Citizenship and Immigration Canada | Citoyenneté et Immigration Canada

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This form is made available by Citizenship and Immigration Canada and is not to be sold to applicants.

		Format	
	Documents submitted will not be returned. **You must keep a copy of the completed forms and all documents for yourself before sending your application to CPC-Mississauga.**		
For the Sponsor			
1	***Option C Printout*** Submit an original Option C Printout for the tax year that you submitted the original sponsorship application **AND** an original Option C Printout for the year before you submitted the application. The Option C Printout is required for both tax years. The Option C Printout is different from your notice of assessment and is available to you upon request by calling Canada Revenue Agency at 1-800-959-8281. There is no charge to obtain copies of the Option C Printout.	Original	☐
For the Principal Applicant			
	Forms and supporting documents (to be completed and submitted by all applicants). See the "**Applying as a member of the Family Class**" to download current forms and for instructions on completing the forms and gathering the required supporting documents (http://www.cic.gc.ca/english/information/applications/3998-temp.asp). **Note: Do not** complete the Visa Office Specific Instructions. Documents must be submitted **in the order of this checklist.**		
1	***Generic Application Form to Canada* (IMM 0008)** Each application package must contain only one completed, dated and signed 2D barcoded IMM 0008. Please complete and validate this form online. All dependants previously listed on the original sponsorship application must be listed on the IMM 0008. If you no longer wish to include them in your application, please provide a written explanation why and include it with your submission. For instructions on completing this form, please refer to: http://www.cic.gc.ca/english/information/applications/step-by-step.asp	Original	☐
2	***Additional Dependants/Declaration* (IMM 0008DEP) (if applicable)** If the applicant has more than five dependants (whether they are accompanying or not), then the principal applicant must complete, date and sign this form. For instructions on completing this form, please refer to: http://www.cic.gc.ca/english/information/applications/step-by-step.asp	Original	☐
3	***Schedule A: Background Declaration* (IMM 5669)** A separate form must be completed, dated and signed by: • the principal applicant, and, • spouse or common-law partner (whether they are accompanying or not) and, • each dependent child over the age of 18 years (whether they are accompanying or not). Provide the details of your personal history since the age of 18, or the past 10 years, whichever comes first, in chronological order. Do not leave any sections blank or gaps in time. You must write "n/a" in any sections that are not applicable to your situation. Include all: • jobs, • periods of unemployment, • study, • vacations, or • being a homemaker. Do not use abbreviations. Do not use general words such as "employee", "working", or "manager."	Original	☐

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8	***Identity and Civil Status Documents*** You must provide the following documents for you and your current and/or former spouse/common-law partner: O 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; O Death certificate for former spouse(s) or common-law partner(s) (if applicable); O Legal documents showing name or date of birth changes (if applicable); O National IDs, family/household registry/book (if applicable) O 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: ➢ copies of joint bank account statements, ➢ copies of leases, utility bills etc.	Copies, unless otherwise stated	☐
9	***Proof of Dependent Children's Relationship to Principal Applicant*** For all accompanying dependants submit proof of relationship to the principle applicant. O Children's birth certificates (which name their parents); O Family/ household Registry/Book (if applicable); O Adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children; O 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; O If the other parent of your children is not accompanying you to Canada, you must submit a signed *Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada* (**IMM 5604 - original**) for each child consenting to their travel to Canada along with a copy of the non-accompanying parent's photo ID showing their signature; O If the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements; O Proof of **continuous full-time studies** of all dependent children aged 22 or over, including: O complete school records/transcripts since attaining age 22; O letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week; O proof of full financial support by parents since reaching age 22.	Copies, unless otherwise stated	☐
10	***Photo Requirements*** Supply **two (2) photos** for each member of your family and yourself **taken within six (6) months** before application submission. On the **back of each photograph**, write: • the name and date of birth of the person who appears in the photo; and • the date the photo was taken. Follow the instructions provided in **Appendix A: Photo Specifications** found at http://www.cic.gc.ca/english/pdf/kits/guides/3998E_tempA.pdf.	Originals	☐
11	***Mailing Your Application*** Mail to the **Case Processing Centre in Mississauga, Ontario**: • this document checklist, • the letter that was sent with this document checklist; • your complete application, • supporting documents required in this checklist, and • include 2 self-addressed mailing labels: • one in English or French, and • one in the official language of your country of residence. **CPC Mississauga** P.O. Box 6100, Station A Mississauga, ON L5A 4H4		☐