

Required Documents and Forms:

Required Supporting Documents:

- You must submit the following for any document that is not in English or French:
 - English or French translation. Translation must be completed by a Canadian certified translator or you must include an affidavit from the person who completed the translation (not to be completed by yourself or family member), affidavit must be sworn in the presence of a notary public; and
 - A certified copy of the original document.

1. Travel Documents and Passports*:

Colour copies of the pages of your valid passport or travel documents for you, your spouse or common-law partner and your dependent children showing: ☐

- Passport number
- Date of issue and expiry
- The photo, name, date and place of birth
- Pages showing any amendments in name, date of birth, expiration, etc.
- Validity of six (6) additional months

***If you live in a country other than your country of citizenship, include a photocopy of your visa for the country in which you live.** ☐

2. Temporary Visas/Permits for Canada (past and current):

Copies for you, your spouse or common-law partner and your dependent children.

If residing in Canada, include documentation to demonstrate current valid status in Canada:

- Work Permit(s) ☐
- Study Permit(s) ☐
- Visitor Records(s) ☐
- Visas in passports ☐

3. Identity and Civil Status Documents:

You must provide the following documents for you, your spouse or common-law partner and dependent children:

- Birth Certificates (must include full name, date of birth and both parents names, if applicable) ☐
- Marriage Certificate (if applicable) ☐
- Divorce or separation documents (if applicable) ☐
- Death Certificates of former spouse(s) or common-law partner(s) (if applicable) ☐
- Documentation to demonstrate common-law partnership (if applicable), including a notarized copy of federal form: Statutory Declaration of Common-Law Union [IMM 5409](#) ☐

4. Proof of full custody (if applicable)

You must provide the following documents for your dependent child(ren) **if your dependent child(ren) are accompanying you to Canada and the other parent/guardian is non-accompanying:**

- Proof of custody agreement for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court
- **Signed Declaration from Non-Accompanying Parent/ Guardian for Minors Immigrating to Canada ([IMM 5604](#)).** You must submit one form for each child and a copy of the non-accompanying parent's photo ID showing their signature. Form must be notarized.

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You must provide the following documents **if your dependent child(ren) are non-accompanying and the other parent/guardian is also non-accompanying:**

- Proof the other parent/ guardian is aware of your intentions to permanently immigrate to Canada and your child will remain in their care, outside of Canada. To fulfill this requirement, signed correspondence must be received from the other parent/guardian outlining this understanding. OIM reserves the right to contact the other parent/guardian to verify the accuracy of this information, and therefore contact information for the other parent/guardian must be submitted with the application.

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5. Express Entry Applicants Only:

When submitting an NLPNP Express Entry application, applicants must include **both** of the following numbers, generated after creating a profile in IRCC's Express Entry pool:

- Express Entry Profile Number (Format: E#####); and,
- Job Seeker Validation Code (Format: #####).

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6. Employment Information:

You must provide the following documents for you and your spouse or common-law partner:

- Your 4 most recent paystips
- T4s from the last tax year available (if you have previous Canadian work experience)
- Copy of Labour Market Impact Assessment if you have been working in Canada under the Temporary Foreign Worker Program (if applicable)
- If you do not have a valid Canadian work permit or alternate federal authorization to work full-time, at the time of application, include a copy of the employers Job Vacancy Assessment (JVA).
- Employment verification letter(s) from current and previous employer(s). Letter should be on company letterhead and include:
 - Date letter was written;
 - Your full name;
 - All positions you held within that organization;
 - Start date and end date you worked in each position;
 - If you are currently employed with the employer, letter should include length of employment offer (example: 2 years, permanent, etc.);
 - Summary of job duties;
 - Signature and contact information for employer.

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The employer who signs this letter will serve as the principal contact for OIM in processing this immigration application and must be an individual approved to make human resources and budget decisions on behalf of the company, and must not simply be the principal applicant's immediate supervisor. OIM retains the right to contact the employer to verify that the employer contact listed has these authorities.

- Copy of employment contract you have signed with your employer.
 - Employment Contract should be on company letterhead and must include:
 - The business legal and operating name;
 - Business address;
 - Employer contact information;
 - The date the letter was written;
 - The individual's full, legal name;
 - Number of hours of work per week;
 - Location of employment;
 - Wage/ salary;
 - Summary of job duties;
 - Overtime rate;
 - Details of breaks during work day;
 - Details of days off per week, paid vacation, sick days;
 - The length of the contract/ employment offer (for example, two (2) years, permanent, etc.);
 - The terms of any arrangements being made for transportation and the associated costs;
 - The terms of any arrangements being made for accommodation;
 - Employment benefits (supplemental health and dental, pension, etc.) (where applicable);
 - Terms of termination and resignation
 - Signed and dated by principal applicant;
 - Signed and dated by employer.

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- [NLPNP Employment Offer](#) completed by employer.
 - The employer who signs this letter will serve as the principal contact for OIM in processing this immigration application and must be an individual approved to make human resources and budget decisions on behalf of the company, and must not simply be the principal applicant's immediate supervisor. OIM retains the right to contact the employer to verify that the employer contact listed has these authorities.

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- Documentation to demonstrate that the principal applicant meets the applicable NOC code employment requirements. This documents includes education diplomas and transcripts, employment verification letters, employment documentation (ex. payslips), training certificates, licensing documents, etc.

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- If working in a regulated occupation (Engineer, Licensed Practical Nurse, Registered Nurse, Accountant, etc.):
 - Copy of valid registration with regulatory body.

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- **Express Entry applicants only** must include proof of all work experience declared in the IRCC Express Entry pool, including at least one (1) year or (twelve (12) months) of experience in the job or job offer submitted to OIM.

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7. Financial Information:

Provide documentation of assets and liabilities. Include proof of unencumbered and readily available funds. Funds must have been **maintained** in bank account.

- Current bank certificate letter AND current bank account statements (past three months);
- Mortgage documents (if applicable);
- Investment documents (if applicable)

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8. Education Information:

You must provide the following documents for you and your spouse or common-law partner:

- Transcripts and diplomas from previous secondary and post-secondary education;
 - Documentation must demonstrate that the principal applicant meets applicable NOC code employment requirements (education requirements). ☐
- **Express Entry applicants only:** If you do not have Canadian post-secondary education, must include Educational Credential Assessment (ECA) ☐
- If spouse or common-law partner is a student, include enrollment verification letter from educational institution. ☐
- If you are an out-of-province graduate applying under the International Graduate category, include explanation of how your employment is directly related to field of study. ☐

9. Proof of Language Proficiency:

If applying under **Express Entry**, or with a **NOC TEER 4 or 5** occupation

- Copy of valid language proficiency test results from IELTS, CELPIP, TEF Canada or TCF Canada. ☐

10. Police Certificate and Clearances:

You, your spouse or common-law partner and any dependent children over the age of 18 should include recent police certificates in your NLPNP application. If you are nominated, you will be required to have these for the Permanent Residence Application. You are required to have certificates from anywhere you have lived since the age of 18 for over 6 months. Police certificates usually are valid for one year from the date of issue unless otherwise states on the certificate. ☐

- Please visit: <http://www.cic.gc.ca/english/information/security/police-cert/index.asp> for country-specific information on how to obtain police certificates from any country. If clearances are deemed as required in the permanent residence application, police clearance should be included in NLPNP application. ☐

11. Proof of relationship to family in Canada (if applicable):

Submit proof of relationship showing you or your accompanying spouse/common-law partner have a close relative living in Canada. Close relative includes sibling, niece or nephew, aunt or uncle, first cousin, parent and/or grandparent.

- Proof of relationship: submit birth certificate(s), marriage certificate(s) or adoption certificates to prove relation to you or partner ☐
- Proof of status: work permit, study permit or visitor record, Confirmation of Permanent Residence, Permanent Resident Card or Photo page of Canadian Passport ☐
- Proof of Residency: provide evidence your relative physically lives in Canada by submitting monthly bills (showing relative's full name and address). ☐

Federal Forms

All NLPNP applicants must complete and include the following documents in their NLPNP application. If your NLPNP application is approved, these federal forms will be used for your federal permanent residency application. **You do not need to submit any documents, photos or pay the federal fees to IRCC until your NLPNP application is approved.**

PLEASE NOTE: It is necessary to read the *Application for Permanent Residence: Provincial Nominee Class (IMM P7000) Guide* prior to completing the following forms. This can be found here: [Guide for Provincial Nominees](#)

1.	I have read the Application for Permanent Residence: Provincial Nominee Class Guide	IMM P7000	☐
2.	Generic Application Form for Canada	IMM 0008	☐
3.	Additional Dependents / Declaration Form (to be completed by the Principal Applicant on behalf of each of your dependents only if you have more than 5 dependents)	IMM 0008DEP	☐
4.	Schedule A – Background / Declaration To be completed by all where applicable - whether accompanying you to Canada or not:		
	○ Principal Applicant	IMM 5669	☐
	○ Spouse or Common-Law Partner (<i>if applicable</i>)	IMM 5669	☐
	○ Any dependent children aged 18 or over (<i>if applicable</i>)	IMM 5669	☐
5.	Additional Family Information To be completed by all where applicable - whether accompanying you to Canada or not:		
	○ Principal Applicant	IMM 5406	☐
	○ Spouse or Common-Law Partner	IMM 5406	☐
	○ Any dependent children aged 18 or over	IMM 5406	☐
6.	Schedule 4: Economic Classes: Provincial Nominees	IMM 008 Schedule 4	☐
7.	Supplementary Information – Your Travels	IMM 5562	☐
8.	Use of Representative (<i>if applicable</i>) ○ Only required if the principal applicant has wants to authorize a representative (paid or unpaid) to act on their behalf.	IMM 5476	☐
9.	Document Checklist ○ You do not need to submit any documents, photos or pay the federal fees to IRCC until your NLPNP application is approved.	IMM 0199	☐
10.	Separation Declaration for Minor Travelling to Canada <u>with required supporting documentation</u> (<i>if applicable</i>) ○ Only required if one parent is not accompanying the principal applicant and a minor child.	IMM 5604	☐
11.	Statutory Declaration of Common-law Union <u>with required supporting documentation</u> (<i>if applicable</i>) ○ Only required if principal applicant is in a common-law partnership.	IMM 5409	☐