



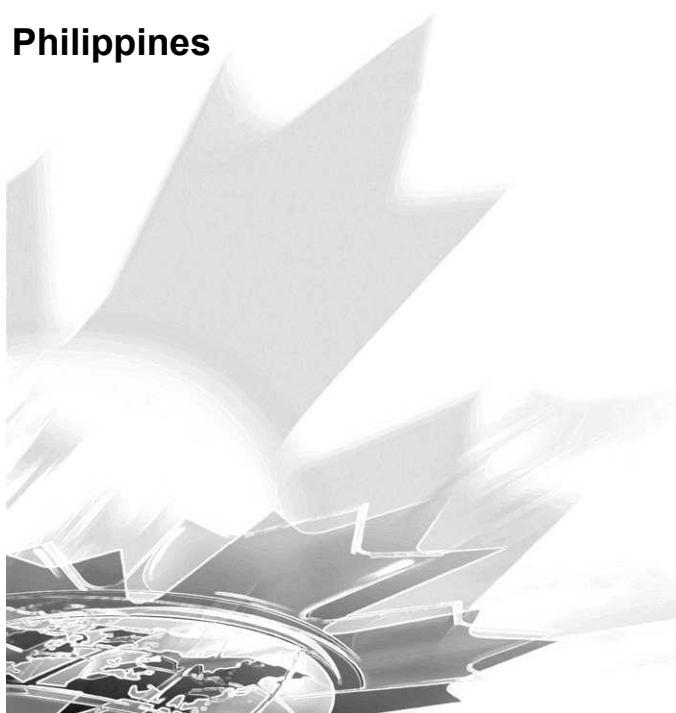
# IMMIGRATION Canada

## Family Class

### **Sponsorship of a spouse, common-law partner, conjugal partner or dependent child living outside Canada**

## **Part 3: Country Specific Instructions**

### **Philippines**



## **Table of Contents**

**Appendix A** - Document Checklist -  
Immigrant

**Appendix B** - Photo Specifications

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

**Cette trousse est également  
disponible en français**

# Appendix A

## Document Checklist - Immigrant

---

This guide contains visa office specific instructions for applications to be processed in **Manila, Philippines** under the following Family Class Categories:

- Spouse, Common-law Partner or Conjugal Partner Category
- Dependent Child Category

**Note:** Important general information for ALL applicants is available on *The Immigrant's Guide* (IMM3999). Please read both guides carefully as this will assist you in completing your application appropriately.

Send the following documents with your application and check (☑) each box when they are enclosed.

- Send originals of all the Immigration forms listed in items 1 to 6 below and all documents requested, unless otherwise required.
- If your documents are not in English or French, include a professional translation. Failure to do so could result in substantial processing delays.

If there is a conflict between this guide and any other versions or publications, this document and its instructions take precedence and are to be followed.

	<b>IMMIGRATION FORMS</b> Ensure that all questions have been answered and forms are signed. If a question is not applicable to you, write N/A. When completed, send them to your sponsor with all supporting documentation.	
<b>1</b>	<b>Generic Application Form for Canada (IMM 0008)</b> - This form is completed by you, the principal applicant.	<input type="checkbox"/>
<b>2</b>	<b>Additional Dependants/Declaration (IMM 0008DEP)</b> - This form is completed by you, the principal applicant, if you have more than five (5) family members.	<input type="checkbox"/>
<b>3</b>	<b>Schedule A - Background/Declaration (IMM 5669)</b> - You and each of your family members 18 years of age or older must complete their own copy of this form.	<input type="checkbox"/>
<b>4</b>	<b>Additional Family Information (IMM 5406)</b> - You (principal applicant, regardless of age) and each of your family members 18 years of age or older included in the sponsorship, must complete this form. <b>Note:</b> If the principal applicant is a minor, any of the forms can be completed by the sponsor/guardian on the applicant's behalf.	<input type="checkbox"/>
<b>5</b>	<b>Spouse/Partner Questionnaire (IMM 5490)</b> - You (principal applicant), if you are applying as a spouse, common-law partner or conjugal partner, must complete the questionnaire.	<input type="checkbox"/>
<b>6</b>	<b>Use of a Representative (IMM 5476)</b> - If you, as the principal applicant, want us to deal with a representative on your behalf, be sure you have completed and signed the form.	<input type="checkbox"/>
<b>7</b>	<b>Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604)</b> - This form is to be completed by the non-accompanying biological parent or legal guardian who consents to the child's immigration to Canada to live with the other parent.	<input type="checkbox"/>

<b>8</b>	<p><b>IDENTITY AND CIVIL STATUS DOCUMENTS</b></p> <p><b>1) For the Philippines</b></p> <p>The following <b>original documents</b> are required for you (principal applicant, regardless of age) and for each of your dependent children, if applicable:</p> <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Marriage Certificate</li> <li>• Death Certificate</li> <li>• No record of marriage (CENOMAR) or Advisory on marriages</li> </ul> <p>These documents must be issued by the National Statistics Office (NSO) and printed on NSO paper.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">If ...</th> <th style="text-align: left;">Then ...</th> </tr> </thead> <tbody> <tr> <td>a birth, marriage or death occurred in another country and is not registered with NSO,</td> <td>provide the <b>original certificate</b> issued abroad.</td> </tr> <tr> <td>there are any discrepancies in your and your family member's documents,</td> <td>submit these together with a sworn affidavit explaining those discrepancies.</td> </tr> <tr> <td>your or any of your dependent's birth is late registered or there is NO RECORD of registration of birth with NSO,</td> <td>           additional <b>original</b> identity documents <b>must</b> be submitted, such as:           <ul style="list-style-type: none"> <li>• baptismal certificate,</li> <li>• permanent elementary and high school records,</li> <li>• voter's ID or voter's certificate,</li> <li>• old passports,</li> <li>• birth certificate issued by the Local Civil Registrar</li> </ul> </td> </tr> </tbody> </table> <p><b>Note:</b> Your birth is late registered if the registration date indicated on your birth certificate is more than a month after your birth. The registration date is the date your birth certificate was received at the Office of Local Civil Registrar.</p> <p>If you or your sponsor were previously married or in a common-law relationship, provide <b>certified copies</b> of the following (as applicable), <b>for each marriage or relationship</b>:</p> <ul style="list-style-type: none"> <li>• Divorce Certificate</li> <li>• Annulment documents (Court Petition and Court Order/Decision)</li> <li>• Separation Certificate</li> <li>• Death Certificate, if widowed. Original NSO Death Certificate must be submitted if ex-spouse died in the Philippines</li> <li>• Declaration of Severance of Common-law Relationship</li> </ul> <p>For any dependent child who is a Canadian Citizen or a permanent resident of Canada, a photocopy of one of the following documents must be included with your application:</p> <ul style="list-style-type: none"> <li>• Canadian Citizenship certificate</li> <li>• Canadian passport</li> <li>• Permanent Resident Visa, or</li> <li>• Permanent Resident Card</li> </ul>	If ...	Then ...	a birth, marriage or death occurred in another country and is not registered with NSO,	provide the <b>original certificate</b> issued abroad.	there are any discrepancies in your and your family member's documents,	submit these together with a sworn affidavit explaining those discrepancies.	your or any of your dependent's birth is late registered or there is NO RECORD of registration of birth with NSO,	additional <b>original</b> identity documents <b>must</b> be submitted, such as: <ul style="list-style-type: none"> <li>• baptismal certificate,</li> <li>• permanent elementary and high school records,</li> <li>• voter's ID or voter's certificate,</li> <li>• old passports,</li> <li>• birth certificate issued by the Local Civil Registrar</li> </ul>	<input type="checkbox"/>
If ...	Then ...									
a birth, marriage or death occurred in another country and is not registered with NSO,	provide the <b>original certificate</b> issued abroad.									
there are any discrepancies in your and your family member's documents,	submit these together with a sworn affidavit explaining those discrepancies.									
your or any of your dependent's birth is late registered or there is NO RECORD of registration of birth with NSO,	additional <b>original</b> identity documents <b>must</b> be submitted, such as: <ul style="list-style-type: none"> <li>• baptismal certificate,</li> <li>• permanent elementary and high school records,</li> <li>• voter's ID or voter's certificate,</li> <li>• old passports,</li> <li>• birth certificate issued by the Local Civil Registrar</li> </ul>									

9	<p><b>CHILDREN'S INFORMATION</b></p> <p>If you are divorced or separated and have dependants under 18 years of age accompanying you to Canada, you must provide the documents listed below. If you are a dependent child under 18 years of age and are the principal applicant, you must also submit the following documents:</p> <ul style="list-style-type: none"> <li>• Proof of Custody, confirmation that you have fulfilled all obligations in custody agreements, and that the dependant(s) is/are free to move to Canada. Ensure to provide certified copies of court documents.</li> </ul> <p>If your dependent child(ren) was or were adopted in the past, you must include the following documents:</p> <ul style="list-style-type: none"> <li>• proof that the adoption meets the requirements of the province or territory or the country where you live, and</li> <li>• proof that the international adoption requirements in the child's home country have been met.</li> </ul> <p>For more information refer to the CIC website at: <a href="http://www.cic.gc.ca/english/immigrate/adoption/index.asp">www.cic.gc.ca/english/immigrate/adoption/index.asp</a> and the Intern-Country Adoption Board of the Philippines at: <a href="http://www.icab.gov.ph">www.icab.gov.ph</a>.</p> <p><b>Note:</b> The Philippine government has certain travel requirements for minors traveling abroad. It is you or your sponsor's responsibility to coordinate with the appropriate government agency to secure the required travel permit or clearance to facilitate the minor child's travel abroad.</p> <p>You must submit proof if the child is 19 years of age or older and depends substantially on the financial support of the parent since before the age of 19 and is unable to be financially self-supporting due to a physical or mental condition.</p>	<input type="checkbox"/>
10	<p><b>TRAVEL DOCUMENTS AND PASSPORTS</b></p> <p>Photocopy of passport/s or travel document/s of yourself (principal applicant) and your <b>accompanying</b> family members must be submitted. The expiry date of the passport must be valid for at least 18 months from the date you submit your application. This would refer to:</p> <ul style="list-style-type: none"> <li>• a photocopy of the passport biopage (page showing the name, photo, passport number, date of issue and expiration, date and place of birth), and</li> <li>• any page containing amendments of yourself and all accompanying family members.</li> </ul> <p><b>Note:</b> If a dependent is not accompanying you, there is no need to submit these documents.</p> <p>If you reside in a country different from your nationality, include a copy of your visa for the country in which you currently reside.</p>	<input type="checkbox"/>
11	<p><b>PROOF OF RELATIONSHIP TO SPONSOR</b></p> <p>If you are being sponsored by your spouse, common-law partner or conjugal partner, you must submit evidence of the relationship between you and your sponsor such as:</p> <ul style="list-style-type: none"> <li>• wedding photos or proof that you are partners</li> <li>• photos of yourself and your sponsor together (old and new)</li> <li>• card/letters with postmarked envelopes</li> <li>• e-mails</li> <li>• telephone bills reflecting the calls made between yourself and your sponsor (phone cards which do not identify the caller or the number called <b>do not</b> constitute credible evidence of contact and <b>should not</b> be submitted)</li> <li>• remittance slips</li> <li>• proof of your visits to each other such as airline ticket coupons, boarding passes, copies of pages of your passports showing entry/exit stamps.</li> </ul> <p><b>continued on next page...</b></p>	<input type="checkbox"/>

	<p>If you are a common-law or conjugal partner, provide evidence that your relationship is genuine and continuing and has existed for at least 12 months prior to your application, such as proof of cohabitation and proof of conjugal relationship. Proof of conjugal relationship may include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• joint ownership of property(ies)</li> <li>• joint finances (joint bank account(s), joint investments, etc.)</li> <li>• life insurance naming each other as beneficiaries</li> <li>• details of the history of your relationship</li> <li>• a minimum of two statutory declarations from individuals with personal knowledge of your relationship supporting your claim that the relationship is genuine and continuing</li> </ul> <p>Photos submitted must be loose. Please do not submit photos that are in binders, albums, frames or other such containers. Also do not send video discs or video cassettes, musical greeting cards or other similar documents containing electronic or mechanical devices.</p> <p><b>Note:</b> The sponsor and the applicant who are common law or conjugal partners <b>must</b> provide historical evidence of their ongoing relationship. If they are in a relationship of two years or less and have no children together, the applicant will receive conditional permanent resident status, if the application is approved.</p>	
12	<p><b>POLICE CERTIFICATES AND CLEARANCES</b></p> <p>Police certificates or clearances from each country other than Canada in which you and every one in your family aged 18 years or over have resided six months or more since reaching 18 years of age. You must attach the original police document(s).</p> <p>Please consult our <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">website</a> at: <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">www.cic.gc.ca/english/information/security/police-cert/index.asp</a> for specific and up-to-date information on how to obtain police certificates from any country.</p>	<input type="checkbox"/>
13	<p><b>PROOF OF MEDICAL EXAMINATION</b></p> <p>Include for yourself and each of your family members, proof of completion of the upfront medical examination from the <a href="#">Panel Physician</a>.</p>	<input type="checkbox"/>
14	<p><b>PHOTOS</b></p> <p>Supply <b>nine (9) recent photos</b> for each member of your family and yourself (accompanying and non-accompanying). Photos submitted must be properly labeled at the back with the applicant's name, date of birth and signature. <b><i>Follow the instructions in Appendix B: Photo Specifications.</i></b></p>	<input type="checkbox"/>
15	<b>A COPY OF THIS DOCUMENT CHECKLIST</b>	<input type="checkbox"/>

## MAILING YOUR APPLICATION

Include all the completed forms and required documents in an envelope and send them to your sponsor. Your sponsor is responsible to send your permanent resident visa application together with his/her sponsorship application to the Case Processing Centre in Mississauga (CPC-M). Once the sponsorship application of your sponsor is approved, your permanent resident visa application will be sent to the Manila visa office for processing.

## PROCESSING TIMES

Once your completed application is received from CPCM, an *Acknowledgment of Receipt letter* will be sent to you by the Manila visa office. This letter will advise you of your file number and the standard processing time applicable at the time of your application. Please note that processing time for each category varies and may change from time to time. For updated information on the standard processing time, consult the Manila visa office **Web site** at: [www.canadainternational.gc.ca/philippines/](http://www.canadainternational.gc.ca/philippines/).

**Note:** We are unable to respond to requests for case status updates if the application is still within standard processing times.

## CASE PROCESSING

The processing of your application undergoes several stages of review before a decision is made. If during the review, additional information (documents, additional medical test, etc) or an interview is required from you to enable the officer to make a decision; you will be notified by mail.

If no further information is required, the decision will be made by the officer and you will be notified if your application is approved or refused.

If your application is approved, the visa package will be sent to you via courier collect. If your application is refused, a refusal letter will be sent to you by mail. Your sponsor will also be notified of the refusal and will be advised of his/her appeal rights by letter.

If at any time during the processing of your application, there is a change in your and your sponsor's family composition or contact details (mailing address and contact numbers); you must inform the Manila visa office in writing.



## DECLARATION FROM NON-ACCOMPANYING PARENT/GUARDIAN FOR MINORS IMMIGRATING TO CANADA

### FOR OFFICE USE ONLY

File no.

Date

Day

Month

Year

Send this fully completed Declaration **and** a photocopy of a valid and legible identity document to the Canadian Embassy/Canadian Consulate.

This form must be:

- filled out by the non-accompanying parent/guardian, former spouse or former common-law partner and;
- **witnessed by a notary public.**

**A copy of this form must be completed for each child travelling to Canada.**

I, \_\_\_\_\_, declare that I have no objections to my

Day Month Year

child: \_\_\_\_\_

Child's full name

Day Month Year

Child's date of birth

immigrating to Canada with his/her parent/guardian:

Parent/Guardian name

Relationship to child

Parent/Guardian name

Relationship to child

Fill out this section if this child is travelling to Canada with someone other than the parent/guardian listed above.

Name

Relationship to child

I have read and understand the contents of this letter and by signing and returning this letter, I am confirming that I fully understand that I may be permanently separated from my above-named child.

I further understand that if I wish to enter Canada, as a temporary resident or a permanent resident, I must comply with all requirements of the *Immigration and Refugee Protection Act* and Regulations in force at the time of my application.

To be completed by the non-accompanying parent/guardian, former spouse or former common-law partner, in front of the witness. Present your original Identification Card to the witness\*

Signature (before witness\*)

Date

Day

Month

Year

Emergency contact telephone number

Place

To be completed by the witness (notary public)

Witness title and name in block letters (\*must be a notary public)

Witness\* professional chop/stamp

Signature of witness\*

# Appendix B

## Photo Specifications

---

### Notes to the applicant

**TAKE THIS WITH YOU TO THE PHOTOGRAPHER**

- Immigration photos are **not** the same as passport photos.
- Make sure that you provide the correct number of photos specified in this guide.

### Notes to the photographer

#### The photos must:

- show a full front view of the person's head and shoulders showing full face centered in the middle of the photograph;
- have a **plain white background**;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera.

#### The photos must:

- measure between 25 mm and 30 mm (1" and 1 1/5") from chin to crown;
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size.

