



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.

I have enclosed the following items:

FORMS

- Application for Criminal Rehabilitation (IMM 1444)
- Use of a Representative (IMM 5476), if applicable

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
- If you are applying from within Canada: Provide the form - *Fee for Immigration Service, Approval of Rehabilitation* (IMM 5310)
- If you are applying from outside Canada: Provide the internet receipt (consult "Pay the fee" section of the instruction guide for more instruction)