



IMMIGRATION Canada

Applying for a Permanent Resident Card (PR Card)

- Initial PR Card Application
- Replacement of a PR Card
- Renewal of a PR Card



Table of Contents

Contact Information	2
Overview	3
Fees	6
Completing the Forms	7
Photo Specifications	11
Mailing Your Application	12
What Happens Next	12

Forms:

- Application for a Permanent Resident Card (IMM 5444)
- Supplementary Identification Form (IMM 5455)
- Receipt (IMM 5401)

**Cette trousse est également
disponible en français**

Contact Information

For more information on the programs offered by Citizenship and Immigration Canada, visit our web site at www.cic.gc.ca.

Within Canada

Permanent Resident Card Call Centre

If you are in Canada, you can phone the Call Centre: **1-800-255-4541**.

An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many Citizenship and Immigration programs in addition to the Permanent Resident card, order application forms, and the automated service can even update you on the status of your case.

If you need to speak to an agent, call during normal working hours, between 08:00 and 19:00 EST Monday to Friday.

To access the automated service, dial the number above. Have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want.

At any time during your call, you may press * (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call.

If you have a rotary phone, wait for an agent to answer you.

If you are hearing impaired, call our TTY service at 1-888-576-8502. Service is accessible Monday to Friday between 07:00 and 19:00 EST. The number is Toll free.

This is not a legal document. For legal information, please refer to the *Immigration and Refugee Protection Act, 2001* and *Immigration and Refugee Protection Regulations, 2002*.

This publication is available in alternative formats upon request.

Overview

This application is for persons with permanent resident status in Canada who are applying for an initial, renewal or replacement Permanent Resident Card (PR Card). The PR Card is a status document and provides cardholders with secure proof of their permanent resident status when re-entering Canada following international travel. On December 31, 2003, the PR Card will be a required document for permanent residents, including children, returning to Canada by any commercial transporter (plane, train, boat, bus or taxi). PR Cards may be issued with a validity period of 1 year or 5 years.

If you are applying to replace your damaged PR Card, renew your PR Card or for any other reason, you **must** include your current card with this application.

The Permanent Resident Card is issued by Citizenship and Immigration Canada, remains at all times the property of the government of Canada and must be returned to Citizenship and Immigration Canada at its request.

To be eligible for a PR Card:

An applicant must:

- be a permanent resident of Canada;
- must be physically present in Canada;
- not be under an effective removal order; and
- not be a Canadian citizen.

Note: If the applicant is under 14 years of age, all signature areas must be signed by a parent or guardian. If the applicant is between 14 and 18 years of age, all signature areas must be co-signed by the applicant and a parent or guardian, **except** for the *Supplementary Identification Form* (IMM 5455), which must have either the applicant's signature (if the applicant is 14 years of age or older) **or** the parent's or guardian's signature (if the applicant is under 14 years of age).

Permanent residents who have lived in Canada for at least 3 years out of the last 4 years, have an adequate knowledge of English or French, and can demonstrate some knowledge of Canada and the rights and responsibilities of citizenship may be able to obtain Canadian citizenship. If this describes your situation and you are 18 years of age or older, you may wish to apply for citizenship. Contact your local Citizenship and Immigration Centre or visit our Web site at www.cic.gc.ca to obtain additional information or to obtain an application.

When should I apply?

Applications for the PR Card will be processed starting **October 15 2002**. To maintain a balanced processing standard you are asked to submit your application based on the date you became a permanent resident. Consult the chart below and submit your application so that it arrives at the PR Card Processing Centre within the appropriate time period.

If you became a permanent resident in:	Your application will be processed during the time period listed below:
2002	October 15 to November 30, 2002
2001	December 1, 2002 to February 28, 2003
2000	March 1 to April 30, 2003
If you became a permanent resident during the years:	Your application will be processed during the month of:
1996 to 1999	May 2003
1992 to 1995	June 2003
1988 to 1991	July 2003
1980 to 1987	August 2003
1973 to 1979	September 2003
Previous to 1973	October 2002 or anytime afterward

What do I need to send with my application?

The items you need to attach to your application are listed below. If any of the required documents are missing, or photocopies are not clear, your application will be returned to you.

Your completed <i>Application for a Permanent Resident Card</i> (IMM 5444).
Your fee payment receipt (IMM 5401), filled in and stamped by a Canadian financial institution.
Your completed <i>Supplementary Identification Form</i> (IMM 5455), with the photo correctly attached and your signature in black ink inside the white box of the Client Signature area.
Your current PR Card, if you are applying for a renewal or to replace a damaged card.
A certified copy of <ul style="list-style-type: none"> • your current passport; or • your certificate of identity issued by the Minister of Foreign affairs; or • your refugee travel papers issued by the Minister of Foreign affairs. <p>Note: The certified copy you submit should show only the document number, your name, photograph and date of birth.</p>
A certified copy of <ul style="list-style-type: none"> • your <i>Record of Landing</i> (IMM 1000) or <i>Confirmation of Permanent Residence</i> (IMM 5292) or other original permanent residence document; or • your current provincial driver's license; or • your current provincial photo-identity card; or • your current university or college student card; or • your most recent Income Tax Assessment, issued by Canada Customs and Revenue Agency. <p>Note: To facilitate the processing of your application, you are encouraged to submit a certified copy of your <i>Record of Landing</i> (IMM 1000) or <i>Confirmation of Permanent Residence</i> (IMM 5292) or other permanent residence document to meet this requirement.</p>

The duplicate photo of the one you attached to the *Supplementary Identification Form (IMM 5455)* that meets all the requirements of the **Photo Specifications** and is signed by your guarantor and is provided loosely (unattached) with your application.

If the applicant is under the age of 18 and therefore requires the signature of a parent or guardian, a copy of the applicant’s birth certificate (showing the applicant’s name, date of birth, place of birth and the names of the parents/adoptive parents) or, where the applicant is represented by a legal guardian, legal documentation proving guardianship.

General Instructions for applying

- Read through all of the application package before you start to complete the forms.
- Pay the fees.
- Complete and sign the *Application for a Permanent Resident Card (IMM 5444)* form and the *Supplementary Identification Form (IMM 5455)*. Photocopy the *Application (IMM 5444)* before you begin to complete it so you have a working copy. Keep the working copy for your records.
- Gather all necessary supporting documents and ensure that your photocopies have been certified. See the table below for requirements for photocopies.
- Obtain 2 identical photos that meet the requirements of the **Photo Specifications** section of this guide.
- Once you have completed sections A to D on your *Application for a Permanent Resident Card* form (IMM 5444), have your guarantor read through your form and then complete section F. Your guarantor must also sign the back of one of your photos.
- Put the duplicate photo of the one you attached to the *Supplementary Identification Form (IMM 5455)* and that is signed on the back by your guarantor in a separate envelope and enclose it with your application.
- Mail all the completed, required forms and supporting documents to the Permanent Resident Card Processing Centre.

The following persons can certify your photocopies:

<ul style="list-style-type: none"> • professional accountant • chiropractor • commissioner of oaths • dentist • medical doctor • funeral director 	<ul style="list-style-type: none"> • justice of the peace or judge • lawyer • manager of a financial institution • member of a provincial legislature • member of parliament 	<ul style="list-style-type: none"> • municipal clerk • notary • official of a federal or provincial government department • official of an embassy, consulate or high commission • minister of religion 	<ul style="list-style-type: none"> • pharmacist • police officer • postmaster • professional engineer • social worker • primary, secondary or university teacher • veterinarian
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We can only accept a photocopy of an original document if it is readable and if you have one of the above persons certify it as a true copy of the original. The person who certifies your photocopy must compare the original document to the photocopy and mark the following on the photocopy: their name, their official position or title, the name of the original document, and the date they certified the document. They must also write the following statement on the photocopy: “I certify that this is a true copy of the original document.”

Fees

What fees are required?

You must pay a **processing fee** when you submit your application.

The fee for processing your application is \$50.

Are fees refundable?

The processing fee will not be refunded, regardless of the final decision once the Processing Centre has started processing the application.

After you have read this guide, you should be able to decide whether you are eligible. Make sure that you are eligible before you pay your fees and that you provide all the information requested before you submit the application for processing. If you are found not to be eligible the processing fee will not be refunded.

How to pay the fees

The fees must be paid at a financial institution and a receipt obtained that you must send to the PR Card Processing Centre as part of your completed application. No other form of payment is acceptable. You must use an original of the receipt form IMM 5401; **a photocopy is not acceptable**. If you ordered this application package from our Web site or from a Call Centre agent, this receipt form is included with the package. If you do not have an original of this form you can order it from our Web site (www.cic.gc.ca), from a Call Centre agent, or you can pick one up at a Citizenship and Immigration Centre.

Payment can be made at most financial institutions in Canada. Check with financial institutions in your area. Follow these steps to make your payment:

Step 1: Fill out one receipt form (IMM 5401).

If you are sending more than one application (for example, applications for family members), you must send **one receipt** to cover all applications. Mail the receipt and all applications together in **one envelope**.

Step 2: Insert the “Total” on the bottom portion of the receipt.

Do not complete the upper two portions on the front side of the receipt. These will be completed by the financial institution.

Step 3: Complete the “Payer Information” sections on the reverse of the receipt.

Step 4: Bring the receipt and your payment to the financial institution.

You cannot pay by personal cheque or traveller’s cheque. A representative of the financial institution will inform you of the acceptable forms of payment. You do not have to produce your application, just the receipt. **Do not** make your payment using the automated teller machines.

If no local financial institution accepts your payment contact the Call Centre to find out how to proceed.

Step 5: The representative of the financial institution will take your payment, will stamp the two upper portions of the front side of the receipt, and will enter the amount paid there.

Before leaving the financial institution, make sure that you have been given the two upper portions of the receipt, namely your copy (Copy 1) and the copy that you must forward to Citizenship and Immigration Canada (Copy 2), and that both parts have been duly filled out and stamped.

Step 6: Attach the middle portion (Copy 2) of the receipt to your completed application.

Retain the top portion (Copy 1) for your files.

What if you make an incorrect payment?

If you are required to pay additional fees, the PR Card Processing Centre will send you a request for correct payment. Pay the fees as instructed above and send the receipt form to the PR Card Processing Centre.

Your application will not be processed until you have paid the applicable fees.

If you have paid too much, your application will be processed and the amount of the overpayment will be refunded to you as soon as possible.

Completing The Forms

There are 2 forms that must be completed in this application package, the *Application for a Permanent Resident Card* (IMM 5444) and *Supplementary Identification Form* (IMM 5455). The following pages do not contain instructions for all the boxes on the forms. Most questions are clear; instructions are provided only where necessary. Attach a separate sheet of paper if you need more space and indicate the number of the question you are answering.

You must answer all questions. If you leave any sections blank, your application will be returned to you and processing will be delayed. If any sections do not apply to you, answer, "N/A" ("Not applicable"). Print clearly with a black pen.

You **must not** fold or crease any of the forms or documents that you submit with your application.

If your application is accepted and information you provide on the forms subsequently changes, you must contact the PR Card Call Centre.

Warning! It is a serious offence to give false or misleading information on these forms. We may check to verify your responses.



Application for a Permanent Resident Card (IMM 5444)

This form must be completed by every individual applying for a PR Card.

Preferred language of correspondence: Decide which of English or French you are more comfortable reading and writing, and check the appropriate box.

Indicate which one of three categories you are applying under: to obtain your first card, to renew your present card, or to replace a lost, stolen or destroyed card.

If you are applying to replace your damaged PR Card, to renew your PR Card or for any other reason, you **must** include your current card with this application.

Section A: Personal details

1. If, in the completion of this application, you become aware of an error in your name on your *Record of Landing* (IMM 1000), *Confirmation of Permanent Residence* (IMM 5292) or other permanent residence document, you will have to complete and submit a *Request to Amend the Immigration Record of Landing or Confirmation of Permanent Residence* (IMM 1436) form to have the error corrected before you proceed with this application. Contact the PR Card Call Centre or visit our Web site (www.cic.gc.ca) to obtain an application package.
2. If your present name is different from the name that appears on your *Record of Landing* (IMM 1000), *Confirmation of Permanent Residence* (IMM 5292) or other permanent residence document, you will have to provide supporting legal documentation that accounts for a legal change of name. Supporting legal documentation could include a legal change of name order, an adoption order, a marriage certificate, or divorce papers.
It is your responsibility to provide satisfactory information that clearly indicates there is a link between your present name and the name that appears on your permanent residence document. If you are submitting a marriage certificate or court documents that were issued outside of Canada, provincial documents will be requested as additional proofs of your present name, as accepted by provincial authorities.
If you have entered a name in this question, you **must** include a copy of your *Record of Landing* (IMM 1000), *Confirmation of Permanent Residence* (IMM 5292) or other permanent residence document with this application.

Section B: Address, work and education history for the past 5 years

The information you submit in this section is used to determine if you have upheld the residency obligations required of permanent residents in Canada. If you are found not to have met the residency obligations, you may lose your permanent resident status. If this is the case, your application for a PR Card will be refused.

13. List all the addresses you have lived at for the past 5 years. You must account for each month. Attach an additional sheet of paper if you require more space.
14. List your work and/or education history for the past 5 years. You must account for each month. Attach an additional sheet of paper if you require more space.
15. List all of your absences from Canada during the past 5 years. You must account for each month. Note that if, with respect to a 5 year period, you were not, for a total of 730 days
 - physically present in Canada,
 - outside Canada accompanying a Canadian citizen who is your spouse or common-law partner or, in the case of a child, their parent,
 - outside Canada employed on a full-time basis by a Canadian business or in the public service of Canada or of a province, or
 - outside Canada accompanying a permanent resident who is your spouse or common-law partner or, in the case of a child, their parent and who is employed on a full-time basis by a Canadian business or in the public service of Canada or of a province,

you may not have upheld the residency obligations required of Canadian permanent residents and may consequently lose permanent resident status.

Complete one or more of options 1 to 4 of this question **only** if you were not in Canada for at least 730 days in the past five year period but you were otherwise satisfying the residency obligations.

For options 2 and 3, a Canadian Business is defined as

- a corporation that is incorporated under the laws of Canada or of a province and that has an ongoing operation in Canada; **or**
- an enterprise that has an ongoing operation in Canada and
 - that is capable of generating revenue and is carried out in anticipation of profit, and
 - in which a majority of voting or ownership interests is held by Canadian citizens, permanent residents, or Canadian businesses as defined above; **or**
- an organization or enterprise created by the laws of Canada or a province.

Acceptable proof of employment consists of a letter of declaration signed by an official of the Canadian business that indicates:

- the position and title of the signing official;
- the nature of the business and how it fits the above description of a Canadian business;
- details of your assignment or contract outside Canada;
- confirmation that the business has not been created primarily for the purpose of allowing you to satisfy your residency obligation; and
- other documentary evidence, as applicable, to establish that your employment abroad was on a full-time basis (for example: T4 statements, Canadian Income Tax Notices of Assessment, pay stubs etc.).

Section D: Declaration of applicant

You must sign and date the application form.

An application made by an individual who is 14 years of age or more but less than 18 years of age must be signed by the applicant **and** one of their parents or the individual's legal guardian if the parents are deceased.

An application made by an individual who is less than 14 years of age must be signed by one of the individual's parents or the individual's legal guardian if the parents are deceased.

Section E: Solemn declaration concerning a lost, stolen or destroyed Permanent Resident Card

Complete this section **only** if you are applying to replace a lost, stolen or destroyed PR Card.

Section F: Declaration of guarantor

Your application for a PR Card must have a declaration made by your guarantor that they have known you personally for at least 2 years, they confirm your identity and that, to the best of their knowledge and belief, all the information you submit with this application is true and accurate.

Your guarantor must be an individual who is actively employed as:

- a dentist, a medical doctor or a chiropractor;
- a judge, a magistrate or a police officer serving in the Royal Canadian Mounted Police or a provincial or municipal police force;
- in the Province of Quebec, a lawyer or a notary and in any province, a barrister or solicitor;
- a mayor;
- a minister of religion authorized under the laws of a province to perform marriages;
- a notary public;
- an optometrist;

- a pharmacist;
- a postmaster;
- a principal of a primary or secondary school;
- an accountant who is a member in good standing of an institute or association of accountants incorporated by or under an Act of the legislature of a province;
- a professional engineer;
- a senior administrator in a community college, including, in the province of Quebec, in a CEGEP;
- a senior administrator or a teacher in a university; or
- a veterinarian.

Your guarantor must also sign the back of one of your photographs.

Section G: Statutory declaration in lieu of guarantor

Complete this section only if you are unable to provide a guarantor's declaration.

You must declare this section before, and have signed by, a qualified official who has the authority to administer an oath (a commissioner, notary public or person authorized by law to administer oaths in all matters or in the jurisdiction in which it is subscribed). The qualified official must also sign the back of one of your photographs (the photograph must **not** be sealed or embossed).

Supplementary Identification Form (IMM 5455)

You must use an original of this form. Photocopies are not acceptable. If you do not have an original form, or if you printed this application from our Web site, you can order it from a Call Centre agent or from our Web site (www.cic.gc.ca).

Important:

You must complete this form and sign within the Client Signature box. Be careful to sign **only inside the white box in black ink**.

This form requires **one** signature, not a co-signature. Applicants who are 14 years of age and older must sign this form. For applicants under 14 years of age, this form must be signed only by the applicant's parent or guardian.

Peel off the photo patch and attach one of your photos to the adhesive square. Make sure that you do not attach the photo that has your guarantor's signature on the back; this photo must be submitted separately with your application. Make sure your photo is upwards and straightly aligned. **Do not** staple or glue your photo.

Do not in any way fold or crease any part of this form.

Photo Specifications

TAKE THIS SHEET WITH YOU TO THE PHOTOGRAPHER

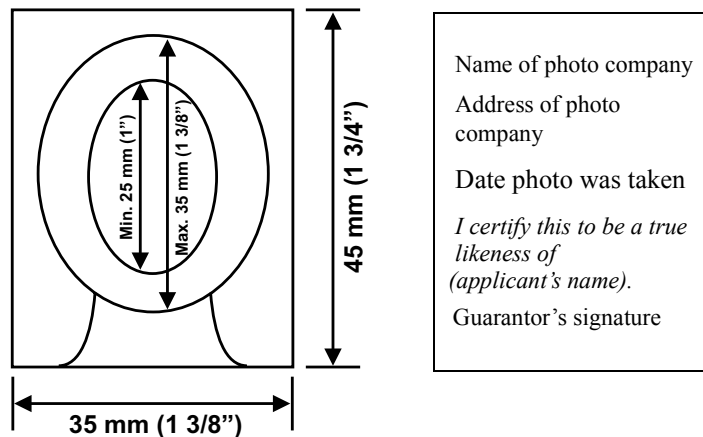
Photographs required for the PR Card are **not** the same as passport photographs.

Tinted prescription glasses may be worn as long as the eyes are clearly visible. Sunglasses are not acceptable.

False hairpieces or other cosmetic devices are acceptable if they do not disguise the natural appearance of the bearer and are worn habitually.

Photos in which the applicant is wearing a hat or head covering or anything that interferes with the photo's value in providing a means of identifying the issue for the benefit of travelling control, are not acceptable for the Permanent Resident Card. While allowances may be made for practitioners of religious faiths that prohibit the removal of a head covering, any photos in which the full facial features of the subject are not visible are not acceptable.

Photos should not be older than one year to ensure an up-to-date likeness.



Notes to the photographer

The photographs must:

- show a full front view of the person's head and shoulders showing full face centred in the middle of the photograph;
- be clear, well-defined and taken against a plain white background without shadows;
- be produced from the same unretouched film or from the same file capturing the digital image or from two identical photos exposed simultaneously by a split-image or multi-lens camera;
- be original photos (not taken from any existing photo);
- measure between 25 mm and 35 mm (1" and 1 3/8") from chin to crown;
- have a 35 mm x 45 mm (1 3/8" x 1 3/4") finished size;
- be on photographic paper that has a backing which accepts and retains the photographer's stamp and date, and the guarantor's statement and signature without smearing. Photos without this backing are not acceptable;
- be on prints that are well-fixed and washed to prevent fading and discolouration;
- bear the name of the photographer or the studio, the address, and the date the photo was taken (not the date the photo was printed) directly on the back of **one** print (stick-on labels are not acceptable); and
- allow sufficient space on the back for the name of the applicant and the signature of a guarantor.

Mailing your application

Your completed application must be sent to the Permanent Resident Card Processing Centre in Sydney, Nova Scotia. Your PR Card will be delivered to the Canadian Immigration Centre that is closest to you.

Note: You must not fold any of the forms or documents that you submit with your application. You will therefore have to use an envelope that measures at least 9 x 12 inches

- Put your completed forms, your supporting documents, the duplicate photo and the fee payment receipt in an envelope.
- Be sure to write the date you became a permanent resident in the top left corner above your name. If other members of your family are submitting applications in the same envelope, write the dates they became permanent residents underneath yours.
- Address the envelope as follows:

<p>Date you became a permanent resident Your name Your address Your postal code</p> <p>PR Card Processing Centre P.O. Box 10020 Sydney NS B1P 7C1</p>

The envelope will require more postage than a normal letter. To avoid having your application returned to you, have the Post office weigh it before mailing.

What Happens Next

What happens with your application at the Processing Centre?

The application you sent to the PR Card Processing Centre is verified for completeness. If it is complete, an officer will assess whether you meet the requirements for a PR Card. If you need to provide additional documents or pay additional fees, your application will be returned to you with a letter asking you to provide the missing information or fees.

If your application is properly completed and you meet the requirements, a letter will be sent advising you where to pick up your PR Card.