

The following guide is for refugee claimants, convention refugees and protected persons who have received a positive decision to apply for Permanent Residence in Canada.

STEP 1: Gather Documents

The following are mandatory documents for all applicants:

- **Identification and Relationship Documents**
 - » A photocopy of all identity and relationship documents.
 - » A translation for every identity and relationship document which is in a language other than English or French.
- **Supporting Documents**
 - » Two (2) passport-size photos of yourself and your family members in Canada, with your names written on the back.
 - » A photocopy of your letter from the Immigration and Refugee Board or from Citizenship and Immigration Canada which says that you have been found to be a Protected Person. (Not required from Protected Temporary Residents).
 - » Protected Temporary Residents: a photocopy of your temporary resident permit or Minister's perm



Make sure you use and submit the *Document Checklist* (IMM 5286) along with your application forms and supporting documents.

STEP 2: Complete the Application

Begin the application [here](#) and you will see a list of downloadable documents which include but not limited to:

- i. Generic Application Form
- ii. Schedule A Background Declaration Form
- iii. Schedule 14 Protected Persons and Convention Refugees
- iv. Additional Family Information Form

Note:

- The Generic Application and Schedule A Background declaration Form are identical to the forms you filled out as part of your claim and contain your personal information and background from the last ten years or since you turned eighteen; whichever is sooner.
- You can use the Generic and Schedule A background forms you filled out at the beginning of your refugee claim to help you fill out these two forms.
- Please be sure to update IRCC with your current contact information and account for the time you have spent in Canada in your personal and address history.

- If you have more than six dependents, you will need to fill out the Schedule 14 Additional Family Information Form which contains the same information as the Generic Application form.
- For family members abroad, you may need to complete a use of representative form to act on their behalf, which can be accessed [here](#). For more information on this, contact your settlement worker.



STEP 3: Pay Permanent Residence Fees

After you have filled out your forms, you can move on to paying the Permanent Residence fees. The link for paying the fees can be accessed through [here](#). Save the receipt and print it because you will need to include it with your completed application.



STEP 4: Submit Your Completed Application

Mail your completed package to:
Case Processing Centre, PO Box 3010, Station A,
Mississauga, ON, L5A 3P7, Canada

It is recommended that you mail the application via carrier or registered mail so that you can easily track your package.

