

# Required Documents for USA Entry Waiver Application

The following items are required for your application to enter the United States. Please be advised that these items are not immediately required when starting your application. If you have not yet returned a set of fingerprints as well as all other forms to the National Pardon Centre, please do so at your earliest convenience. If you need more information or have any questions, feel free to contact us.

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## 1. Identification

Please provide us with a copy of your Canadian passport. If you are not a Canadian citizen, please contact one of our counsellors as soon as possible.

## 2. Applicant's letter

Please provide us with a personal letter detailing your infractions as well as your reasons for applying for an entry waiver. Your letter should include the following information:

- The circumstances surrounding each infraction on your record (when, why, and how each infraction was committed) or the reason of your exclusion from the United States. If you have any drug-related infraction (possession, traffic, production), include detailed information on the types of drugs, the quantity, and the location where the traffic or the production took place. Make sure to include as much detail as possible for each infraction.
- The expression of your regret for committing these infractions and how your life has changed since.
- Your strong ties to Canada (e.g., employment, family, friends, residence, etc.).

Sign and date your letter; copies will not be accepted.

## 3. Proof of employment

According to your personal situation, please provide us with the following:

- **Employed:** a letter from your employer stating when you started working for them and what your functions are in the company.
- **Self-employed or the owner of a business:** a letter explaining since when you acquired this function and what your activities are.
- **Student:** proof of your status, that is a letter from the registrar confirming your registration.
- **Retired:** a letter indicating your retirement date and what you spend your time doing now that you are retired.
- **Unemployed:** a letter detailing the reasons of your unemployment as well as any measures you have taken to find new employment.

The letter must be signed and dated. No copies will be accepted

## 4. Proof of all income

Please provide us with proof of all income. More precisely, please send us a copy of your most recent notices of assessment (federal and/or provincial) as well as any pertinent information on your income (investments, rental income, etc.). If you are self-employed, it is strongly advised that you send us a copy of the complete T1 declaration.

## 5. Reference letters

Please provide us with **three (3)** letters of recommendation written by colleagues, friends, neighbours, etc. Please note that letters from members of your family are not accepted except for exceptional reasons. These letters must mention for how long the person has known you and attest to your good behaviour. They must be dated and signed, copies will not be accepted. Please note that identical letters signed by different persons will not be accepted.

## 6. Drug offences documents

If you have any drug-related infractions in your record, we strongly recommend providing proof that you are drug free. Speak with a counsellor at the National Pardon Centre about this.

## 7. Additional rehabilitation proof (optional)

You can also include any other document attesting to your rehabilitation (e.g., letter from your therapist, confirmation of participation in a therapy, confirmation of participation in AA meetings, etc.). This is especially important if you have infractions of a sexual nature in your record.

**Information Required for USA Entry Waiver Application**  
**National Pardon Centre**

Please complete to the best of your abilities and return this form to the National Pardon Centre

Client Name:	Date:
Father's Full Name:	Father's Place of Residence (City, Country):
Father's Place of Birth (City, Country):	Father's Date of Birth:
Mother's Full Name (Include Maiden Name):	Place of Residence (City, Country):
Mother's Place of Birth (City, Country):	Mother's Date of Birth:
Spouse's Full Name (Include Maiden Name):	Spouse's Date of Birth:
Spouse's Place of Birth (City, Country):	Place and Date of Marriage (City, Country, Month, Year):
Former Spouse's Full Name (Include Maiden Name):	Former Spouse's Date of Birth:
Place and Date of Marriage (City, Country, Month, Year):	Place and Date of Termination (City, Country, Month, Year):

List all countries where you currently hold citizenship: \_\_\_\_\_

Have you ever applied for a US waiver in the past? **Y/N** If yes, please explain when and where you submitted the application(s):  
\_\_\_\_\_

Have you ever been granted a US entry waiver? **Y/N** If yes when? (YYYY/MM) \_\_\_\_\_ Submitted to which port of entry? \_\_\_\_\_ If yes, please provide a copy of your past entry waiver(s).

Have you ever stayed in the United States for a period of six months or more? **Y/N**  
If yes, when, for how long, and under what immigration status?  
\_\_\_\_\_

US Social Security Number (if applicable): \_\_\_\_\_

Have you (or has someone acting in your interest) ever applied for a US immigration benefit? (Work Visa, Green Card, etc.)  
If yes, please provide details:  
\_\_\_\_\_

Has the United States Government ever denied, refused, or revoked an immigration benefit (such as a visa)?  
If yes, please provide details:  
\_\_\_\_\_

Have you ever been arrested or charged for any violation of law (criminal or otherwise) outside of Canada?  
If yes, please provide details: \_\_\_\_\_

Please include a brief explanation of your purpose for travelling to the United States (work/travel/etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Race/Ethnicity and physical description:

Hispanic or Latino:  Not Hispanic or Latino

Select all that apply:  White  Asian  Black or African American  American Indian or Alaska Native  Native Hawaiian or Other Pacific Islander

Height (in feet and inches): \_\_\_\_\_ Weight (in pounds): \_\_\_\_\_

Eye colour (select one):  Black  Blue  Brown  Gray  Green  Hazel  Maroon  Pink  Other

Hair colour (select one):  Bald  Black  Blond  Brown  Gray  Red  Sandy  White  Other

Travel Information (if known):

Location at which you plan to enter the United States (desired Port-of-Entry)

City and State: \_\_\_\_\_ Name of Port-of-Entry \_\_\_\_\_

How do you plan to travel to the US? (Method of transportation): \_\_\_\_\_

When do you plan to enter the US? (Date): \_\_\_\_\_

Approximate length of stay in the US? \_\_\_\_\_

**If you have applied for a waiver in the past:**

Details on waiver use (ie. work-related trips, connecting flights, vacations): \_\_\_\_\_  
\_\_\_\_\_