
 Complete this form for anyone included on the application who has ever held a high ranking/senior official government position or served in the military, army, defence or police unit, (including National

The Country Specific Requirements selection tool can be accessed here:

<http://www.cic.gc.ca/english/information/applications/spouse.asp>

*Note: “Instructions for Documents” as indicated on the website is not a basis for return.

Only “Additional forms for residents” are to be looked at for document compliance.

- All applicable forms listed for each country must be provided by the principal applicant and dependents aged 18 and over (accompanying or non-accompanying) in order to meet the requirements of the R10 Review.

NOTE: PA's dependent child may be included on page 2 of their Supplementary Travel form (dependents do not require their own form if they are included on the PA's).

Return if:

- ❖ Country specific forms are required but not provided

Exceptions:

- *If the client did not indicate whether or not they served in the military, or if they indicated that they have not served in the military, on the checklist (#4 in Principal Applicant's section regarding Police Certificates and Clearances) the application will not be returned for the required form.*
 - FC3 applications do not need Country Specific forms if under the age of 18.
-

PA's Police Certificates

Place in Pile 2

Flag this document
"PC"

Verify at least **one** Police certificate is provided from **any** country for the following:

1. the Principal Applicant (18 years of age or older)
2. All family members 18 years of age or older, as listed on the application, whether they are accompanying or not.

Return if:

- ❖ An applicant does not provide a minimum of one valid Police Certificate from any country, or letter of explanation.
- ❖ The client only provides a translation of a PC but not the PC in its original language.
- ❖ The client only provides an original (or copy of) Police Certificate in a language other than English or French, and does not provide a translation.

Exceptions:

- Do not return if the client(s) provides a photocopy of their original Police Certificate
- Do not return if the client(s) provides an Authorization to Disclose Information (IMM 5536) form.
- Do not return if a written explanation is provided explaining why the client is unable to obtain a Police Certificate.
- Do not return if the client lives/lived in a country that does not require police certificate. *Ex: Mexico and Colombia.* **Refer to the How To Website below:**

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html>

PA's Civil Status Documents

Place in Pile 2

1. Verify that the principal applicant has provided:

- Marriage certificate issued by a civic authority. **A record of solemnization is not acceptable.**
- Or A marriage licence that is signed by the registrar (government official) and has a certificate number on the top right corner

Note: For **Common-Law** sponsorships **DO NOT RETURN** an application where the PA does not provide evidence (Statutory Declaration) to support their current relationship. This is not required for processing.

2. Verify that the principal applicant has provided **ONE** of the following documents pertaining to their **previous marriage** (previous relationships will be indicated on IMM0008 Page 2 #13):

- Divorce certificate/registration (only the most recent divorce certificate)
- Proof of Annulment
- Death Certificate

Return if:

- ❖ A Marriage Certificate is not provided for FC1 applications.
 - ❖ Proof of divorce, annulment or death was not provided for principal applicant's previous marriage for an FC1 application. **Do not return** if a written explanation is provided by the **principal** applicant explaining why they are unable to obtain this evidence.
 - ❖ Documents are not in English or French and no translation, is provided.
 - ❖ If translation only was provided, but no original or copy of original
-

Exceptions:

- For FCC and FCE: a divorce certificate or a legal separation, is not required at R10 Review.
-

PA's Identity/Travel Documents

Place in Pile 2



1. Verify that the following documents are provided for the PA
 - Valid Passport or Travel document (**not a required document; do not return if missing**), including all pages that bear an entry stamp made by a Canadian authority
Note: Only the biodata page (photo page) is required in Pile 2. Stamped pages or blank pages can go in Pile 3.
 - Proof of Status in Canada (**only if the PA is currently residing in Canada**)
 - Temporary Resident Visa
 - Study Permit
 - Work Permit
 - Temporary Resident Permit (including out of status documentation)Note: If the PA does not have valid status in Canada they should provide a written explanation.
2. Verify that the following documents are provided for the Principal Applicant and all accompanying and non-accompanying dependants as listed on the IMM0008:
 - Birth Certificate or baptismal certificate - **mandatory**
 See **Appendix F** for full list of documents that can replace Birth Certificates

If you encounter a “short form” BC for an application that doesn’t list parentage, follow these steps:

 - Send request letter to the client for the “long form” BC that includes parentage.
3. The following are not mandatory:
 - National identity card
 - Voter’s ID
 - Family booklet

Return if:

- ❖ Identity documents outlined above are not provided or an explanation for missing documents is not provided.
 - ❖ Documents are not in English or French and no translation, is provided.
 - ❖ If translation only was provided, but no original or copy of original
-

Exceptions:

- *If PA is refugee claimant (in Canada or in their country of residence) do not return for missing passport or birth certificate. If unsure, speak to your Resource Agent.*
-

See Appendix J for more information regarding original documents.

Relationship Information and Sponsorship Evaluation [IMM 5532]

Flag this document
"SE"

Place in Pile 2

1. Verify that the form is completed and signed in the appropriate sections (4 signatures total) by:
 - the Sponsor;
 - the Principal Applicant.

Return if:

- ❖ The form is not provided
- ❖ The required fields have not been signed by the Sponsor and/or PA

Exceptions:

- IMM5532 is only required for FC1, FCC and FCE
-

Status in Canada [Sponsor]

Place in Pile 2

1. Verify that the Sponsor has provided proof of status in Canada:

Permanent Resident: A photocopy of Permanent Resident Card

Canadian Citizen: A photocopy of **ONE** of the following four (4) items:

- Canadian Citizenship certificate or card
- Canadian birth certificate (for Quebec, only a birth certificate issued by the Directeur de l'état civil is accepted)
- Canadian Passport
- Copy of Indian status card (formally known as a Certificate of Indian Status) to show that you are a person registered 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 three documents listed above for proof of citizenship. You do not need to submit both.

Return if:

- ❖ Proof of status in Canada was not provided.

Exceptions:

- Photocopy of one side of Permanent Resident card is acceptable as long as the client can be verified in GCMS as a PR
 - Confirmation of Permanent Resident (COPR) is acceptable in place of PR card as long as the client can be verified in GCMS as a PR
 - Photocopy of one side of citizenship card/certificate is acceptable as long as the client can be verified in GCMS as a citizen
-

Previous Relationship [Sponsor]

Place in Pile 2

1. If the sponsor was previously married to anyone other than the person that they are sponsoring they must include **ONE** of the following:

- Divorce certificate (only the most recent divorce certificate)
- Death certificate
- Annulment certificate

Remember: previous relationships will be found on the IMM1344 Page 1 #9.

Return if:

- ❖ Proof of divorce, annulment or death was not provided for sponsor's previous marriage for an FC1 application. **Do not return** if a written explanation is provided by the Sponsor explaining why they are unable to obtain this evidence.

Exceptions:

- For **FC3** applications, the sponsor does not need to provide this evidence.
 - For **FCC and FCE** - a divorce certificate or a legal separation is not required.
-

Accompanying Children's Additional Information [If applicable]

Place in Pile 2

If the **sponsor is not the parent or legal guardian of the child(ren)**, or they are being sponsored by **only one** parent, they must provide for each child under the age of 18 a complete:

- Declaration for non-accompanying parent/guardian for minors immigration to Canada (IMM5604)
- If the other parent is deceased, the PA must provide a **death certificate**.
- **If PA unable to provide documents, explanation must be provided.**
- **Adopted Children:** Evidence of Adoption (i.e. Adoption Order, Court Decision etc.)

Return if:

- ❖ Declaration for non-accompanying parent/guardian for minors is not provided
- ❖ Photo ID or notarized affidavit of the other parent is not provided along with the declaration
- ❖ Evidence of adoption is not provided for adopted children
- ❖ Death certificate is not provided for non-accompanying parent

Exceptions:

- If **both** parents of the accompanying dependent(s) are in Canada (whether separated or together) a Declaration from the non-accompanying parent form (IMM5604) is **NOT** required.

If the non-accompanying parent did not submit a photo ID, a notarized affidavit is acceptable.

Dependent's Additional Family Information [IMM 5406]

Required if dependent is > 18 years of age

Place in Pile 2

3. Verify the form is completed and signed by:
 - the dependent child(ren) if > 18 years of age.
4. An IMM5406 is considered complete if:

Section A:

- Contains the names of the requested family members as well as their date of birth and place of birth.
- If the mother and/or father are deceased, that **should** be reflected on the form (note that “unknown” is also accepted; the fields **should** not be left blank). If the field **is blank** refer to Schedule A (IMM5669) to ensure that they are not deceased.
- For the PA and SPR, the **full present address is required** (*see exceptions*); however, for the mother and father, we can consider it complete if only the city and country is provided unless they reside in the United States of America in which case the full address is required. If the PA lists a full present address and under the SPR they note “same as above”, we can still consider it complete.

Exceptions:

*If full addresses are not provided for the dependent, or parents, but this information can be found on another IMM form such as the IMM008, IMM1344 or the IMM5604, **do not return the file**. The CR04 can make note of this in their final notes.*

NOTE: the dependent's parents' address cannot be pulled from the Schedule A (IMM5669) as it only lists the City/Town of birth and the Country of Birth.

Return regarding Section A:

- ❖ If the dependent has not provided **at least** the Country and city of their parents.
- ❖ If the dependent's parents reside in the United States of America and they have not provided a full address.

Section B:

- There should be no dependents listed in Section B on dependent child's Additional Family

Section C:

- If there are missing or incomplete fields in this section, **the form does not need to be returned.**

Section D:

- The form **must be signed** by the dependent child(ren) **(If the over the age of 18)**
-

Return if:

- ❖ The form is not provided
 - ❖ **The form is not signed. FC3 applicants must complete and sign form** regardless of age. If PA is under 18, this form must be signed by a parent or legal guardian.
 - ❖ If the PA has not provided **at least** the Country and city of their parents.
 - ❖ If the PA's parents reside in the United States of America and they have not provided a full address.
 - ❖ If it is filled out for the SPR
-

Exceptions:

- *Do not return if each **Applicant** name is not reflected correctly at the top of the form but you are otherwise able to determine this form has been completed and signed by the PA or dependent(s) (or appropriate individual).*
 - *Do not return if any information is missing for deceased family members.*
 - *If full addresses are not provided for the dependent, or parents, but this information can be found on another IMM form such as the IMM008, IMM1344 or the IMM5604, **do not return the file**. The CRO4 can make note of this in their final notes.*
-

Dependent's Schedule A – Background/ Declaration [IMM5669]

Required if dependent is > 18 years of age

Flag this document
"SA"

Place in Pile 2

1. Verify the form is provided and has a **written signature** for:
 - all dependent children aged 18 and over as listed on the IMM0008 whether accompanying or not
2. Check for Adverse Stat Questions.

Return if:

- ❖ The form is not provided
- ❖ The form is not signed

Exceptions:

- Electronic signature (typed signature) is acceptable for this form only

Dependent's Country Specific Requirements

Required if dependent is > 18 years of age

Place in Pile 2

Using the Dependent's COR (Previously noted from IMM0008):

- Not required for Dependents under 18 years of age.
- Proceed to the Country Specific Requirements selection tool (link below), which is located on the website under the *Get your checklist, forms and instructions* section and select one option for each item:
 - a. Who are you sponsoring?
 - b. What is the country of residence of the person being sponsored?
- Next, Select "Get Checklist and forms"
 - a. The Dependent must provide all applicable **forms** outlined in the tool, which is based on their current country of residence.

Note: Dependents do not require their own Supplementary Travel form as they are included on page 2 of the PA's Supplementary Travel form.

The Country Specific Requirements selection tool can be accessed here:

<http://www.cic.gc.ca/english/information/applications/spouse.asp>

*Note: "Instructions for Documents" as indicated on the website is not a basis for return.

Only "Additional forms for residents" are to be looked at for document compliance.

All applicable forms listed for each country must be provided by the principal applicant and dependents aged 18 and over (accompanying or non-accompanying) in order to meet the requirements of the Document Compliance Review.

Return if:

- ❖ Country specific forms are required but not provided

Exceptions:

- If client does not indicate whether they have served in the military (or indicates that they have *not* served in the military) on the checklist, application will not be return for the required form.
- **Dependants over the age of 18 may be included on page 2 of PA's Supplementary Travel Form.**

Dependent's Police Certificates

Required if dependent is > 18 years of age

Flag this document
"PC"

Place in Pile 2

1. Verify at least one Police certificate is provided from any country for the following:
 - All accompanying and non-accompanying family members 18 years of age and older, as listed on the IMM0008

Return if:

- ❖ A dependent does not provide a minimum of one valid Police Certificate from any country, or letter of explanation.
- ❖ The client only provides a translation of a PC but not the PC in its original language.
- ❖ The client only provides an original (or copy of original) a Police Certificate in a language other than English or French, and does not provide a translation.

Exceptions:

- Do not return if the client provides a photocopy of their original Police Certificate
- Do not return if the client provides an Authorization to Disclose Information (IMM 5536) form.
- Do not return if a written explanation is provided explaining why the client is unable to obtain a Police Certificate.
- Do not return if the client lives/lived in a country that does not require police certificate.
Ex: Mexico and Colombia. Refer to the How To Website.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates/how.html>

Dependent's Identity/Travel Documents

Place in Pile 2



1. Verify that the following documents are provided for the Dependent
 - Valid **Passport** or Travel document (**not a required document; do not return if missing**), including all pages that bear an entry stamp made by a Canadian authority.
Note: Only the biodata page (photo page) is required in Pile 2. Stamped pages or blank pages can go in Pile 3.

- Proof of Status in Canada (**only if the Dependant is currently residing in Canada**)
 - Temporary Resident Visa
 - Study Permit
 - Temporary Resident Permit (including out of status documentation)

Note: If the dependent does not have valid status in Canada they should provide a written explanation.

2. Verify that the following documents are provided for the Dependent either accompanying or non-accompanying dependents:
 - Birth Certificate or baptismal certificate (required for all dependents whether accompanying or not)

See **Appendix F** for full list documents that can replace Birth Certificates

If you encounter a "short form" BC for an application that doesn't list parentage, follow these steps:

- Send request letter to the client for the "long form" BC that includes parentage.

3. The following are not mandatory:
 - National identity card
 - Voter's ID
 - Family booklet

Return if:

- ❖ Identity documents outlined above are not provided or an explanation for missing documents is not provided.
- ❖ Documents are not in English or French and no translation is provided.
- ❖ If translation only was provided, but no copy of original

Exceptions:

- *If Dependent is a refugee claimant (in Canada or in their country of residence) do not return for missing birth certificate. If unsure, speak to your Resource Agent.*
-

Place in Pile 2

Upfront Medicals

- If provided, for the PA or Dependents these medicals will be data entered at a later stage.
- Upfront medicals are not a mandatory document

Proof of Relationship to Sponsor – Spousal [FC1]

Place in Pile 3

1. Verify that PA has provided evidence to support their relationship to the sponsor.
 - ☐ If the SPR and PA are **currently living together** they must provide documentation from **two (2)** of the following sets of documents:
 - Proof of joint ownership of residential property
 - Rental agreement showing both you and your sponsor as occupants of a rental property.
 - Proof of joint utility accounts (e. electricity, gas, telephone, internet), joint credit cards, or joint bank accounts (Submit a minimum of 1 joint bill)
 - Vehicle insurance showing that both you and your sponsor have been declared to the insurance company as residents of the insured address.
 - Copies of government issued documents for you and your sponsor showing the same address (e.g. Driver's license)
 - Other documents issued to you and your sponsor showing the same address, whether the accounts are held jointly or not.
 - ☐ If the SPR and PA are **not living together** they must provide **One (1)** Documentary evidence of either financial support, proof that the relationship is recognized by family/friends or important documents showing SPR and PA are recognized as each other's spouse
 - Letters, text messages, emails or social media conversations. They do not need to be translated.
 - Evidence of sponsor's visits (airline tickets, used boarding passes, photocopies of passport showing entry-exit stamps supporting visits by SPR etc.)
 - ☐ If the SPR and PA **have a child together** they must provide:
 - ☐ Birth Certificate(s) for child(ren)
2. If the SPR and PA demonstrate that their relationship meets all the criteria outlined in the above (**living together, child, no previous marriages, minimum 2 year marriage**), **additional proof of relationship is not required.**

- ☐ If the SPR and PA **do not meet all the relationship criteria** outlined above they must provide
- Photos of wedding, customary celebrations, engagement, and/or outings.
 - Two (2) document from the following:
 - Important documents for you and your spouse showing that you are recognized as each other's spouse (such as employment or insurance benefits)
 - Documentary evidence of financial support between you and your sponsor, and/or shared expenses.
 - Other proof that your relationship is recognized by your friends and/or family (e.g. letters from friends/family, social media information showing a public relationship).
-

Return if:

- ❖ The sponsor and principal applicant did not provide all the required documents to support their relationship based on the criteria outlined above.
-

Exceptions:

- If letter of explanation is provided for any of the items above, do not return the application
- Wedding invitations are acceptable as a proof of relationship
- Phone bills are acceptable as a proof of communication. Calling cards are not.
- **See Resource Agent if this is the only reason for return**

Proof of Relationship to Sponsor – Spousal [FCC]

Place in Pile 3

1. Verify that PA has provided evidence to support their relationship to the sponsor.
 - ☐ If the SPR and PA are **currently living together** they must provide documentation from **two (2)** of the following sets of documents. These documents must reflect both the sponsor and the principal applicant's names:
 - Proof of joint ownership of residential property or rental agreement
 - Proof of joint utility accounts (e. electricity, gas, telephone, internet)
 - Proof of joint credit cards or joint bank accounts
 - Proof of joint vehicle insurance
 - Copies of government issued documents (e.g. Drivers' licenses)
 - Other documents issued showing the same address, whether the accounts are held jointly or not
 - ☐ If the SPR and PA **have a child together** they must provide:
 - Birth Certificate(s) for child(ren) – mandatory for **all** dependent children, and must list the name of at least one parent (either the PA or SPR on the application)
 - Long form birth certificate issued by provincial authority must be provided if child(ren) were born in Canada
 - ☐ Verify the PA or SPR **were not previously married** by confirming on the IMM0008 and IMM1344. The checklist itself is not sufficient proof when confirming multiple relationships.
2. They must provide **additional evidence** to support this relationship:
 - Photos that demonstrate they are in a common-law relationship
 - At least 2 of the following sets of documents. These documents must reflect both the principal applicant and the sponsor's names:
 - Important documents such as employment or insurance benefits recognizing one party as the beneficiary
 - Documentary evidence of financial support and/or shared expenses

- Other proof that your relationship is recognized by your friends and/or family (e.g. letters from friends/family, social media information showing a public relationship)
-

Return if:

- ❖ The sponsor and principal applicant did not provide all the required documents to support their relationship based on the criteria outlined above.
-

Exceptions:

- If letter of explanation is provided for any of the items above, do not return the application
 - **See Resource Agent if this is the only reason for return**
-

Proof of Relationship to Sponsor – Spousal [FCE]

Place in Pile 3

1. Verify that PA has provided evidence to support their relationship to the sponsor:
 - ☐ If the SPR and PA **have a child together** they must provide:
 - Birth Certificate(s) for child(ren) – Are mandatory for **all** dependent children, and must list the name of at least one parent (either the SPR or PA on the application).
 - Long form birth certificate issued by provincial authority must be provided if child(ren) are born in Canada.
 - ☐ They **must** also provide the following:
 - A written statement explaining why they are unable to marry or live together
 - Photos demonstrating conjugal relationship
 - Letters, text messages, emails or social media conversations between the PA and SPR.
 - If applicable, proof of sponsor's visits (airline tickets, used boarding passes, photocopies of SPR's passport pages showing entry-exit stamps).
 - Proof of financial support/dependency (joint bank accounts, remittances, joint ownership etc.)
 - At least **two (2) letters** of support from individuals with personal knowledge of relationship supporting that it's 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.

Return if:

- ❖ The sponsor and principal applicant did not provide all the required documents to support their relationship based on the criteria outlined above.
- ❖ If proof of relationship is the only reason for return see RA.

Exceptions:

- If letter of explanation is provided for any of the items above, do not return the application.
- **See Resource Agent if this is the only reason for return**

Additional Documents

Additional document should be placed to the back of **Pile 3**

General Exceptions – Paper Review

For all of the immigration forms required where a signature is required, if a date is not provided do not return.

Do not return if a written explanation is provided by the client explaining why they are unable to provide or obtain required documentation/forms.

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DEPENDANTS

MISSING DEPENDENT:

INSERT:

You must include all of your family members on your application for permanent residence, **even if they are not coming to Canada with you.**

A **dependant** is defined by IRCC as a spouse, common-law partner or dependent child of a **principal applicant** or permanent resident.

As of October 24th, 2017 the age of eligible dependents has changed. For information on requirement, refer to the website below:

<http://www.cic.gc.ca/english/immigrate/dependants.asp>

A child is considered a dependant of their parent when the child is:

- under 22 years old, and does not have a spouse or partner, or
- 22 years old and over, and has depended largely on the parent's financial support since before the age of 22 because of a physical or mental condition. ***be sure to include proof of this in your application package.*

All dependants who meet the above definition must be included on your application whether or not they plan to immigrate to Canada with you (the principal applicant). If they plan on immigrating with you to Canada, you must also ensure that you pay the applicable fees.

Please ensure that you reflect all dependants on the *Generic Application Form for Canada* (IMM 0008) or IMM 0008DEP form; as well as on any other applicable forms. If they are not properly listed, your application will be returned to you.

Please verify the dependants that you list on your application form to ensure that they meet the definition, and ensure that you are properly identifying dependants as “Type A” or “Type B”.

STEP-CHILD LISTED AS A DEPENDENT

INSERT:

Step-children of principal applicant cannot be processed under the spouse, common-law partner or conjugal partner category.

If the step-child is the biological child of the sponsor, they may be eligible to be sponsored under the **Dependent child** category. To qualify as a dependent child, your child must be within the age limit and meet the definition of a dependent child.

A child qualify as dependent if the child is:

- under 22 years of age and is not a spouse or common-law partner, or
- is 22 years of age or older, and has depended substantially on the financial support of the parent since before attaining the age of 22 years and is unable to be financially self-supporting due to a physical or mental condition. ***Be sure to provide supporting documentation in your application package.*

You must complete separate applications for each sponsored child. The application for each of your children would identify each individual child as the person being sponsored (principal applicant).

Please refer to our website for information about fees and how to apply:

<http://www.cic.gc.ca/english/information/applications/spouse.asp>

FEES

INSERT:

Your application package is being returned to you because you either did not provide proof of payment of the required processing fees for the persons listed on the application, or you provided the insufficient amount of fees required.

Please refer to the IRCC website for detailed information regarding fees payment:

<http://www.cic.gc.ca/english/information/fees/index.asp>

IDENTITY AND CIVIL STATUS DOCUMENTS

BIRTH CERT AND PASSPORT

INSERT(S):

If you are unable to submit any document identified on the *Document Checklist*, you **must** provide a letter of explanation as to why you cannot submit the documentation.

Identity Documents (such as birth certificates or baptismal records)

You must provide the required identity documents for **you** (the Principal Applicant) as well as **all** family members (whether they will be accompanying you to Canada or not). Sponsor must provide a proof of Canadian status.

If you are not in possession of your original documents, or cannot provide a document that is required, **you must provide a detailed letter of explanation.**

The following identity documents have not been included or do not meet the requirements for processing:

- ☐ **Passport or travel document**
- ☐ **Birth certificate**

MARRIAGE OR DIVORCE CERTIFICATES

INSERT:

The following identity documents have not been included or do not meet the requirements for processing:

- ☐ **Marriage certificate** (note that a record of solemnization or marriage license are NOT acceptable)
- ☐ **Divorce/Death certificate**

Translation of Documents

You **must** send the following for any document that is not in English or French:

- the English or French translation; **and**
- an affidavit from the person who completed the translation (see IRCC website for details); **and**
- a **certified** copy of the original document.

Please consult the IRCC website for more information regarding supporting documents:
<http://www.cic.gc.ca/english/information/applications/guides/5289ETOC.asp>

EMPLOYMENT/SOURCE OF SUPPORT

INSERT:

Your application is being returned to you because you did not provide the required employment and/or source of support documents.

If you are working in Canada, provide an original letter from your current employer stating your period of employment, salary, and regular hours per week **AND** one of these documents issued by the Canada Revenue Agency (CRA):

- Your most recent *Notice of Assessment (NOA)* which must include line 150 (Total Income); or
- Proof of Income Statement (Option C)

*If you cannot provide an NOA or Option C for the most recent taxation year, you **MUST** provide a letter of explanation*

If you are not working in Canada, provide other documentation showing that you can support the person(s) that you are sponsoring. This must include a detailed explanation of how you plan to support yourself and the sponsored person(s).

COUNTRY SPECIFIC REQUIREMENTS

INSERT:

You may need to submit extra forms based on where the person you're sponsoring lives.

You may also need to follow special instructions about specific documents to provide based on the country where the document is issued.

When you visit the application package page on the IRCC website, you'll select a country or territory to get country-specific instructions for documents such as:

- passports;
- birth certificates;
- marriage or divorce certificates;
- national identification cards;
- military service documents (for example, military booklets);
- other civil documents.

You'll find country specific requirements on the application package page. Please visit:

<http://www.cic.gc.ca/english/information/applications/spouse.asp>

INCOMPLETE FORMS OR SIGNATURES MISSING

ALL OTHER FORMS

INSERTS:

- ☐ **Document Checklist**
 - Checklist not included/missing
 - Incorrect type/version of checklist submitted for application
 - *Class of Application* not properly identified (if applicable)
- ☐ **IMM 0008 *Generic Application Form for Canada***
 - Missing signature
 - Principal Applicant not properly identified
 - Dependents not listed
- ☐ **IMM 1344 *Application to Sponsor, Sponsorship Agreement and Undertaking***
 - Missing signature
 - Form not completed in its entirety
 - Sponsor not properly identified
- ☐ **IMM 5532 *Relationship Information and Sponsorship Evaluation***
 - Missing signature(s)
- ☐ **IMM 5406 *Additional Family Information***
 - Missing signature
 - Dependents not listed and/or listed incorrectly
 - Incomplete field, such as date of birth and/or address information
Complete address should include unit number, street number, street name, city, and country, postal/zip code
- ☐ **IMM 5604 *Declaration from non-accompanying parent/guardian***
 - Missing signature
 - Supporting identity document not provided
- ☐ **Sponsorship Evaluation or Financial Evaluation**
 - **IMM 5481**
 - **IMM 1283**

For more information on how to complete the required forms, please visit:
<http://www.cic.gc.ca/english/immigrate/sponsor/index.asp>

SCHEDULE A

Schedule A - Background/Declaration (IMM 5669) form:

Not provided for:

- Principal Applicant
- Dependent children of the Principal Applicant that are 18 years of age and older, whether accompanying or not

Not signed by:

- Principal Applicant
- Dependent children of the Principal Applicant that are 18 years of age and older, whether accompanying or not

Note: As per the Document Checklist, a **handwritten signature** is required on the IMM5669 form if you have typed your name next to the signature box.

POLICE CERTIFICATES AND CLEARANCES:

Police Certificates and Clearances:

Not provided for:

- Principal Applicant** (18 years of age or older)
- All **family members 18 years of age and older**, as listed on the application

Please refer to your application guide for a definition of a “family member”.

USE OF REPRESENTATIVE (IMM 5476)

USE OF REPRESENTATIVE (IMM 5476)

Your application package is being returned to you because it has been identified that you may be using a representative and/or have not properly completed the required *Use of Representative (IMM 5476)* form.

A **representative** is someone who provides advice, consultation, or guidance to you at any stage of the application process, or in a proceeding and, if you appoint him or her as your representative by filling out this form, has your permission to conduct business on your behalf with Immigration, Refugees and Citizenship Canada (IRCC).

If the mailing address specified on the *Generic Application Form for Canada (IMM 0008)* does not reflect the mailing address of the Principal Applicant, a completed and signed *Use of Representative (IMM 5476)* form is required.

For example, if the Principal Applicant wants his/her sponsor to receive documents or correspondence from IRCC, the Principal Applicant must provide IRCC with a completed IMM5476 in order to authorize IRCC to release such documents to the individual residing at the mailing address noted (i.e. the sponsor).

If you are using a **compensated representative**, who charged you a fee or will receive some other form of compensation in exchange for the representation or assistance that they provided, you must ensure that they are authorized to do so. IRCC will only conduct business with compensated representatives who are in good standing with their designated regulatory body.

Please consult the IRCC website for more information on Representatives:

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

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PERSONNES À CHARGE

PERSONNE À CHARGE DISPARUE

INSERTION

Vous devez inclure tous les membres de votre famille dans votre demande de résidence permanente, **même s'ils ne viennent pas au Canada avec vous.**

Immigration, Réfugiés et Citoyenneté Canada (IRCC) définit une **personne à charge** comme étant l'époux/épouse, le conjoint de fait ou l'enfant à charge d'un **demandeur principal** ou d'un résident permanent.

Depuis le 24 octobre 2017, l'âge des personnes à charge admissibles a changé. Pour de plus amples renseignements sur les exigences, veuillez consulter le site Web ci-dessous :

<https://www.canada.ca/fr/immigration-refugies-citoyennete/services/immigrer-canada/limite-age-exigences-enfants-charge.html>

Un enfant peut être considéré comme une personne à charge de son père ou de sa mère s'il répond aux exigences suivantes :

- l'enfant est âgé de moins de 22 ans et n'a pas d'époux ni de conjoint de fait;
- l'enfant est âgé de 22 ans ou plus, et dépend essentiellement du soutien financier de ses parents depuis avant l'âge de 22 ans en raison de son état physique ou mental. ****Assurez-vous d'inclure une preuve de ce fait dans votre dossier de demande.**

Toutes les personnes à charge qui répondent à la définition ci-dessus doivent être incluses dans votre demande, qu'elles prévoient ou non d'immigrer au Canada avec vous (le demandeur principal). Si elles projettent d'immigrer avec vous au Canada, vous devez également veiller à payer les frais applicables.

Veillez vous assurer que toutes les personnes à charge figurent sur le *formulaire de demande générique pour le Canada* (IMM 0008) ou IMM 0008DEP, ainsi que sur tout autre formulaire applicable. S'ils ne sont pas correctement répertoriés, votre demande vous sera retournée.

Veillez vérifier les personnes à charge que vous inscrivez sur votre formulaire de demande pour vous assurer qu'elles répondent à la définition et que vous identifiez correctement les personnes à charge comme étant de « type A » ou de « type B ».

ENFANT DU CONJOINT INSCRIT COMME PERSONNE À CHARGE

INSERTION

Les beaux-enfants du demandeur principal n'entrent pas dans la catégorie des époux, conjoints de fait ou partenaires conjugaux.

Si le beau-fils ou la belle-fille est l'enfant biologique du répondant, l'enfant peut être admissible au parrainage dans la catégorie des **enfants à charge**. Pour être admissible à titre d'enfant à charge, votre enfant doit se situer dans la limite d'âge et répondre à la définition d'enfant à charge.

Un enfant peut être considéré comme personne à charge s'il répond aux exigences suivantes :

- l'enfant est âgé de moins de 22 ans et n'est pas un époux ou conjoint de fait;
- l'enfant est âgé de 22 ans ou plus et dépend essentiellement du soutien financier de ses parents depuis avant l'âge de 22 ans et est incapable de subvenir à ses besoins financiers en raison de son état mental ou physique. ***Assurez-vous de fournir une preuve de ce fait dans votre dossier de demande.*

Vous devez remplir des demandes distinctes pour chaque enfant parrainé. La demande pour chacun de vos enfants identifiera chaque enfant en tant que personne parrainée (demandeur principal).

Veuillez consulter notre site Web pour obtenir de l'information sur les frais et la façon de présenter une demande :

<http://www.cic.gc.ca/francais/information/demandes/conjoint.asp>

FRAIS

INSERTION

Votre trousse de demande vous est retournée parce que vous n'avez pas fourni la preuve du paiement des frais de traitement exigés pour les personnes dont le nom figure sur la demande, ou parce que vous avez fourni un montant insuffisant pour couvrir les frais exigés.

Veuillez consulter le site Web d'IRCC pour obtenir des renseignements détaillés sur le paiement des frais :

<http://www.cic.gc.ca/francais/information/frais/index.asp>

DOCUMENTS D'IDENTITÉ ET D'ÉTAT CIVIL

CERTIFICAT DE NAISSANCE ET PASSEPORT

INSERTION(S)

Si vous n'êtes pas en mesure de soumettre un document indiqué sur la *Liste de contrôle des documents*, vous **devez** fournir une lettre d'explication indiquant pourquoi vous ne pouvez pas soumettre la documentation.

Documents d'identité (tels que certificats de naissance ou registres de baptême)

Vous devez fournir les documents d'identité requis pour **vous** (le demandeur principal) ainsi que pour **tous** les membres de votre famille (qu'ils vous accompagnent ou non au Canada). Le répondant doit fournir une preuve de statut canadien.

Si vous n'êtes pas en possession de vos documents originaux ou si vous ne pouvez pas fournir un document requis, **vous devez fournir une lettre d'explication détaillée.**

Les documents d'identité suivants n'ont pas été inclus ou ne répondent pas aux exigences de traitement :

- ☐ **Passeport ou titre de voyage**
- ☐ **Certificat de naissance**

CERTIFICATS DE MARIAGE OU DE DIVORCE

INSERTION

Les documents d'identité suivants n'ont pas été inclus ou ne répondent pas aux exigences de traitement :

- ☐ **Certificat de mariage** (notez qu'un acte de célébration ou une licence de mariage NE sont PAS acceptables)
- ☐ **Certificat de divorce ou de décès**

Traduction de documents

Vous **devez** envoyer ce qui suit pour tout document qui n'est ni en anglais ni en français :

- la traduction française ou anglaise, **et**
- un affidavit de la personne qui a fait la traduction (voir le site Web d'IRCC pour plus de détails), **et**
- une copie **certifiée conforme** du document original.

Veuillez consulter le site Web d'IRCC pour obtenir des renseignements détaillés sur les documents à l'appui : <https://www.canada.ca/fr/immigration-refugies-citoyennete/services/demande/formulaires-demande-guides/guide-5289-parrainer-votre-epoux-votre-conjoint-fait-votre-partenaire-conjugal-enfant-charge-guide-complet.html>

EMPLOI/SOURCE DE SOUTIEN

INSERTION

Votre demande vous est retournée parce que vous n'avez pas fourni les documents requis relatifs à l'emploi et/ou la source de soutien.

Si vous travaillez au Canada, fournissez une lettre originale de votre employeur actuel indiquant votre période d'emploi, votre salaire et le nombre d'heures régulières par semaine **ET** l'un de ces documents émis par l'Agence du revenu du Canada (ARC) :

- Votre plus récent *avis de cotisation*, qui doit inclure la ligne 150 (revenu total), ou
- Une preuve de revenu (option « C »)

*Si vous ne pouvez pas fournir un avis de cotisation ou l'option « C » pour l'année d'imposition la plus récente, vous **DEVEZ** fournir une lettre d'explication.*

Si vous ne travaillez pas au Canada, fournissez d'autres documents démontrant que vous pouvez soutenir la ou les personnes que vous parrainez. Cela doit inclure une explication détaillée de la façon dont vous prévoyez subvenir à vos besoins et à ceux de la (des) personne(s) parrainée(s).

EXIGENCES PROPRES À CHAQUE PAYS

INSERTION

Vous devrez peut-être soumettre des formulaires supplémentaires en fonction du lieu de résidence de la personne que vous parrainez.

Vous devrez peut-être aussi suivre des instructions spéciales concernant des documents spécifiques à fournir en fonction du pays où le document est délivré.

Lorsque vous visiterez la page de la trousse de demande sur le site Web d'IRCC, choisissez un pays ou un territoire pour obtenir des instructions spécifiques au pays pour des documents tels que :

- passeports;
- certificats de naissance;
- certificats de mariage ou de divorce;
- cartes d'identité nationales;
- documents de service militaire (par exemple, les livrets militaires);
- autres documents civils.

Vous trouverez les exigences spécifiques à chaque pays sur la page du dossier de demande. Veuillez consulter la page : <http://www.cic.gc.ca/francais/information/demandes/conjoint.asp>.

FORMULAIRES INCOMPLETS OU SIGNATURES MANQUANTES

TOUS LES AUTRES FORMULAIRES

INSERTIONS

- ☐ **Liste de contrôle des documents**
 - Liste de contrôle non incluse/manquante
 - Type/version incorrecte de la liste de contrôle soumise pour la demande
 - *Classe de demande* mal identifiée (le cas échéant)
- ☐ **IMM 0008 *Formulaire de demande générique pour le Canada***
 - Signature manquante
 - Le demandeur principal n'est pas correctement identifié
 - Des personnes à charge ne figurent pas dans la liste
- ☐ **IMM 1344 *Demande de parrainage, entente de parrainage et engagement***
 - Signature manquante
 - Formulaire non complété dans son intégralité
 - Le répondant n'est pas correctement identifié
- ☐ **IMM 5532 *Renseignements sur les relations et évaluation du parrainage***
 - Signature(s) manquante(s)
- ☐ **IMM 5406 *Renseignements additionnels sur la famille***
 - Signature manquante
 - Personnes à charge non répertoriées et/ou incorrectement répertoriées
 - Champ incomplet, comme la date de naissance et/ou l'adresse.
L'adresse complète doit inclure le numéro de l'unité, le numéro civique, le nom de la rue, la ville et le pays, le code postal/zip.
- ☐ **IMM 5604 *Déclaration pour parent/tuteur légal qui n'accompagne pas un enfant mineur immigrant au Canada***
 - Signature manquante
 - Pièce d'identité à l'appui non fournie
- ☐ **Évaluation du parrainage ou évaluation financière**
 - **IMM 5481**
 - **IMM 1283**

Pour de plus amples renseignements sur la façon de remplir les formulaires requis, veuillez consulter le site : <https://www.canada.ca/fr/immigration-refugies-citoyennete/services/immigrer-canada/parrainer-membre-famille.html>.

ANNEXE A

Annexe A – Antécédents/Déclaration (IMM 5669) :

Non fourni :

- Le demandeur principal.
- Les enfants à charge du demandeur principal âgés de 18 ans ou plus, qu'ils accompagnent ou non le demandeur principal.

Non signé par :

- Le demandeur principal.
- Les enfants à charge du demandeur principal âgés de 18 ans ou plus, qu'ils accompagnent ou non le demandeur principal.

Nota : Conformément à la Liste de contrôle des documents, une **signature manuscrite** est requise sur le formulaire IMM5669 si vous avez tapé votre nom à côté de la case de signature.

CERTIFICATS ET ATTESTATIONS DE POLICE

Certificats et attestations de police

Non fourni pour :

- Le **candidat principal** (18 ans ou plus).
- Tous les membres de la famille qui **sont l'âge de 18 ans ou plus**, accompagnant ou non doivent parvenir un casier judiciaire, tel qu'il est indiqué sur la demande.

Veuillez consulter votre guide de demande pour connaître la définition d'un « membre de la famille ».

RECOURS AUX SERVICES D'UN REPRÉSENTANT (IMM 5476)

RECOURS AUX SERVICES D'UN REPRÉSENTANT (IMM 5476)

Votre trousse de demande vous est retournée parce qu'il a été déterminé que vous avez peut-être recours aux services d'un représentant ou que vous n'avez pas rempli correctement le formulaire *Recours aux services d'un représentant (IMM 5476)*.

Un **représentant** est une personne qui vous fournit des conseils ou des directives à n'importe quelle étape du processus d'une demande ou dans le cadre d'une procédure et qui, si vous la désignez pour vous représenter, est autorisée à agir en votre nom auprès d'Immigration, Réfugiés et Citoyenneté Canada (IRCC).

Si l'adresse postale inscrite sur le *formulaire de demande générique pour le Canada (IMM 0008)* ne correspond pas à l'adresse postale du demandeur principal, il est nécessaire de remplir et signer le formulaire *Recours aux services d'un représentant (IMM 5476)*.

Par exemple, si le demandeur principal veut que son répondant reçoive des documents ou de la correspondance d'IRCC, le demandeur principal doit fournir à IRCC un formulaire IMM5476 dûment rempli afin d'autoriser IRCC à communiquer ces documents à la personne résidant à l'adresse postale indiquée (c.-à-d. le répondant).

Si vous faites appel à un **représentant rémunéré**, qui vous a facturé des honoraires ou qui recevra une autre forme de rémunération en échange de la représentation ou de l'aide qu'il a fournie, vous devez vous assurer qu'il est autorisé à le faire. IRCC ne traitera qu'avec des représentants rémunérés qui sont en règle auprès de leur organisme de réglementation désigné.

Veuillez consulter le site Web d'IRCC pour obtenir des renseignements détaillés sur les représentants :

<https://www.canada.ca/fr/immigration-refugies-citoyennete/services/demande/formulaires-demande-guides/guide-5561-instructions-recours-services-representant.html>



Immigration, Refugees
and Citizenship Canada

Immigration, Réfugiés
et Citoyenneté Canada

CPC SYDNEY
PO BOX 9500
SYDNEY, NS
B1P 0H5

«Addressee_Given_Name» «Addressee_Family_Name»
«Addressee_Unit» - «Addressee_StreetNum» «Addressee_StreetAddr»
PO Box: «Addressee_POBox» «Addressee_StreetAddr2»
«Addressee_CityTown» «Addressee_ProvinceState» «Addressee_PostalCode»
«Addressee_District» «Addressee_Country»

Date: November 5, 2021

UCI: «Formatted_UCI»

Application: «Application_Num»



Dear «Addressee_Given_Name» «Addressee_Family_Name»:

This refers to the application you submitted to sponsor your spouse, common-law partner, conjugal partner, or dependent child, and the associated application for a permanent resident visa, or to remain in Canada as a permanent resident.

Please note your application has been rejected for the following reason:

Note: your application will be rejected as incomplete as soon as one requirement is missing. A complete application will include all required fees, all Departmental forms completed and signed (electronic and handwritten signature, if applicable), along with any required supporting documentation. To ensure you provide a complete application, we encourage you to follow the guidelines on the applicable Document Checklist.

We are returning your submission, including all the supporting documents you included, as it does not meet the requirements for processing.

An application must meet the requirements of sections 10 and 11 of *the Immigration and Refugee Protection Regulations* (IRPR) to be accepted for processing. Section 12 of the IRPR states: “If the requirements of sections 10 and 11 are not met, the application and all documents submitted in support of the application shall be returned to the applicant.”

In addition, Ministerial Instructions were given on December 15, 2016 pursuant to section 87.3 of *the Immigration and Refugee Protection Act* (IRPA), requiring that applications made by sponsored spouses, common-law partners, conjugal partners and dependent children, as well as the associated sponsorship applications, meet certain conditions to be accepted for processing. Any application which does not meet the conditions established in the Instructions must also be

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returned.

The forms required by Part A of the applicable *Document Checklist* (see below) are needed to satisfy section 12 of the IRPR, whereas the supporting documents required by Part B of the *Document Checklist* must be included to meet the conditions established by the Ministerial Instructions.

As it does not meet the requirements for processing, **your submission and documents are being returned to you and will not be processed or put into the queue for processing.**

When you resubmit your application, if it meets the requirements for processing, it will then enter the processing queue based on the date of its re-submission.

Please re-submit your completed application for spouses, common-law partners or conjugal partners **currently living outside Canada** and all dependent child sponsorships to the following address:

CASE PROCESSING CENTRE - SYDNEY
P.O. BOX 9500
SYDNEY, NS
B1P 0H5

Please refer to the Document Checklist to help you understand what documents are required for a complete application. **Please note that we've updated the Document Checklist to make it easier to use and understand. As of February 14th, 2018, you are required to use the new checklist when submitting your application.**

Note: The Schedule A – Background/Declaration (IMM 5669) form and Police certificate(s) are now required in order to meet the completeness requirements.

In addition to the Document Checklist, we have also included some additional information to assist you in understanding the requirements for your application. Please consult the application guide for more detailed information.

Note: If you intend to resubmit your application, please review all attached documents *and ensure that you are using the new version of the Document Checklist*. As a reminder, you should also review the application kit found at:
<http://www.cic.gc.ca/english/information/applications/spouse.asp> to help you perfect your application so that it meets the requirements for processing.

The checklist, guides, and information about country specific requirements found at the link above will help you confirm that you have included the required forms and documents we need to put your application into process.

Information about general eligibility requirements for sponsoring your spouse, common-law partner, conjugal partner, or dependent child, and the required application forms and documents which must be submitted, can be found at
<http://www.cic.gc.ca/english/immigrate/sponsor/spouse.asp>.

- 3 -

Thank you for your interest in Canada.

**Program Assistant
Immigration, Refugees and Citizenship Canada
Centralized Intake Office
Sydney, Nova Scotia**



Immigration, Réfugiés
et Citoyenneté Canada

Immigration, Refugees
and Citizenship Canada

CTD DE SYDNEY
C. P. 9500
SYDNEY (N.-É.)
B1P 0H5

«Addressee_Given_Name» «Addressee_Family_Name»
«Addressee_Unit» - «Addressee_StreetNum» «Addressee_StreetAddr»
C.P. «Addressee_POBox» «Addressee_StreetAddr2»
«Addressee_CityTown» «Addressee_ProvinceState» «Addressee_PostalCode»
«Addressee_District» «Addressee_Country»

Date: 5 novembre 2021

ICU : «Formatted_UCI»

Demande : «Application_Num»

«Application_Num»

«Addressee_Given_Name» «Addressee_Family_Name»,

La présente fait référence à la demande que vous avez présentée en vue du parrainage de votre époux/épouse, conjoint(e) de fait, partenaire conjugal ou enfant à charge, et à la demande connexe pour obtenir un visa de résident permanent ou pour demeurer au Canada à titre de résident permanent.

Veuillez prendre note que votre demande a été rejetée pour la raison suivante:

Remarque : votre demande sera jugée incomplète et rejetée dès qu'une exigence n'est pas satisfaite. Une demande complète comprend tous les frais exigés, tous les formulaires ministériels remplis et signés (signature électronique et manuscrite, le cas échéant) ainsi que tous les documents à l'appui requis. Afin de vous assurer de présenter une demande complète, nous vous encourageons à suivre les lignes directrices que vous retrouverez sur la liste de contrôle des documents pertinente.

Nous vous retournons votre demande, y compris tous les documents à l'appui que vous avez inclus, car elle ne répond pas aux exigences de traitement.

Pour être acceptée aux fins de traitement, une demande doit satisfaire aux exigences des articles 10 et 11 du *Règlement sur l'immigration et la protection des réfugiés* (RIPR). L'article 12 du RIPR prévoit ce qui suit : « Si les exigences prévues aux articles 10 et 11 ne sont pas remplies, la demande et tous les documents fournis à l'appui de celle-ci sont retournés au demandeur ».

De plus, des instructions ministérielles ont été données le 15 décembre 2016 en vertu de l'article 87.3 de la *Loi sur l'immigration et la protection des réfugiés* (LIPR), exigeant que les

Canada

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demandes présentées par les époux, les conjoints de fait, les partenaires conjugaux et les enfants à charge parrainés, ainsi que les demandes de parrainage connexes, remplissent certaines conditions pour être acceptées aux fins de traitement. Toute demande qui ne remplit pas les conditions établies dans les instructions doit également être retournée.

Les formulaires requis par la partie A de la *Liste de contrôle des documents* (voir ci-dessous) sont nécessaires pour satisfaire à l'article 12 du RIPR, tandis que les documents à l'appui requis par la partie B de la *Liste de contrôle des documents* doivent être inclus pour satisfaire aux conditions établies par les instructions ministérielles.

Comme elle ne répond pas aux exigences de traitement, **vosre demande et vos documents vous sont retournés et ne seront pas traités ni mis en file d'attente pour le traitement.**

Lorsque vous soumettez à nouveau votre demande, elle sera alors inscrite dans la file d'attente de traitement en fonction de la date de sa nouvelle présentation, si elle répond aux exigences de traitement.

Veillez soumettre de nouveau votre demande dûment remplie pour tout époux, conjoint de fait ou partenaire conjugal **qui vint actuellement en dehors du Canada** et tous les parrainages d'enfants à charge à l'adresse suivante :

CENTRE DE TRAITEMENT DES DEMANDES – SYDNEY
C.P. 9500
SYDNEY (N.-É.)
B1P 0H5

Veillez consulter la liste de contrôle des documents pour vous aider à comprendre quels documents sont requis pour une demande complète. **Veillez noter que nous avons mis à jour la liste de contrôle des documents pour en faciliter l'utilisation et la compréhension. Depuis le 14 février 2018, vous devez utiliser la nouvelle liste de contrôle pour soumettre votre demande.**

Nota : L'annexe A – Antécédents/Déclaration (IMM 5669) et les certificats de police sont maintenant requis pour qu'une demande soit considérée complète.

En plus de la liste de contrôle des documents, nous avons également inclus des renseignements additionnels pour vous aider à comprendre les exigences liées à votre demande. Veillez consulter le guide de demande pour des renseignements détaillés.

Nota : Si vous avez l'intention de soumettre à nouveau votre demande, veuillez examiner tous les documents ci-joints *et vous assurer que vous utilisez la nouvelle version de la liste de contrôle des documents*. À titre de rappel, vous devriez également examiner la trousse de demande qui se trouve à l'adresse : <http://www.cic.gc.ca/francais/information/demandes/conjoint.asp> pour vous aider à améliorer votre demande afin qu'elle réponde aux exigences de traitement.

La liste de contrôle, les guides et les renseignements sur les exigences propres à chaque pays qui se trouvent dans le lien ci-dessus vous aideront à confirmer que vous avez inclus les formulaires et les documents requis dont nous avons besoin pour traiter votre demande.

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Vous trouverez des renseignements sur les conditions générales d'admissibilité au parrainage de votre époux/épouse, conjoint de fait, partenaire conjugal ou enfant à charge, ainsi que les formulaires de demande et les documents requis qui doivent être soumis, à l'adresse suivante : <https://www.canada.ca/fr/immigration-refugies-citoyennete/services/immigrer-canada/parrainer-membre-famille/epoux-partenaire-enfant.html>.

Nous vous remercions de l'intérêt que vous manifestez pour le Canada.

Adjoint au programme
Immigration, Réfugiés et Citoyenneté Canada
Bureau d'accueil centralisé
Sydney (Nouvelle-Écosse)