

## 9. Review of Provincial and Federal Application Forms

The assigned IPDO reviews the provincial and federal application forms for completeness and correctness, and ensures all forms are signed and dated by the applicant and family members (where required). The IPDO will not require an official penned signature on all federal forms given the forms can be completed electronically and uploaded. The forms that require an official penned signature include Use of Representative, Separation Declaration for Minors Travelling to Canada and Statutory Declaration of Common-Law Union.

The IPDO will ensure the federal forms are completed in accordance with the IRCC guide: [Application for Permanent Residence – Provincial Nominee Class](#). The IPDO will regularly review the guide to ensure their knowledge is current.

The following provincial and federal forms will be reviewed by the IPDO in each application:

1. Application Details;
2. NLPNP Employment Offer;
3. Declaration of Personal Net Worth;
4. Generic Application Form;
5. Schedule A;
6. Additional Family Information;
7. Supplementary Information: Your Travels;
8. Schedule 4;
9. Statutory Declaration of Common-Law Union (if applicable);
10. Separation Declaration for Minors Travelling to Canada (if applicable);
11. Use of Representative (if applicable); and,
12. Document Checklist.

The IPDO will confirm information provided in the forms is consistent with the supporting documentation submitted in the application.

If the form requires significant updates, the IPDO will reject the applicable section and propose edits through the online portal. The applicant will be expected to make the updates and upload the amended form. If there are minor updates that should be made, the IPDO will note this to the applicant via the applicable section in the online portal, however will not require an amended form be uploaded for the NLPNP application, instead the applicant can make the updates prior to applying for permanent residency.