



Permanent Residence Application – Information & Instructions

Congratulations on receiving your positive decision from the Immigration and Refugee Board (IRB)! Now that you have received your **Notice of Decision**, the next step in your immigration process is to **apply** for Permanent Residence (PR) in Canada. You can apply for Permanent Residence any time after being notified by the Immigration and Refugee Board or by IRCC that you have been found to be a Protected Person. You will be notified of this decision either:

- i. At your hearing (you will get a written Notice of Decision in the mail after)
- ii. By a letter called the Notice of Decision that will be sent to you, your legal representative and/or your designated representative (if applicable).

Steps to Apply for Permanent Residence:

Step 1: Gather your Documents

- Personal Identity Documents – this includes all identity documents you have from your home country before entering Canada.
 - Passports/Travel Document
 - Birth Certificate
 - Identity Cards/National IDs
 - Baptismal Records
 - School Certificates/ IDs
- 2 passport-sized photos for all family members included in application
 - On the back of one photo write the full name and date of birth of applicant
- Notice of Decision from the Immigration & Refugee Board (IRB)
 - This is your proof of protected person or convention refugee status
 - You do not need to include the written reasons
- Collect and provide any previously filled out immigration documents (ie. Generic Application form, Schedule A form, etc.). This will assist Centre for Refugee Children staff with filling out your forms quickly and accurately.
- If any of these documents are not in English or French they will need to be translated.

Step 2: Create a PR Portal Account

- You will need to create an account via the PR Portal. This is where you will be submitting your PR Application.
 - Make sure to save your log in details, as this is where you will receive updates on your application. In the future, this is also the account you will need when your PR application has been approved and you request a PR card.



- Link to PR Portal: <https://prson-srpel.apps.cic.gc.ca/en/login>

Step 3: Complete the Application

- There are four main forms that need to be filled out. There is a PR Portal that applicants may use to submit their PR application online. Alternatively, you may also submit the application by mail if you want. The fifth document listed below is the official Document Checklist that will need to be check-marked and uploaded to the portal along with the other completed forms.
 - Generic Application Form from Canada (IMM 0008)
 - Schedule 14 – Protected Persons and Convention Refugees (IMM 0008 – Schedule 14)
 - Schedule A – Background/Declaration (IMM 5669)
 - Additional Family Information (IMM 5406)
 - Document Checklist (IMM 5286)

Step 4: Pay your Fees

- There is a processing fee that each applicant will need to pay before you submit your application. Once the payment has been made, a copy of the receipt will need to be submitted with the supporting documents for your application.
 - Applicant Fee: \$570 CAD (For a main applicant, even if you are under 18 years old)
 - Depending on how many people are included in the application, and if any dependents are included (your spouse or your children under 22 years old), the amount paid will be different.

Step 5: Submit the Application

- Submit the application on the portal after the forms have been completed, all the supporting documents have been uploaded and reviewed by you and your worker
- Confirm submission and enter your digital signature (type out your name) on the portal to complete your submission
- Wait for the confirmation email that your application has been submitted.
- Please remember that you will not be able to make edits/changes to your application once it has been submitted.



PR APPLICATION CHECKLIST

Forms – There are four forms (online applications) that need to be submitted via PR Portal or mail, as well as the Document Checklist that will need to be uploaded/included with the application.

- Generic Application
- Schedule 14 – this form is the only one that needs to be digitally signed by the applicant and anyone over the age of 18, then uploaded to the portal.
- Schedule A
- Additional Family Information
- Document Checklist – this form needs to be check-marked and uploaded

Identity Documents – The following documents are needed in addition to the forms being submitted.

Note: please be aware that if any of the following documents are not in English or French, they will need to be translated by a certified translator. It is also not uncommon that you do not have all of the documents that are being requested. If this is the case, the Centre for Refugee Children can assist you to include a letter explaining why certain documents (passport, birth certificate, etc.) are not included with the application.

- Copy of your Certified Passport
- A copy of your birth certificate
- Any other identity documents that you may have and will be helpful

Supporting Documents – Additional documents needed to be submitted alongside identity documents.

- A copy of your Notice of Decision – this is the letter that you received from Immigration stating that your refugee claim has been accepted and you have been found to be a protected person or convention refugee
- Two passport-sized photos of yourself and any other family member included in your claim. Please write your full name and date of birth on the back of one of the photos. On the back of the second photo the shop that took the photo should stamp it and date it
- A copy of your PR application Fee Receipt needs to be uploaded to the portal