

Document Checklist

Applying for a travel document - Permanent Resident Abroad

Your application will be assessed on the basis of the application form and documents submitted.

Failure to provide a properly filled in form or appropriate documents may result in a negative determination on your permanent resident status and refusal of a travel document.

1	Your completed and signed <i>Application for a Travel Document (Permanent Resident Abroad)</i> (IMM 5524). Please include all dates for questions 14, 15, 16 and 17 on a separate sheet in DD/MM/YYYY – DD/MM/YYYY format.	<input type="checkbox"/>
2	If applicable, <i>Use of a Representative</i> form (IMM 5476).	<input type="checkbox"/>
3	Fee payment in an acceptable format. Verify acceptable methods of payment with the visa office responsible for your area. Note: Visa offices cannot accept fee payments from banks in Canada.	<input type="checkbox"/>
4	This <i>Document Checklist</i> .	<input type="checkbox"/>
5	Two recent passport-size photos of each of the applicants (the name and date of birth of each applicant must be printed clearly on the back of each photograph).	<input type="checkbox"/>
6	Completed Personal Information Form	<input type="checkbox"/>
7	Your passport or travel/identity document from your country of citizenship with at least six months validity remaining. Note: additional pages inserted into passports are not acceptable. If you do not have a blank page to which a visa can be affixed, a new passport must be obtained before submitting your application.	<input type="checkbox"/>
8	Evidence of your permanent resident status in Canada, such as: <ul style="list-style-type: none"> • a Record of Landing or Confirmation of Permanent Residence or, copy of expired permanent resident card; *if the document was lost or stolen, a police report documenting the circumstances of the loss; • employment documents – e.g. letter from employer, pay slips; • financial documents – e.g. current bank statements from Canada, savings bonds, mortgage papers; • Revenue Canada Notices of Assessment form for the past five years; • evidence of receipt of benefits from Canadian government programs; • rental agreements or property ownership documents; • club memberships or other documents which demonstrate residence in Canada 	<input type="checkbox"/>
9	If you are accompanying a Canadian citizen or permanent resident who is your spouse/common law partner, or parent if you are a child, please include the following: <ul style="list-style-type: none"> • marriage certificate; • school and/or employment records from accompanying Canadian citizen/permanent resident; and • documents indicating the status of the person you are accompanying and their location – e.g. copy of all pages of their current passport (and previous passport if applicable), and their Permanent resident card if applicable 	<input type="checkbox"/>
10	If you are working outside Canada for a Canadian employer, you must enclose a letter of declaration signed by an official of the business that indicates: <ul style="list-style-type: none"> • 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; and • Confirmation that the business has not been created primarily for the purpose of allowing you to satisfy your residency obligation. <p>You should also include:</p> <ul style="list-style-type: none"> • articles of incorporation and business licences; • partnership agreements and/or corporate annual reports; • corporate Canadian Income Tax Notices of Assessment and/or financial statements for the past five years; • 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 	<input type="checkbox"/>
11	If you are seeking to be considered on humanitarian and compassionate grounds, enclose supporting documents that support your request to retain your permanent residence.	<input type="checkbox"/>
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 included in this application is the subject of a custody order or is travelling with one of his or her parents, you must provide a proof of custody or the other parent's consent for the trip. Children travelling without their custodial parent(s) require a letter of permission to travel from the non-accompanying parent(s).	<input type="checkbox"/>