



## DOCUMENT CHECKLIST FOR A TEMPORARY RESIDENT VISA

This document checklist is one of the forms that you need to submit with your application.

Consult the Instruction Guide (IMM 5256) to find out if you are required to provide some or all of the forms and documents listed in this checklist.

If your documents are in a language other than English or French, check with the responsible visa office for your region to determine whether they need to be translated.

If any of the required documents listed below are missing, the processing of your application could be delayed.

Gather your documents in order of the checklist and check ☒ each item.

I have enclosed the following items:

**FORMS LIST:** The following CIC forms must be completed, signed and dated.

☐ Application for Temporary Resident Visa (IMM 5257)

**Note:** If this application form is completed on a computer it must be validated to generate a barcode. Print and place the barcode page (page 5 of 5) on the top of your application (or if applying as a group, each individual application package).

☐ Family Information form. Must be completed by those aged 18 years or older.

**Note:** You must complete the Family Information form (IMM 5707) listed in the application package for your region.

☐ Statutory Declaration of Common-law Union (IMM 5409)

**Note:** Refer to the responsible visa office for your region.

☐ Use of a Representative (IMM 5476)

**Note:** Complete this form only if you used the services of a representative, or if you are appointing or cancelling a representative.

☐ Authority to Release Personal Information to a Designated Individual (IMM 5475)

**Note:** Complete this form only if you authorize Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.

### DOCUMENT LIST

☐ Proof of payment showing the amount paid. You must pay your processing fees and any other applicable fees and include a copy of the payment receipt with your application. If you or your family members need to give biometric information, the biometric fee should be paid at the same time and in the same way as the processing fee.

See "[Step 3. Pay the fees](#)" of the instruction guide to calculate the total amount of fees you need to pay.

Visit the [Pay your fees](#) page to verify acceptable methods of payment with the visa office or Visa Application Centre responsible for your region.

☐ A Photocopy of the information page of your valid passport or travel document which includes:

- The passport number;
- The issuance and expiry dates;
- Your photo, name, date and place of birth.

**Note:** There must be one completely blank page other than the last page available in each passport. Refer to the responsible visa office for your region.

☐ Two photos meeting the requirements of the [Visa application photograph specifications](#). On the back of two photos, write your name and date of birth.

**Note:** If you are required to provide [biometric fingerprints and photo](#), you are not required to include paper photos with your application.

☐ Proof of Financial Support. You must include proof that you can support yourself and any family members accompanying you while you are in Canada.

☐ Photocopy of your Marriage License/Certificate

**Note:** Refer to the responsible visa office for your region.

☐ Purpose of Travel

**Note:** Refer to the responsible visa office for your region.

☐ Photocopy of your current immigration status: If your country of residence differs from the country of citizenship listed on your passport, you must provide proof of legal status in your country of residence.

☐ Minors travelling alone or with one parent must provide custody documents or a letter of authorization from the other non accompanying parent or a letter of authorization signed by both parents or legal guardians.

**Note:** Refer to the responsible visa office for your region.

☐ Any additional documents required by the responsible visa office.

**Note:** Refer to the visa specific instructions for your region.

**PARENTS AND GRANDPARENTS SUPER VISA**

- ☐ A Letter of invitation from your child or grandchild residing in Canada as a permanent resident or Canadian citizen.  
**Note:** You must also include your host child or host grandchild's family composition (dependants, including spouse, children or other relatives that are financially dependent on your host child or host grandchild).
- ☐ One of the following documents to prove that your child or grandchild meets the Low Income Cut-Off (LICO) minimum:
- Most recent copy of the Notice of Assessment. If you do not have a paper copy of your Notice of Assessment on file, you can view (and print) your tax return(s) as well as other personal tax information using the CRA's My Account online service. To register or login, visit [My Account for Individuals](#).
  - Most recent copy of the T4 or T1;
  - Original letter from employer stating title, job description and salary;
  - Employment insurance pay stubs;
  - If self-employed, a letter from an accountant confirming their annual income;
  - Proof of other sources of income (pension statement, investments, etc.).
- ☐ Evidence of the parent or grandparent relationship to the Canadian citizen or permanent resident you wish to visit (copy of birth certificate, baptismal certificate or other official document naming you as parent or grandparent).
- ☐ Proof of private medical insurance coverage for a minimum of one year with a Canadian insurance company (copy of the insurance certificate or policy).
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