



DOCUMENT CHECKLIST


APPLICATION FOR A PERMANENT RESIDENT CARD

Send the following documents with your application. Check ☐ each box once you enclose the item.

Failure to provide a fully completed application form or the necessary supporting documents will result in the return of your application.

Note: Any document that is not in English or French must be accompanied by the English or French translation, an affidavit from the person who completed the translation and a certified copy of the original document.

I have enclosed the following items:

- ☐ *Application for a Permanent Resident Card (IMM 5444), fully completed and signed.*
- ☐ *Supplementary Identification Form (IMM 5455).*
-  Do not forget to download the Supplementary Identification form.
- ☐ **Photocopy** of one (1) primary identity document.
- ☐ **Photocopy** of one (1) secondary identity document.
- ☐ **Photocopy** of additional documents of proof of residence in Canada.
- ☐ Two (2) photos placed in a small envelope (no staples or paper clips). Photos **must** follow the [Photograph Specifications for Permanent Resident Cards](#).
- ☐ **Fees.** Copy of the receipt showing the amount paid.

If this applies to you, include the following documents:

- ☐ You are under the age of 18: a **photocopy** of your birth certificate, adoption order or legal guardianship document issued by a Canadian court.
- ☐ You are under the age of 18: a **photocopy** of your school records (report cards, transcripts, attendance records).
- ☐ Proof of residency requirements: if you were **outside Canada for 1095 days** or more in the past five (5) years.
- ☐ Legal change of name: **photocopy** of supporting legal documentation as proof of your name change. Consult the instruction guide for detailed information.
- ☐ *Statutory Declaration - Request for a Change of Sex Designation (CIT 0404).*
- ☐ *Support for a Change of Sex Designation on an IRCC Document (CIT 0552).*
- ☐ *Request for Permanent Resident Card Indicating Sex Designation Other Than Sex Shown on Foreign Travel Document (IMM 5543).*

Mail your fully completed application form and all required supporting documents to:

Regular Mail:

Case Processing Centre - PR Card
P.O. Box 10020
Sydney, NS
B1P 7C1

By courier:

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

(Include this completed *Document Checklist* with your application package.)