



# DOCUMENT CHECKLIST

## SPONSOR

Put an "X" in the box corresponding to the documents you are enclosing. If you do not enclose all the required forms and documents, your entire application will be returned to you. Supporting documents must be in English or French. If they are not, send a certified translation with a copy of the originals.

### FORMS - Send originals, unless instructed otherwise

Sponsor			OFFICIAL USE ONLY
1	Original of completed <i>Application to sponsor and Undertaking</i> (IMM 1344A), signed by you and, if applicable, your co-signer	<input type="checkbox"/>	<input type="radio"/>
2	Photocopy of the completed <i>Sponsorship Agreement</i> (IMM 1344B), signed by you, your co-signer, if applicable, and the person you want to sponsor (Except residents of Quebec)	<input type="checkbox"/>	<input type="radio"/>
3	Original of completed <i>Sponsorship Evaluation</i> (IMM 5481) or <i>Financial Evaluation</i> (IMM 1283) (Except residents of Quebec). See Guide for information on which form to complete	<input type="checkbox"/>	<input type="radio"/>
4	Original of completed <i>Use of a Representative</i> (IMM 5476), if applicable	<input type="checkbox"/>	<input type="radio"/>
5	Copy 2 of your <i>Receipt</i> (IMM 5401), stamped by the financial institution where you pay the fees or, if you are a Canadian citizen and are residing abroad, an international bank draft or money order, in accordance with the instructions given in your Sponsor's Guide, or if you are paying using the Internet, copy 2 properly completed of the <i>Receipt</i> you print from our Web site.	<input type="checkbox"/>	<input type="radio"/>
6	Original of completed <i>Statutory Declaration of Common-Law Union</i> (IMM 5409), if you have a co-signer and he or she is your common-law partner	<input type="checkbox"/>	<input type="radio"/>
7	Original of completed <i>Sponsor Questionnaire</i> (IMM 5540)	<input type="checkbox"/>	<input type="radio"/>

Sponsored person and family members			OFFICIAL USE ONLY
8	Original of <i>Application for Permanent Residence</i> (IMM 0008 Generic), completed by the sponsored person	<input type="checkbox"/>	<input type="radio"/>
9	Original of completed <i>Schedule 1 - Background / Declaration</i> (IMM 0008 Schedule 1) for the sponsored person and each family member 18 years of age or over, signed by the person concerned	<input type="checkbox"/>	<input type="radio"/>
10	Original of completed <i>Spouse/Partner Questionnaire</i> (IMM 5490), signed by the sponsored person if she or he is your spouse, common-law partner or conjugal partner	<input type="checkbox"/>	<input type="radio"/>
11	Original of completed <i>Additional Family Information</i> (IMM 5406), for the sponsored person and each family member 18 years of age or over, signed by the person concerned	<input type="checkbox"/>	<input type="radio"/>
12	Original of completed <i>Use of a Representative</i> (IMM 5476), if applicable	<input type="checkbox"/>	<input type="radio"/>

### SUPPORTING DOCUMENTS - Send photocopies of documents, unless instructed otherwise (e.g., 17, 18, 26, 27)

Sponsor			OFFICIAL USE ONLY
13	Photocopy of either your <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Permanent Resident Card</i> (both sides) or, if you were not issued a <i>Permanent Resident Card</i>, your <i>Record of Landing</i> (IMM 1000), or your <i>Confirmation of Permanent Residence</i> (IMM5292), or</li> <li><input type="checkbox"/> <i>Canadian Citizenship Card</i> with photo (both sides), or</li> <li><input type="checkbox"/> Canadian birth certificate<sup>1</sup>, or <small><sup>1</sup> If you were born in the province of Quebec, only a birth certificate issued by the <i>Directeur de l'état civil</i> is acceptable.</small></li> <li><input type="checkbox"/> Canadian citizenship certificate without photo issued before February 15, 1977, or</li> <li><input type="checkbox"/> Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).</li> </ul>	<input type="checkbox"/>	<input type="radio"/>
14	Photocopy of your marriage certificate <sup>1</sup> , if you have a co-signer and he or she is your spouse. <small><sup>1</sup> If you were married in the province of Quebec, only a marriage certificate issued by the <i>Directeur de l'état civil</i> is acceptable.</small>	<input type="checkbox"/>	<input type="radio"/>
15	If your spouse or common-law partner is a co-signer, photocopy of your spouse's or common-law partner's <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Permanent Resident Card</i> (both sides) or, if he/she was not issued a <i>Permanent Resident Card</i>, his/her <i>Record of Landing</i> (IMM 1000), or his/her <i>Confirmation of Permanent Residence</i> (IMM 5292), or</li> <li><input type="checkbox"/> <i>Canadian Citizenship Card</i> with photo (both sides), or</li> <li><input type="checkbox"/> Canadian birth certificate<sup>1</sup>, or <small><sup>1</sup> If your spouse or common-law partner was born in the province of Quebec, only a birth certificate issued by the <i>Directeur de l'état civil</i> is acceptable.</small></li> <li><input type="checkbox"/> Canadian citizenship certificate without photo issued before February 15, 1977, or</li> <li><input type="checkbox"/> Canadian passport (pages showing passport number, date of issue and expiration, photo, name, surname, place and date of birth of holder).</li> </ul>	<input type="checkbox"/>	<input type="radio"/>
16	If you had previous marriages or common-law relationships, photocopy of the following documents: <ul style="list-style-type: none"> <li>Proof that you are separated (Income Tax forms, legal documents), if you are separated</li> <li>Divorce certificate, if you are divorced</li> <li>Annulment certificate, if the marriage was annulled</li> <li>Death certificate, if your former spouse or common-law partner is deceased</li> <li>Declaration of severance of common-law relationship</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

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



SUPPORTING DOCUMENTS (continued)		SPONSOR	CO-SIGNER if applicable	OFFICIAL USE ONLY			
<b>Sponsor</b>							
If you are a Quebec resident, proceed immediately to item 21							
17	An original "Option C Printout" of your and your co-signer's last Notice of Assessment for the most recent taxation year.  To obtain this printout free-of-charge from the Canada Revenue Agency, call 1 800 959-8281. If you do not provide this printout, provide an explanation on a separate sheet of paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>			
18	If you are employed, an original of a letter from your current employer stating your period of employment, salary, and regular hours per week. If you have a co-signer and he or she is employed, include a similar letter from his or her employer. If you and, if applicable, your co-signer are the sole owners of or partners in an unincorporated business, provide evidence of self-employment income (statement of business activities) over the 12 months preceding the date of your sponsorship application. If you and, if applicable, your co-signer received interest, provide evidence of interest income (bank statement showing rate of interest, deposit amount and length of time deposit held) over the 12 months preceding the date of your sponsorship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>			
19	If you must meet the minimum necessary income requirement and you and, if applicable, your co-signer: <ul style="list-style-type: none"> <li>• are not producing an original Option-C printout of your last Notice of Assessment for the most recent year or</li> <li>• are producing an original Option-C printout of your last Notice of Assessment for the most recent year, but the total income reported on your and your co-signer's printout is less than the minimum necessary income, provide <ul style="list-style-type: none"> <li>(a) Evidence of employment income (pay stubs) over the 12 months preceding the date of your sponsorship application, if you and your co-signer are employed</li> <li>(b) Evidence of self-employment income (statement of business activities) over the 12 months preceding the date of your sponsorship application, if you and your co-signer are the sole owners of or partners in an unincorporated business</li> <li>(c) Evidence of interest income (bank statement showing rate of interest, deposit amount and length of time deposit held), over the 12 months preceding the date of your sponsorship application, if you and your co-signer received interest</li> <li>(d) Evidence of: <ul style="list-style-type: none"> <li>- investment income (e.g., dividends),</li> <li>- rental income (e.g., statement of real estate rentals),</li> <li>- pension income,</li> <li>- special benefits income (e.g., certificate delivered by HRDC confirming payment of maternity, parental or sickness benefits),</li> <li>- other income (give details below)</li> </ul> </li> </ul> </li> </ul> <p>received over the 12 months preceding the date of your sponsorship application, if you and your co-signer received such income.</p> <p>Details of other income: <table border="1" style="display: inline-table; vertical-align: top; width: 400px; height: 40px;"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table></p>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>			
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>					
20	If you are a Canadian citizen living exclusively outside Canada, you must include proof that you intend to live in Canada with your spouse, common-law partner or conjugal partner and/or dependent children once they become permanent residents of Canada. See <b>Who can sponsor?</b> in your guide for additional information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> <input type="radio"/>			
21	Medical Condition Statement, if a dependent child included in the application is your adopted son or daughter. See section on <b>Adopted children</b> in your guide for additional information.	<input type="checkbox"/>		<input type="radio"/>			
<b>Sponsored person and family members</b>				OFFICIAL USE ONLY			
22	Identity and civil status documents As per document list provided with The Immigrant's Guide	<input type="checkbox"/>		<input type="radio"/>			
23	Children information As per document list provided with The Immigrant's Guide	<input type="checkbox"/>		<input type="radio"/>			
24	Travel documents and passports As per document list provided with The Immigrant's Guide	<input type="checkbox"/>		<input type="radio"/>			
25	Proof of relationship to sponsor As per document list provided with The Immigrant's Guide	<input type="checkbox"/>		<input type="radio"/>			
26	Originals of police certificates and clearances As per document list provided with The Immigrant's Guide	<input type="checkbox"/>		<input type="radio"/>			
27	Proof of medical examination for the sponsored person and each of his or her dependants (original copy 2 of form IMM 1017 signed by the examining doctor)	<input type="checkbox"/>		<input type="radio"/>			

**Make sure all forms are completed and signed.**  
**Attach this checklist to forms and supporting documents and**  
**send in an envelope addressed to the Case Processing Centre in Mississauga.**  
**See *Mailing your application* in your guide.**