

CHECKLIST – DOCUMENTS TO ENCLOSE FAMILY CLASS

In order for the ministry to review your file, you must make sure that you have paid the application processing fees and have enclosed all of the documents listed below. Before completing the forms, be sure to read the instructions in the *Sponsor's guide*.

1. Regardless of your situation, you must enclose:
 - a **copy of the letter from Citizenship and Immigration Canada** asking you to continue your sponsoring process with the ministry
Note: We refer to the letter addressed to the sponsor, not the sponsored person. If you do not enclose copy of that letter, your application will be returned to you.
 - two** copies of the *Undertaking application form – Family class (A-0546-GF)* duly completed **in French** and signed
 - proof of your residential **address** in Québec
 - the **Application for a selection certificate (A-0520-BF)** duly completed and signed
 - payment** of the required fees
2. If you or your co-signatory spouse were ever divorced or separated, or if you or your co-signatory spouse have children from a prior union, you must enclose:
 - the *Sponsor's or co-signatory spouse's declaration of authorization (A-0527-OF)*
3. If you are a Canadian citizen who is undertaking a sponsorship from abroad, you must enclose:
 - the *Declaration of sponsor abroad (A-0539-F)*
4. If you are required to demonstrate your financial capacity, you must enclose:
 - the *Financial capacity evaluation form (A-0535-F)* as well as the financial documents listed on the form
5. If you are sponsoring a child that you adopted before immigrating to Québec, you must enclose:
 - the adoption judgment issued abroad

If you are in the process of an international adoption, you must not complete the forms at this time. First, you must contact the Service Immigration-Québec. The contact information is provided in the mailing you received from the Secrétariat à l'adoption internationale (SAI - international adoption secretariat) regarding the letter of non-opposition.

You must send all the required forms and documents to:
Ministère de l'Immigration et des Communautés culturelles
Service de l'immigration familiale
285, rue Notre-Dame Ouest
Rez-de-chaussée, bureau G-15
Montréal (Québec) H2Y 1T8

You are sponsoring an orphan who is a minor (brother, sister, nephew, niece, grandson, granddaughter) and you live outside the Island of Montréal

Your undertaking application must be sent to the Service Immigration-Québec closest to you. To find the location of the MICC's offices, visit the Internet site (www.immigration-quebec.gouv.qc.ca) or call 514 864-9191, or, if you live outside Montréal, call 1 877 864-9191.

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