



# DOCUMENT CHECKLIST

## PERSONS BEING SPONSORED UNDER A PUBLIC POLICY

This document checklist is available in PDF format only. The checklist is one of the forms you will need to mail with your application. Make sure you print the checklist, and attach the completed checklist to your application.

Assemble all your documents as listed. Check  each applicable item on the checklist and attach the checklist to your documents (a paper clip will do). Place all the documents in a sealed envelope.

**Do not send originals** of any documents with the exception of the completed application forms and the police certificates which must be **originals**.

If your documents are not already in English or French, Canadian visa offices require **certified translations** (English or French) of all documents you submit with your application. You must also include a copy of the original.

If you are unable to provide any of the requested documentation for special reasons, attach a **written explanation** with full details as to why that documentation is unavailable.

The following is a list of the minimum requirements; however, additional requirements may apply at the discretion of the visa office.

### SPONSORING GROUP

**FORMS** - Check that each form is completed, signed and dated **by the applicable sponsoring group**.

- 1. Undertaking/Application to Sponsor Under a Public Policy (IMM 5373PP)**  
Completed and signed by all sponsoring groups.
- 2. Settlement Plan and Financial Assessment - Settlement organizations sponsoring under a Public Policy (IMM 5683)**  
Completed and signed by Settlement Organizations only.
- 3. Settlement Plan and Financial Assessment - Group of Five (IMM 5373A)**  
Completed and signed by Groups of Five only.
- 4. Financial Profile Form - Group of Five (IMM 5373B)**  
Completed and signed by Groups of Five only.

### DOCUMENTS LIST

- 5. Proof of Canadian Citizenship or Permanent Residence**  
Each party to the sponsorship must provide a photocopy of one of the following:
  - **Permanent Resident Card, Record of Landing** (IMM 1000), **Confirmation of Permanent Residence** (IMM 5292 or IMM 5688) or Canadian provincial/territorial birth certificate; or
  - Both sides of their Canadian citizenship card; or
  - Both sides of their Canadian certificate of registration of birth abroad.
- 6. Proof of Funds**  
To establish proof of funds, the settlement organization must provide:
  - Last year's audited financial statement from the sponsoring organization, if applicable.
  - An original letter from a Canadian financial institution attesting to bank account details, if applicable.
  - An original letter from an organization guaranteeing a cash donation, if applicable.
  - Proof of alternate source(s) of funding, if applicable.
- 7. Group of Five and Co-sponsors (if applicable) who intend to use their personal income as proof of funds**  
Must provide one of the following documents:
  - A copy of their T-4 and/or T-1.
  - A copy of their *Notice of Assessment* from the Canada Revenue Agency.
  - An original letter or proof of annotated cheque stubs from employer confirming Financial Profile details.
  - If self-employed, a letter from an accountant confirming your annual income.
  - Proof of other sources of income (pension, investments, etc.).
  - Employment Income pay stubs.

**SPONSORED APPLICANTS****FORMS** - Check that each form is completed, signed and dated **by the sponsored applicants**.

- 1. Generic Application Form to Canada (IMM 0008)**  
Completed and signed by the principal applicant.
- 2. Additional Dependents/Declaration (IMM 0008DEP) (if applicable)**  
Completed, dated and signed by the principal applicant if the applicant has more than five dependants (whether they are accompanying or not).
- 3. Schedule A: Background/Declaration (IMM 5669)**  
Completed, dated and signed by **everyone** in the following list:
  - the principal applicant.
  - spouse or common-law partner (whether they are accompanying or not).
  - each dependent child over the age of 18 years (whether they are accompanying or not).
- 4. Schedule 10 - Sponsorship Under a Public Policy (IMM 0008 Schedule 10)**  
Completed and signed by you and each of your family members who are 18 years of age or older.
- 5. Use of a Representative (IMM 5476)**  
If you, the principal applicant (PA), your spouse or any dependant over 18 have a representative, you must complete and sign the *Use of a Representative* (IMM 5476) form. You may appoint the contact person of the sponsoring group.
- 6.** Include in the same envelope the completed application forms for your *de facto* dependants that are also applying for permanent residence, if applicable.

**PHOTOS**

- 7. Provide two (2) photos** of yourself and each of your family members taken in the last six (6) months. The name and date of birth of the person must be printed clearly on the back of one (1) of the photos. Follow the instructions provided in [Appendix B: Photo Specifications](#) in Part 2 of this guide.
- Note: You may be required to provide additional photos at the time of your interview with a visa officer.*

**DOCUMENTS**

- 8. Identity and Civil Status Documents**  
Birth, marriage, final divorce, annulment or separation certificates for you and your spouse; death certificate for former spouse, if applicable.
- 9. Children's Information (if applicable)**  
Children's birth certificates (which name their parents); adoption papers for adopted dependent children; proof of custody for children under the age of 19 and proof that the children may be removed from the jurisdiction of the court; statutory declaration that the remaining father or mother has no objection to the child living in Canada; if the children will not accompany you to Canada, proof that you have fulfilled any obligation stated in custody agreements.
- 10. Background Document (if applicable)**  
Any document to support your answers to questions in the *Schedule A - Background/Declaration* form (IMM 5669) such as completion of military service card, military records, membership cards or any documents showing your association or involvement in any social, political, vocational and cultural organization.
- 11. Police Certificates and Clearances**  
Police certificates or clearances from each country in which you and everyone in your family aged 18 years or older have resided for six (6) months or more since reaching 18 years of age. You must attach the **original police document(s)**. Please consult **How to get a police certificate (police check)** (<http://www.cic.gc.ca/english/information/security/police-cert/intro.asp>) for specific and up-to-date information on how to obtain certificates from any country.
- 12. Travel Documents and Passports**  
Photocopies of passports or travel documents for yourself, your spouse or common-law partner and dependent children, if you have any. Include only copies of pages showing the country, passport number, date of issue and expiration, your photo, name, date and place of birth. If you live in a country other than your country of nationality, include a copy of your visa for the country in which you currently live.
- 13. Additional Information (if applicable)**  
Any record to demonstrate your adaptability, initiative, motivation, or resourcefulness. All school certificates, diplomas, and degrees for you and your spouse or common-law partner (if applicable), including apprenticeship or trade papers. Include letters of reference or work certificates from present and past employers for you and your spouse or common-law partner.