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Applying for Permanent Residence from within Canada: Protected Persons and Convention Refugees [IMM 5205]

 Print

i Note: As of December 4, 2019, Protected Persons who apply for permanent residence in Canada and wish to include their dependent family members (spouses, partners, and dependent children) who reside outside of Canada, may also submit their completed application forms with their own completed application to the Case Processing Centre - Mississauga.

Submitting completed applications for your dependent family members outside Canada earlier in the process may increase efficiency in processing the applications and reduce contact between the visa office and your dependent family members abroad.

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Need Help?

This is not a legal document. The explanations and definitions are not legal definitions. In case of a discrepancy between the language in this document and the relevant legislation or regulations, the legal text in the legislation and regulations prevails.

For legal information, consult the following documents:

- *Immigration and Refugee Protection Act*
 - *Immigration and Refugee Protection Regulations*
-

Overview

Application package

This application package has:

- an instruction guide, **and**
- the forms you need to fill out.

The **instruction guide**:

- has information you must know before you submit your application, **and**
- explains how to fill out the forms and gather your supporting documents.

Read the instruction guide completely and then fill out each of the applicable forms.

The **forms** are designed with questions that will help the processing of your application.

Symbols used in this guide

This guide uses these symbols to draw your attention to important information:



What you **must** do to have your application processed.



Important information that you need to know to avoid delays or other problems.



Where to get more information.



Note: Tips that will help you with this application.

Before you apply

Who is considered a permanent resident?

A permanent resident is a person who can remain in Canada permanently but who is not a Canadian citizen.

Who is considered a Protected Person?

In Canada, the Immigration and Refugee Board of Canada (IRB) and IRCC decide who is a Protected Person. If the IRB (Immigration and Refugee Board of Canada) determined you to be a person in need of protection or a Convention refugee or if you received a positive decision on your Pre-Removal Risk Assessment (PRRA) from IRCC, you are a Protected Person and may apply for permanent residence with this application.

You may also apply for permanent residence with this application if you are a member of the Protected Temporary Residents Class (PTRC). Protected Temporary Residents are individuals admitted to Canada on a temporary resident permit and

who have been determined to be in urgent need of protection by a visa office.

Am I eligible to apply for permanent residence as a Protected Person?

You are eligible to apply if the IRB (Immigration and Refugee Board of Canada) or IRCC has determined that you are a Protected Person or a Protected Temporary Resident **and** you are not:

- a Convention refugee in another country where you could go and live permanently without fear of persecution;
 - a citizen, national or permanent resident of a country, other than the one you left, where you could go and live permanently without fear of persecution; or
 - a permanent resident of Canada.
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Biometrics

If you are required to give biometrics and you are applying from **within Canada**, you can go to a designated Service Canada location. Once you've paid the application and biometrics fees, you'll get a biometric instructions letter (BIL) which will direct you to a list of biometric collection service points you may choose from. You **must bring the BIL** with you to the biometric collection service point. You can't give your biometrics without this letter.

We encourage you to give your biometrics as soon as possible after you get the BIL. We'll start processing your application after we get your biometrics.

Find out more about biometrics.

When must I apply?



Note

I am a Protected Person, when can I apply for permanent residence?

You can apply for permanent residence anytime after being notified by the Immigration and Refugee Board (IRB) or by IRCC that you are a Protected Person, unless you have been named as a Designated Foreign National (DFN).

What is a Designated Foreign National (DFN)?

The Minister of Public Safety (PS) has the authority to designate the arrival of persons in Canada as an irregular arrival when the Minister believes that:

- the examinations of the persons in the group or any related investigations concerning persons in the group cannot be conducted in a timely manner; or
- the group's arrival is suspected to be linked to organized human smuggling, for profit, or for the benefit of, at the direction of, or in association with a criminal organization or terrorist group.

All persons who have been named as DFNs are notified in writing.

I have been named a Designated Foreign National (DFN), when can I apply for permanent residence?

DFNs are not eligible to apply for permanent resident status for a period of at least five years, to a maximum of six years for all types of applications for permanent residence. You may need to wait six years in order to apply for permanent residence if you fail to abide by the conditions imposed on you by the Canada Border Services Agency (CBSA). You will be notified if this is the case.

When does the five (or six) year period begin?

The five (or six) year period is counted from the date on which a final determination is made on the refugee claim or a pre-removal risk assessment (PRRA). Any application submitted before the five (or six) year period will be returned.

What if I did not make a refugee claim or submit a PRRA application, when does the five (or six) year period begin?

If there was no refugee claim or PRRA application submitted, the five (or six) year clock starts from your date of designation as an irregular arrival.

Do I have to include my family members on my application?

All of your family members must be listed on your application. You may choose whether they are to be processed for permanent residence. You have the right to remove a family member from processing for permanent residence up until the time you are issued your permanent resident visa.



Note: If you are a woman, you must list all children born to you. If you are a man, you must list all the children you have fathered. Both men and women must list any spouse and/or partners. If you do not list all your children (including adopted children) or your spouse and/or partner, you will not be able to sponsor them at a later date.



Important information

Family members abroad whose whereabouts are unknown, but who are listed in your application will have one year from the day you are granted permanent residence to apply for permanent residence at a visa office. They will be processed as part of your application.

Family members

Your family members include your spouse or common-law partner, your dependent children and any children that are their dependent children.

Spouse

Refers to either of the 2 persons (opposite or same gender) in a marriage legally recognized in the country in which it took place, as well as in Canada.



Proxy, telephone, fax, internet and similar forms of marriage where one or both parties were not physically present are no longer considered as valid spousal relationships under the Immigration and Refugee Protection Regulations. For more information, consult [Processing spouses and common law partners: Assessing the legality of a marriage](#).

Common-law partner

Refers to a person who is living in a conjugal relationship with another person (opposite or same gender), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people.

This can be shown with evidence that the couple share the same home, support each other financially and emotionally, have children together, or present themselves in public as a couple.

Common-law partners who have been in a conjugal relationship for at least one year but are unable to live together or appear in public together because of legal restrictions in their home country or who have been separated for reasons beyond their control (for example, civil war or armed conflict) may still qualify and should be included on the application.

Dependent children

We assess your child's eligibility as a dependant based on how old they were at a specific point in time, called the lock-in date. To see if your child qualifies as a dependant, we consider the age of your child on the lock-in date, even though your child's age may change during processing.

To find out if your child qualifies as your dependant, check the age of your child **at the time we or the Canada Border Services Agency (CBSA) received your refugee claim**. This is your child's lock-in date.

Your child or the child of your spouse or common-law partner can be considered a dependent child if that child meets the requirements below on the lock-in date:

- They are **under 22 years old**.
- They don't have a spouse or common-law partner.

Children 22 years old or older qualify as dependants if they meet **both** of these requirements:

- They have depended on their parents for financial support since before the age of 22.
- They are unable to financially support themselves because of a mental or physical condition.

With the exception of age, dependants must continue to meet these requirements until we finish processing your application.

If **your child's age was locked in** on or before October 23, 2017, a previous definition of dependent children may apply.

Not sure if your child is a dependant? Check if your child qualifies by answering a few questions.


Dependent child of a dependent child

Refers to children of dependent children of the applicant and those of the spouse or common-law partner, if applicable.


Can I apply for a loan to bring my family to Canada?

Protected Persons seeking permanent residence may be eligible under the Immigration Loan Program for a loan. The loan covers costs associated with transportation and medical examinations of their family members outside Canada.

Loans are approved on the basis of need and the applicant's ability to repay the amount of loan required. If you apply for a loan, you will need to provide proof that you have tried to obtain a loan from a traditional lending institution such as a bank, and have been refused.


 For more information. Consult the [Help Centre](#).

Step 1: Gather documents

 Note: As of November 15, 2019, Protected Persons who apply for permanent residence in Canada and wish to include their dependent family members are encouraged to also submit completed application forms for their dependent family members (family members defined above) inside and outside Canada, with their own completed application to the Case Processing Centre - Mississauga.

What documents are required?

The table below identifies the documents that you will need to send with your application. You may use the [document checklist \(PDF, 137 KB\)](#) to ensure that your application includes all of the required documents.


 **Note:** If any of the required documents are missing, or photocopies are not clear, your application will be returned to you.

Pieces of personal identification (id's)

All identity documents and relationship documents for the principal applicant and for all family members who are inside or outside Canada and are included in the application for permanent residence. **All documents must have been issued from your home country, before your entry into Canada.**

Example of pieces of personal identification include:

- passport
- travel document
- birth certificate
- identity cards
- baptismal record
- school certificate as proof of identity

 **Note:** If you do not have any documents that prove your identity or family relation, submit your application without them and we will contact you. **It is to your benefit to provide all supporting documentation.**

Format: Photocopy and translation

2 passport-sized photos for each person

1. In a small envelope, include 2 passport-sized photos of yourself and each of your family members **inside or outside Canada.**
2. Write the names for each person on the back of each photo.

3. Attach the envelope to the application form.

Format: Original passport-sized

Payment Receipt

Receipt showing total payment of application fees. See [Step 3: Pay the Fees](#)

Proof of Protected Person or Convention Refugee Status

Please enclose a photocopy of one of the following:

- The letter you received with your positive decision from the Immigration and Refugee Board; or
- The Verification of Status (VOS) document you received with your positive Pre-Removal Risk Assessment (PRRA) decision from IRCC; or
- The Temporary Resident Permit, if you are a Protected Temporary Resident.

Format: Photocopy

Translation of documents

You **must** include the following **along with** any document that is not in English or French:

- the English or French translation; **and**
- an affidavit from the person who completed the translation (if they are not a certified translator)

Translations may be done by:

- a person who is fluent in both languages (English or French, and the unofficial language); **or**
- a Canadian certified translator (a member in good standing of a provincial or territorial organization of translators and interpreters in Canada).

If the translation isn't done by a Canadian certified translator, the person who completed the translation must provide an affidavit swearing to their language proficiency and the accuracy of the translation.

The affidavit must be sworn in the presence of:

In Canada:


- a notary public;
- a commissioner of oaths; **or**
- a commissioner of taking affidavits.


Authority to certify varies by province and territory. Consult your local provincial or territorial authorities.

Outside of Canada:

- a notary public

Authority to administer oaths varies by country. Consult your local authorities.

 **Important information: Translations must not be done by the applicants themselves nor by members of the applicant's family.** This includes a parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew and first cousin.

 **Note:** An affidavit is a document on which the translator has sworn, in the presence of a person authorized to administer oaths in the country where the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document. **Translators who are certified in Canada don't need to supply an affidavit.**

Certified true copies

To have a photocopy of a document certified, an authorized person must compare the original document to the photocopy and must print all of the following on the photocopy:

- “I certify that this is a true copy of the original document”;
- the name of the original document;
- the date of the certification;
- the name of the authorized person;
- their official position or title; **and**
- their signature.

Who can certify copies?

Only authorized people can certify copies.

Important information: Certifying of copies must not be done by the applicants themselves nor by an applicant’s parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew or first cousin.

People authorized to certify copies include the following:

In Canada:

- a notary public;
- a commissioner of oaths; **or**
- a commissioner of taking affidavits.

Authority to certify varies by province and territory. Check with your local provincial or territorial authorities to learn who has the authority to certify.

Outside Canada:

- a notary public

Authority to certify international documents varies by country. Check with your local authorities to learn who has the authority to certify in your country.

Step 2: Complete the application

Filling out the application

Follow the step-by-step instructions below to complete the application forms.


The following are the forms that must be filled out and submitted:

- [Generic Application Form for Canada \(IMM 0008\)](#) (PDF (Portable Document Format), 553 KB (Kilobyte)).
- [Additional Dependants/Declaration \(IMM 0008 DEP\)](#) (PDF (Portable Document Format), 424 KB (Kilobyte)).
- [Schedule 14 – Protected Persons and Convention Refugees \(IMM 0008 – Schedule 14\)](#) (PDF (Portable Document Format), 1.39 MB (Megabyte)).
- [Schedule A – Background/Declaration \(IMM 5669\)](#) (PDF (Portable Document Format), 776 KB (Kilobyte)).
- [Additional Family Information \[IMM 5406\]](#) (PDF (Portable Document Format), 570 KB (Kilobyte)).
- [Document Checklist \(IMM 5286\)](#) (PDF (Portable Document Format), 137 KB (Kilobyte)).
- [Use of a Representative \(IMM 5476\)](#), if applicable. (PDF (Portable Document Format), 648 KB (Kilobyte)).

In addition to completed application forms for yourself, please submit the following for your dependent family members who you wish to accompany you and are currently residing outside of Canada:

- [Generic Application Form for Canada \(IMM 0008\)](#) (PDF, 553 KB).
- [Schedule A – Background/Declaration \(IMM 5669\)](#) (PDF, 776 KB).
- [Additional Family Information \[IMM 5406\]](#) (PDF, 570 KB).
- 2 passport-sized photographs
- Photocopies of their passport, travel documents or identity documents
- Photocopies of documents that prove their relationship to the protected person

- [Use of a Representative \(IMM 5476\), if applicable. \(PDF, 648 KB\)](#).

 Important information: It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be subject to verification.



Important information

Be complete and accurate

Complete all sections. If a section does not apply to you, write “Not Applicable” or “NA”. If your application is incomplete it may be returned to you and this will delay the processing of your application.

If you need more space for any section, print out an additional page containing the appropriate section, complete it and submit it along with your application.

Generic Application Form for Canada (IMM 0008)

Who must fill out this application form?

This form must be completed by:

- you, the principal applicant
-

Completing the form

You must answer all questions on this application form unless otherwise indicated.


Download and fill out the application form on a computer. The Generic Application Form for Canada [IMM 0008] **must be validated with 2D barcodes.**

Make sure that

- you properly validate your answers when filling out this form
- the 2D barcodes are properly generated

If the 2D barcodes are missing or can't be machine read for any reason, the application will be returned to you without being processed.

You also have the option of saving your form and completing it later.

 **Note:** Completing the form electronically is easier and reduces the risk of errors that can slow down the application process.

Read and follow the steps below to help you fill out the form.

Application Details

Question 1

From the list, select the Program under which you are applying:

- Family
- Economic
- Refugee
- Other

Question 2

From the list, select the Category under which you are applying:

- If you chose "**Family**" in question 1, select one of the following:
 - Spouse
 - Common-law partner
 - Conjugal partner
 - Dependent child/adopted child
 - Child to be adopted in Canada
 - Parents/grandparents
 - Orphaned sibling/nephew/niece/grandchild
 - Other relative
- If you chose "**Economic**" in question 1, select one of the following:
 - Agri-Food Pilot
 - Atlantic Immigration Program

- Home Child Care Provider Pilot
- Home Support Worker Pilot
- Rural and Northern Immigration Program
- Federal Skilled Worker
- Federal Skilled Trades
- Self-Employed
- Provincial Nominee
- Canadian Experience Class
- Quebec Selected Skilled Worker
- Quebec Selected Entrepreneur
- Quebec Selected Self Employed
- Quebec Selected Investor
- Live-in Caregiver Program (LCP)
- Start-up Business
- Caregivers Program (select for the Interim Pathway for Caregivers)
- High Medical Needs Program
- Immigrant Investor Venture Capital Pilot Program
- TR to PR pathway
- If you chose “**Refugee**” in question 1, select one of the following:
 - In Canada – Refugee Claim
 - In Canada – Protected Person (for Convention Refugees or other protected persons applying for permanent residence from within Canada)
 - Outside Canada – Refugee (for Convention Refugees or other protected persons applying for permanent residence from outside Canada)
- If you chose “**Other**” in question 1, select one of the following:
 - In Canada – Humanitarian & Compassionate Considerations
 - Permit Holder Class
 - Temporary Public Policy for Out-of-Status Construction Workers in the Greater Toronto Area

Question 3

Enter the total number of family members included in your application. This includes yourself and any family members, regardless of whether they intend to accompany you to Canada or not.

For refugee claimants in Canada only: Enter the total number of family members included in your application for refugee protection who are with you in Canada.

Question 4

Language preference

From the list, select your preferred language for:

- a. correspondence
- b. interview: if your native language is not in this list, select “**Other**”
- c. interpreter requested: you must select “**Yes**” if you do not select English or French for the interview

Question 5

Where do you plan on living in Canada?

From the list select the:

- a. Province/Territory
- b. City/Town

Question 6

If you plan to live in the Province of Quebec and are applying under a Quebec immigration program, have you received your Certificat de Sélection du Québec (CSQ)?

- a. Select the corresponding box
- b. If you selected “**Yes**”, enter the CSQ (Certificat de Sélection du Québec) number
- c. If you selected “**No**”, enter the date when you applied for your CSQ (Certificat de Sélection du Québec) (if you have not yet applied, please do so before applying for permanent residence)

i **Note:** If you are not applying under a **Quebec immigration program**, select “**No**” for Question 6 a) and leave 6 c) blank.

The principal applicant must answer the following questions.

Question 1

Enter your full **family name** (surname or last name) as shown on your passport, travel document or identity document.

i **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, indicate your family name(s).

Enter all of your **given name(s)** (first, second or more) as shown on your passport, travel document or identity document. Do not use initials.

If you don't have a family name on your passport or travel document, enter all given names in the family name field and leave the given name field blank.

If you don't have a given name on your passport or travel document, leave the given name field blank.

i **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, enter "Child" or leave the given name field blank.

Question 2

Nickname/Alias

Select the box to tell us if you have ever used any other names than those indicated in question 1. This could be your birth name, maiden name, married name, nickname, etc. If "**Yes**" enter your nickname/alias in the family name(s) and given name(s) fields.

Question 3

If you know your unique client identifier (UCI) number or client identification number (client ID), enter it here without any spaces. If you applied for temporary or permanent residence in the past, this is an 8 or 10 digit number you can find on previous documents sent by us. If this is your first application with us, or if you do not know your UCI, leave this space blank.

Question 4

From the list, select your gender (**F** – Female, **M** – Male, **U** – Unknown or **X** – Another gender).

i **Note:** If you choose the “X” gender identifier and you currently have or have had a Canadian temporary resident document (visa, electronic travel authorization, work permit or study permit) with a gender identifier other than “X”, you need to complete the [Request form for a Change of Sex or Gender Identifier \[IRM 0002\]](#) (PDF, 1.79 MB) form and send it with your application. You also need to complete this form and send it with your application if you’ve never had a Canadian temporary resident document but you intend to apply for one and you identify with a gender that is different than what appears on your foreign travel document or passport. No supporting documents are required.

i **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select “**U – Unknown**”.

Question 5

Enter your height in either centimetres or feet and inches.

Question 6

From the list, select your eye colour.

i **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select “**Other**”.

Question 7

Enter your date of birth. If you do not know your complete date of birth, use “01” to fill in the spaces for the unknown year, month or day. Include a letter of explanation saying why you couldn’t include the complete date.

Question 8

Enter your place of birth, including the city or town and country of birth, as shown in your passport or your travel document.

i **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, indicate “Unknown” for the city or town and select the country where you intend to adopt a child.

Question 9

Citizenship(s)

1. From the list, select your country of citizenship.
2. If you are a citizen of more than one country, select your other country of citizenship.

i **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select the country where you intend to adopt a child.

Question 10

Current country of residence

From the list, select

- The name of your current country of residence. Your country of residence is the country in which you are residing, provided that you have been lawfully admitted to that country.

For refugee claimants in Canada only: select “Canada” whether you have been lawfully admitted or not.

- Your immigration status in that country (indicate one of the following):
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person

- Refugee Claimant
- Foreign National
- Other: This section must be completed if you selected “**Other**” as a status.
- Fill in the dates (From – To) you have been living in your current country of residence.

For out-of-status applicants

- for “Status,” select “**Other**”
- for “Other,” type in “Out of status, requires restoration”
- leave the “From” and “To” boxes blank

i **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select the country where you intend to adopt a child and “Citizen” as the immigration status in that country.

Question 11

Enter the date of your last entry to Canada, if applicable.

Enter the place you last entered Canada (for example, Toronto airport, Lacolle border crossing, seaport Yarmouth).

Question 12

Previous countries of residence

Select the box to tell us if you have lived in any country other than your country of citizenship or your current country of residence for more than 6 months in the past 5 years.

If you checked “**Yes**”, for each country

- select the name of the country you lived in
- select your immigration status for the time you were in that country:
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other

- Protected Person
- Refugee Claimant
- Foreign National
- Other: This section must be completed if you selected “**Other**” as a status
- fill in the dates (From – To) you were living in that country

Question 13

a. From the list, choose your current marital status:

Annulled Marriage

This is a marriage that is legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage union did not have a binding force.

Common-Law

This means that you have lived continuously with your partner in a marital-type relationship for a minimum of 1 year.

Divorced

This means that you are officially separated and have legally ended your marriage.

Legally Separated

This means that you are married but no longer living with your spouse.

Married

This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.

Single

This means that you have never been married and are not in a common-law relationship.

Widowed

This means that your spouse has died and that you have not re-married or entered into a common-law relationship.

- b. Enter the date (year, month and day) you were married or you entered into your current common-law relationship.
- c. Enter the family name(s) and given name(s) of your current spouse or common-law partner.

i **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select “**Single**”.

Question 14

Select the box to tell us if you have been married or in a common-law relationship. If you checked “**Yes**”, give the following details for your **previous spouse or common-law partner**:

- Family name(s)
- Given name(s)
- Type of relationship:
 - Common-law, **or**
 - Married.
- Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner
- Date of birth.

Contact Information

Question 1

Enter your current mailing address (where information should be mailed) by typing the following information:

- Post office box (P.O. box) number, if applicable. If you do not enter a post office box, you must provide the street number,
- Apartment (Apt.) or Unit, if applicable,
- Street number (no.), if applicable. It is the number on your house or apartment building. You must provide a street number if you did not enter in a P.O. box,
- Street name, if applicable,
- City or Town,

- From the list, select the Country of your current mailing address,
- Province or State,
- Postal code or zip code,
- District, if applicable.



Note: All correspondence will go to this address unless you indicate your email address.

If you wish to have a representative who can conduct business on your behalf, you **must** provide their address in this section **and** on the [Use of a Representative \[IMM 5476\] \(PDF, 264 KB\)](#) form.

For more information, read the [Use of a Representative](#) guide.

Question 2

Select the box to tell us if your residential address (where you live) is the same as your mailing address. If “**No**”, enter the following information:

- Apartment (Apt.) or Unit, if applicable,
- Street number (no.). It is the number on your house or apartment building,
- Street name,
- City or Town,
- Country,
- Province or State,
- Postal code or zip code,
- District, if applicable.

Question 3

Enter your telephone number including the country code, area/regional codes, etc.

If you have an extension number, indicate it after your phone number under “Ext.”

Select the box to tell us if your telephone number is from Canada or the US or Other (any other country).

From the list, select the type of telephone:

- Residence (home);
- Cellular (cell/mobile);

- Business (work).

Question 4

If you have a second telephone number, enter it here, including the country code, area/regional codes, etc.

If you have an extension number, indicate it after your phone number under “Ext.”

Providing an alternate telephone number will help make sure we can contact you with information about your application.

Select the box to tell us if your second telephone number is from Canada or the US or Other (any other country).

From the list, select the type of telephone:

- Residence (home);
- Cellular (cell/mobile);
- Business (work).


Question 5

If you have a fax number, enter it here, including country code, area/regional codes, etc.

Select the box to tell us if the facsimile (fax) number is from Canada or the US or Other (any other country).

Question 6

If you have an email address, enter it here (for example, name@provider.net).

 **Note:** By indicating your email address, you are hereby authorizing IRCC to transmit your file and personal information to this specific email.

Passport

Question 1

Select the box to tell us if you have a valid passport or travel document. If you don't have one or can't obtain one, you must select the “**No**” box.

Question 2

If you select “**Yes**”, provide your passport or travel document number exactly as shown on the document. Make sure there is no space between each number or letter.

Question 3

From the list, select the name of the country or territory that issued your passport or travel document.

Question 4

Enter the date your passport or travel document was issued.

Question 5

Enter the date your passport or travel document will expire.

Question 6

For this trip, select “**Yes**” or “**No**” to tell us if you are using a passport issued by the Ministry of Foreign Affairs in Taiwan that shows your personal identification number.

Question 7

For this trip, select “**Yes**” or “**No**” to tell us if you are using a National Israeli passport.

National Identity Document

Question 1

Select the box to tell us if you have a valid national identity document.

Question 2

If you selected “**Yes**”, provide your national identity document number exactly as shown on the identity document. Make sure there is no space between each number or letter.

Question 3

From the list, select the name of the country or territory that issued your national identity document.

Question 4

Enter the date your national identity document was issued.

Question 5

Enter the date your national identity document will expire.

Education/Occupation Detail

Question 1

From the list, select your highest level of education.

- **None:** No education
- **Secondary or less:** High school diploma obtained after elementary school and before college, university, or other formal training.
- **Trade/Apprenticeship Certificate/Diploma:** Diploma completed in a specific trade, such as carpentry or auto mechanics.
- **Non-University Certificate/Diploma:** Training in a profession that requires formal education but not at the university level (e.g., dental technician or engineering technician).
- **Post-Secondary – No Degree:** Post-secondary studies at a college or university but no degree earned.
- **Bachelor’s Degree:** Academic degree awarded by a college or university to those who have completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.
- **Post Graduate – No Degree:** Post-graduate studies at a college or university but no degree earned (Master or PhD).
- **Master’s Degree:** Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor’s degree before a Master’s degree can be earned.
- **Doctorate – PhD:** Highest university degree, usually based on at least 3 years of graduate studies and a thesis. Normally, you must have completed a Master’s degree before a PhD can be earned.

Question 2

Enter the total number of years of formal education that you have completed, including elementary and secondary school.

Question 3

Enter your current occupation.

Note: If you are a parent of a child to be adopted in Canada who is not yet identified, indicate "Unknown".

Question 4

Enter your intended occupation in Canada.

Note: If you are a parent of a child to be adopted in Canada who is not yet identified, indicate "Unknown".

Language Detail

Question 1

This question is not for selection purposes. One of Canada's immigration objectives is to support and assist the development of minority language communities in Canada.

- a. From the list, select your first (native) language. This is the language that you learned at home during your childhood and that you still understand. If your native language is not in this list, select "**Other**".

Note: If you are a parent of a child to be adopted in Canada who is not yet identified, select the native language of the country where you intend to adopt a child.

- b. From the list, select whether you are able to communicate in English and/or French:

- English
- French
- Both
- Neither

- c. If you selected “**Both**”, choose whether you are most at ease in English or French.
- d. Select “**Yes**” or “**No**” to tell us whether you have taken a test from a designated testing agency to assess your proficiency in English or French.
-

Dependant(s)

You must answer each question on behalf of each of your dependants.

To add a new dependant to the application, click the “Add Dependant” button, located at the bottom of the page.

To remove a dependant from the application, click the “Remove Dependant” button.

You can add up to 5 dependants using this form.

If you have more than 5 dependants:

To include everyone in your application, you must complete the following form for **each additional** family member:

- [Additional Dependants/Declaration \[IMM 0008DEP\] \(PDF \(Portable Document Format\), 0.42 MB \(Megabyte\)\)](#)



Important

You **must list all family members** in your application for permanent residence, **whether they are accompanying you to Canada or not**. You must also provide details on family members whose location is unknown (including those missing or presumed dead). If these family members are not listed on your application, you will **not** be able to sponsor them at a later date.

Dependant's Personal Details

Questions 1-9

Questions 1 to 9 are the same questions you answered for yourself. See the previous instructions to help you answer the questions for your dependant(s).

Question 10

- a. From the list, select your dependant's relationship to you, the principal applicant:
- Adopted Child
 - Adoptive Parent
 - Child
 - Common-Law Partner
 - Grandchild
 - Parent
 - Spouse
 - Step-Child
 - Step-Grandchild
 - Other
- b. Complete if you select "**Other**".

Question 11

- a. Select the box to tell us if your dependant will accompany you to Canada.
- b. If you answered "**No**", explain why your dependant is non-accompanying.

Question 12

From the list, select the type of dependant:

Type A

The dependant is **under** the age of 22 and single (not married and not in a common-law relationship).

Type B (Important: This dependant type applies only if your child's age was locked in before August 1, 2014)

The dependant has been continuously enrolled in and in attendance as a full-time student at a post-secondary institution accredited by the relevant government authority and has depended substantially on the financial support of a parent since before the age of 22.

Type C

The dependant is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22, and is unable to provide for themselves because of a medical condition.

Not sure which type of dependant your child is? Check if your child qualifies as a dependant by answering a few questions.

Question 13

Current country of residence

- From the list, select the name of your dependant's current country of residence. The country of residence is the country in which they are residing, provided they have been lawfully admitted to that country.

For refugee claimants in Canada only: select "**Canada**" whether your dependant has been lawfully admitted or not.

- Indicate one of the following as your dependant's immigration status in that country:
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person
 - Refugee Claimant
 - Foreign National
- Other: This section must be completed if you selected "**Other**" as a status.
- Fill in the dates (From – To) your dependant has been living in their current country of residence.

For out-of-status applicants

- for "Status," select "**Other**"
- for "Other," type in "Out of status, requires restoration"
- leave the "From" and "To" boxes blank

Question 14

Enter the date of your dependant's last entry to Canada.

Tell us the place they last entered Canada (for example, Toronto airport, Lacolle border crossing, seaport Yarmouth).

Question 15

Previous countries of residence

Select the box to tell us if your dependant has lived in any country other than their country of citizenship or their current country of residence for more than 6 months in the past 5 years.

If you checked "**Yes**,"

- select the name of the country your dependant lived in from the list
- select your dependant's immigration status for the time they were in that country:
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person
 - Refugee Claimant
 - Foreign National
- Other: This section must be completed if you selected "**Other**" as a status
- fill in the dates (From – To) your dependant was living in that country

Question 16

a. From the list, select your dependant's current marital status:

- Annulled Marriage
- Common-Law
- Divorced
- Legally Separated
- Married
- Single
- Widowed

- b. Enter the date (year, month and day) your dependant was married or entered into their current common-law relationship.
- c. Tell us the family name(s) and given name(s) of your dependant's current spouse or common-law partner.

Question 17

Select the box to tell us if your dependant has previously been married or in a common-law relationship. If you selected "**Yes**", give the following details for your dependant's **previous spouse or common-law partner**:

- Family name(s)
- Given name(s)
- Type of relationship:
 - Common-law, **or**
 - Married.
- Dates (From – To) your dependant was in the relationship with their previous spouse or common-law partner

Passport

Question 1

Select the box to tell us if your dependant has a valid passport or travel document. If they don't have one or can't obtain one, you must select the "**No**" box.

Question 2

If you selected "**Yes**", provide their passport or travel document number exactly as shown on the document. Make sure there is no space between each number or letter.

Question 3

From the list, select the name of the country or territory that issued their passport or travel document.

Question 4

Enter the date their passport or travel document was issued.

Question 5

Enter the date their passport or travel document will expire.

Question 6

For this trip, select **“Yes”** or **“No”** to tell us if they’re using a passport issued by the Ministry of Foreign Affairs in Taiwan that shows their personal identification number.

Question 7

For this trip, select **“Yes”** or **“No”** to tell us if they’re using a National Israeli passport.

National Identity Document

Question 1

Select the box to tell us if your dependant has a valid national identity document.

Question 2

If you selected **“Yes”**, provide their national identity document number exactly as shown on the document. Make sure there is no space between each number or letter.

Question 3

From the list, select the name of the country or territory that issued their national identity document.

Question 4

Enter the date their national identity document was issued.

Question 5

Enter the date their national identity document will expire.

Education/Occupation Detail

Question 1

From the list, select your dependant's highest level of education.

- **None:** No education
- **Secondary or less:** High school diploma obtained after elementary school and before college, university, or other formal training.
- **Trade/Apprenticeship Certificate/Diploma:** Diploma completed in a specific trade, such as carpentry or auto mechanics.
- **Non-university Certificate/Diploma:** Training in a profession that requires formal education but not at the university level (e.g., dental technician or engineering technician).
- **Post-Secondary – No Degree:** Post-secondary studies at a college or university but no degree earned.
- **Bachelor's Degree:** Academic degree awarded by a college or university to those who have completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.
- **Post Graduate – No Degree:** Post-graduate studies at a college or university but no degree earned (Master or PhD).
- **Master's Degree:** Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.
- **Doctorate – PhD:** Highest university degree, usually based on at least 3 years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.

Question 2

Tell us the total number of years of formal education that they have completed, including elementary and secondary school.

Question 3

Tell us their current occupation.

Question 4

Tell us their intended occupation in Canada.

Language Detail

Question 1

This question is not for selection purposes. One of Canada's immigration objectives is to support and assist the development of minority language communities in Canada.

- a. From the list, select your dependant's first (native) language. This is the language that they learned at home during their childhood and they still understand. If their native language does not appear in this list, select "**Other**".

i **Note:** If you are a parent of a child to be adopted in Canada who is not yet identified, select the native language of the country where you intend to adopt a child.

- b. From the list, select if they are able to communicate in English and/or French:
- English
 - French
 - Both
 - Neither
- c. If you selected "**Both**", choose whether they are most at ease in English or French.
- d. Select "**Yes**" or "**No**" to tell us whether they have taken a test from a designated testing agency to assess their proficiency in English or French.

Consent and Declaration of Applicant

1. Once the application is completed, click on the "**Validate**" button located at the top or bottom of the form. This will generate a **barcode page or pages** (see image below).



i Note: This barcode page will not appear if you fill out your application by hand.

2. **Print all pages** of your application form.
 3. Read all of the statements in all sections carefully and
 - a. write your name in the space provided.
 - b. check the appropriate box to indicate if you agree that the information contained in this application related to your intended occupation, education and work experience may be shared with prospective employers in order to assist them in hiring workers
 - c. sign, with a handwritten signature, and date in the spaces providedBy signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.
 4. Place the barcode page(s) on the **top** of your application (forms and supporting documents) when you submit it.
-

Additional Dependents/Declaration (IMM 0008DEP)

Who must fill out this application form?

This form must be completed by

- you, the principal applicant, on behalf of each of your **dependants not included** in the Generic Application Form for Canada (IMM 0008).

The questions are the same as the ones that you answered for yourself and other dependants on the IMM 0008 form.

Follow the [previous instructions](#) to help you answer the questions.

Consent and Declaration of Applicant

Read all of the statements in all sections carefully and then

- a. write your dependant's name in the space provided
- b. select the box to tell us if you agree that the information contained in this application related to your dependant's intended occupation, education and work experience may be shared with prospective employers to assist them in hiring workers
- c. sign and date in the spaces provided

By signing, you certify that your dependant fully understands the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.

i **Note:** If you are **less than 18 years of age**, your form must be signed by one of your parents or a legal guardian.

Schedule 14: Protected Persons and Convention Refugees (IMM 0008–Schedule 14)

Who needs to fill out this form?

This form must be completed by:

- you, the principal applicant;
- any person included in the application for permanent residence who has also been found to be a protected person including your spouse or common-law partner, and all dependent children age 18 years or older.

Question 1

Indicate your full **last name (surname/family name)** as it appears on your passport or on the official documents that you will use to obtain your passport.

Indicate all of your **given names** (first, second or more) as they appear on your passport or official documents. Do not use initials.

Question 2

Indicate your date of birth.

Question 3

Indicate your Client ID/UCI.

i **Note:** This is your Client Identification Number (Client ID) also referred to as a Universal Client Identification Number (UCI). You can find your Client ID (8 or 10-digit number) on any official document issued by an IRCC Office.

Question 4

Check one box to indicate if you have ever been granted permanent residence in Canada.

Note: A permanent resident is someone who has acquired permanent resident status by immigrating to Canada, but is not yet a Canadian citizen.

Question 5

- a. Check one box to indicate whether you were recognized as a Convention refugee by a country other than Canada.
- b. If you chose 'Yes', check one box to indicate whether you can return to that country.

Question 6

- a. Check one box to indicate if you are a citizen or national of more than one country.
- b. If you chose 'Yes', indicate what countries. Do not use abbreviations.

Question 7

- a. Check one box to indicate whether you are a legal and permanent resident of any country.
- b. If you chose 'Yes', indicate what countries. Do not use abbreviations.
- c. If you chose 'Yes' in 7(a), check one box to indicate whether you can return to any of the countries listed in 7(b).

Sign the form

You **must sign** and **date** this application form.

Schedule A – Background/Declaration (IMM 5669)

This form must be completed by:

- you, the principal applicant;
- your spouse or common-law partner (whether accompanying you to Canada or not), **and**
- your dependent children aged 18 years or older (whether accompanying you to Canada or not).

For refugee claimants in Canada: Only family members included in your application for refugee protection who are with you in Canada must complete this form.

Question 1

Enter your full **family name** (surname or last name) exactly as it is shown on your passport, travel or identity document.

Enter all of your **given name(s)** (first, second or more) exactly as they are shown on your passport, travel or identity document. Do not use initials.

Question 2

Enter your name in your native language or script (if applicable).

For example: Arabic, Cyrillic, Chinese, Farsi, Korean, Japanese characters or Chinese commercial/telegraphic code.

Question 3

Enter your date of birth. If you do not know your complete date of birth, please use an “*” (asterisk) to fill in the spaces for the unknown year, month or day. For example, if the day and month of your date of birth is unknown you could enter 1964/*/*.

Question 4

Provide your **father’s** personal details including their:

- family name (surname or last name),
- given name(s),
- date of birth,
- town or city of birth,
- country of birth,
- date of death (if applicable).

Question 5

Provide your **mother's** personal details including their:

- family name (surname or last name),
- given name(s),
- date of birth,
- town or city of birth,
- country of birth,
- date of death (if applicable).

Question 6

Answer each question by checking the appropriate box.

If you answered “**Yes**” to one or more of these questions, you must explain what happened in the space provided. If you need more space, attach a separate sheet of paper.

For questions 7-12, when answering:

- **Do NOT use abbreviations**
- **Do NOT leave gaps in time**

If a question doesn't apply to you, write “N/A” in the question.

If you need more space, attach a separate sheet of paper.

⚠ Important information: Processing will be delayed if you do not account for all periods of time.

Question 7

Education

Enter the number of years of formal education you have completed at each of the levels indicated.

Provide the details about each secondary and post-secondary educational institution you attended, including the:

- period of time that you attended the institution,
- name of the institution,
- city and country,
- type of certificate or diploma issued, and
- field of study.

If no diploma was issued, write “N/A (Not Applicable)”. If you need more space, attach a separate sheet of paper.

Question 8

Provide the details of your personal history **since the age of 18, or the past 10 years**, whichever is most recent.

Start with the most recent information.

If you were working:

- under “Activity”, enter your occupation or job title.
- make sure you provide a specific job title
- If your job title is not clear, provide a brief list of your duties

If you were not working:

- Explain what you were doing (for example: unemployed, studying, travelling, retired, in detention, etc.)

If you were outside your country of nationality, enter your status of the country you were in.

⚠ Important information: Please ensure that you do not leave any gaps in time. Failure to account for all time periods will result in a delay in the processing of your application.

Question 9: Membership in organizations

If you were or still are a member of an association or organizing, enter the names here.

This includes:

- political organizations,

- social organizations,
- youth or student organizations,
- trade unions, and
- professional associations.

If you were not a member of an association or organization, do not write “not applicable”. Instead, enter: **“I have never been a member of an organization or association”**.

Question 10


Enter any government positions you have held in the past such as:

- Civil servant;
- Judge;
- Police officer;
- Employee in a security organization;
- Etc. (et cetera).

Enter “NONE” in the box if you have not been a member of an association or organization.

Include:

- the name of the country and the level of jurisdiction (examples: national, regional or municipal),
- the name of the department or the branch you worked for, and
- activities and/or positions that you held.

 **Note:** Do not use abbreviations.

Question 11

Give complete details about your military or paramilitary service (if applicable). Provide the details of your military or paramilitary service for each of the countries whose armed forces you served in. If you were not in any military or paramilitary service, write “NONE”. Do not leave gaps in time.

Question 12

Enter the residential addresses where you have lived since your 18th birthday or the past 10 years, whichever is most recent, complete with the postal code. Do not use P.O. Box addresses.

Authority to disclose personal information



Declaration of applicant

Read all of the statements in all sections carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.

 **Note:** The bottom section of Schedule A should not be completed at this time.

Additional Family Information (IMM 5406)

This form must be completed by:

- You, as the principal applicant,
- Your spouse or common-law partner (whether accompanying you to Canada or not), **and**
- Your dependent children aged 18 or over (whether accompanying you to Canada or not).

SECTION A

Write the personal details for:

- Yourself:
 - If when selecting your marital status, you indicate that you are married, select the option that corresponds to your situation:
 - Check **“Yes”**, if you were physically present at the marriage ceremony
 - Check **“No”**, if you were not physically present at the marriage ceremony
- Your spouse, common-law partner or conjugal partner (if this applies)

- If you are married, select the option that corresponds to your situation:
 - Check “**Yes**”, if your spouse was physically present at the marriage ceremony;
 - Check “**No**”, if your spouse was not physically present at the marriage ceremony.
- Your parent 1 (mother or father), **and**
- Your parent 2 (mother or father).

SECTION B

Write the personal details for your children. It is very important that you list **all** of your children (even if they are already permanent residents or citizens of Canada).

This includes:

- married children,
- adopted children,
- children of your spouse(step-children) or common-law partner,
- any of your children who have been adopted by others,
- any of your children who are in the custody of an ex-spouse, former common-law partner or other guardian.

You must answer all questions. If any sections do not apply to you, answer “N/A”.

SECTION C

Write personal details about your:

- brother(s),
- sister(s),
- half-brother(s) and half-sister(s), **and**
- step-brother(s) and step-sister(s).

SECTION D

After carefully reading the statements contained in this section, sign and date the declaration.

Note: Once you have filled out the form, click on the “**Validate**” button located at the top or bottom of the form. Missing information will be identified by a pop up when you press the “validate” button. You should fill out your forms on a computer and validate them electronically to reduce mistakes and help you submit forms that are complete.

Note: The form **will not produce** a barcode when it is validated.

For more information about the “validate” button, visit the [Help Centre](#).

Use of a Representative (IMM 5476)

Who may use this form?

Complete this form **only** if you:

- are appointing a representative;
- have to update contact information for your previously appointed representative; **or**
- are cancelling a representative’s appointment.

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.


Who is a representative?

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 them as your representative by filling out this form, has your permission to conduct business on your behalf with Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA).

You are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.

When you appoint a representative:

- you also authorize IRCC and CBSA to share information from your case file with this person in place of you. **Please note the representative will receive all correspondence from IRCC or the CBSA, not the applicant;**
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- the representative is authorized to represent you only on citizenship or immigration matters related to the application you submit with this form; and
- you can appoint only **one (1)** representative for each application you submit.

 Important information: You must notify IRCC if your representative's contact information changes, or if you change your representative, or cancel the appointment of your representative. For more information on updating IRCC with your representative's information, please see below section - **Notify IRCC about any changes.**

There are two (2) types of representatives.

Uncompensated Representatives:

Uncompensated representatives **do not** charge fees or receive any other form of consideration or compensation for providing advice or services to represent you before IRCC or the CBSA.

Uncompensated representatives include:

- Friends, family members or other third parties who do not, and will not, charge a fee or receive any other consideration for their advice and services;
- consultants, lawyers and Quebec notaries, and students-at-law under their supervision, who do not, and will not, charge a fee or receive any other consideration to represent you.

Note: You do not have to pay someone for them to be your representative. IRCC will conduct business with an uncompensated representative if an applicant appoints them on their behalf.

Compensated representatives:

Compensated representatives charge a fee or receive some other form of consideration in exchange for the representation that they provide.

It is important to know that anyone who represents or advises you for payment - or offers to do so - in connection with IRCC proceedings or applications is breaking the law **unless** they are an authorized representative or they have a specific agreement or arrangement with the Government of Canada that allows them to represent or advise you. This applies to advice or consultation which happens before or after a citizenship or an immigration application is made or a proceeding begins.

IRCC will only conduct business with compensated representatives who are in good standing with their designated regulatory body. For more information see - [Find out if your representative is authorized](#).

Note: If a representative is being paid or compensated by someone other than you, the representative is still considered to be a compensated representative.

Authorized representatives are:

- consultants who are members in good standing of the College of Immigration and Citizenship Consultants (CICC);
- lawyers and paralegals who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the Chambre des notaires du Québec and students-at-law under their supervision.

If you appoint a compensated representative who is not a member in good standing of one of these designated bodies, your application will be returned.

[Learn about using a representative](#).

General Application Information

Appoint a representative

- Check box to indicate if you are appointing a representative to represent you with your application process. Complete sections A, B and D.

Cancel a representative

- Check box to indicate if you are canceling a representative. Complete sections A, C and D; and
- Check both boxes and complete all sections if you are cancelling a representative **and** appointing a new one at the same time.

Section A – Applicant Information

Question 1

Write your last name (surname or family name) and given name(s).

Question 2

Write your date of birth.

Question 3

If you have already submitted your application, write:

- the name of the office where the application was submitted; and
- the type of application you have submitted.

Question 4

Write your IRCC's Identification (ID) or Unique Client Identifier (UCI) number (if known). If you have not dealt with IRCC since 1973, you will not have a UCI or a Client ID.

Section B – Appointment of Representative

Question 5

Write your representative's full name.

If your representative is a member of the College of Immigration and Citizenship Consultants (CICC), a law society or the Chambre des notaires du Québec, print their name as it appears on the organization's membership list.

Question 6

Check one box to indicate if your representative is uncompensated or compensated.

If your representative is compensated, write the membership ID number of:

- the College of Immigration and Citizenship Consultants (CICC); or

- a Canadian provincial or territorial law society; or
- the Chambre des notaires du Québec.

Question 7

Write your representative's contact information.

If you are appointing a student-at-law to represent you, include their supervising lawyer's information including their membership ID.

i Note: By indicating your representative's e-mail address, you are hereby authorizing IRCC to transmit your file and personal information to this specific e-mail address.

Question 8

To accept responsibility for conducting business on your behalf, your representative must:

- sign the declaration; and
- date the declaration.

Section C – Cancel the Appointment of a Representative

Question 9

Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name.

Complete all sections of the form if you wish to both cancel a representative **and** appoint a new one.

Section D – Your Declaration

Question 10

By signing, you authorize IRCC to complete your request for yourself and your dependent children under 18 years of age.

For sponsorship application, your spouse or common-law partner does not have to complete a separate request. If your spouse or common-law partner is included in this request, they must sign in the box provided.

Release of information to other individuals

To authorize IRCC to release information from your case file to someone other than a representative, you will need to complete the form [Authority to Release Personal Information to a Designated Individual \[IMM 5475\]](#) (PDF, 593.57 KB).

The person you designate under that form (IMM 5475) will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with IRCC.

Where to submit the IMM 5475 and IMM 5476 forms

Paper applications

If you have not yet submitted your immigration or citizenship application:

Send this form along with your application to the office listed in the guide of your application.

If you have already submitted your immigration or citizenship application:

You may use this [Web form](#) to upload IMM 5475 or IMM 5476.

or;

If you know which IRCC office is processing your immigration or citizenship application, send the completed form to the office mailing address. Consult [IRCC office mailing addresses](#).

Online applications

If you have not yet submitted your immigration or citizenship application:

Upload this form along with your online application

If you have already submitted your immigration or citizenship application:

You may use this [Web form](#) to upload IMM 5475 or IMM 5476.

Notify IRCC about any changes

You must let IRCC know if any information changes regarding the person you authorized to represent you on your application.

Step 3: Pay the fees

Your fees

A) Protected Persons (persons who: (a) were determined by the Immigration and Refugee Board of Canada to be a Convention refugee or a Person in need of protection; or (b) became a Protected Person as a result of an approved Pre-removal Risk Assessment):

As a Protected Person, you are exempt from paying the Right of Permanent Residence Fee. You must, however, pay a **processing fee** when you submit your application for permanent residence for yourself and all family members included in your application.

Use the table below to calculate the total amount of fees to be paid.

Application (per person)	\$CAN
Your application Processing fee (\$570)	\$570
Include your spouse or partner Processing fee (\$570)	\$570
Include a dependent child	\$155
Biometrics fees	\$CAN
Biometrics (per person)	85
Biometrics (per family) (2 or more people) Maximum fee for a family of 2 or more people applying at the same time and place	170

i **Note:** The processing fee for the principal applicant is \$570, even if the principal applicant is a minor child.

B) Protected Temporary Residents:

Persons in the Protected Temporary Residents Class are exempt from paying both the Right of Permanent Residence Fee and the processing fee. Therefore if you are a Protected Temporary Resident, you do not have to pay any fees. See the [IRCC website](#) for information on the Protected Temporary Residents Class.

i **Note:** For applicants who started an immigration process before August 1st, 2014, consult the page [Definition of Dependent Children Before August 1st, 2014](#).

Payment Issues

No fee included or Insufficient Fees

If you do not pay the full fees for your application(s) we will return your application(s). We will only start processing your application after you return it with the correct fees.

? For immigration applications, see [section 10 of the IRPR](#) and for citizenship applications, see [section 13 of the *Citizenship Act*](#) for more information.

Overpayment

If you pay more than the fees needed for your application(s) we will start processing your application, and send you a refund as soon as possible.

i **Note:** You don't have to ask for a refund. It will be done automatically.

i Note: If you're eligible for a refund, we will issue the refund to the person indicated on the **Payer Information** section of the receipt (If a receipt is attached to a paper application or uploaded as part of an online application). If you paid directly within an online application (no receipt attached), or if there is no name indicated on the receipt, we will send the refund to the applicant.

Only online payments are accepted in Canada. If any other forms of payment are received, Immigration, Refugees and Citizenship Canada (IRCC) will return your application.



How to pay the fees for your application

To pay your fees for your application you'll need:

- a valid email address;
- access to a printer (you'll need to print the receipt), **and**
- a credit card, Debit MasterCard[®] or Visa[®] Debit card.

Visit the link below and follow these instructions to pay:

- Go to [Online Payment](#).
- Follow the online instructions.
 - **At the end**, click on the button to print the IRCC official receipt with barcode. Print two copies.
- **Attach a copy** of this receipt to your completed application.
 - Keep the second copy of the receipt for your records.

 Do not exit without printing the receipt! The printed receipt is your proof of payment!

The only acceptable form of payment is online payment. If you send any other form of payment, IRCC will return your application.



Note

Step 4: Mail the application

Where to mail the application

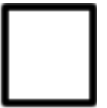
Mail your completed application in a stamped envelope to one of the addresses shown below:

(Your name)

(Your Address)

(Your Postal Code)

Attach enough postage



Protected Persons in Canada application

PO Box 12153, Station A

Sydney, NS

B1P 0L1

CANADA

Courier address

If you are using a courier service, your application should be delivered to the following address:

3050 Wilson Ave

New Waterford, NS

B1H 5V8

Submit the document checklist

Make sure you use and submit the *Document Checklist* (IMM 5286) along with your application forms and supporting documents.



Note

Sign the form

The application must be signed and dated before it is submitted.

If you are:

- **18 years of age or older**, sign and date in the boxes provided at the bottom of the page,
- **less than 18 years** of age, your form must be signed by one of your parents or legal guardian.

i **Note:** If your application is not signed and dated, it will be returned to you.

Submit the application form

When submitting your application, to **ensure** your encoded data is captured, you must include the last page or pages which contain your unique barcodes. See the image below:



i **Note:** This page is only available when you complete your application electronically (on a computer).

What happens next

Hearing from us

If your application has been properly completed and includes all the required documents, we will:


1. send you a letter informing you of the decision on your case and what you must do next,
 2. transfer your family members' applications to a Canadian visa office for processing.
-

Do you live in Quebec?

The provincial immigration authority, called the *Ministère de l'Immigration, de la Francisation et de l'intégration* (MIFI), must also approve your application.

You do not need to fill out extra forms; we will refer your application to the MIFI on your behalf.

If the MIFI refuses your application we will continue to process your application for permanent residence, provided you no longer live in the province of Québec.

 **Note:** If you intend to live in the province of Québec and are not a refugee claimant or a member of the protected persons or live-in caregiver classes, you must contact MIFI in order to obtain a CSQ.

Interview

We may arrange an interview to verify or expand on information contained in your application. After you and your included family members in Canada and abroad have met immigration requirements the immigration office will contact you to arrange a final interview. You will likely be given your permanent resident status at that meeting.

Leaving Canada

If you wish to leave Canada while your application for permanent residence is being processed, you may apply for a [Refugee Travel Document](#) from [IRCC](#).

You will need to provide proof of status in Canada. If you are a Convention refugee, you can use the letter of decision from the Immigration and Refugee Board. If you received a positive Pre-Removal Risk Assessment, you can use your Verification of Status document, or [apply for one](#).

What you can do to help processing

There are certain things you can do to help make sure your application is processed as fast as possible:

- **send all documents and information we have asked for** with your application
 - **pay** your application and biometric fees (if required)
 - provide your biometrics as soon as possible (if required)
 - [Tell us if your contact information](#) or the contact information of your dependent family members who reside inside or outside Canada changes, including:
 - mailing address
 - telephone numbers
 - facsimile number (fax)
 - e-mail address
-

Things that delay processing

The following **may delay** processing:

- unclear photocopies of documents
- verification of your information and documents
- a medical condition that may need more tests or consultations

- a criminal or security problem
 - consultation is needed with other offices in Canada and abroad
-



Current processing times

For more information

You can check current processing times on the [Application processing times](#) webpage.



Updating your contact information

Important information

While your application is in process, you must tell us if you change your address, email address, or telephone number. Use the [Change your address](#) tool to give us your new contact information.

Checking application status

In Canada and the United States

You may [Contact Us](#) or go online to see the current status of your application:

1. Click on [Check application status](#), and
2. follow the instructions provided.

To obtain details on how to remove your application status information from the Internet, visit the "[Frequently Asked Questions](#)" (FAQ) section.


If you are outside Canada and the United States:

Contact the [Canadian embassy, high commission or consulate](#) responsible for your region

Protecting your information

Your personal information is:

- available to Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA) employees who need to see it to provide the services to you, **and**
- not disclosed to other organizations except as permitted under the provisions of the *Privacy Act* **or** the *Citizenship Regulations*.

 For more information about the protection of your data, visit the [Frequently Asked Questions/Help Centre](#).

Quality Assurance Program

Our quality assurance program randomly chooses applications for a special review. If chosen, we will ask you to attend an interview with an IRCC official to:

- verify that the documentation and any other information you submitted is accurate,
- verify that your application has been completed properly.

 **Note:** We will notify you in writing if your application is chosen.

Online services

For more information about the programs offered by IRCC, visit [Immigration and Citizenship](#).

Sign the form

The application must be signed and dated before it is submitted.



Note

If you are or any of your dependent family member is:

- **18 years of age or older**, sign and date in the boxes provided at the bottom of the page,
- **less than 18 years** of age, your form must be signed by one of your parents or legal guardian.

i **Note:** If your application is not signed and dated, it will be returned to you.

Submit the application form

When submitting your application, to **ensure** your encoded data is captured, you must include the last page or pages which contain your unique barcodes. See the image below:

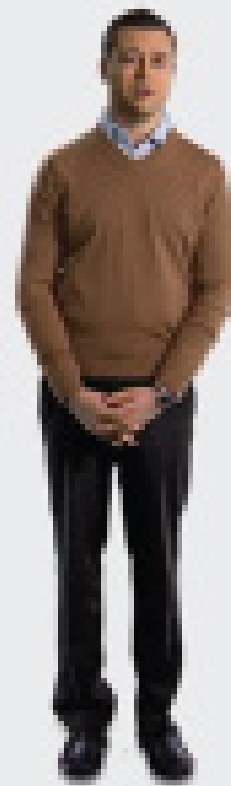


i **Note:** This page is only available when you complete your application electronically (on a computer).

Need help?

If you need help, you can find answers to your questions by visiting the [Help Centre](#).

How-to video



Save Time: Send a Complete Application

Find out if you are eligible

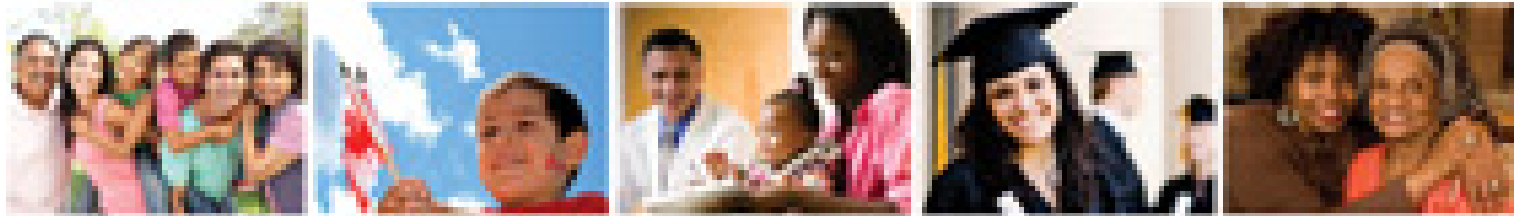
Come to Canada



Come to Canada



Living in Canada



[Learn about what it's like to live in Canada and which resources are available to you to help you settle here](#)

Date modified:

2022-11-01