

29. Changes to Personal Information

It is the responsibility of the applicant to inform their assigned IPDO of any changes to their personal information as soon as they are able to provide the update. If there are situations in which the applicant knows that their personal information will change in the near future, they are strongly encouraged to inform their IPDO of these changes before they occur.

Failure to notify the IPDO of any changes to personal information may impact the IPDO's recommendation for nomination/refusal. The IPDO must report any omissions of personal information by the applicant during the nomination process to the PNP Champion. This policy applies to the applicant as well as any dependants.

The PNP Champion will determine whether the applicant's omission is evidence of misrepresentation and will refer to the *General Policy on Misrepresentation* for guidance.

PROCEDURES:

1. The applicant notifies the IPDO of changes to personal information by e-mail or mail. Changes to a client's personal information may include, but are not limited to:
 - Immigration status (expiration or change in work/study permit);
 - Employment status;
 - Contact details; and/or,
 - Family composition, such as:
 - Marriage or common law relationship;
 - Birth of a child or pending birth of a child;
 - Change of custody of a child;
 - Divorce or separation; and,
 - Death.
2. The IPDO will review the changes and record the updated information in the Online Application Portal.
 - If the information is provided prior to nomination, the IPDO will assess whether the information changes the applicant's eligibility for nomination.
 - If the information is provided after nomination, the IPDO will assess whether the new personal information would have changed the outcome of the decision to nominate or refuse the nomination.
3. If the changes to information will change or would have changed the outcome of the decision to nominate the applicant, the IPDO will notify the PNP Champion.
4. If the PNP Champion agrees that the changes to personal information would change/have changed the decision of the nomination, they will refer the matter to the Manager.
5. The Manager will review the file and inform the IPDO and PNP Champion of what decision to take on the file. The rationale for this decision will be documented in the nominee's file.