

Overview

Under Canada's *Immigration and Refugee Protection Act*, temporary residents and applicants for permanent residence in Canada may not be able to come to Canada if they have been involved in criminal activity. This guide explains when people might be considered inadmissible and under what conditions they can apply to overcome the inadmissibility. An application for rehabilitation and instructions on how to complete it are also included.

Before you apply

- Read **all** of the instructions carefully before you begin to complete the application forms.
 - Ensure you are eligible to apply.
 - Gather all of the necessary documents, which are listed in the **Document Checklist**.
 - Photocopy the blank forms and use one as a working copy. Keep the working copy for your records.
 - Fill in the forms carefully, completely and legibly, using black ink.
 - Include the processing fee.
 - Sign and date your forms.
-

Determining inadmissibility

Are you inadmissible because of past criminal activity?

In general, temporary residents and applicants applying for permanent residence are considered to be criminally inadmissible if the person:

- was convicted of an offence in Canada;
- was convicted of an offence outside of Canada that is considered a crime in Canada; and/or
- committed an **act** outside of Canada that is considered a crime under the laws of the country where it occurred and would be punishable under Canadian law.

Note: In order to determine inadmissibility, foreign convictions and laws are equated to Canadian law as if they had occurred in Canada.

Have you been charged, discharged or pardoned?

If you have been charged, discharged or pardoned, this chart will help you determine if you are inadmissible:

* You must provide an officer with complete details of charges, convictions, court dispositions, pardons, photocopies of applicable sections of foreign law(s), and court proceedings to allow the officer to determine whether or not you are inadmissible to Canada.

Charges Withdrawn or Dismissed

- Offence Occurred In Canada
 - You are not inadmissible.
- Offence Occurred Outside Canada
 - You may be inadmissible.*

Absolute or Conditional Discharge

- Offence Occurred In Canada
 - You are not inadmissible.
- Offence Occurred Outside Canada
 - You may be inadmissible.*

Pardon Granted

- Offence Occurred In Canada
 - If pardoned under the *Criminal Records Act* in Canada, you are not inadmissible.
- Offence Occurred Outside Canada
 - You may be inadmissible.*

Were you convicted as a juvenile?

In Canada, a young offender is someone who is 12 years of age or older but less than 18 years of age.

You are **not** inadmissible if:

- you were convicted in Canada under the *Young Offenders Act* or the *Youth Criminal Justice Act*, unless you received an adult sentence,
- you were treated as a young offender in a country which has special provisions for young offenders, or
- you were convicted in a country which does not have special provisions for young offenders but the circumstances of your conviction are such that you would not have received an adult sentence in Canada.

You are inadmissible if:

- you were convicted in adult court in a country that has special provisions for young offenders.
 - you were convicted in a country which does not have special provisions for young offenders but the circumstances of your conviction are such that you would have been treated as an adult in Canada
-

Overcoming criminal inadmissibility

A. Convictions/offences outside Canada

If you were convicted of or committed a criminal offence outside Canada, you may overcome this criminal inadmissibility

- by applying for rehabilitation, **or**
- you may be deemed to have been rehabilitated if at least ten years have passed since you completed the sentence imposed upon you, or since you committed the offence, if the offence is one that would, in Canada, be an indictable offence punishable by a maximum term of imprisonment of less than ten years.

If the offence is one that would, in Canada, be prosecuted summarily and if you were convicted for two (2) or more such offences, that period is at least five (5) years after the sentences imposed were served or to be served.

B. Convictions/offences in Canada

If you have a criminal conviction in Canada, you must seek a pardon from the National Parole Board of Canada before you will be admissible to Canada. Do not complete the forms in this guide. You can request a *Pardon Application Guide* or additional information from:

Clemency and Pardons Division, National Parole Board

410 Laurier Avenue West

Ottawa, Ontario, Canada

K1A 0R1

Telephone: 1-800-874-2652 (Callers in Canada and the United States only)

Fax: 1-613-941-4981

Website: www.pbc-clcc.gc.ca/prdons/pardon-eng.shtml

(The instructional guide and application forms can be down loaded from the website)

In order to be considered for a pardon under the *Criminal Records Act*, a specified period of time must pass after the end of the sentence imposed. The sentence may have been payment of a fine, period of probation, or imprisonment. The usual waiting period for offences:

- if prosecuted by indictment is five (5) years.
- if punishable on summary conviction is three (3) years.

Once you have a copy of the pardon, send a photocopy to a Canadian visa office or Citizenship and Immigration Centre. If you are travelling to Canada carry a copy of the pardon with you.

If you have had two or more summary convictions in Canada, you may no longer be inadmissible if:

- at least five (5) years have passed since all sentences imposed were served or to be served,
- you have had no other convictions.

See Table 1 for a summary of the type of offences and length of rehabilitation periods.

C. Convictions in Canada and convictions/offences outside of Canada

If you have convictions in Canada **and** convictions/offences outside of Canada, **both** an approval of rehabilitation and a pardon are required to overcome your inadmissibility.

Note: Your request for rehabilitation **cannot** be made until you have first obtained a pardon, except if you have **only one** summary conviction **in Canada**. In such instances, you may submit an application for rehabilitation for any convictions/offences outside Canada if you can provide evidence that you have submitted an application for a pardon to the National Parole Board.

Table 1 - Eligibility for rehabilitation

The following table gives a summary of the type of offences and length of rehabilitation periods.

¹ The person must not have committed or been convicted of any other indictable offence.

Conviction or offence	Rehabilitation period	
	When deemed rehabilitated ¹	When eligible to apply for rehabilitation
Conviction of an offence outside Canada that, if committed in Canada, would be an indictable offence punishable by a maximum term of imprisonment of less than ten years	At least ten years after completion of the sentence imposed	Five years after completion of the sentence imposed
Commission of an offence outside Canada that, if committed in Canada, would be an indictable offence punishable by a maximum term of imprisonment of less than ten years	At least ten years after commission of the offence	Five years after commission of the offence
Conviction or commission of an offence outside Canada, that, if committed in Canada, would be punishable by a maximum term of imprisonment of ten years or more	Not applicable	Five years from completion of the sentence or commission of the offence
Conviction for two or more offences outside Canada that, if committed in Canada, would constitute summary conviction offences	At least five years after the sentences imposed were served or to be served	Not applicable
Conviction for two or more summary conviction offences in Canada	At least five years after the sentences imposed were served or to be served	Must apply for a pardon
Conviction for two or more indictable offences in Canada	Not applicable	Must apply for a pardon

Eligibility for rehabilitation

What is rehabilitation?

Rehabilitation removes the grounds of criminal inadmissibility. Rehabilitation means that you lead a stable lifestyle and that you are unlikely to be involved in any further criminal activity.

Are you eligible to apply for rehabilitation?

You are eligible to apply for rehabilitation if you have:

- committed an act outside of Canada and five years have elapsed since the act;
- been convicted outside of Canada and five years have passed since the end of the sentence imposed. As there are different types of sentences, use the following table to calculate the five-year waiting period.

*You are prohibited by the Criminal Court from driving.

Suspended Sentence

Determining the Eligibility Date: Count five years from the date of sentencing.

Suspended Sentence with a fine

Determining the Eligibility Date: Count five years from the date the fine was paid. In the case of varying payment dates, the rehabilitation period starts on the date of the last payment.

Imprisonment without Parole

Determining the Eligibility Date: Count five years from the end of the term of imprisonment.

Imprisonment and Parole

Determining the Eligibility Date: Count five years from the completion of parole.

Probation

Determining the Eligibility Date: Probation is part of the sentence. Therefore, count five years from the end of the probation period.

Driving Prohibition *

Determining the Eligibility Date: Count five years from the end date of the prohibition.

The following are three examples of how to calculate the five years waiting period:

Example 1: I was convicted of a crime on December 13, 2002, and received a jail sentence of three months. When will I be eligible to apply for rehabilitation?

You can apply for rehabilitation five years after the end of the sentence imposed. If your three-month jail sentence ended March 13, 2003, you are eligible to apply for rehabilitation on March 13, 2008, as long as no other terms were imposed on your sentence.

Example 2: On June 3, 2003, I was convicted of driving under the influence and had my driver's licence taken away from me for three years. When am I eligible to apply for rehabilitation?

The sentence imposed ends on June 3, 2006. Count five years from the end date of the suspension or the date your driver's licence is reinstated. You will be eligible to apply for rehabilitation on June 3, 2011.

Example 3: I have one conviction for which I was given three years of probation. Do I apply for rehabilitation after my probation is finished?

No. You are not eligible for rehabilitation until five years after the end of the sentence imposed. Since probation forms part of the imposed sentence, you can apply for rehabilitation five years after you complete your probation.

For more examples of how to calculate the five-year waiting period please go to:
www.cic.gc.ca/english/visit/faq-inadmissibility.asp

Coming to, or remaining in Canada without approval of rehabilitation

If you need to come to Canada, but cannot apply for rehabilitation because five years have not passed since the end of the sentence imposed or you are not eligible to apply for a pardon for convictions in Canada, you may ask an officer for special permission to enter or remain in Canada. Complete the *Application for Criminal Rehabilitation*, but check the box that states, "For Information Only." Attach the documents outlined in the *Document Checklist*. After reviewing the form and looking at the nature of the offences, number of offences, when they happened and your current situation, the officer may:

*There will be processing fees for applications for special permission to come into or remain in Canada. You will be advised of the processing fees at the time, or you can refer to our [website](#) for further details.

At Canadian visa offices outside of Canada

- advise that they do not recommend that you travel to Canada; **or**,
- advise that you could apply for special permission (temporary resident's permit) to enter Canada*.

At Ports of Entry (airport, marine or land)

(Contact your nearest Canadian visa office **before** travelling to Canada.)

- advise that you will not be allowed to enter Canada and ask you to return immediately to your country of departure;
- take enforcement action (arrest, detention and/or removal); **or**,
- advise that you could apply for special permission (temporary resident's permit) to enter Canada*.

In Canada

- ask that you leave Canada voluntarily;
- take enforcement action (arrest, detention, and/or removal from Canada); **or**
- advise that you could apply for special permission (temporary resident's permit) to remain in Canada*.

Completing your application

You must provide truthful and accurate information. The information provided may be verified. Providing false or misleading information will likely result in a refusal of your application and may permanently bar your admission to Canada.

As most of the form is self-explanatory, supplementary instructions have only been provided where necessary. Attach a separate sheet of paper if you need more space and indicate the section, number and title of the question you are answering.

Section A

1. If you have determined that you are eligible to apply for rehabilitation, put a check mark in the box.
2. If you are not eligible to apply, but would like to discuss options for entering Canada (see [Coming to](#), or [Remaining in Canada Without Approval of Rehabilitation](#)), put a check mark in the box.

Section B

1. Print your name as it appears in your passport or on your travel document or other valid identity document. Do not use initials; print names in full. For people living in the People's Republic of China, also print names in pin yin.
2. State your date of birth in the following format: Day/Month/Year.
5. If you are a citizen of more than one country, print the names of all the countries.

7. Print all the names that you have ever used, including different spellings of your name. Explain what these names are, example, Maggie – nickname, Smith – previous married name, Leroux – birth/maiden name, Smith, John – change of name on 11 August, 2000, Chicago, IL, USA.

14. Print a list of offences that you have committed. Include the name of the offence, the name and section of law, the date of your conviction, the city, province/state/county and country where it occurred, and the sentence that was imposed. If you were not convicted of the offence, print “no conviction” and enter the date of the offence instead of the date of conviction, and include the date the courts dealt with your case and the disposition (i.e. not guilty, dismissed).

15. Describe the events that led to your committing the offence(s). Include a description of your actions, explain if weapons, drugs or alcohol were involved, why you did it, and how your actions affected others (specify any physical or emotional injuries). Be clear, concise and complete. **You must complete this question in detail.**

16. If you are applying to come to Canada as a temporary resident, indicate the dates of your proposed travel and describe the purpose of your trip.

If you are in Canada, state the date of your arrival in Canada and describe the purpose of your trip.

If you are applying to live in Canada permanently, indicate what type of application you will make. i.e. spouse or parent of a Canadian citizen or permanent resident, business person, refugee, skilled worker, etc. Print the names of all your immediate family members in Canada.

17. Tell us why you consider yourself rehabilitated. Provide as much information as possible, e.g. attended drug rehabilitation program, employment history, community service, etc. **You must complete this question in detail.**

20. Read this section carefully and sign the form.

Section C

Do **not** complete this section; it is for office use only. However, include it with your application.

Use of a Representative (IMM 5476)

Complete this form if you:

- used the services of a representative to help you prepare or submit your application; or
- are appointing a representative; or
- are cancelling a representative’s appointment.

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

A **representative** is someone who has provided advice, consultation, or guidance to you at any stage of the immigration application process, or in an immigration proceeding. If someone represented or advised you to help you submit your application, then that person is your representative.

A representative is also someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA).

When you appoint a representative, you also authorize CIC and CBSA to share information from your case file to this person.

You are not obliged to hire a representative for immigration matters. We treat everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

CIC and CBSA will only conduct business with your representative on immigration matters related to the application you submit with this form. You can appoint only **one** representative for each application you submit.

There are two types of representatives:

Family, friends, and non-profit groups often help applicants who feel the need for support and advice on immigration matters. You can appoint a representative who **does not** charge fees or receive any other compensation for providing immigration advice or services to represent you before CIC or the CBSA.

Uncompensated representatives include:

- friends and family members who do not, and will not, charge a fee or receive any other consideration for their advice and services;
- organizations that do not, and will not, charge a fee or receive any other consideration for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers, paralegals, Québec notaries, and students-at-law under their supervision, who do not, and will not, charge a fee or receive any other consideration to represent you.

Compensated representatives

Compensated representatives charge a fee or receive some other form of consideration in exchange for the advice and representation that they provide. If you want us to conduct business with a compensated representative then they must be authorized by CIC.

It is important to know that anyone who represents or advises you for payment — or offers to do so — in connection with immigration proceedings or applications is breaking the law *unless* they are an authorized representative or they have a specific agreement or arrangement with the Government of Canada that allows them to represent or advise you. This applies to advice or consultation which happens before or after an immigration application is made or a proceeding begins.

Authorized representatives are:

- immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
- lawyers and paralegals who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our [Web site](#).

Section B

5. Your representative's full name

If your representative is a member of the ICCRC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

Section D

10. Your declaration

By signing, you authorize us to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our [Web site](#) and from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, he or she will **not** be able to conduct business on your behalf with CIC.

You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

Paying the processing fee

If you are applying for approval of rehabilitation from within Canada:

The content below is offered in PDF format. For more information or to download the appropriate viewer, check the [Help page](#).

Follow the instructions on the form [Fees for Immigration Services, Approval of Rehabilitation \(IMM 5310\) \(PDF, 80 KB\)](#).

If you are applying for approval of rehabilitation from outside Canada:

If the *Fees for Immigration Services, Approval of Rehabilitation* (IMM 5310) is attached, follow the instructions on the form. If it is not attached, consult the [Canadian visa office](#) responsible for the area in which you live.

Are processing fees refundable?

Processing fees are **not** refundable regardless of the final decision on your application. If your application is refused and you decide you want to apply again, a new processing fee will be required.

What if you do not pay enough money or enclose too much money?

If you do not enclose the required fee or if your credit card payment is refused, your application will **not** be processed. It will be returned to you with a letter requesting the correct payment. If you pay too much money, your application will be processed and a refund for the overpayment will be mailed to you within four (4) to six (6) weeks after the refund request is processed.

If you are sending in the form for information only

See the section [Coming to, or Remaining in Canada Without Approval of Rehabilitation](#).

Do **not** send a processing fee. An officer will review the form and advise how you should proceed.

Submitting your application

In Canada: Mail your application to the Canada Immigration Centre responsible for your area. Addresses may be obtained by contacting the [Call Centre](#).

Outside Canada: Mail your application to the Canadian visa office that has jurisdiction for the area in which you live. Addresses may be obtained by consulting your local telephone directories or by visiting our [website](#).

What happens next?

Upon receipt of your application an officer will review it and any supporting documents. If you are eligible to apply, the officer will make a positive or negative recommendation and forward the application to the authority who can approve or refuse applications for rehabilitation. For less serious offences, the authority is usually the manager of the local office. For more serious offences, the Minister of Citizenship and Immigration will make the decision.

The following are some of the factors that will be taken into consideration when your application is reviewed:

- the number of offences and the circumstances and seriousness of each offence;
- your behaviour since committing the offence(s);
- your explanation of the offences and why you are not likely to re-offend;
- any support you receive from your community;
- why you think you are rehabilitated and
- your present circumstances.

Note: The authority who approves or refuses applications for rehabilitation does not have to follow the recommendation made by the immigration officer.

Applications for rehabilitation can take over a year to process. You will be advised in writing of the decision made on your application.

Receiving approval to overcome a criminal inadmissibility is only one part of determining whether or not you can enter or remain in Canada. Once you have been approved for rehabilitation, you will need to meet the requirements for applicants seeking entry as a temporary resident or permanent resident. For more information, contact a Canadian visa office listed on our [website](#), or, if you are in Canada, contact the [Call Centre](#)



APPLICATION FOR CRIMINAL REHABILITATION

Language of correspondence
 English OR French

SECTION A TO BE COMPLETED BY APPLICANT

<input type="checkbox"/> 1 APPLICATION FOR APPROVAL OF REHABILITATION	<input type="checkbox"/> 2 FOR INFORMATION ONLY
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SECTION B TO BE COMPLETED BY APPLICANT

1 Family name(s)	Given name(s) - Do not use initials	2 Date of birth	YEAR	MONTH	DAY	3 Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
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4 Country of birth	5 Citizenship	6 Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Common-law <input type="checkbox"/> Divorced
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7 All other names that I use or have used (Include maiden name, previous married name(s), aliases and nicknames, legal change of name)

1) Family name Given name(s)	2) Family name Given name(s)
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8 My home address is No. & street Apt./Unit	9 Mailing address All correspondence should be mailed to box 8 <input type="checkbox"/> or to: Apt./Unit
City/Town Province / State / Country Postal / ZIP code	City/Town Province / State / Country Postal / ZIP code

10 Home telephone no. Area code No.	11 Business telephone no. Area code No.	12 Fax no. Area code No.	13 Time Indicate most convenient time to reach you by telephone <input type="checkbox"/> AM <input type="checkbox"/> PM
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14 I may be inadmissible to Canada because of the following offence(s): (use a separate sheet if necessary, entitled #14: Offences / Convictions)

OFFENCE(S)/CONVICTION	DATE(S) OF OFFENCE(S)/CONVICTION YEAR MONTH DAY	PLACE OF OFFENCE(S)/CONVICTION	SENTENCE(S)	STATUTE NUMBER(S)

15 On a separate sheet of paper, explain in detail the events/circumstances leading to the offence(s)/conviction(s). Indicate #15: Events / Circumstances on the sheet of paper.


WARNING

DETAILS OF ALL OFFENCES AND CONVICTIONS MUST BE ACCURATELY RECORDED ON THIS DOCUMENT. PROVIDING FALSE OR MISLEADING INFORMATION WILL LIKELY RESULT IN A REFUSAL OF YOUR APPLICATION AND MAY PERMANENTLY BAR YOUR ADMISSION TO CANADA.

16 Explain the purpose of your visit or stay in Canada

17 On a separate sheet of paper, provide reasons why you consider yourself to be rehabilitated and why you do not represent a risk to public safety. Indicate #17: Rehabilitation Factor on the sheet of paper.

18 Addresses since the age of 18. (Use a separate sheet if necessary)

 Forms will be returned if there is any period of time for which you have not shown an address. Do not use post office (P.O.) box addresses.

DATES				NUMBER AND STREET (Do not use P.O. boxes)	APT. No.	CITY OR TOWN	PROVINCE / STATE COUNTRY
FROM YEAR	MONTH	TO YEAR	MONTH				

19 Provide the details of your employment history since the age of 18. Start with the most recent information. Under "OCCUPATION", write your occupation or job title if you were working. If you were not working, provide information on what you were doing (for example: unemployed, studying, travelling, in detention, etc.).

Note: Please ensure that you do not leave any gaps in time.

 Failure to account for all time periods will result in a delay in the processing of your application.

DATES				NAME AND ADDRESS OF COMPANY (Write name in full, do not use abbreviations)	OCCUPATION
FROM YEAR	MONTH	TO YEAR	MONTH		

THE INFORMATION YOU PROVIDE IN THIS DOCUMENT IS COLLECTED UNDER THE AUTHORITY OF THE CANADA IMMIGRATION AND REFUGEE PROTECTION ACT AND IS STORED IN PERSONAL INFORMATION BANK NUMBER CIC PPU 042, 054 OR 300. THE INFORMATION IS PROTECTED UNDER THE PROVISIONS OF THE PRIVACY ACT AND IS ACCESSIBLE TO YOU UPON REQUEST.

20 I certify that the information provided by me is true and complete to the best of my knowledge.
I also certify that I am not currently charged with any criminal offence.

SIGNATURE OF APPLICANT ►

DATE ►

YEAR	MONTH	DAY

16 Reviewing officer's recommendation ▶ <input type="checkbox"/> I concur / approve	17 <input type="checkbox"/> I do not concur / approve
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18 Comments

19 Name of reviewing officer	20 Signature of reviewing officer	Date YEAR MONTH DAY
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21 List of documents or photocopies attached - check those attached

- Passport
- Driver's License and USA Birth Certificate (USA-born citizens only)
- Court judgement(s)
- Text of non-Canadian statutes
- Police certificate
- Documentation re: sentence, parole, probation, fine or pardon
- Documentation re: juvenile offender
- Other documentation (specify)

I certify that a copy of these documents has been provided to the applicant and that the applicant has been given an opportunity to provide comments.

22 Name of officer	23 Signature of officer	Date YEAR MONTH DAY
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SECTION D FOR OFFICE USE ONLY

Notification by (fax/e-mail) received that authority from the Minister for relief under A36(1)(b) or A36(1)(c) was: ▶	<input type="checkbox"/> Granted <input type="checkbox"/> Refused	Initials	Date YEAR MONTH DAY
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Authority from the Minister's delegate for relief under A36(2)(b) or A36(2)(c) granted ▶	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date YEAR MONTH DAY
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Name (please print)	Title
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SIGNATURE ▶	Date YEAR MONTH DAY
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DOCUMENT CHECKLIST - REHABILITATION

This document checklist will help ensure that you attach all the required documents to your application. Your entire application will be returned to you with a letter asking for the necessary documents if any information is missing. This will delay processing of your application. If you cannot get documents listed on the checklist and the court, country, and arresting police department do not have the information you require, you must obtain a written explanation from them and include it with your application. In the event you are not able to get a written explanation, you must provide details of your efforts to obtain the information and why it is not available. Documents you submit that are not in English or French must be accompanied by a certified translation.

Check the box (✓) when you have attached an item to your application.

FORMS

- **Application for Criminal Rehabilitation** (IMM 1444) _____
- **Use of a Representative** (IMM 5476), if applicable _____
- **Fee for Immigration Service, Approval of Rehabilitation** (IMM 5310) _____

PHOTOCOPIES OF THE FOLLOWING DOCUMENTS

- Pages from your passport showing your name, date of birth, and country of birth _____
- **For citizens of the United States only:** If you do not have a passport, a copy of your driver's licence and USA birth certificate _____
- Each court judgement made against you which must clearly show the charge, the section of the law under which you were charged, the verdict and the sentence _____
- The foreign or Canadian laws under which you were charged or convicted. You can obtain copies of foreign laws by contacting local police authorities, lawyers, the courthouse where the offence occurred, visiting your local law library, or searching the Internet. If you need information about another country, their local embassy or consulate may be able to help you. _____
- Any documents relating to sentence imposed, parole, probation or pardon; e.g. court records, judge's comments (including recommendation concerning parole), probation or parole reports, certificate of rehabilitation, letters of recommendation from public officials or respected private citizens, etc. These documents must clearly show when your sentence was completed. _____

ORIGINAL DOCUMENTS

- A criminal clearance from the police authorities in all countries (including Canada) where you have lived for six consecutive months or longer since reaching the age of 18 _____
- **For people who have lived in the United States:** Provide a state certificate (or a letter from a police authority) for each state in which you have lived for six consecutive months or longer since reaching the age of 18 **and** a national FBI certificate _____
- If you were a juvenile offender (see *Determining inadmissibility*), a letter or document proving that the country you were convicted in has special measures for juvenile offenders _____
- Fee receipt form. (If paying by credit card, complete the box on the form.) _____



FEES FOR IMMIGRATION SERVICES APPROVAL OF REHABILITATION

DROITS EXIGIBLES POUR LES SERVICES D'IMMIGRATION APPROBATION DE LA RÉADAPTATION

FOR APPLICATIONS SENT TO A CANADIAN OFFICE ONLY

STEPS TO FOLLOW

1. Fees for Immigration services must be paid when you apply for approval of rehabilitation.
2. The fee for approval of rehabilitation is either \$200.00 or \$1,000.00 (Canadian) depending on whether, due to the severity of the criminal act or conviction, authority from the Minister is required.
3. Please submit \$200.00. If your case requires authority from the Minister, you will receive a request for an additional \$800.00. This payment will be required before your case can be submitted to the Minister.
4. Method of payment may be by **certified** cheque or postal order made payable to THE RECEIVER GENERAL FOR CANADA or by Visa or MasterCard. If you wish to pay by Mastercard or Visa, please complete the credit card authorization. Other forms of payment will not be accepted.

DO NOT SEND CASH IN THE MAIL!

5. Mail your payment of \$200.00, or authorization form, if you are paying by credit card, with your application for approval of rehabilitation.

POUR LES DEMANDES ENVOYÉES À UN BUREAU CANADIEN SEULEMENT

MARCHES À SUIVRE

1. Vous devez acquitter les droits exigibles pour les services d'immigration lorsque vous présentez une demande d'approbation de la réadaptation.
2. Les droits de traitement d'une demande d'approbation de la réadaptation sont de 1,000,00 \$ ou 200,00 \$ (canadiens) suivant qu'il est nécessaire d'obtenir l'approbation du ministre ou non, du fait de la gravité de l'acte criminel ou de la condamnation.
3. Veuillez payer 200,00 \$. S'il est nécessaire d'obtenir l'approbation du ministre dans votre cas, on vous demandera d'acquitter le supplément de 800,00 \$. Il vous faudra acquitter cette somme avant que votre cas puisse être présenté au ministre.
4. Vous pouvez payer par chèque **certifié** ou par mandat postal à l'ordre du RECEVEUR GÉNÉRAL DU CANADA ou par carte Visa ou MasterCard. Veuillez remplir l'autorisation de paiement par carte de crédit si vous désirez payer par carte Visa ou MasterCard. Toute autre méthode de paiement ne sera pas acceptée.

NE PAS ENVOYER D'ARGENT PAR LA POSTE!

5. Envoyez par la poste votre paiement de 200,00 \$, ou le formulaire d'autorisation de paiement si vous payez par carte de crédit, avec votre demande d'approbation de la réadaptation.

TO BE COMPLETED IF YOU ARE PAYING BY CREDIT CARD

DOIT ÊTRE REMPLI SI VOUS PAYEZ PAR CARTE DE CRÉDIT

<p>I agree to pay the Receiver General for Canada \$_____ .00 on my credit card for the Immigration services I have requested.</p> <p>Je consens à ce qu'une somme de _____ ,00 \$ soit versée au Receveur général du Canada au moyen de ma carte de crédit pour les services d'immigration que j'ai demandés.</p>	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS (please indicate the type of credit card with an "X") (veuillez inscrire un « X » pour indiquer le genre de carte)			
	Credit card number - Numéro de la carte de crédit			
Name of cardholder (please print) Nom du détenteur de la carte (en lettres moulées)	Expiry date of the card Date d'expiration de la carte de crédit	Day Jour	Month Mois	Year Année
Signature of cardholder - Signature du détenteur de la carte	FOR OFFICIAL USE ONLY RESERVÉ	Authorization number Numéro d'autorisation		



USE OF A REPRESENTATIVE

You do not need to hire an immigration representative, it is your choice. No one can guarantee the approval of your application. All the forms and information that you need to apply are available free at www.cic.gc.ca.

A representative is someone who has provided advice or guidance to you prior to submitting your application, following the submission of your application, and/or someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA). You may have **one** representative only. If you appoint an additional representative, the previous representative will no longer be authorized to conduct business on your behalf and receive information on your case file.

- I am:
- appointing a representative. **Complete Sections A, B and D.**
 - cancelling the appointment of a representative. **Complete Section A, C and D.**

SECTION A: APPLICANT INFORMATION

1. Your full name

Family name (Surname)

Given name(s)

2. Your date of birth

Year	Month	Day

3. If you have already submitted your application:

Name of office where the application was submitted

Location of office

Type of application

(permanent residence, extension of study permit, etc.)

4. Your Citizenship and Immigration Canada Identification number (if known)

Client Identification (ID) or

Unique Client Identifier (UCI) number

SECTION B: APPOINTMENT OF REPRESENTATIVE

- I authorize the following individual to serve as my representative and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency.
- I authorize Citizenship and Immigration Canada and Canada Border Services Agency to release information from my case file and that of my dependent children under 18 years of age to my representative. This authorization is in accordance with the *Privacy Act*.
- I am aware that any information which would be subject to exemption, if I had the right of access under the *Privacy Act* or the *Access to Information Act*, will likely not be released.

5. Your representative's full name

Family name (Surname)

Given name(s)

6. Your representative: (choose one)

is **UNCOMPENSATED** and is a:

- family member or friend
- member of a non-governmental or religious organization
- member of the Immigration Consultants of Canada Regulatory Council (ICCRC), a Canadian provincial or territorial law society, or the *Chambre des notaires du Québec*.
- other

is or will be **COMPENSATED** and is a member in good standing of:

- the Immigration Consultants of Canada Regulatory Council (ICCRC)
 - ▶ Membership ID number
- a Canadian provincial or territorial law society
 - ▶ Which province or territory?
 - ▶ Membership ID number
- the *Chambre des notaires du Québec*
 - ▶ Membership ID number

7. Your representative's contact information

Name of firm or organization (if applicable)			
Mailing address			
Postal code/ZIP			
Telephone number	Country code	Area code	Number
	()	()	
Fax number	Country code	Area code	Number
	()	()	
E-mail address (if applicable)			

By indicating your representative's e-mail address, you are hereby authorizing Citizenship and Immigration Canada to transmit your file and personal information to this specific e-mail address.

8. Your representative's declaration:

- I declare that the information in Section B is truthful, complete and correct.
- I understand and accept that I am the person appointed by the applicant to conduct business on the applicant or sponsor's behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

Signature of representative

Date

Year	Month	Day

SECTION C: CANCEL THE APPOINTMENT OF A REPRESENTATIVE

I withdraw my authorization for this person to serve as my representative, to receive information on my case file and to conduct business on my behalf with Citizenship and Immigration Canada and Canada Border Services Agency.

9. Your representative's full name

Family name (Surname)

Given name(s)

Name of firm or organization
(if applicable)
SECTION D: YOUR DECLARATION**10.**

- I declare that the information I have given is truthful, complete and correct.
- I understand all the foregoing statements, having asked for and obtained an explanation for every point that was not clear to me.

Signature of applicant

Date

Year	Month	Day

Signature of spouse or common-law partner
(if applicable)

Date

Year	Month	Day

Warning! It is a serious offence to give false or misleading information on this form.

The information you provide on this form is collected under the authority of the *Immigration and Refugee Protection Act* and will be used in assessing your application according to the requirements of the Act. It will be retained in a Personal Information Bank identified in **Infosource**. The information may be shared with other organizations such as the Canada Border Services Agency (CBSA), the Royal Canadian Mounted Police (RCMP), the Canadian Security and Intelligence Service (CSIS), where there is an agreement or arrangement with a foreign government, in accordance with subsection 8(2) of the *Privacy Act*. Pursuant to the *Immigration and Refugee Protection Regulations*, the information may also be shared with a regulatory body that is responsible for governing or investigating the conduct of representatives, such as a provincial and territorial law society, the *Chambre des Notaires du Québec* and the Immigration Consultants of Canada Regulatory Council (ICCRC). Under the *Privacy Act* and the *Access to Information Act* individuals have the right to protection of and access to their personal information. Details on these matters are available at infosource.gc.ca and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**