

Checklist for Travel Document Application
旅行证件签证申请审核表

Name: _____ (姓名)		Purpose of Visit: _____ (访问目的)		
Passport Number: _____ (护照号)		Group No. if relevant: _____ (团号, 如有)		
		Yes /有?	No/ If not, why not? 没有? 如没有, 注明原因	For official use: dox present?
1	Completed "Application for a Travel Document" (IMM 5524). If the applicant's spouse or common-law partner and/or children require a Travel Document or a Temporary Resident Visa, they will need to complete their own application using the appropriate application form. 填写完整的“永久居民旅行证件申请表”(IMM5524)。如果申请人的配偶或普通法伴侣, 及/或子女需要一个旅行证件或一个临时居民访问签证, 他们也需使用正确的申请表格完整填写其各自的申请信息。			
2	Completed "Family Composition Information and Details of Education and Employment" form for the applicant, completed in English or French AND Chinese. 申请人填写完整的“家属表和教育及就业细节表”, 请使用中英文或中法文填写。			
3	Two (2) identical photos, colour or black and white taken against a plain white or light coloured background within the last 6 months. The frame size is 35mm X 45mm. On the back of one photo in each set, write the name in pinyin and date of birth (day/month/year) of the person appearing in the photo. 申请人需递交两张相同的在最近六个月内拍摄的彩色或黑白照片, 背景为纯白色或浅色。相片外框大小为 35 毫米 X 45 毫米。每张照片后面以拼音注明此人的姓名及出生日期(日/月/年)。			
4	A valid passport. There must be one completely blank page other than the last page, available in the passport and the passport must be valid for at least six (6) months prior to travel 本人有效护照。护照中须包含除最后一页外的至少一整页空白页、且必须在行程前至少六个月内有效。			
5	Two (2) self-addressed adhesive labels with the applicant's current address in Chinese characters (no envelope). 两份用中文写有申请人现住址的粘性贴纸(无需信封)。			
6	The correct application processing fee paid in cash. Fee is non-refundable. 以现金支付正确的申请受理费。受理费不予退还。			
7	"Use of a Representative" form (IMM5476E) if someone has assisted you in making this application. 如有第三方人士帮助你准备此次申请, 请填写代理人信息表(IMM5476E)。			

8	<p>Evidence of applicant's permanent resident status in Canada, such as:</p> <ul style="list-style-type: none"> • A Record of Landing or Confirmation of Permanent Residence. If the document was lost, stolen or destroyed, the completed "Solemn Declaration" attached to the travel document application kit; if it was lost or stolen, a police report documenting the circumstances should also be provided; and/or • An expired permanent resident card. If applicant's card was lost, stolen, destroyed or never received, the completed "Solemn Declaration" attached to the travel document application kit; if it was lost or stolen, a police report documenting the circumstances should also be provided. <p>申请人加拿大永久居民身份的证明，如：</p> <ul style="list-style-type: none"> • 永久居民的落地记录或确认函，若此文件遗失、被盗或被毁，请填写“郑重声明”并附于申请；若此文件为遗失或被盗，并请提供记录相应情况的警方报告；及/或 • 过期的永久居民卡：若此卡遗失、被盗、被毁或从未收到，请填写“郑重声明”并附于申请；若此文件为遗失或被盗，并请提供记录相应情况的警方报告。 			
9	<p>All of applicant's old passports for the past five (5) years. If he/she does not have old passports, please provide an explanation. For lost or stolen passports, please submit a police report documenting the circumstances.</p> <p>过去五年中所有旧护照。如无法提供已用护照，请提供解释。对于遗失或被盗护照，请递交记录遗失或被盗情况的警方报告。</p>			
10	<p>If applicant completes question 16 of the application form and was accompanying his/her Canadian citizen or permanent resident spouse, common-law partner or parent (for children under the age of 22), please submit the following:</p> <ul style="list-style-type: none"> • All passports for the Canadian citizen/permanent resident for the past five (5) years • marriage licence, if applicable • child's birth certificate and/or adoption or guardianship document, if applicable • documents indicating the status of the person he/she was accompanying <p>If he/she was accompanying a permanent resident spouse, common-law partner or parent, they must have been employed by a Canadian business at the time of accompanying him/her abroad. If this is the case, please also provide the documents indicated in the next section of the checklist.</p> <p>如果申请人回答了申请表格第 16 项问题、并一直以来陪伴其身为加拿大公民或永久居民的配偶、普通法伴侣或父母（如果本人为 22 周岁以下子女），请递交以下文件：</p> <ul style="list-style-type: none"> • 此加拿大公民/永久居民在过去五年中的所有护照 • 结婚证书，若适用 • 孩子的出生证明及/或收养或监护文件，若适用 • 说明申请人所陪伴人士的身份的文件 <p>如果申请人的情况为一直陪伴身为加拿大永久居民的配偶、普通法伴侣或父母且其一直在加以外受雇于一加拿大企业，请同时提供文件核对表下一栏内注明的文件。</p>			

11	<p>If applicant completes question 17 of the application form and was working outside Canada for a Canadian business, or if he/she completes question 16 and he/she was accompanying a permanent resident abroad who was working for a Canadian business, please provide:</p> <ul style="list-style-type: none"> • A letter of declaration from the Canadian employer that states: <ul style="list-style-type: none"> • the position and title of the signing officer; • the business is incorporated under the laws of Canada or a Canadian province; • the business has an ongoing business operation in Canada; • the nature of the business and the length of time in operation in Canada; and • the details of the assignment or contract abroad (such as duration of the assignment, confirmation that the employment is full-time, etc). • A copy of the contract of employment, including start date, length of contract, salary and position • Supporting documentary evidence that the employer is operating in Canada (such as copy of articles of incorporation, corporate annual reports, corporate Canadian Income Tax Notice of Assessments, any agreement or arrangement between the Canadian business and the business abroad concerning assignment to that business, etc.) • Supporting documentary evidence that he/she has performed full-time duties in China for his/her Canadian employer (such as photo of his/her office location and of his/her working station, payslips, sale agreements, etc.) • Original Notices of Assessment for all years the person has worked for the Canadian business. <p>如果申请人回答了申请表格第 17 项问题、并一直在加拿大以外为某加拿大企业工作，或申请人回答了申请表格第 16 项问题并且一直陪伴在加以外为某加拿大企业工作的永久居民，请提供：</p> <ul style="list-style-type: none"> • 加方雇主出具的声明，说明： <ul style="list-style-type: none"> • 签字官员的职务和头衔； • 该企业依据加拿大或加拿大某省法律组建； • 该企业在加持续运营； • 该企业的性质及在加运营时间；以及 • 海外派遣或合同的详情（如派遣的时限、确认雇佣为全日制等。） • 雇佣合同副本，包括起始日期、合同期限、收入及职位 • 雇主在加运营的证明文件（如公司章程副本、公司年报、公司的加拿大营业税税单、与此派遣相关的加拿大企业与海外企业之间的协议或合同等） • 申请人为加方雇主履行在华全日制职责的证明文件（如申请人办公处所及申请人办公间的照片，工资单，销售协议等。 • 申请人为加拿大企业工作期间的所有税单原件。 			
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12	<p>If he/she completes question 18 of the application form and wish for the application to be considered on humanitarian and compassionate grounds, enclose documentation that supports the applicant's request to retain his/her permanent residence. Refer to the Humanitarian and Compassionate section of the Application Kit for further information. All documents in Chinese must be accompanied by an English or French translation.</p> <p>如果申请人回答了申请表格第 18 项问题并希望申请基于人道主义及恩恤理由被考虑，请附上与要求保留永久居民身份相关的证明文件。更多信息请参见永久居民旅行证件申请指南的关于人道主义及恩恤理由一项。所有中文的文件必须附有英文或法文的翻译件。</p>			
13	<p>If a child under 16 years of age is travelling alone, he/she must carry written information about the person who will be responsible for them.</p> <p>16 岁以下单独旅行的子女必须携带其未来负责人信息的书面文件。</p> <p>If a child under 16 years of age if travelling with only one parent, a letter of permission to travel is required from the non-accompanying parent or a proof of custody. Children travelling without their custodial parent(s) require a letter of permission to travel from the non-accompanying parent(s).</p> <p>16 岁以下只与其父/母一方进行旅行的子女，需要未随行一方父/母出具的同意其旅行的许可或抚养证明。无监护父母同行的子女需要其未随行父/母出具的同意其旅行的许可。</p>			

Please note/请注意:

All Documents in Chinese must be accompanied by an English or French translation.
所有中文文件必须附有英文或法文的翻译件。

The processing fee is non-refundable for any application that is withdrawn or refused.
任何撤销或被拒签的申请受理费用都不得退还。

Inquiry Officer to delete as appropriate (资料审核员根据适用情况选择)

1. The applicant has confirmed that s/he has no other documents to submit
申请人已经确认她/他不提交其他文件

OR 或者

2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.
申请人已经递交了上述文件，我已通知其不提交所有必要文件会导致被拒签，但其选择继续提交申请。

Application processing Fee (申请受理费)		NAME OF TRAVEL AGENT 代理名称:	
Logistic Fee (申请递送费)		ADDRESS 地址	
Courier Fee(If any) 快递费(如选)			
Other Fees (其他费用)		TEL 电话	

*The applicant/agent understands that the documents on the right side of the file will not be returned.

* 申请人/代理已获悉所有在文件袋右边的申请材料将不会被返还。

Date/日期: -----

Name & Signature of Inquiry Officer (资料审核员签名)

SO	
DO	
DC	
SCAN	
QC	

Applicant's Signature (申请人签名)