

8. Verification of Supporting Documents

The IPDO will exercise due diligence in assessing an application submitted under the Skilled Worker category of the NLPNP.

The IPDO must make reasonable efforts to ensure the collection and verification of all documentation and information supporting a nomination is genuine.

The IPDO must review the applicant's submitted documents and their declarations (either verbal or in writing) and will assess them against the eligibility requirements of the program.

- First, the IPDO will review the documentation to determine if it is sufficient to establish that the respective eligibility requirement is met.
- Second, the IPDO will assess whether the information provided by the applicant is credible. Information that is credible is information that supports the claims made by the applicant in the application. If an IPDO requires assistance in determining whether information is deemed to be credible, they must engage the PNP Champion or the Manager of Immigration Programs.

An effective due diligence review process under the *Skilled Worker* category by the IPDO must involve:

- Reviewing the documentation submitted in the application based on the eligibility criteria of the Skilled Worker category, which includes the review and/or verification of:
 - i. Travel documents and passports
 - ii. Temporary resident documents
 - iii. Identity and civil status documents
 - iv. Educational documents
 - v. Financial information
 - vi. Employment information and previous work experience
 - vii. Language tests results
 - viii. Police certificates and clearances
 - ix. Federal application forms
 - x. Employer criteria and employer responsibilities and commitments under the NLPNP
 - xi. Third party representatives
- Contacting the applicant and their employer for verification purposes, and requesting additional information or clarification, if needed;
- In some cases, contacting relevant IRCC offices located within/outside Canada, if further investigation is warranted.

During the application process, the applicant will fill out the *Application Details* form on the External Online Application Portal.

- The first section is the *Authorization to Collect and Disclose Information and Applicant Declaration*, and will be signed by the applicant electronically using their e-mail address. By doing so, the applicant permits OIM to verify information with any party referenced in the application (e.g., financial institutions, federal/provincial/territorial/municipal departments and agencies, current and former employers, academic institutions).

If the supporting documents are not in English or French, the applicant must submit a photocopy of the original document and a photocopy of the certified translation or an affidavit from the person who completed the translation. OIM will only accept translations prepared by individuals who are certified by a regulatory body or where an affidavit from the translator is provided. Translators cannot be a family member, spouse, common-law or conjugal partner. Translators cannot be the same paid representative who is preparing the application, if applicable. The applicant must supply proof from the translator describing their translation ability.

The IPDO must also consult the pertinent IRCC policies and procedures for the most current requirements for submitting supporting documents which are not in English or French.

PROCEDURES:

1. The IPDO reviews the documents submitted along with the NLPNP application for completeness, eligibility and program integrity. The IPDO must raise any potential program integrity concerns with IPDOs in the program integrity section of OIM for input. IPDOs must make the Manager of Immigration Programs aware if they are consulting IPDOs in the program integrity section regarding an application.
2. In addition to the criteria below, the IPDO verifies that the applicant meets the requirements listed under IRCC's [Application for Permanent Residence – Provincial Nominee Class](#). As these requirements are subject to change, the IPDO is required to regularly review these requirements to ensure that their knowledge is current.
3. The IPDO will verify that neither the applicant nor any dependants have already submitted applications to the NLPNP or the AIP. The IPDO will consult the internal database and application portals to check whether any NLPNP and/or AIP applications are in progress or were completed by the applicant, or any immediate family member of the applicant. This process is completed to ensure that the province's immigration spaces are efficiently and effectively allocated.
4. If an immediate family member's application to the NLPNP was previously refused for misrepresentation, the IPDO will refer the matter to the PNP Champion. Once all required information is collected, the IPDO and the Champion will discuss the case with the Manager, who will eventually seek approval from the Director prior to proceeding with the application.
5. The IPDO will review and cross-reference the information submitted in the application as follows:
 - i. *Travel documents and passports*
 - The IPDO will assess these documents to confirm the identity of the applicant and their family members.
 - Passports for all family members must be valid for a minimum of six (6) additional months at the time of application.
 - The IPDO will verify that the information contained in these documents matches the information recorded on the various forms and supporting documents.
 - A clear, colour and legible copy of the biographical data page of a passport or travel document must be provided for the principal applicant, their spouse or common-law partner, and dependent children.

ii. *Temporary resident documents*

- The IPDO will assess these documents to confirm that the applicant and their family members, if applicable, have valid and [legal status](#) in Canada.
- Applicants must provide copies of any past or current temporary resident documents (e.g., work, study, visitor) and/or any visas or passport stamps for the principal applicant and their spouse or common-law partner and dependent children, if applicable.

iii. *Identity and civil status documents*

- The IPDO will review copies of the applicant's identity and civil status documents to verify the relationship between the family members.
- These documents may include copies of birth certificates or other equivalent documentation, marriage certificates, proof of common-law relationship, separation/divorce documents, death documents, and proof of custody for minor children, if applicable.
- The IPDO may then conduct an internet search to ascertain if the format of the above mentioned documents are typical of the documents issued in the applicant's home country. If there are any noticeable discrepancies, the IPDO will refer the matter to the PNP Champion. Hard copies of the results of the online search should be included in the applicant's file. The PNP Champion will consult IRCC on the format of the above noted documents if there are questions regarding their legitimacy, particularly from countries where OIM receives low numbers of applications and knowledge of the particulars of documents may not be commonly held.

iv. *Educational documents*

- The IPDO will review copies of the applicant's educational documents, which includes copies of their diploma, academic transcripts, and educational credential assessment for immigration purposes, when required.
- Copies of fraudulent educational documents are periodically forwarded to OIM by IRCC and are included in the Program Integrity folder. This folder must be regularly reviewed, and any suspected fraudulent documents must be reviewed alongside the IRCC provided documents.
- The IPDO can run a Web search or check any applicable websites to see if the client's educational institution actually exists. If there are doubts about the validity or existence of the institution, the IPDO will refer the matter to the PNP Champion, who will then notify the Manager, if they deem it necessary. The PNP Champion or Manager of Immigration Programs may contact the relevant IRCC office overseas to verify the existence of an educational institution as required.
- In some cases, it may be necessary to contact the institution for verification. However, it should be noted that the institution may not necessarily cooperate with OIM's request. Hard copies of the results of the online search should be included in the applicant's file.
- For international graduates of a Canadian institution, the IPDO should check if the client's education was funded by a scholarship program which requires them to return to their country post-graduation. This information may be available from the Canadian institution.

v. *Financial information*

- The IPDO will review the financial documents submitted in the application and

ensure the applicant demonstrates their ability to economically establish in the province in accordance with the *Proof of Settlement Funds* policy.

vi. *Employment information and previous work experience*

- The IPDO will assess the applicant's job offer details to ensure eligibility for the NLPNP and that the main duties of their job offer align with the indicated NOC Code.
- The IPDO will assess the applicant's work experience to ensure eligibility for the NLPNP. In order to validate the applicant's work experience or their ability to carry out the duties of the intended occupation, a reference letter from the current or previous employer should be provided and it must:
 - be an official document printed on company letterhead;
 - include the company's contact information, such as the address, telephone number and email address;
 - Include the name, title and signature of the immediate supervisor or authorized officer at the company, provided the individual listed has authority to make human resources and budgetary decisions. When contacting the employer, OIM reserves the right to confirm that the contact has the authority to make human resources and budgetary decisions;
 - indicate the applicant's name;
 - should indicate all positions the applicant held while employed at the company and must include the following details: job title, duties and responsibilities, job status (if current job), dates worked for the company, number of work hours per week and annual salary plus benefits; and
 - must be dated, and bearing the official company stamps and signatures, as applicable.

vii. *Language tests results*

- The IPDO will assess the language test results in accordance with the *Language Testing* policy.

viii. *Police certificates and clearances*

- The IPDO will ensure that all police certificates/clearances required are submitted, based on an understanding of previous locations of residence for the applicant and relevant dependents.
- The IPDO will review the police certificates to determine if the applicant or their family members have a criminal record. Police certificates must be valid and be provided upfront for any country in which the principal applicant or dependent family member have resided for six months or longer since the age of 18, as per IRCC policy.
- For applicants who have not submitted their police clearances with their application, they must submit proof that they have applied for these police clearances. IPDO will note whether the applicant is exempt from submitting police clearances upfront by referring to the applicable country-specific policy on the IRCC website. This exemption would only be applied where the country requires a letter from IRCC before issuing a police certificate/clearance.

ix. *Provincial and Federal application forms*

- The IPDO will review application forms in accordance with the *IPDO Review of Provincial and Federal Application Forms* policy.

- x. *Employer criteria and employer responsibilities and commitments under the NLPNP*
 - o The IPDO will review the information on file to verify that the [employer criteria](#) is met, as well as their responsibilities and commitments under the JVA policy, if applicable.

- xi. *Third-Party Representatives*
 - o If applicable to the application, the IPDO will review the use of a Third-Party Representative in accordance with the *Third- Party Representative* policy.

The IPDO will review the supporting documents and circumstances of the principal applicant and dependent family members in accordance with the *Intention to Reside* policy.