

## 23. Amendments to Nomination Certificates

Amendments to NLPNP nomination certificates may be requested by the nominee with valid justification.

### **PROCEDURES:**

1. The nominee will justify their request to amend their nomination certificate for any of the following reasons:
  - Change in marital status of principal applicant;
  - Birth/adoption/death of a child of the principal applicant;
  - Change in mailing address;
  - Typographical errors on the certificate;
  - Change in employer;
  - Change in name; and/or,
  - Change in gender.
2. The nominee will make requests for amendments directly to their designated IPDO. The request must include all supporting documentation, and justification for the request. If their designated IPDO is unavailable, the nominee may contact the PNP general email account and request a new IPDO. The OIM staff member who is responsible for fielding questions through [pnp@gov.nl.ca](mailto:pnp@gov.nl.ca) will assign a new IPDO to the nominee.
3. The IPDO shall review the request to determine whether sufficient documentation and/or reasons exist to revise the nomination certificate.
4. If the IPDO is satisfied that the nominee meets the criteria for amending their nomination, the IPDO will refer the matter to the Manager of Immigration Programs, who will assess the request and the IPDO's recommendation. If satisfied, the Manager of Immigration Programs will either approve or deny the request to amend the nominee's nomination certificate.
5. If the amendment request is approved, the IPDO will provide a copy of the amended certificate (with the changes clearly denoted) to the Statistical Officer, who will notify IRCC via the Monthly Mission Report.
6. Following approval, the IPDO will send a copy of the amended certificate to the nominee (or their designated representative), indicating the amendments in the accompanying email.
7. If the amendment request is refused by IRCC due to incomplete documents or not enough justification to the amendments requested, the IPDO will reach out to the nominee and request more information.
8. If the information received from the nominee is still insufficient, or if the nominee fails to respond to the email sent by the IPDO within the indicated timeframe (10 business days), the IPDO will send a follow-up email to the nominee indicating the refusal of the amendments requested.

**Note:** In situations where nominees directly inform IRCC and fail to notify OIM of adding dependants to their permanent residency application, OIM will receive an email notification from IRCC asking OIM to confirm the addition. At that point, OIM will request the additional supporting documents normally required to issue a new certificate from the nominee, prior to confirming the addition of dependants with IRCC. No new certificate will be generated by OIM in this situation, as responding to the IRCC email will suffice to communicate this change to the Government of Canada. A copy of the final correspondence with IRCC confirming or denying the addition will be saved as a note on the nominee's file by the IPDO and the database updated accordingly by the IPDO.