

6. Using Third-Party Representatives

An individual can apply to the NLPNP directly or by employing the services of a paid or unpaid third-party representative.

If an individual chooses to use a representative, the IPDO may direct all correspondence and other communications concerning the application to the representative, and copy the same correspondence to the individual. However, the IPDO reserves the right to contact the individual directly regarding the application if it is deemed to be in the best interest of program integrity.

Failure to declare the use of a paid or unpaid representative on the application forms or during the interview carried out by OIM is considered a form of misrepresentation and may result in the application being denied.

An individual may appoint only one paid or unpaid representative at any time during the application process. Only regulated Canadian immigration consultants and lawyers are allowed to charge a fee for immigration advice and assistance.

Third party representatives providing recruitment assistance are prohibited from charging fees related to recruitment to the applicant as per the Immigration and Refugee Protection Regulations (IRPR).

An unpaid representative is a person or organization that does not charge a fee for the service to represent the applicant. Unpaid representatives act on behalf of the applicant in the same way as paid representatives. Unpaid representatives include family members, friends, non-profit groups, and religious groups.

If OIM has a reason to believe that the paid representative on file is not a member in good standing, it reserves the right to refuse the application.

PROCEDURES:

1. Upon receipt of the application, the Departmental Coordinator – Immigration Programs enters the representative's information on the online application portal.
2. The Departmental Coordinator – Immigration Programs will review the relevant federal and provincial forms that contain the necessary information about the applicant's representative.
3. In the case of a paid representative, the IPDO verifies whether the individual stated in the federal form IMM5476 – Use of a Representative is a member in good standing of:
 - a. A Canadian provincial or territorial law society (e.g., lawyers);
 - b. The Regulated Canadian Immigration Consultants of the College of Immigration and Citizenship Consultants (CICC); or,
 - c. The Chambre des notaires du Québec.

If the IPDO suspects that the paid representative is not a member in good standing (as per procedure 3), or that the applicant is using a representative without declaring it, they will inform the PNP Champion. The PNP Champion will consult with the Manager – Immigration Programs. They will determine the correct procedure and inform the IPDO of the decision to be made on the application.