



DOCUMENT CHECKLIST

APPLICATION FOR A PERMANENT RESIDENT CARD OR PERMANENT RESIDENT TRAVEL DOCUMENT

Include the listed documents with your application. Check ☐ each box once you enclose the item.

We will return your application if:

- your application is incomplete, or
- any supporting documents you need to include are missing.

Note: For any document that is not in English or French, you must include:

- an English or French translation,
- an affidavit from the person who completed the translation, and
- a certified copy of the original document.

Include the following items with your application:

- ☐ Application for a Permanent Resident Card or Permanent Resident Travel Document ([IMM 5444](#)), fully completed and signed.
Note: if you are applying online, you will complete this form digitally through the Permanent Resident (PR) Portal.
- ☐ Proof of residency requirements if you were outside of Canada for 1095 days or more in the past five (5) years. Please refer to Appendix A of the instruction guide for a list of the documents required.
- ☐ Fees. Include a copy of the receipt showing the amount paid.
- ☐ This fully completed *Document checklist*.

Additional forms/supporting documents, if they apply to you:

- ☐ [Use of a Representative \(IMM 5476\) \(PDF, 648.31KB\)](#), or [Authority to Release Personal Information to a Designated Individual \(IMM 5475\) \(PDF, 593.57KB\)](#).
- ☐ To be considered on **humanitarian and compassionate grounds**, include supporting documents that support your request to keep your permanent residence. See the "Humanitarian and compassionate grounds" section of the instruction guide for more information.
- ☐ Legal change of name: copy of supporting legal documentation as proof of your name change. Consult the "Legal Name Change" section in the instruction guide for detailed information.

In addition to the above, include the following documents if you are:

Applying for a permanent resident card (PR card):

- ☐ Photos. Photos must follow the [Photograph Specifications for Permanent Resident Cards](#).
 - Paper application: Two (2) photos placed in a small envelope (no staples or paper clips).
 - Online application: One (1) photo uploaded in the PR Portal front and back.
- ☐ Copy of one (1) primary identity document (e.g. passport). Please refer to the [Instruction Guide \(IMM 5445\)](#) for the complete list of primary identity documents we accept.
- ☐ Your PR card
If you are applying to **renew** your PR card, provide a copy of your current card.
If you are applying to **replace** your PR card, provide:
 - Paper application: Your original physical PR card.
 - Online application: A photo of your destroyed PR card.
If you lost your PR card include a copy of a police report or incident number, if applicable.

Additional forms/supporting documents for PR card applicants, if they apply to you:

- ☐ [Request for a Change of Sex or Gender Identifier \(IRM 0002\)](#).
- ☐ [Confirmation of Eligibility for a Reclaimed Name Change Gratis Replacement Document Under Call to Action 17 \(IRM 0004\)](#).
- ☐ [Statutory Declaration to Reclaim an Indigenous Name on Canadian Citizenship Certificates or Permanent Resident Cards \(IRM 0005\)](#).
- ☐ If you are under 18 years old:
 - a photocopy of your birth certificate, adoption order or legal guardianship document issued by a Canadian court, or
 - a photocopy of your school records (report cards, transcripts, attendance records).

Applying for a permanent resident travel document (PRTD):

- ☐ Copy of your current and valid passport.
- ☐ Copies of all pages of all previous passports or travel documents used in the past five (5) years immediately before you apply.
Note: For paper applications, do not send original documents, as they will not be returned to you.
- ☐ Copies of supporting documents that show you meet the residency obligation. See [Residency obligation](#) section of the [Instruction Guide \(IMM 5529\)](#).

Additional forms/supporting documents for PRTD applicants, if they apply to you:

- ☐ Provide any additional supporting documents based on [country specific requirements](#).
- ☐ Authorization for travel (for minors) – Provide parent or legal guardian permission for minors to travel or documents giving consent for children to travel as unaccompanied minors.

Submit your application:

Online application

If you are completing an online application for a permanent resident card (PR card) or a permanent resident travel document (PRTD), you will submit your application and all required supporting documents digitally through the Permanent Resident (PR) Portal.

Paper application

Provide your **permanent resident travel document application** and all required supporting documents to the [closest visa application centre \(VAC\)](#).

Mail your fully completed **permanent resident card application** 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.)