




## DOCUMENT CHECKLIST

### PERMANENT RESIDENCE - PROVINCIAL NOMINEE PROGRAM AND QUEBEC SKILLED WORKERS

This document is available in PDF format only. You need to mail this form and other documents with your application. Please make sure you print this document, complete it and include it in your application as **the cover page**.

Gather your documents **in the order of the checklist** and check  each item. Attach small items such as photos and certified cheques with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope. If your documents are not in English or French, send a notarized (certified) translation with a copy of the original version. Do not send any additional documents when submitting your application to the CIO.

 **Note:** If your application lacks any of the documents listed in this checklist, it will be returned to you. **If you are unable to provide any of the requested documentation, please include with your application, a written explanation with full details as to why that documentation is unavailable and any documentation that would support your claim.** Failure to provide supporting documents in certain circumstances may result in the refusal of your application.

**IMPORTANT NOTICE:** Answer all questions and sign all forms where applicable. Please note that by signing these documents, you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects.

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- your application may be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you and your family members could become inadmissible to Canada for two years under section 40(2) of the *Immigration and Refugee Protection Act*.

The officer will base his decision on the documents on file at the time of the assessment. After sending in your applications, it is your responsibility to notify the office processing your case and provide the relevant supporting documentation if there are changes in your life circumstances such as:

- family status (e.g. marriage or common-law union, divorce, annulment, legal separation, birth, adoption, death of the principal applicant or any accompanying family member, including grandchildren born to dependent children); or
- mailing address/e-mail address/contact information.

Any changes which we have not been informed of will delay processing or may result in the refusal of the application or the exclusion of a family member.


**The checklist of required documents is subject to change. Applicants are advised to refer to the application kit on the CIC website periodically when preparing their submission to ensure that they have included all documents listed on the most up-to-date checklist.**

#### Forms and supporting documents (to be completed and submitted by all applicants)

See the "**Complete the application**" section on our Web site for specific instructions on how to complete the questions on each of the following forms.

If you are applying as a Provincial Nominee, you must submit the forms and documents with a checkbox in the PNP column.

If you are applying as a Quebec-selected Skilled Worker, you must submit the forms and documents with a checkbox in the QSW column.

	<b>Do not submit originals unless otherwise stated as documents submitted will not be returned.</b>	Format	PNP	QSW
<b>You must keep a copy of the completed forms and all documents before sending them to the CIO.</b>				

## FORMS LIST

<b>1</b>	<b>Generic Application Form to Canada (IMM 0008)</b> Completed and signed by the principal applicant.	Original	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	<b>Schedule A: Background/Declaration (IMM 5669)</b> Completed, dated and signed by <b>everyone</b> in the following list: <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul> Provide your detailed personal history from the last 10 years or since the age of 18, if you are less than 28 years of age. Do not leave any sections blank, or gaps in time. You must write "n/a" in any sections that are not applicable to your situation. Include all: <ul style="list-style-type: none"> <li>• jobs,</li> <li>• periods of unemployment,</li> <li>• study,</li> <li>• vacations, or</li> <li>• being a homemaker.</li> </ul> Do not use abbreviations. Do not use general words such as "employee", "working", "manager." Specify your activity such as retail salesperson, architect, financial manager, etc.  <b>Note:</b> If this section is not accurately completed, it will cause delays in the processing of your application.	Original	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	<b>Additional Dependants/Declaration (IMM 0008DEP) (if applicable)</b> Completed, dated and signed by the principal applicant if the applicant has more than five dependants (whether they are accompanying or not).	Original	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	<b>Supplementary Information - Your Travels (IMM 5562)</b> Completed by the principal applicant.	Original	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	<b>Schedule 4: Economic Classes - Provincial Nominees</b> completed and signed by the principal applicant. <b>AND</b> (if applicable)  <b>Schedule 4A: Economic Classes - Provincial Nominees - Business Nominees</b> completed and signed by the principal applicant if you have been nominated under a business stream.	Original	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	<b>Schedule 5: Declaration of Intent to Reside in Quebec: Economic Classes</b> completed by principle applicants destined to Quebec.	Original		<input type="checkbox"/>
<b>7</b>	<b>Additional Family Information (IMM 5406)</b> Completed, dated and signed by <b>everyone</b> in the following list: <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner (whether they are accompanying or not)</li> <li>• each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul>	Original	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	<b>Use of a Representative (IMM 5476)</b> Complete, date, sign and include this form in your application if you have a paid or unpaid representative.	Original	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b>	<b>Travel documents and passports</b>  Copy of the pages of your passport or travel documents for you, your spouse or common-law partner and your dependent children, showing: <ul style="list-style-type: none"> <li>• the passport number,</li> <li>• date of issue and expiry,</li> <li>• the photo, name, date and place of birth,</li> <li>• pages showing any amendments in name, date of birth, expiration, etc.</li> </ul> You must hold a valid regular passport. Diplomatic, official, service or public affairs passports <b>are not</b> valid for immigration to Canada.  If you live in a country other than your country of nationality, include a photocopy of your visa for the country in which you currently live.	Copies	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS LIST		Format	PNP	QSW
10	<b>Certificat de Sélection du Québec (CSQ)</b>	Original	<input type="checkbox"/>	<input type="checkbox"/>
11	<b>Confirmation of Nomination</b> from the Province that nominated you. Depending on which Province has nominated you, confirmation of nomination could be a nomination approval letter or other confirmation of nomination from the province.	Copy	<input type="checkbox"/>	<input type="checkbox"/>
12	<p><b>Proof of Language Proficiency</b></p> <p>Starting July 1, 2012, most applicants to Provincial/Territorial Nominee programs in semi or low-skilled professions that fall under National Occupation Classification (NOC) skill level C and D are required to complete a language proficiency test from one of the following designated agencies:</p> <ul style="list-style-type: none"> <li>• IELTS (General Training test only),</li> <li>• CELPIP (General test only), and/or</li> <li>• TEF.</li> </ul> <p><b>You must include a copy of your language test results with your application to CIC.</b></p> <p><b>Note:</b> For more information and to verify whether you need to undergo language testing, refer to the <a href="#">CIC website</a>.</p>	Copy	<input type="checkbox"/>	<input type="checkbox"/>
13	<p><b>Identity and Civil Status Documents</b></p> <p>You must provide the following documents for you and your spouse or common-law partner:</p> <ul style="list-style-type: none"> <li>• Birth certificates;</li> <li>• Legal documents showing name or date of birth changes (if applicable);</li> <li>• Marriage certificate(s), final divorce or annulment certificate(s). If married more than once, include certificates from each marriage and divorce or annulment you, your spouse or common-law partner have had;</li> <li>• Death certificate for former spouse(s) or common-law partner(s) (if applicable);</li> <li>• National IDs, family/household registry/book (if applicable);</li> <li>• If you have a common-law partner, complete and include the <i>Statutory Declaration of Common-Law Union (IMM 5409 – original)</i> and provide evidence that you have cohabitated with your partner for a period of at least 12 continuous months. Provide the following documents listing both your names, for example: <ul style="list-style-type: none"> <li>• copies of joint bank account statements,</li> <li>• copies of leases,</li> <li>• utility bills, etc.</li> </ul> </li> </ul>	Copies, unless otherwise stated	<input type="checkbox"/>	<input type="checkbox"/>
14	<p><b>Children's Information (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Children's birth certificates (which name their parents);</li> <li>• Adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children;</li> <li>• Proof of full custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court;</li> <li>• If the other parent of your children is not accompanying you to Canada, you must submit a signed <i>Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (IMM 5604 - original)</i>. You must submit one form for <b>each</b> child and a copy of the non-accompanying parent's photo ID showing their signature;</li> </ul> <p><b>Definition of dependent children before August 1, 2014</b></p> <ul style="list-style-type: none"> <li>• Proof of <b>continuous full-time studies</b> of all dependent children aged 22 or over, including: <ul style="list-style-type: none"> <li>• complete school records/transcripts since attaining age 22;</li> <li>• letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week;</li> <li>• proof of full financial support by parents since reaching age 22.</li> </ul> </li> </ul>	Copies, unless otherwise stated	<input type="checkbox"/>	<input type="checkbox"/>
15	<p><b>Police Certificates and Clearances</b></p> <p>You must get a police certificate from each country or territory where you have lived for six or more months in a row since the age of 18. You are strongly encouraged to submit your police certificates with your application to the CIO. If you are unable to obtain all the necessary police certificates, you may still send your application to the CIO without them. However, we strongly recommend that you take steps to obtain your police certificates <b>now</b> to avoid future delays. You must be ready to submit them when requested by an officer.</p> <p><b>Note:</b> Police certificates are generally considered to be valid for one year from date of issue; therefore depending on the processing time of your application, you may be requested to submit new certificates.</p> <p>Please consult our <b>Web site</b> at: <a href="http://www.cic.gc.ca/english/information/security/police-cert/index.asp">www.cic.gc.ca/english/information/security/police-cert/index.asp</a> for specific and up-to-date information on how to obtain police certificates from any country.</p>	Originals	<input type="checkbox"/>	<input type="checkbox"/>

		Format	PNP	QSW
16	<p><b>Photo Requirements</b></p> <p>Include <b>six (6) photos</b> for each member of your family, whether accompanying or not, and yourself. Follow the instructions provided in the section <b>How to Complete the Forms</b> of the application guide and in <b>Appendix A: Photo Specifications</b>. Photos must have been taken within six (6) months before application submission.</p> <p>On the <b>back of five (5) of the photographs</b>, write the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Leave the sixth photograph blank.</p>	Originals	<input type="checkbox"/>	<input type="checkbox"/>
17	<p><b>Fee payment</b></p> <p>You have two options for paying your fees:</p> <p><b>1. Payment of fees on the Internet</b></p> <p>To use this option, you need:</p> <ul style="list-style-type: none"> <li>• a credit card;</li> <li>• access to a computer with a printer;</li> <li>• a valid e-mail address; and</li> <li>• to follow the steps below.</li> </ul> <p><b>Steps</b></p> <ol style="list-style-type: none"> <li>1. Go to the <a href="#">CIC website</a>.</li> <li>2. Select <a href="#">Pay your fees</a>.</li> <li>3. Select Pay my fees online.</li> </ol> <p>Once you have paid the fees you must:</p> <ul style="list-style-type: none"> <li>• print the official receipt;</li> <li>• fill out by hand the "Payer information" section; and</li> <li>• attach the bottom portion (copy 2) of this receipt to your completed application.</li> </ul> <p><b>2. Payment of fees using the Fee Payment Form</b></p> <p>Complete the <i>Fee Payment Form - Application for Permanent Residence (IMM 5620)</i> and include the original with your application to the CIO.</p> <p>In <b>Canadian funds</b> only, you may pay:</p> <ul style="list-style-type: none"> <li>• by <b>certified cheque, bank draft or money order</b> made payable to the "Receiver General for Canada"; or</li> <li>• with a credit card (Visa, MasterCard, American Express).</li> </ul> <p><b>Note for certified cheques, bank drafts and money orders:</b> When you submit your application to the CIO, the expiry date must be at least five months* into the future.</p> <p>* If there is no expiry date on your certified cheque, money order or bank draft and it is drawn on a foreign bank, it can only be cashed for six months from the date of issue. To ensure it can still be cashed when the fee payment is processed at the CIO, it must be issued no more than 30 days before you send your application to the CIO.</p> <p><b>Note for credit cards:</b> Credit cards must be valid for at least nine months from the date you send your application to the CIO.</p> <p>If we are unable to process your payment, your application will be returned to you.</p> <p><b>Do not enclose cash.</b></p> <p>If you are a resident of a country served by one of the following visa offices listed on our website for <a href="#">Provincial Nominees</a> or for <a href="#">Quebec Skilled Workers</a></p> <p>AND</p> <p>are unable to pay in Canadian funds, visit the responsible Visa Office website for fee payment instructions and to obtain the fee payment form.</p> <p>Include with your application to the CIO a copy of your receipt from the mission as proof of payment.</p> <p>Consult "Step 3, Pay the Fee" section of the instruction guide for more information about fee payment.</p>	Original	<input type="checkbox"/>	<input type="checkbox"/>
		Copy	<input type="checkbox"/>	<input type="checkbox"/>

	Format	PNP	QSW
<p><b>18</b></p> <p><b>Mailing Your Application</b></p> <p>Mail to the <b>CIO</b> in Sydney, Nova Scotia:</p> <ul style="list-style-type: none"> <li>• this document checklist,</li> <li>• your complete application,</li> <li>• supporting documents required in this checklist, and</li> <li>• include 2 self-addressed mailing labels:               <ul style="list-style-type: none"> <li>• one in English or French and</li> <li>• one in the official language of your country of residence.</li> </ul> </li> </ul> <p>Please consult " Step 4, Mail the application" section of the instruction guide for the CIO address and specific instructions on mailing your application.</p>		<input type="checkbox"/>	<input type="checkbox"/>