

Immigroup -1180 Danforth Ave. Toronto, ON. M4J 1M3 P: 1-866-760-2623 F: 416-640-2623 E: info@immigroup.com

# AUTHORIZATION TO RETURN TO CANADA

## SERVICE ORDER FORM

### INSTRUCTIONS

- 1) Please complete the authorization to return to Canada form and the use of a representative (IMM 5476) form
- 2) Make copies of the ID pages of your passport and the proof of your departure from Canada (Certificate of Departure, Removal Order)
- 3) Include the originals of your criminal clearance (pardon, police certificate, certificate of no record) for every country where you have lived for more than 6 months, plus two passport-sized photos. If you were convicted of a crime in Canada before the removal order, you must have a pardon to apply for an ARC.  
For American citizens only: provide state certificates for every state you have lived in for more than 6 months, and an FBI certificate.
- 4) Include proof of funds and a letter explaining why you should be allowed re-entry. We can draft this letter at additional cost.
- 5) Complete this order form in full, ensuring you all necessary documentation as indicated by the checklist to the right.
- 6) Please **mail or drop off** your application to our head office located at:  
1180 Danforth Ave, Toronto, ON M4J 1M3  
Applications sent via regular mail will be processed less quickly.

### DOCUMENT CHECKLIST

- AUTHORIZATION TO RETURN TO CANADA FORM & USE OF A REPRESENTATIVE FORM**
- TWO PASSPORT PHOTOS**
- COPIES OF THE ID PAGES OF YOUR PASSPORT, AND PROOF OF DEPARTURE FROM CANADA**  
(Certificate of Departure, Removal Order)
- EVIDENCE OF CRIMINAL CLEARANCE (PARDON, POLICE CERTIFICATES)**
- PROOF OF FUNDS AND LETTER OF EXPLANATION**
- THIS ORDER FORM & ATTACHED CHECKLIST**

APPLICATIONS MISSING THIS ORDER FORM WILL NOT BE PROCESSED

### SERVICE FEES & OPTIONS

REVIEW & SUBMISSION	REVIEW ONLY
-Includes submission of ARC and drafting of your letter of explanation <input type="checkbox"/> \$750+HST (CAD)	-Includes reviewing application only. You must apply in person. <input type="checkbox"/> \$500+HST (CAD)
<b>COMPLETE SERVICE*</b> -Includes obtaining pardon, drafting your letter and submitting ARC. <input type="checkbox"/> \$1000+HST (CAD)  <i>*Complete service only available for those convicted in Canada</i>	<b>GOVERNMENT FEE: \$400</b>

### PROCESSING TIME

1-12 weeks. Wait times vary from office to office and are wholly determined by the Canadian government.

### AFTER SUBMITTING YOUR APPLICATION

Once we receive your application by email, fax, mail or in person you will be contacted by a member of our team to determine any further steps you need to take. If you are unsure as to what documentation is required to waive your inadmissibility, our agents will discuss this with you when we contact you.

### CREDIT CARD INFORMATION

By signing below I agree that I will be charged the appropriate fee for the initial application. I agree that this fee will be deducted upon receipt of order from the credit card I have provided.

Cardholder Name:

Card Number:

Expiration Date:  Security Code \*:

\*For Visa & MasterCard, the last 3 digits on the back of your card.  
\*For Amex, the last 4 digits on the front of your card.

Cardholder Signature:

### DISCLAIMER

By signing below the applicant agrees to the following items:

- I have read and accept the terms and conditions as listed at the following link <http://www.immigroup.com/Disclaimer.php>
- Immigroup is not responsible for applications lost in the mail or for failures in fax or email
- Immigroup is not responsible for applications that are denied. All fees are non-refundable once applications are submitted to the government. Cancellation fees will apply if you withdraw your application before submission to the government. No refunds will be given to clients who neglect to submit the proper documentation in a timely manner.
- I assert that I understand I am using Immigroup to apply for my ARC.

**SIGN HERE:**

THE APPLICANT MUST SIGN ABOVE

Your Email:



Application for an Authorization to Return to Canada
Demande de permis de retour au Canada

Section 1

Form section 1 containing fields for Client ID, Family Name, First Name, Date of Birth, Passport #, Sex, Present occupation, Current mailing address, Telephone number, Immigration status, and I received options.

Section 2

Table for Section 2 with columns for SPOUSE OR COMMON-LAW AND CHILDREN and rows for Family name, First name, Relationship, Date of birth, Place of Birth, Citizenship, Passport number, Expiry date, and Country of residence.

### Section 3

During the past five years have you lived in any country other than your country of citizenship or permanent residence for more than six months? - Au cours des derniers cinq ans avez-vous vecu dans un pays pendant plus de six mois, mis a part vos pays de naissance et de residence actuelle?				<input type="checkbox"/> Yes/Qui					
If "yes", list countries and length of stay				<input type="checkbox"/> No/Non					
Si la reponse a la question est «oui», indiquer le nom du pays et la duree du sejour									
Country - Pays	Lenath of stav - Duree du seiour				Country - Pays	Lenath of stav - Duree du seiour			
	From		To			From		To	
	M	Y/A	M	Y/A		M	Y/A	M	Y/A

### Section 4

Explain your purpose for travelling to Canada:
Full address in Canada and name of host (if applicable):
Intended dates of travel: From: DD / MM / YYYY To: DD / MM / YYYY

### Section 5

Have you ever – Répondre aux questions suivantes :	
Been treated for any serious physical or mental disorders or any communicable or chronic diseases? Avez-vous deja ete traite(e) pour une maladie mentale ou physique grave, ou pour une maladie contagieuse ou chronique?	<input type="checkbox"/> Yes/ Oui <input type="checkbox"/> No/ Non
Committed any criminal offence in any country? Avez-vous deja ete trouve coupable d'un acte criminel ?	<input type="checkbox"/> Yes/ Oui <input type="checkbox"/> No/ Non
Been refused admission to or ordered to leave Canada? Vous a-t-on deja refuse l'entree au Canada ou oblige de quitter le Canada?	<input type="checkbox"/> Yes/ Oui <input type="checkbox"/> No/ Non
Been refused a visa to travel to Canada? Vous a-t-on jamais refuse un visa pour le Canada?	<input type="checkbox"/> Yes/ Oui <input type="checkbox"/> No/ Non
In periods of either peace or war, have you ever been involved in the commission of a war crime or crime against humanity? En periode de paix ou de guerre, avez-vous deja participe a la commission d'un crime de guerre ou d'un crime contre l'humanite ?	<input type="checkbox"/> Yes/ Oui <input type="checkbox"/> No/ Non
If you answered 'yes' to any of the above, please provide details below: Si vous avez repondu "oui" a l'une ou plusieurs des questions, veuillez preciser ci-dessous.	<input type="checkbox"/> Yes/ Oui <input type="checkbox"/> No/ Non

**I declare that I have answered fully and truthfully all required questions in this application.**

**Je declare que les renseignements fournis dans ce formulaire sont complets, précis et conformes aux faits.**

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Date (dd/ mm/ yyyy)**



# 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](http://www.cic.gc.ca).

A representative is someone who has provided advice or guidance to you prior to submitting 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**

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**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 **UNPAID** 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 **PAID** 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

Day	Month	Year

**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

Day	Month	Year

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

Date

Day	Month	Year

**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**. It may be shared with other organizations in accordance with the consistent use of information under the *Privacy Act*. 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](http://infosource.gc.ca) and through the Citizenship and Immigration Call Centre. **Infosource is also available in Canadian public libraries.**

# ARC CHECK LIST

You must answer every question. If not applicable, write N/A.

- Application for Authorization to Return to Canada;**
- Processing fees** in the amount of \$400 Canadian by bank draft made payable to the **Receiver General for Canada**. We do not accept personal cheques. Do not send cash through the post. (Please note that applications received without fees will be returned);
- Use of a Representative (IMM 5476)**, if applicable;
- Recently issued **Police Certificate from all the countries where you have resided** for more than 6 months since the age of 17 years. For more information go to:  
<http://www.cic.gc.ca/english/information/security/police-cert/index.asp>
- Proof that you appeared before an immigration officer at a port of entry to verify your departure from Canada i.e. a **Copy of the Certificate of Departure (IMM0056B) and/or a Removal Order;**
- If you incurred a criminal conviction in Canada, you must apply for a National Pardon in Canada and submit it with your application. You can apply for a pardon by writing to the National Parole Board in Canada at Clemency and Investigations Division, National Parole Board, 410 Laurier Ave. West, Ottawa, ON, K1A OR1, Canada. This application cannot be made at any mission abroad. The following link explains how to obtain this: <http://www.npb-cnrc.gc.ca/>;
- Detailed explanation** of why you want to return to Canada;
- Proof of funds** (bank statements, pay slips) and employment letter indicating the type and duration of employment;
- Two passport-sized photographs;**
- A copy of your current passport bio-data page** (i.e. the page with the name, photo, place of birth, date of issue, etc.); and
- A copy of this checklist.**