



# DOCUMENT CHECKLIST

## APPLYING FOR A TRAVEL DOCUMENT - PERMANENT RESIDENT ABROAD

**Your application will be delayed if you do not enclose all required documents.**

**Enclose the following items with your application:**

- 1. Your completed and signed *Application for a Travel Document (Permanent Resident Abroad)* (IMM 5524).
- 2. If applicable, *Use of a Representative* form (IMM 5476).
- 3. Fee payment in an acceptable format. Verify acceptable methods of payment with the Visa office responsible for your area.  
Note: Visa offices cannot accept fee payments from banks in Canada.
- 4. This *Document Checklist*.
- 5. Two (2) photographs that meet the photo specifications (the name and date of birth of each applicant must be printed clearly on the back of each photograph).  
Please consult "[Appendix A - Photo specifications](#)" in the instruction guide for instructions on photo specifications.
- 6. All passports or travel documents used in the five (5) years before the application.
- 7. Evidence of your permanent resident status in Canada, such as:
  - a Record of Landing or Confirmation of Permanent Residence or, if the document was lost or stolen, a police report documenting the circumstances of the loss,
  - an expired permanent resident card or, if your card was lost or stolen, a police report documenting the circumstances of the loss,
  - employment documents,
  - financial documents,
  - Revenue Canada Notice of Assessment forms,
  - evidence of receipt of benefits from Canadian government programs,
  - rental agreements,
  - club memberships, etc.

**Supporting documents proving that you meet the residency obligation**

- 8. If you are accompanying a Canadian citizen or permanent resident, these may include:
  - marriage licence or evidence of common-law partnership (mandatory if you are accompanying a spouse or common-law partner),
  - child's birth certificate, baptismal document, or adoption or guardianship document (mandatory if you are accompanying a parent),
  - copies of all passports or other travel documents of the person you are accompanying used in the five years before the application (mandatory),
  - school or employment records,
  - association or club memberships,
  - documents showing the citizenship of the person you are accompanying, including the date the person became a Canadian citizen, or documents showing that the permanent resident you are accompanying meets their residency obligation (mandatory),
  - evidence of the residential addresses of the person you are accompanying for the five years before the application (mandatory),
  - any other documents that you want to have considered.
- 9. If you are working outside Canada, you must enclose a letter signed by an official of the business that indicates:
  - the position and title of the signing official;
  - the nature of the business and how it fits the description of a Canadian business (see definition in Residency Obligation section);
  - details of your assignment or contract outside Canada; and
  - confirmation that the business has not been created primarily for the purpose of allowing you to satisfy your residency obligation.

You may also include:

  - articles of incorporation and/or business licences,
  - partnership agreements and/or corporate annual reports,
  - corporate Canadian Income Tax Notices of Assessment and/or financial statements,
  - copies of the Employee Assignment Agreement or Contract,
  - copies of any agreements between the Canadian business and the business or client outside Canada concerning your assignment to that client or business,
  - pay statements,
  - Canadian income tax notice of assessment or T4 slips,
  - any other evidence that you want to have considered.
- 10. To be considered on humanitarian and compassionate grounds, enclose supporting documents that support your request to retain your permanent residence. Refer to the Residency Obligation section for more information.

**Documents indicating consent for children to travel as unaccompanied minors**

- 11. Children under 16 years of age who are travelling alone must carry written information about the person who will be responsible for them. If a child included in this application is the subject of a custody order or is travelling with one of his or her parents, you must provide a proof of custody or the other parent's consent for the trip. Children travelling without their custodial parent(s) require a letter of permission to travel from the non-accompanying parent(s).