

8	<p><b>Identity and Civil Status Documents</b> You must provide the following documents for you and your current and/or former spouse/common-law partner:</p> <ul style="list-style-type: none"><li>○ Marriage certificate(s), final divorce or annulment certificate(s). If married more than once, include certificates from each marriage and divorce or annulment you, your spouse or common-law partner have had;</li><li>○ Death certificate for former spouse(s) or common-law partner(s) (if applicable);</li><li>○ Legal documents showing name or date of birth changes (if applicable);</li><li>○ National IDs, family/household registry/book (if applicable)</li><li>○ If you have a common-law partner, complete and include the Statutory Declaration of Common-Law Union (IMM 5409 – original) and provide evidence that you have cohabitated with your partner for a period of at least 12 continuous months. Evidence may be, but not limited to, the following examples listing both your names:<ul style="list-style-type: none"><li>➢ copies of joint bank account statements,</li><li>➢ copies of leases, utility bills etc.</li></ul></li></ul>	<div>Copies, unless otherwise stated</div> <input type="checkbox"/>
9	<p><b>Proof of Dependent Children's Relationship to Principal Applicant</b> For all accompanying dependants submit proof of relationship to the principle applicant.</p> <ul style="list-style-type: none"><li>○ Children's birth certificates (which name their parents);</li><li>○ Family/ household Registry/Book (if applicable);</li><li>○ Adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children;</li><li>○ Proof of full custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court, where applicable;</li><li>○ If the other parent of your children is not accompanying you to Canada, you must submit a signed <i>Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604 - original)</i> for each child consenting to their travel to Canada along with a copy of the non-accompanying parent's photo ID showing their signature;</li><li>○ If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements;</li><li>○ Proof of continuous full-time studies of all dependent children aged 22 or over, including:<ul style="list-style-type: none"><li>○ complete school records/transcripts since attaining age 22;</li><li>○ letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week;</li><li>○ proof of full financial support by parents since reaching age 22.</li></ul></li></ul>	<div>Copies, unless otherwise stated</div> <input type="checkbox"/>
10	<p><b>Photo Requirements</b> Supply two (2) photos for each member of your family and yourself taken within six (6) months before application submission.</p> <p>On the back of each photograph, write:</p> <ul style="list-style-type: none"><li>• the name and date of birth of the person who appears in the photo; and</li><li>• the date the photo was taken.</li></ul> <p>Follow the instructions provided in Appendix A: Photo Specifications found at <a href="http://www.cic.gc.ca/english/pdf/kitis/guides/3998E_tempA.pdf">http://www.cic.gc.ca/english/pdf/kitis/guides/3998E_tempA.pdf</a>.</p>	<div>Originals</div> <input type="checkbox"/>
11	<p><b>Mailing Your Application</b> Mail to the Case Processing Centre in Mississauga, Ontario:</p> <ul style="list-style-type: none"><li>• this document checklist,</li><li>• the letter that was sent with this document checklist;</li><li>• your complete application,</li><li>• supporting documents required in this checklist, and</li><li>• include 2 self-addressed mailing labels:<ul style="list-style-type: none"><li>• one in English or French, and</li><li>• one in the official language of your country of residence.</li></ul></li></ul> <p><b>CPC Mississauga</b> P.O. Box 6100, Station A Mississauga, ON L5A 4H4</p>	<input type="checkbox"/>

**DOCUMENT CHECKLIST - PERMANENT RESIDENCE – SPONSORSHIP OF PARENTS AND GRANDPARENTS**

You need to mail this form and listed documents with your application. Please make sure you include this document as the cover page.

Gather your documents in the order of the checklist and check each item. Attach small items such as photos with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope. If your documents are not in English or French, they must be accompanied by the English or French translation completed by a certified translator and a copy of the original document. Do not send any documents other than those requested in this checklist when submitting your application to the Case Processing Centre in Mississauga.

**Note:** If your application lacks any of the documents listed in this checklist, it will be returned to you. If you are unable to provide any of the requested documentation, please include with your application a written explanation with full details as to why that documentation is unavailable and any documentation that would support your claim. Failure to provide supporting documents may result in the refusal of your application.

Once a complete application is received, none of the documents (copies or originals) you submitted will be returned to you during or after processing. When copies are requested please do not send originals as they will not be returned.

**IMPORTANT NOTICE:** Answer all questions and sign all forms where applicable. Please note that by signing these documents, you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects.

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- your application may be refused; and
- you and your family members could become inadmissible to Canada for two years under section 40(2) of the *Immigration and Refugee Protection Act*.

If your family circumstances (e.g. marriage or common-law union, divorce, annulment, legal separation, birth, adoption, death, etc.), contact information or representative information has changed since the initial application for sponsorship was submitted, include this information with relevant supporting documentation in this application.

The officer will base his/her decision on the documents on file at the time your application is assessed. If anything changes with regard to this application once it has been submitted, please consult <http://www.cic.gc.ca/english/immigrate/sponsor/relatives-apply-after.asp> to determine how to notify CIC of the change.

If you do not notify CIC of these changes, there will be processing delays and it could result in the refusal of your application or the exclusion of a family member.