



Government of Canada
High Commission of Canada

Gouvernement du Canada
Haut-commissariat du Canada

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File:

Date:

REQUEST FOR PASSPORTS, PHOTOGRAPHS AND UPDATED INFORMATION

This letter requests that you submit your passport, and the passports of your accompanying dependents, as well as photographs and updated information within **60 days** so that we can issue your permanent resident visa(s). Please read each section carefully, and follow the instructions provided. Do not take any irrevocable action such as selling property, resigning employment, or making travel arrangements until you have received your passport(s) and permanent resident visa(s).

Section 1 – Instructions: Preparing Your Passport(s), Photographs and Updated Information

- 1. ENSURE THAT YOUR PASSPORT AND THE PASSPORTS OF EACH OF YOUR ACCOMPANYING FAMILY MEMBERS CONFORM TO THE SPECIFICATIONS LISTED ON THE REVERSE SIDE OF THIS PAGE.** If **any** of the passports submitted do not conform to these specifications, the visas will not be issued, and **all** passports will be returned to you for correction. You will be required to re-submit all of the passports once they meet our specifications. This type of delay will shorten the amount of time that you will have to travel to Canada to become a permanent resident. Please see point 5 for important information about the validity of your permanent resident visa.
- 2. ENSURE THAT YOU HAVE 2 RECENT PHOTOGRAPHS OF YOURSELF, AND 2 RECENT PHOTOGRAPHS OF EACH OF YOUR DEPENDENTS.** The photos must conform to the specifications listed on the reverse side of this page.
- 3. COMPLETE EACH SECTION OF THE UPDATED INFORMATION CHART IN SECTION 2 OF THIS LETTER.** The information provided on the Updated Information Chart should be the same as the information in your passport. For example, if your surname is "Smith", this name should appear on the Surname line of the bio-page of your passport, and in the Surname column on the Updated Information Chart. Your permanent resident visa will be issued to match the information that appears in your passport. This will be the name that appears on all of your documents after you become a permanent resident of Canada.
- 4. SUBMIT YOUR PASSPORT, PHOTOS AND INFORMATION WITHIN 60 DAYS OF THE DATE OF THIS LETTER.** Please see section 3 of this letter for information regarding submitting your passports, photos and information.
- 5. READ THE FOLLOWING INFORMATION ABOUT THE VALIDITY OF YOUR PERMANENT RESIDENT VISA.** Unless your passport expires on an earlier date, your visas will expire one year from the date of your medical examinations. **You must enter Canada on or before this date.** If your passport, or any of your family members' passports, are due to expire before this date, all visas will expire on the same date that the shortest passport expires.

THE VALIDITY OF A PERMANENT RESIDENT VISA CAN NOT BE EXTENDED, NOR CAN A REPLACEMENT VISA BE ISSUED WITH A NEW VALIDITY DATE. IF YOU DO NOT PROVIDE US WITH YOUR PASSPORT(S) BEFORE THE EXPIRY OF YOUR VISA OR YOU DO NOT USE YOUR VISA(S) BEFORE THEIR EXPIRY DATE, AND YOU STILL WISH TO IMMIGRATE TO CANADA, YOU WILL BE REQUIRED TO SUBMIT A NEW APPLICATION AND PROCESSING FEE. A NEW APPLICATION WOULD BE ASSESSED ACCORDING TO THE IMMIGRATION ACT AND REGULATIONS IN FORCE AT THAT TIME.

Sincerely,
High Commission of Canada

PASSPORT SPECIFICATIONS

Every passport that you submit must conform to these specifications. If **any** of the passports submitted do not conform to these specifications, your visas will not be issued and **all** passports will be returned to you for correction

1. All names and dates of birth must be printed in each passport in English or French.
2. The surname (last name) of the passport-holder must be clearly printed on the Surname line of the bio-page of each passport, and should match the information provided by you on your Updated Information Chart.
3. The given name (first name) of the passport-holder must be clearly printed on the Given Name line of the bio- page of each passport, and should match the information provided by you on your Updated Information Chart.
4. If any of your children are included in your passport or in your spouse's passport, that passport must contain the following information for each child: the child's first name, last name, date of birth and a photo that is less than one year old.
5. Your spouse must have their own passport.
6. Each passport must have at least 2 empty pages; additional empty pages are required if your children are included in your passport (2 empty pages per child).
7. All passports should be valid for at least 12 months from the date of your medical examinations. Unless your passport expires on an earlier date, your visas will expire one year from the date of your medical examinations. **You must enter Canada on or before this date.** If your passport, or any of your family members' passports, are due to expire before this date, all visas will expire on the same date that the shortest passport expires.
8. All passports must be intact and not worn, torn or otherwise damaged; the laminate on the bio-page must be securely attached.
9. Each page must be securely affixed to the passport; there cannot be any loose pages.

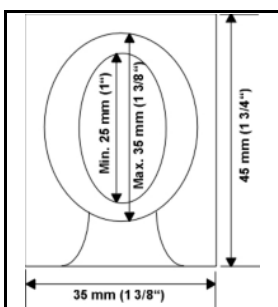
PHOTO SPECIFICATIONS

PLEASE TAKE THESE INSTRUCTIONS WITH YOU TO THE PHOTOGRAPHER

NOTES TO THE APPLICANT

- 2 recent pictures are required for each person;
- write your file number and the name of each person on the back of their photo;
- the photographs must not be damaged or blemished.

Immigration photographs are **NOT** the same as passport photographs; they must meet the specifications in the diagram below.



NOTES TO THE PHOTOGRAPHER

The photographs must:

- show a full front view of the person's head and shoulders, showing full face centred in the middle of the photograph;
- have a plain white background;
- be identical (black and white or colour) produced from the same untouched negative, or exposed simultaneously by a split-image or multi-lens camera;
- be produced on single weight matte paper;
- measure between 25mm and 35mm (1" and 1 3/8") from chin to crown (see diagram);
- have a finished size of 35mm x 45mm (1 3/8" and 1 3/4").

Section 2 - Updated Information Chart

File Number:

PLEASE COMPLETE THIS CHART. CONTINUE ON A SEPARATE SHEET IF YOU HAVE ADDITIONAL CHILDREN.

	FAMILY NAME (as in passport)	FIRST NAME (as in passport)	PASSPORT #	PASSPORT EXPIRY (DD/MM/YYYY)	HEIGHT (Centimetres)	EYE COLOUR CODE (see code chart below)
Principal Applicant						
Spouse						
Child 1						
Child 2						
Child 3						
Child 4						
Child 5						
Child 6						

Your Name:

Current Mailing Address:

E-mail Address:

Telephone Contact Details:

Home:

Work:

Mobile:

EYE COLOUR	CODE
Black	1
Blue	2
Brown	3
Green	4
Hazel	5
Grey	6
Other	7

Section 3 – Instructions: Submitting Your Passport(s), Photographs and Updated Information

A. PACKAGES SUBMITTED BY COURIER OR MAIL

You must send all of the items listed below. Please use the address label included with this letter when you send your documents.

1. A self-addressed envelope that is at least 21 cm x 30cm (8.5" x 12").
2. Your passport and the passports of each of your accompanying dependents. All passports must be submitted at the same time.
3. The completed Updated Information Chart from Section 2 of this letter.
4. 2 photographs of you and 2 photographs of each of your dependents accompanying you to Canada. The photographs must not be stapled, glued or pinned; they can be paper-clipped or enclosed in a small envelope. Please write your file number and the name of the person on the back of their photo.

NOTE: When the Immigration Division in London returns passports to applicants in the Gulf countries they are first sent to the Canadian Embassy in the appropriate region. The Embassy in Abu Dhabi is responsible for sending documents within the United Arab Emirates, Kuwait, Qatar, Yemen and Oman. The Embassy in Riyadh is responsible for sending documents within Saudi Arabia. Packages are sent to each embassy from the London office twice a week as required. When the packages are received at the respective visa offices, embassy staff contact the applicant to confirm how they would like their passports delivered. This process ensures that passports are returned securely to our applicants. Applicants should expect to be without their passports for 30 working days (6 weeks). Do not contact either the London office or the offices in Riyadh and Abu Dhabi before 30 working days have passed as this only serves to slow the process.

In the unlikely event that you have not heard from us and it has been at least 30 working days (6 weeks) since you submitted your passport(s) and other items, you may contact us by e-mail. Our e-mail address is available on our website at www.canada.org.uk.

B. PACKAGES SUBMITTED IN PERSON

You must bring the items listed below:

1. Your passport and the passports of each of your accompanying dependents.
All passports must be submitted at the same time.
2. The completed chart from Section 2 of this letter.
3. 2 photographs of you and 2 photographs of each of your dependents accompanying you to Canada. The photographs must not be stapled, glued or pinned; they can be paper-clipped or enclosed in a small envelope. Please write your file number and the name of the person on the back of their photo.

Please note that in-person permanent resident visa service is only available on THURSDAYS between 2:00pm and 3:00 pm. You may collect your passport TEN working days (the second Thursday, 2:00pm to 3:00pm) following the date you submitted your package. When you submit the items listed above, you will be given a receipt acknowledging that we have received a package from you. You must bring this receipt when you collect your passport(s) and visa(s). You may nominate someone else to collect your passport(s) and visa(s) but that person must present the receipt that was issued to you, a letter from you authorizing them to collect your passport(s) and one piece of identification that includes their name and photograph.