

# APPLYING FOR A PERMANENT RESIDENT CARD

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## Applying for a Permanent Resident Card (PR Card) - First application, replacement, renewal or to change gender identifier (IMM 5445)

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**FULL Guide** - <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5445-applying-permanent-resident-card-card-first-application-replacement-renewal-change-gender-identifier.html>

### Canada's entry rules have changed

Permanent residents (PR) of Canada must carry and show their valid PR Card or permanent resident travel document (PRTD) when boarding a flight to Canada, or travelling to Canada on any other commercial carrier.

If you do not carry your PR Card or PRTD, you may not be able to board your flight, train, bus or boat to Canada.

It is your responsibility to make sure your PR Card is still valid when you return from travel outside Canada and to apply for a new PR Card before your current card expires.

- ❖ Before you apply
- ❖ Who Should Apply
- ❖ Are you Eligible
- ❖ Permanent Residents Outside of Canada
- ❖ Biometrics

### Before You Apply

#### Permanent Resident Card

The permanent resident card (PR Card) is the official proof of your status as a permanent resident in Canada.

You need a PR Card if:

- you are a permanent resident (including a child);
- you plan on travelling outside of Canada; and
- you plan on returning to Canada by any commercial transporter, such as a plane, train, boat or bus.

### Who Should Apply

Apply if you are a permanent resident in Canada who wants to apply for:

- your first PR Card;
- a renewal of your PR Card that has or will soon expire;
- you legally changed your name and need to update your PR card;
- a replacement of your PR Card that has been lost, stolen or damaged; or
- to change the gender designation on your PR Card.



#### Important information:

If your PR Card is still valid for more than nine (9) months (270 days), do not apply for a renewal, unless your legal name has changed. Otherwise, your application will be returned.

If you are a new permanent resident, you will automatically receive your new card by mail when you first arrive in Canada. This is part of the immigration process and you do not need to apply for a PR Card.

**Are you eligible?**

To be eligible for a PR Card, you must:

- be a permanent resident of Canada;
- be physically present in Canada;
- meet the residency requirement (see [Appendix A – Residency obligation](#));
- **not** be under an effective removal order;
- **not** be a Canadian citizen; **and**
- **not** be convicted of an offense related to the misuse of a PR Card

**Permanent Residents Outside of Canada**

If you are outside Canada and do not have a valid PR Card to return, you must [get a Permanent Resident Travel Document](#) from a Visa Application Centre or a [Canadian visa office](#).

**Important information:**

When you return to Canada, you should apply for a PR Card right away.

**Biometrics**

Most PR card applicants **do not need** to give biometrics.

However, you'll **need to give** your biometrics and pay the biometrics fee **if**

- you were **less than 14 years old** when we received your application for permanent residence and you applied for permanent residence on or after July 31, 2018, **AND**
- you're now **older than 14** years old and are applying for a **new** permanent resident card, a replacement or a renewal

Find out more about [biometrics](#).

**NOTE:**

**If you are having trouble opening any of the links using Adobe Acrobat see Pages 9 and 10 for step by step direction**

## 4 Steps To Get Your Permanent Resident Card

**Step 1:** Gather documents

**Step 2:** Fill out the application

**Step 3:** Pay the fees

**Step 4:** Mail the application

### Step 1: Gather Your Documents

#### What documents do you need?

The instructions below outline the documents that you **must** include with your application. Use the [Document Checklist \[IMM 5644\] \(PDF, 2.19MB\)](#) to gather the necessary documents. **Send the completed checklist with your application.**



#### Important information:

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

#### 1. *Your PR Card*

If you are applying to **renew** your present card, you should **keep it** until you get your new card and include a photocopy of it with your application.

If you are applying to **replace** a damaged card, send the damaged card with your application.

If we ask you to come to a local IRCC office, **you must** bring your old card and the original documents of the copies you had included with your application. We will ask you to **destroy your old card** after you get the new one.

**Format:** Original

#### 2. *One (1) main identity document*

A photocopy of **one** of the following:

- your valid passport or travel document **or**
- the passport or travel document you had when you became a permanent resident (if applicable, include the passport page that was stamped when you arrived in Canada and became a permanent resident) **or**
- the certificate of identity or travel document issued by the Minister of Immigration, Refugees and Citizenship Canada or a foreign country.

**Note:** The copy should show:

- the document type and number;
- issue and expiry date;
- yourname;
- your photo; and
- your date of birth

### 3. Photos

You will need two (2) identical photos taken within six (6) months of the date of this application:

- Put **the two (2) photos** in a small envelope (no staples or paper clips), **and**
- Write the name of the applicant on the envelope.

You **must** provide photos that meet the Photograph Specifications. If not, we may **return your application**. Print the [Photograph Specifications \(PDF, 614.24KB\)](#) and take them with you to the photographer.

#### **If you are under the age of 18**

A clear and legible photocopy of the following documents:

- ❖ your birth certificate (showing your name, date of birth, place of birth and the names of your parents or adoptive parents);
- ❖ if you have a legal guardian, submit legal documentation issued by a Canadian court which proves guardianship; **or**
- ❖ a photocopy of your school records (report cards, transcripts, attendance records).

**If you were outside Canada for 1095 days or more in the past five (5) years – please click on link for more information**

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5445-applying-permanent-resident-card-card-first-application-replacement-renewal-change-gender-identifier.html>

## Step 2: Filling Out the Application

Follow the step-by-step instructions below to fill out the application forms.

You **MUST** complete and submit these forms:

1. [Application for a Permanent Resident Card \[IMM 5444\] \(PDF, 1.52MB\)](#)
2. [Document Checklist \[IMM 5644\] \(PDF, 2.19MB\)](#)

Optional:

1. [Use of a Representative \[IMM 5476\] \(PDF, 648.31KB\)](#), or [Authority to Release Personal Information to a Designated Individual \[IMM 5475\] \(PDF, 593.57KB\)](#), if it applies to you
2. [Request form for a Change of Sex or Gender Identifier \[CIT 0404\] \(PDF, 1.2MB\)](#), if it applies to you

**NOTE:** If you are applying for a replacement PR card and choose to change your gender to 'X - Another gender', you need to complete [the Request Form for a Change of Sex or Gender Identifier](#) and send it with your application.

**Note:** It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be verified.

### Be complete and accurate

Fill out all sections. If a section does not apply to you, write "Not Applicable" or "NA". If your application is incomplete, it will be returned to you and this will delay the processing.

**If you need more space for any section, print out an additional page with the appropriate section. Fill out this page and submit it with your application.**

### ***Application for a Permanent Resident Card (IMM 5444)***

Write your Unique Client Identifier (UCI) in the box at the top right hand corner. Your UCI is an 8 or 10 digit reference number that appears on all correspondence you receive from IRCC. You can also find your UCI on your old PR Card (if you have one). For more information, see [Where can I find my UCI?](#)

To see an explanation for each question on the application, click on this link:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5445-applying-permanent-resident-card-card-first-application-replacement-renewal-change-gender-identifier.html>

**Step 3: Pay the Fees**

**Your fees**

Use the table below to calculate the total amount of fees to be paid. You must include your proof of payment with this application.

<u>App (per person)</u>	<u>\$ CAN</u>
Permanent Resident Card	\$ 50.00
<u>Biometrics Fees</u>	<u>\$ CAN</u>
Biometrics (per person)	\$ 85.00
Biometrics (per family, 2 or more)	\$170.00



Important information: You must pay your fees online. We will return your application if you send any other type of payment.

**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.

**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 or Canadian 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!**

**Step 4: Mail the Application**

**Where to mail the application**

Mail your application in a stamped envelope to the address below:

**Regular mail:**

**Attach enough postage (top right of the envelope)**

Attach enough postage



**Sender (top left of the envelope)**

(Your name)  
(Your Address)  
(Your Postal Code)

**Recipient (centre of the envelope)**

Case Processing Centre — PR Card  
P.O. Box 10020  
SYDNEY, NS B1P 7C1  
CANADA

**Or by courier:**

**Attach enough postage (top right of the envelope)**

Attach enough postage



**Sender (top left of the envelope)**

(Your name)  
(Your Address)  
(Your Postal Code)

**Recipient (centre of the envelope)**

Case Processing Centre – PR Card  
49 Dorchester Street  
Sydney, NS  
B1P 5Z2



Note

Make sure you have included the [Document Checklist \(PDF, 2.19MB\)](#) and all the necessary documents with your application



## Helpful Links and Information\*

Immigration, Refugees and Citizenship Canada (IRCC) / French: Immigration, Réfugiés et Citoyenneté Canada – 1-888-242-2100 – Monday to Friday – 8 :00 A.M. to 4:00 P.M.

### Appendix A: Residency Obligations

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5445-applying-permanent-resident-card-card-first-application-replacement-renewal-change-gender-identifier.html#appendixA>

### Appendix B: Canadian VISA Office Link

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/international-visa-offices.html>

### Appendix C: Photo Specifications

<https://www.canada.ca/content/dam/ircc/migration/ircc/english/information/applications/guides/pdf/5445eb-e.pdf>

### Appendix D: Application for Permanent Resident Card

<https://www.canada.ca/content/dam/ircc/migration/ircc/english/information/applications/guides/pdf/5445eb-e.pdf>

### Appendix E: Document Checklist

<https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5644e.pdf>

### Appendix F: Explanation for Application Questions

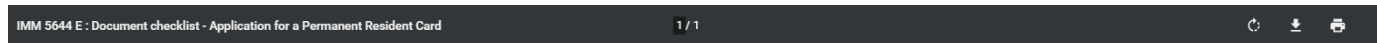
<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5445-applying-permanent-resident-card-card-first-application-replacement-renewal-change-gender-identifier.html>

### Appendix G: Online Payment Link

<https://www.cic.gc.ca/english/information/fees/pay.asp>

**\*see next page if you are having trouble opening a link**

If you get this screen when clicking on a link:



Step 1

The document you are trying to load requires Adobe Reader 8 or higher. You may not have the Adobe Reader installed or your viewing environment may not be properly configured to use Adobe Reader.

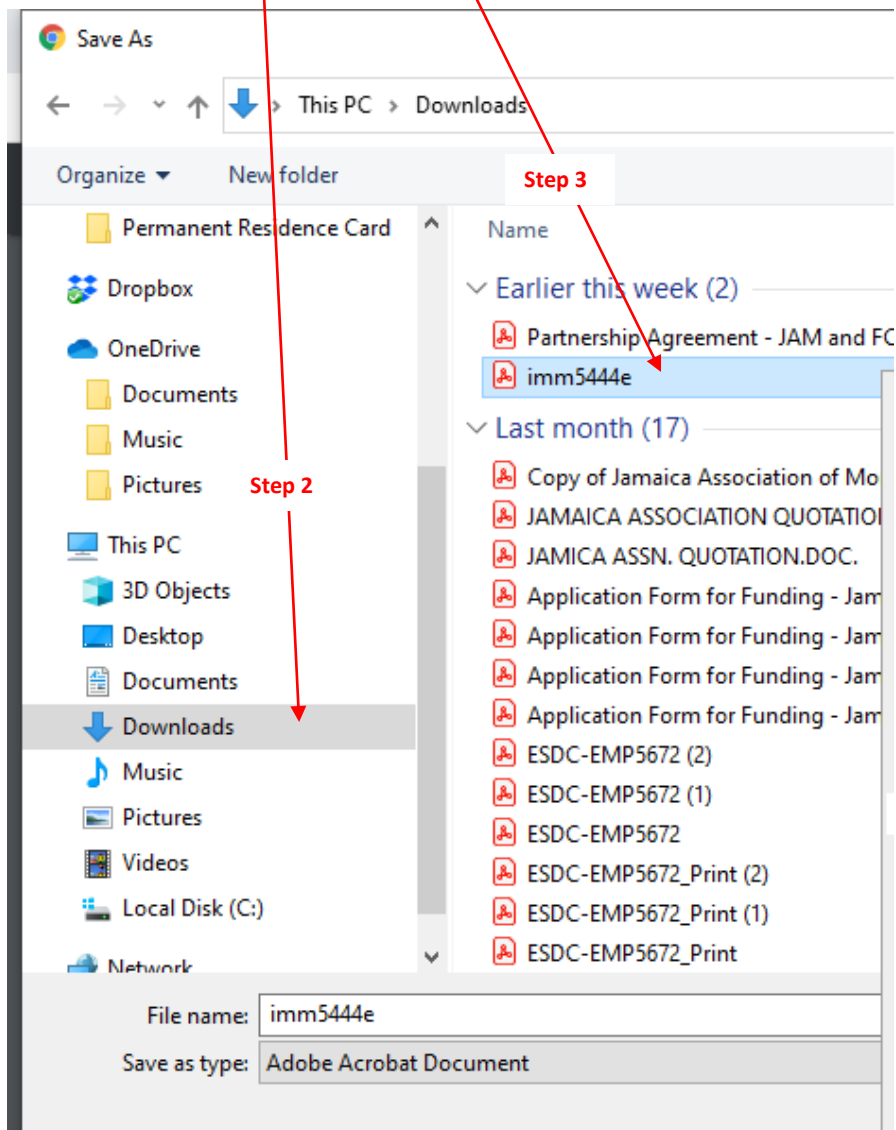
For information on how to install Adobe Reader and configure your viewing environment please see [http://www.adobe.com/go/pdf\\_forms\\_configure](http://www.adobe.com/go/pdf_forms_configure).

Follow these steps:

Step 1: Download it by clicking on the download icon

Step 2: Go to your download file / folder

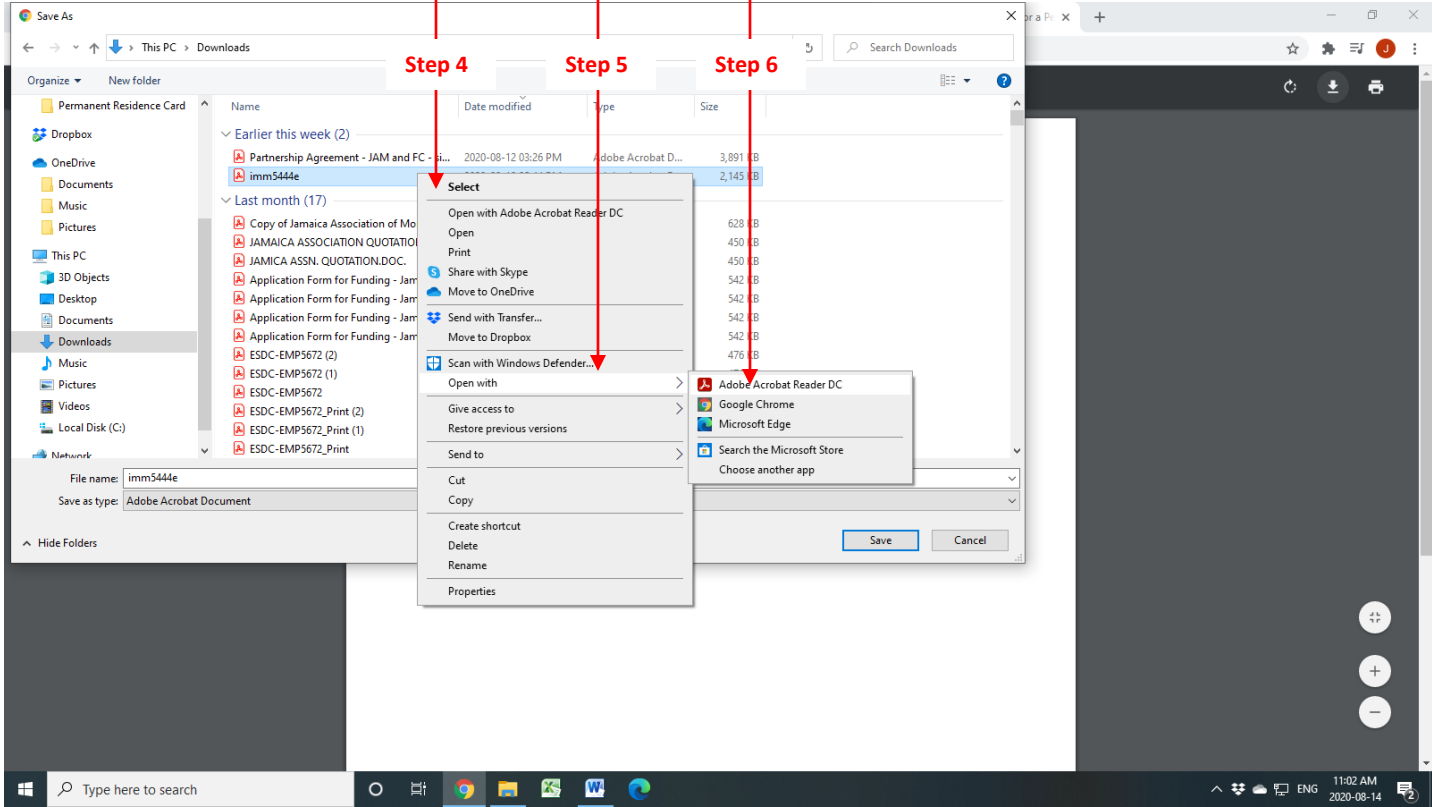
Step 3: Highlight the downloaded file



Step 4: Right click on document

Step 5: Scroll Down to Open With

Step 6: Choose Adobe Reader



Link should open