

TIPS FOR COMPLETING SCHEDULE A - BACKGROUND / DECLARATION (IMM5669) AS A SPONSORED SPOUSE/PARTNER ON THE ONLINE PERMANENT RESIDENCE PORTAL

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Prepared by Heather Neufeld, Lawyer

This handout is solely for informational purposes and does not constitute legal advice. We urge you to consult with us at info@connectingottawa.com if you have any specific legal questions about a client's situation.

This document does not review every question on the form. We provide help with the most difficult ones or ones where people often make mistakes.

This form must be completed on the online Permanent Residence Portal by the principal applicant, the spouse/partner being sponsored. The form must also contain the information of any dependents over age 18 who are also being sponsored with the principal applicant. Therefore, if you and your child who has already had their 18th birthday are being sponsored by your spouse, this form must contain answers for both you and your child over age 18.

If you do not have enough space to answer any of the questions, you can upload an additional document with the information. In that document, be sure to write your name, your file number if you have one, your date of birth, the number of the form you are completing (IMM5669) and be sure to explain which question you are answering.

Remember that all dates must be year, month, day and must be according to the Canadian calendar.

Remember that you cannot skip any questions on this form. If something does not apply to you, you must write N/A which means not applicable.

SECTION B - Questionnaire

This is a very important section which you must answer carefully.

When you answer yes or no to each of the questions, you must think about the answer for yourself and anyone in your family applying with you. For example, if you have never committed a crime but your spouse did, you would still have to say yes because one of your family members did.

One part of the question asks if you or anyone in your family who is applying with you has ever been convicted of a crime or committed a crime. It also includes if you had a trial at any point. Sometimes, people are convicted for political reasons even if they are not guilty. If you have ever been charged with a crime or convicted of a crime, even if it wasn't your fault, you must list it. You can explain that you weren't guilty if this is the case. You must include the information if one of your family members applying with you committed or was charged with a crime.

Another part of the question is asking if you or any family member applying with you has ever applied for asylum in any country or with the United Nations High Commissioner for Refugees. You must say yes if you started a refugee claim in any country or asked the UN High Commissioner for Refugees (UNHCR) to register you as a refugee. In the box provided, you should explain when and where you asked for refugee status.

If you or anyone applying with you was ever denied asylum or denied any kind of visa for any country in the world, you have to say yes to this question. Explain what visa you were denied and when in the box. For example, if you applied in the past to visit Canada but your request for the visa was denied, you must say yes to this question.

Say yes to the question about being ordered to leave any country if you were ever told you had to leave a country or ever tried to enter a country and were not allowed in. Explain in the box when this happened, what country and why.

You must answer yes if you were ever detained or put in jail. Being detained means even if the police kept you somewhere for a very short time. It also includes being detained illegally, like by the Taliban. If you were ever detained or put in jail, you must explain in the box provided. You must also say if anyone applying with you was detained.

SECTION C: Education

When you list the number of years of school you completed at each level, write 0 if you did not attend that kind of school.

When you list the dates and names of the schools you attended, you only need to list secondary school and university, not primary school. Type of certificate means what degree or diploma you received, such as “high school diploma”. Field of study means what you were studying if it was university, like “economics”. For your secondary school, you can just put “high school” for field of study.

SECTION D: Personal History

This is one of the most important questions. You must list what you were doing for the past ten years and you cannot leave out any periods of time. You must start with what you are doing now. Every month in the last ten years must be covered here. During any time period you were not working, you can say “unemployed” or “caring for children” or “studying” or whatever it was that you were doing. If there are periods when you did not have a name of an employer or school to list, you can put “N/A” for that section.

SECTION E: Membership and Association with Organizations

In this section, you must list any organizations you have ever been part of. This could be a religious organization, a human rights organization, a student organization, a political organization, etc. If you have not been part of any organization, write “none”.

SECTION F: Government Positions

If you ever worked for any part of the government, including the police or military, you must list that here. This also includes local government like your town or city government. If you never worked for the government in any way, just write “none”.

SECTION G: Military and paramilitary service

If you were ever part of the military, you must list all the details here. If you were never in the military, you can just write “none” and you do not need to complete this question.

SECTION H: Addresses

You must list everywhere you lived during the past 10 years. There cannot be any gaps in time. You must start with the most recent address. This means that you must start with where you are living right now. If you do not have exact addresses in your country, you can just put the name of the street, or even say something like “the yellow house next to the mosque”. Just provide as much information as you can. If your country does not have postal codes, you don’t have to answer that part. If there are time periods when you lived with your sponsor as a married or common-law couple, be sure you list the address where you lived together during the time period you were living there as a couple.