



Ready for Visa / Prêt pour Visa

CPCO-FinalRequest / CTDO-DemandeFinale (CIC) <IRCC.CPCO-FinalRequest-CTDO-DemandeFinale.IRCC@cic.gc.ca>

To: [Redacted]



Government of Canada
High Commission of Canada

Gouvernement du Canada
Haut-commissariat du Canada

Date: [Redacted]

UCI: [Redacted]

Application Number: [Redacted]

[Redacted]

[Redacted]

Dear [Redacted]

This refers to your application for permanent residence in Canada. The processing of your application is almost complete. Before a permanent resident visa can be issued to you (and your accompanying family members, if applicable), you will need to follow the steps below.

Note: This letter is **not a guarantee** that a visa will be issued to you.

Please submit **two (2) passport-sized photos** taken within the last six (6) months of you and each of your accompanying family members. Information regarding photo specifications for Permanent Residents can be found here:

<http://www.cic.gc.ca/english/information/applications/guides/pdf/5445EB-e.pdf>

*****Please note that our photo specifications have recently changed. Please review the information in this guide for the most up-to-date specifications.*****

Please do not staple the photos. Enclose the photos of each person in a separate envelope. On each envelope, write your application number and the name of the person whose photos are enclosed. Submit the photos in the same package as the passport(s).

Please submit original **passports** for:

1. You;
2. Your spouse/common-law partner *(if applicable)*; and
3. All dependent children who will accompany you to Canada *(if applicable)*.

See **Appendix A** for instructions on how to submit your passport(s) and photos.

Before you submit your passport(s):

- o Check that there are at least two (2) blank pages in each passport.
- o Check that you have ordinary passports. Permanent resident visas for Canada cannot be issued in Diplomatic or Official passports.
- o Check the expiry date of all passports. Passports should be valid for at least twelve (12) months.

IMPORTANT NOTE about Visa and Passport validity

You should ensure that everyone in your family has a passport valid for a minimum of twelve (12) months from the date you submit your passport(s). If any of the passports will expire soon, it is in your best interest to obtain new or updated passports to ensure your permanent resident visas are issued with maximum validity.

Fill out the form we have included as **Appendix B** and enclose it with your passport(s) and photos.

If you or any of your accompanying family members currently holds a valid temporary resident visa, study permit, or work permit for Canada in an expired passport, please submit the expired passport with your current passport.

You must comply with the above requirements within thirty (30) days from the date of this letter. Failure to comply with these instructions may result in the refusal of your application.

IMPORTANT NOTE about Reporting Changes to your Personal Circumstances

Canada's immigration law requires that you continue to meet the requirements of the Immigration and Refugee Protection Act throughout the immigration process up to and including the date you arrive in Canada. This means you are required to inform this office, in writing, of any of the following circumstances. Failure to inform our office of any of these changes may result in the cancellation of your permanent resident visa and may render you and your accompanying family members inadmissible to Canada.

- ✓ A change in your marital status (marriage, separation, divorce, etc.)
- ✓ A change in your family size (birth or death of a child or spouse, etc.)
- ✓ A criminal charge or conviction for you or any member of your family
- ✓ Death of your sponsor (Family Class applications only)
- ✓ A change in your health
- ✓ A change in your contact information (mailing address, email, telephone number, etc.)

After submitting everything to our office please allow one (1) month for the return of your passport(s). Do not contact our office to enquire about the status of your application until after one (1) month has passed.

IMPORTANT

Do NOT commit to any travel plans, purchase tickets, or take irrevocable action such as selling property or terminating employment until you have received your passport(s), visa(s) and Confirmation(s) of Permanent Residence.

Further information regarding living in Canada:

work and go to school, and connect with your community. Information on Canadian laws, health care and how to get help settling in Canada is also available.

If you are accepted to Canada as a Skilled Worker or Provincial Nominee, **The Canadian Immigrant Integration Program (CIIP)** can help you plan for successful immigration to Canada. CIIP is a comprehensive pre-departure service for Skilled Workers, Provincial Nominees, and their spouses and adult dependants and is made available by the Government of Canada at no charge. This program helps immigrants better prepare for economic success by providing information, planning, and online support through partners in Canada while applicants are still in their country of origin. If you applied as a Skilled Worker or Provincial Nominee, register now for a free pre-departure orientation and planning session: www.newcomersuccess.ca.

Thank you for your interest in Canada.

This is a computer-generated letter which requires no signature.

Appendix A

How to Submit your Passport(s) and Photos

Applicants who reside in **Singapore, Malaysia, Bangladesh, Cambodia, Indonesia, Thailand, or Vietnam** should send their passports to the High Commission of Canada in Singapore through the secure service offered by a **Canada Visa Application Centre (CVAC)**. The service includes two-way secure shipping and tracking. A **service charge** must be paid for each applicant to cover handling and courier costs. Once processing has been completed, passports will be returned to the **CVAC** for collection by the applicants. Please note that processing may be longer for passports which are not sent via a **Canada Visa Application Centre**. Applicants with access to a **CVAC** are strongly encouraged to utilize this service.

Applicants residing in countries which are not currently serviced by a **Canada Visa Application Centre** may send passports directly to the High Commission of Canada in Singapore. Please see the instructions below.

PLEASE NOTE: Passports may not be submitted *in person* to the High Commission of Canada in Singapore.

Residents of SINGAPORE

Submit passports to the **Canada Visa Application Centre in Singapore**

For address, service hours, and instructions for how to submit passports through the
Canada Visa Application Centre in Singapore, visit this website:

www.vfsglobal.ca/canada/singapore/

Residents of MALAYSIA

Submit passports to the **Canada Visa Application Centre in Kuala Lumpur**

For address, service hours, and instructions for how to submit passports through the
Canada Visa Application Centre in Malaysia, visit this website:

www.vfsglobal.ca/canada/malaysia/

Residents of BANGLADESH

Submit passports to the **Canada Visa Application Centre in Dhaka, Chittagong or Sylhet**

For address, service hours, and instructions for how to submit passports through the
Canada Visa Application Centres in Bangladesh, visit this website:

www.vfsglobal.ca/canada/bangladesh/

Residents of CAMBODIA

Submit passports to the **Canada Visa Application Centre in Phnom Penh**

For address, service hours, and instructions for how to submit passports through the
Canada Visa Application Centre in Cambodia, visit this website:

www.vfsglobal.ca/canada/cambodia/

Residents of INDONESIA

Submit passports to the **Canada Visa Application Centre in Jakarta or Surabaya**

For address, service hours, and instructions for how to submit passports through the
Canada Visa Application Centres in Indonesia, visit this website:

www.vfsglobal.ca/canada/indonesia/

Residents of THAILAND

Submit passports to the **Canada Visa Application Centre in Bangkok**

For address, service hours, and instructions for how to submit passports through the
Canada Visa Application Centre in Thailand, visit this website:

www.vfsglobal.ca/canada/thailand/

Residents of VIETNAM

Submit passports to the **Canada Visa Application Centre in Ho Chi Minh City or Ha Noi**

For address, service hours, and instructions for how to submit passports through the

Canada Visa Application Centres in Vietnam, visit this website:

www.vfsglobal.ca/canada/vietnam/

**Residents of BRUNEI/EAST
TIMOR/LAOS/MYANMAR/OTHER COUNTRIES (not listed
above)**

Send passports to:

**High Commission of Canada
Immigration Section
One George Street #11-01
Singapore 049145**

Ensure you use a secure registered mail or courier service to send your passports. Passports are sent by registered mail or courier at the applicant's risk and expense. **The High Commission will NOT be responsible for passports lost during shipment.**

Include a self-addressed envelope with self-adhesive closure. The envelope must have dimensions of *at least* 12" x 8" (30 cm x 20 cm).

Your passports will be returned by **registered mail** unless you **provide a prepaid waybill from a commercial courier service**, completed with your address, telephone number, and account number with the courier company (include the name of the courier account holder if it is not your personal account). Please note that if your account information is deemed insufficient, your passport(s) will be returned by registered mail. **The High Commission does not pay courier fees for the return of passports.**

Residents of CANADA

If you have a **mailing address in Canada** and **all** your accompanying dependents on your application are currently in Canada and plan to be in Canada for at least three (3) months, you may submit your passport(s) and photos to the Case Processing Centre in Ottawa ("CPC-O"). You are required to send your document(s) together along with a copy of this letter by mail or courier to the following address with the additional following document:

- A self-addressed, pre-paid **Xpresspost** envelope from **Canada Post**.

Purchase your prepaid letter-sized (32 x 24 cm) Canada Post **Xpresspost** envelope (Regional if you live in Ontario or Quebec; National for other provinces and territories), at any Canada Post retail outlet.

Complete the mailing label showing your full mailing address in the "Deliver To" field.

Make a note of tracking numbers for each envelope.

Enclose this envelope along with your documents and a copy of this letter.

You can purchase a Canada Post shipping label on line at:

<http://www.canadapost.ca/personal/tools/cst/intro-e.asp>

Please note that the Case Processing Centre in Ottawa will not return documents to a Canadian address via any other courier than a pre-paid self-addressed **Expresspost** envelope.

Submit all documents **in a single package** and send it to the following address:




CPC – Ottawa – PR
365 Laurier Avenue West
Ottawa ON
K1A 1L1

Appendix B

Please complete this form for yourself, your spouse/common-law partner, and your dependent children who will accompany you to Canada.

Send the completed form with your passport(s). **DO NOT** send passports for non-accompanying family members.

APPLICATION NUMBER: [REDACTED]							
	Applicant	Spouse / Partner	Child 1	Child 2	Child 3	Child 4	Child 5
Family Name							
Given Name(s)							
Date of Birth							
Place of Birth							
Citizenship							
Gender							
Passport #							
Date of Expiry							
Height (cm)							
Eye Colour							
Your Telephone Numbers and Email Address:							
* Please continue on a separate page if you have additional children who will accompany you to Canada.							
How would you like us to return your passports? (please ✓)							
<input type="checkbox"/> Registered Mail <input type="checkbox"/> Canada Visa Application Centre <input type="checkbox"/> Courier (prepaid waybill must be provided or Registered Mail will be used)							


For official use only:				
		*  *		
Remarks	Date Received	No. of Passports - IN	Date Returned	No. of Passports - OUT

4 attachments

image004.png
1K

 image005.png
2K

image006.png
1K

 image001.wmz
5K