



*Visa Section
3-38-Akasaka 7-chome
Minato-ku, Tokyo 107-8503
Japan*

*Section des visas
3-38 Akasaka 7-chome
Minato-ku, Tokyo 107-8503
Japon*

**APPLICATION FOR TRAVEL DOCUMENT
FOR PERMANENT RESIDENTS
(ENGLISH VERSION)**

Includes: Application guide / Application form
(Please refer to Internet page for processing fees.)

IMPORTANT:

1. Do not submit completed applications by fax. Please submit by mail or in person.
2. Do not submit application on thermal paper – if your printer uses thermal paper, please photocopy all pages to be submitted onto plain paper.
3. Ensure that all required documents and appropriate fees (original remittance receipt) are submitted together. Incomplete applications will not be accepted.

**FORMULAIRE DE DEMANDE DE DOCUMENT DE VOYAGE POUR
RÉSIDENTS PERMANENTS
(Référez vous à notre site Web pour les frais de traitement)**

IMPORTANT :

1. Ne soumettez pas votre demande par fax, seulement en personne ou par la poste.
2. Si vous avez reçu les formulaires par fax n'utilisez pas de papier thermal pour présenter votre demande, s'il y a lieu faites une photocopie du formulaire sur papier régulier
3. Assurez vous de soumettre tous les documents et les frais ensemble (preuve de paiement originale). Les demandes incomplètes seront retournées

永住者の為の渡航証申請のご案内

申請ガイド・申請書
(申請料金はインターネット内の別の項目をご覧ください)

注意事項 :

1. 郵送または窓口にてビザの申請を受付けます。ファクシミリでの申請は受けません。
2. 感熱紙での申請は出来ません。提出書類は全て、必ず普通紙にコピーを取って提出して下さい。
4. 提出書類は申請料金(オリジナルの送金の控え)と共に、全て揃えて提出して下さい。申請書の記入漏れや、不足の書類がある場合は返却されます。

申請書の送付先 : 〒 107-8503
東京都港区赤坂7丁目3の38
カナダ大使館・査証部
Total pages / 総ページ数 : 4

IMPORTANT INFORMATION

IF YOU ARE OUTSIDE CANADA WITHOUT YOUR PERMANENT RESIDENT CARD YOU ARE DEEMED TO HAVE LOST YOUR STATUS UNLESS YOU CAN SATISFY A VISA OFFICER THAT YOU MEET THE RESIDENCY REQUIREMENTS. THEREFORE IT IS EXTREMELY IMPORTANT THAT YOU PROVIDE ALL THE REQUIRED INFORMATION AND ALL THE DOCUMENTS NECESSARY TO DETERMINE IF YOU MEET THE RESIDENCY REQUIREMENTS. WE WILL ASSESS YOUR APPLICATION ACCORDING TO THE INFORMATION AND THE DOCUMENTATION YOU PROVIDE. IF YOU FAIL TO PROVIDE EVIDENCE THAT YOU MEET THE RESIDENCY REQUIREMENTS YOUR APPLICATION MAY BE **REFUSED AND YOU WILL BE INFORMED OF YOUR APPEAL RIGHTS. IT IS IN YOUR OWN INTEREST, TO PROVIDE ALL THE REQUIRED DOCUMENTS, TO DO OTHERWISE COULD HAVE SERIOUS CONSEQUENCES ON YOUR STATUS**

This is designated for permanent residents who do not have their Permanent Resident Card and must obtain a Travel Documents for Permanent Residents to return to Canada. Before an officer can issue a Travel Document for Permanent Residents, we need to make a determination of your status according to the residency requirements. Please consult the CIC Website for more information on the residency obligation of permanent residents. (<http://www.cic.gc.ca>)

BEFORE YOU APPLY

Read all the questions carefully before you begin to complete the application

Gather all of the necessary information: **you must include your passport**, your original IMM1000 (if you do not have it a copy can be accepted) and the original or a copy of any Returning Resident Permit issued to you previously.

You should submit the following documents/information (photocopies and fax copies are acceptable) with your application (if applicable to your situation):

- Proof of your days spent in Canada; copy of your passport page(s) where entry/exit stamps were impressed, or proof of travel,
- proof of employment in Canada,
- proof of school registration, copy of driver's license/health card,
- copy of your airline ticket if you arrived in Japan less than a year ago.
- copy of your lease, or, if you own a house, a copy of municipal tax invoice or utility bill,
- copy of bank statement or credit card statement.
- provide the date you expect to return to Canada
- If you have a spouse/ children in Canada provide their names, their dates of birth and their addresses in Canada.
- If you do not presently live in Canada you should include a letter explaining when you came to Japan, what you are doing in Japan (with documentary evidence of employment or studies), and an explanation of your plan to return to Canada.

If you accompany a Canadian spouse abroad you must provide the following documents:

- proof of marriage
- photocopy of all pages of the passport of your spouse covering at least the past 2 years
- proof of employment of your spouse with details of location and dates of employment
- proof of status of your spouse abroad (if in Japan copy of alien registration card);
- documents showing the name of your spouse and the local address: copy of utility bills, banking, local taxes, etc.

If you work for a Canadian company abroad or if you are the spouse of a permanent resident of Canada working for a Canadian company abroad:

- proof of employment issued from the employer in Canada stating: title, status with the company, confirmation that employment is Canada based (as opposed to foreign based) and detailed dates of employment;
- proof that the company/organisation is Canadian: registration, legal status documents, etc.;
- notice of assessment from Revenue Canada covering at least 2 years of the past 5 years.

If you do not meet the residency requirements but you state that there are Humanitarian and Compassionate grounds to consider you shall provide a detailed explanation with supporting documents.

Question 15 Part II: pay particular attention to this section. To help you fill this section we are providing the following example; this is only an example and you should enter the dates corresponding to your situation.

In this example the applicant became a permanent resident more than 5 years ago, the application is submitted on 31 December 2003. The applicant was outside Canada between the following dates: 01 May 1999 to 30 September 1999, then from 01 June 2000 to 30 June 2001; there is no other absence from Canada.

PART II

Question 15 Please indicate the periods when you have been physically present in Canada.

Dates		Address Adresse	City/town Ville/village	Total No. of days Nombre total de jours
From - Du	To - Au			
01 01 1999	- 30 04 1999	Your street address	Your town	120
01 10 1999	- 31 05 2000	Your street address	Your town	184
01 07 2001	- now	Your street address	Your town	913

Photocopy the blank form and use one as a working copy. Keep the working copy for your records. Fill in the form carefully and completely. Use a typewriter, printer, or print clearly in black ink.

Fill in the form in English or in French.

Any part of one day in Canada counts for one full day

Sign and date the application.

Include the proper fees and a return self-addressed, stamped envelope; size 27x19cm, with 610 yen postage affixed, which includes registered mail fee.

PLEASE NOTE: IF YOU LANDED IN CANADA LESS THAN THREE YEARS BEFORE THE DATE OF YOUR APPLICATION YOU NEED TO PROVIDE ONLY THE FOLLOWING DOCUMENTS: COMPLETED APPLICATION, FEES, PHOTOS, ORIGINAL OF YOUR IMM1000, YOUR PASSPORT, INTENDED DATE OF RETURN TO CANADA.

INFORMATION FOR PERMANENT RESIDENTS TRAVELLING TO CANADA

The only acceptable proof of permanent residence in Canada for airline passengers departing Japan, and elsewhere, is the Permanent Resident Card (PR Card).

The PR Card is issued only in Canada, and is not available through the Embassy. Those travellers to Canada who are permanent residents, but not in possession of the mandatory PR Card, should apply for a "Travel Document for Permanent Residents" through the Embassy. This travel document is a visa-like label which would be placed in your passport, and which would permit you to travel back to Canada.

Airlines are required by law to deny boarding to passengers without acceptable proof of permanent residence in Canada if the passenger is presenting a passport of a country which normally requires a visa to travel to Canada. If you are holding a passport of a visa exempt country, the airline may be able to accept you as a passenger; this is not automatic. You may also expect delays upon arrival in Canada, as an immigration officer will need to make a determination of your admissibility to Canada as a permanent resident. This may cause further inconvenience to passengers with connecting flights. It is therefore strongly recommended that all permanent residents travelling to Canada apply for a travel document if they do not yet have the PR Card.

Frequently asked questions

Where can I get information about the P.R. Card and the residency requirements? On the CIC Website at: <http://www.cic.gc.ca>

Can I apply for my P.R. Card at the Embassy or at a Consulate? No, you cannot. You can apply for your P.R. Card only from within Canada

Can I apply for a Travel Document before I leave Canada? No, you cannot. You shall submit your application to the Visa Section of the Canadian Embassy in Tokyo only, by mail or in person, with your passport and the appropriate fees

Where can I get the information and the application for the Travel Document?

You can obtain all the necessary information and the application kit on the Embassy Website at: <http://www.canadanet.or.jp> (click on the VISA button on the left of the screen and then choose your language) or by demand fax at: (03) 5412-6321

Where can I get the list of countries whose national require a temporary resident visa (visitor) to travel to Canada? Please follow this link <http://www.cic.gc.ca/english/visit/visas.asp>

I will be in Japan only for few days or few weeks, what is your processing time? Applications should be submitted approximately 60 days before travelling to Canada. However, the processing time for urgent applications submitted by mail is around 72 hours (you must add the mailing process); we will process applications submitted in person the same day for urgent cases. (*i.e. if your departure is two weeks or less from the date of the application*).

For how long the travel document is valid? The travel document is issued only to facilitate your return to Canada. Therefore its validity is fairly short (normally 3 months). If you do not use your document, it cannot be extended. In that case a new application and a new determination of status will be required.