

ARC CHECK LIST

When check marking the boxes below, write N/A if the item is not relevant to your case.

- Application for Authorisation 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: www.cic.gc.ca/english/police-cert/index.html.

Please note, the only official UK police certificate we accept is **Form 3019B** (no more than two months old) available from the **National Identification Service** operated by the Metropolitan Police. The application form and further information is available from this website at: www.met.police.uk/dataprotection/forms.htm

or by writing to the following address: **National Identification Service, Subject Access Office, Room 331, New Scotland Yard, Broadway, London SW1 0BG.**

- 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 0R1, Canada**. This application cannot be made at any mission abroad. The following link explains how to obtain this:
www.npb-cnrc.gc.ca/pardons/pardon_e.html.

- 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 the **bio page of your current passport**;
- If not a British citizen, proof that you **were lawfully admitted to the United Kingdom** e.g. copy of your passport page showing UK entry clearance;
- Other:** _____

- A copy of this checklist.