



## DOCUMENT CHECKLIST

### TEMPORARY RESIDENT PERMIT (IN CANADA APPLICANT)

This document checklist is one of the forms that you need to submit with your application. Refer to the [Instruction Guide \(IMM 5554\)](#) under "Information you must provide when applying for another TRP" for further details about documents you must provide. If any of the required documents are missing, your application form may be returned or refused. **Do not submit original documents unless instructed to do so. Original documents will not be returned.**

**All documents in a language other than English or French must be translated. Provide both a photocopy of the document and the translation in English or French.**

**Important:** if you are also applying for study or work permits, you **must** include the fees and documents required to assess your application for these permits. Consult the appropriate guide for student or worker requirements.

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

**I have enclosed the following items:**

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

- ☐ [Application to Change Conditions, Extend my Stay or Remain in Canada as a Visitor or Temporary Resident Permit Holder \(IMM 5708\)](#)  
**Note:** If this application form is completed on a computer it must be validated to generate a barcode page. 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).
- ☐ [Application to Change Conditions, Extend my Stay or Remain in Canada as a Student \(IMM 5709\)](#), if applicable  
**Note:** If this application form is completed on a computer it must be validated to generate a barcode page. 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).
- ☐ [Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker \(IMM 5710\)](#), if applicable  
**Note:** If this application form is completed on a computer it must be validated to generate a barcode page. 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).
- ☐ [Use of a Representative \(IMM 5476\)](#)  
**Note:** Complete this form **only** if you are using the services of an authorized 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 Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA) to release information from your case file to someone other than yourself.
- ☐ [Statutory Declaration of Common-law Union \(IMM 5409\)](#), if applicable

### DOCUMENTS LIST

- ☐ **Proof of Payment**
- ☐ **PHOTOCOPIES of passport pages** clearly showing the passport number, the dates of issue and expiry, name and date of birth, the stamp made by the Canadian authorities on your most recent entry into Canada and any other marked pages.
- ☐ PHOTOCOPIES of your travel or identity document (citizenship certificates, birth certificate, alien registration cards, etc.) if you did not use a passport to enter Canada
- ☐ PHOTOCOPY of your current immigration document (if you have one)
- ☐ Staple **two recent passport-size photographs** of yourself and each family member in Canada to the top of the front page of the application (do not use glue). Print the name and date of birth of the person on the back of each photograph
- ☐ PHOTOCOPY of your Marriage License or Certificate (if applicable)
- ☐ Proof of means of support (see the instruction guide under "Information you must provide when applying for another TRP")
- ☐ PHOTOCOPY of documents relating to criminal convictions (see "Information you must provide when applying for another TRP")
- ☐ Evidence of any action taken to resolve your inadmissibility (see the "Information you must provide when applying for another TRP")

## Mailing your application

**SEND YOUR COMPLETE APPLICATION TO:**

New Waterford Digitization Centre  
Temporary Resident Permits  
PO Box 8400  
Sydney, NS B1P 0G6