

CHECKLIST – DOCUMENTS TO BE ENCLOSED

FAMILY CLASS

In order for the Ministère to review your file, you must make sure that you enclose full payment of the [application processing fee](#) (C\$ 260 for the first sponsored person and C\$104 for each additional person included in the undertaking) and all of the required documents listed below corresponding to your situation.

Please note that **since June 7, 2011**, you may **only** send your application **by mail** to the Direction du courrier et de l'encaissement (see next page for the address).

Before completing the forms, you must read the instructions in the *Sponsor's Guide*.

1. Regardless of your situation, you must enclose:

- full [payment of the fee](#)** either by credit card (fill and sign the [Payment by Credit Card form](#) (A-0591-A) and attach it to your application), certified cheque (international or drawn on a Canadian bank), cheque issued by a currency exchange broker, Canada Post money order, bank draft or international money order.

Example:

Number of people sponsored	Fee
1	C\$ 260
2	C\$ 364
3	C\$ 468
You must pay C\$104 for each additional person being sponsored.	

- a copy of the letter or email received from [Citizenship and Immigration Canada](#) confirming that your sponsorship application is deemed admissible.

Note: This is the letter or email addressed to the sponsor, not to the sponsored person. If you do not enclose this letter or email, your application will be returned to you.

- two** copies of the [Undertaking Application Form – Family Class](#) (A-0546-GA) duly completed and signed
- proof of your residential address in Québec
For example : a copy of a bill or account statement from an electricity or cable company, or a copy of a school or municipal tax bill showing your name and address.

- proof of your status in Canada*:
Citizenship: a legible photocopy of the identification pages in your passport or your travel document including the number, date of issue and expiry, your photo, first and last names as well as the date and place of birth, a photocopy of both sides of your Canadian citizenship card, of your Canadian birth certificate or of your certificate of registration of birth abroad.
Permanent residence: a legible photocopy of your record of landing (IMM1000) or of your permanent residence card.

***This requirement also applies to your spouse or de facto spouse who co-signs the undertaking.**

- The [Application for selection certificate – Family class](#) (A-0520-BA) duly completed and signed
Note: If the sponsored person is a minor (under the age of 18), the sponsor or holder of parental authority must fill out and sign the *Application for a Selection Certificate*.

2. If you have ever been divorced or separated, or have children from a prior union*, you must enclose:

- the [Sponsor's or co-signatory spouse's declaration of authorization](#) (A-0527-AO)

***This requirement also applies to your spouse or de facto spouse who co-signed the undertaking.**

3. If you are a Canadian citizen who is sponsoring from abroad, you must enclose:

- the [Declaration of sponsor aboard](#) (A-0539-A)

4. If you are required to demonstrate your financial capacity*, you must enclose:

- the [Financial capacity evaluation form](#) (A-0535-A) as well as the financial documents listed on the form.

***This requirement also applies to your spouse or de facto spouse who co-signed the undertaking.**

5. If you are sponsoring a child adopted by you before your immigration to Québec, you must enclose:

- the adoption judgment issued abroad

6. If you are in the process of an international adoption with the [Secrétariat à l'adoption internationale](#), you must wait to receive your letter of non-opposition before sending your undertaking application, unless you are in the process of adopting a [Chinese child](#).

7. If you have retained the services of a remunerated person to handle your undertaking application, you must identify this person and enclose:

- a [power of attorney](#) duly completed and signed by you (the sponsor)
- for immigration consultants**, in addition to the power of attorney, an [attestation](#) stating that they have taken all necessary measures to ensure the authenticity of all documents, and the veracity of all information provided by you (the sponsor).

You must send all of the required forms and documents to the following address:

Direction du courrier et de l'encaissement – Immigration familiale
285, rue Notre-Dame Ouest, 4^e étage
Montréal (Québec) H2Y 1T8
CANADA

IT IS NOT NECESSARY TO ENCLOSE THIS LIST WITH YOUR APPLICATION.