



DOCUMENT CHECKLIST

APPLYING FOR A PERMANENT RESIDENT TRAVEL DOCUMENT

Your application will be delayed if you do not include all required documents.

Send the following items with your application:

- 1. Your completed and signed *Application for a Permanent Resident Travel Document* (IMM 5524).
- 2. If it applies to you, *Use of a Representative* form (IMM 5476).
- 3. Fee payment in an acceptable format. Verify acceptable methods of payment with the Visa office that serves your area.
Note: Visa offices cannot accept fee payments from banks in Canada.
- 4. This *Document Checklist*.
- 5. Two (2) photos that meet the photo specifications (the name and date of birth of each applicant must be printed clearly on the back of each photos). Please see the "[Photo information sheet](#)" for instruction.
- 6. Original and valid passport
- 7. You must provide photocopies of all previous passports or travel documents used in the five (5) years immediately before the application. Do not send original documents, as they will not be returned to you

Photocopies of supporting documents showing that you meet the residency obligation
Do not send original documents, as they will not be returned to you

- 8. At a minimum, you must provide:
 - two (2) pieces of evidence that show your permanent resident status in Canada; and
 - information for the five (5) years immediately before the application, such as:
 - employment records or pay stubs;
 - bank statements;
 - Canada Revenue Agency (CRA) Notice of Assessment for the five (5) years immediately before the application;
 - evidence that you received benefits from Canadian government programs;
 - rental agreements;
 - club memberships;
 - or any other documents that are relevant to the determination of your residency obligation.
- 9. If you are accompanying a Canadian citizen or permanent resident, these may include:
 - marriage licence or proof of common-law partnership (mandatory if you are accompanying a spouse or common-law partner),
 - child's birth certificate, baptismal document, or adoption or guardianship document (mandatory if you are accompanying a parent),
 - copies of all passports or other travel documents of the person you are accompanying used in the five years before the application (mandatory),
 - school or employment records,
 - association or club memberships,
 - documents showing the citizenship of the person you are accompanying, including the date the person became a Canadian citizen, or documents showing that the permanent resident you are accompanying meets their residency obligation (mandatory),
 - evidence of the residential addresses of the person you are accompanying for the five years before the application (mandatory),
 - any other documents that you want us to consider.
- 10. If you are working outside Canada, you must include a letter signed by an official of the business that confirms:
 - the position and title of the signing official;
 - the nature of the business and how it fits the description of a Canadian business (see definition in Residency Obligation section);
 - details of your assignment or contract outside Canada;
 - that you will continue working for the employer in Canada after your assignment; and
 - that the business has not been created primarily for you to meet your residency obligation.

You may also include:

 - articles of incorporation and business licences,
 - partnership agreements and corporate annual reports,
 - corporate Canadian Income Tax Notices of Assessment and financial statements,
 - copies of the Employee Assignment Agreement or Contract,
 - copies of any agreements between the Canadian business and the business or client outside Canada concerning your assignment to that client or business,
 - pay statements,
 - Canadian income tax notice of assessment or T4 slips,
 - any other proof that you want us to consider.
- 11. To be considered on humanitarian and compassionate grounds, include supporting documents that support your request to keep your permanent residence. See the "Humanitarian and compassionate grounds" section of the instruction guide.

Documents giving consent for children to travel as unaccompanied minors

- 12. Children under 16 years of age who are travelling alone must carry written information about the person who will be responsible for them. If a child in this application is under a custody order or is travelling with one parent, you must provide proof of custody or the other parent's consent for the trip. Children travelling without their custodial parent(s) need a letter of permission to travel from the non-accompanying parent(s). You must provide a certified English or French translation for any document in a foreign language.