DOCUMENT CHECKLIST

PERMANENT RESIDENCE - FEDERAL SKILLED TRADES CLASS

This document is available in PDF format only. You need to mail this form and other documents with your application. Please make sure you print this document, complete it and include it in your application as **the cover page.**

The checklist of required documents is subject to change. Applicants are advised to refer to the application kit on the CIC website periodically while preparing their application to ensure that they have included all forms and documents listed on the most up-to-date checklist.

Gather your documents **in the order of the checklist** and check ☑ each item. Attach small items such as photos and certified cheques with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope. If your documents are not in English or French, send a notarized (certified) translation with a copy of the original version. Do not send any additional documents when submitting your application to the CIO.

Note: If you are unable to provide any of the requested documentation, include with your application, a written explanation with full details as to why that documentation is unavailable and any documentation that would support your claim. If your application lacks any of the documents without a reasonable justification, it will be returned to you or in certain circumstances could result in the refusal of your application.

IMPORTANT NOTICE: Answer all questions and sign all forms where applicable. Please note that by signing these documents, you are certifying that all information provided therein, whether prepared by you or not, is complete and true in all respects.

If you or someone acting on your behalf directly or indirectly submits false documents or misrepresents facts relating to your application for a permanent resident visa:

- your application may be refused;
- the circumstances of your refusal will be entered into Canada's global immigration database; and
- you and your family members could become inadmissible to Canada for two years under section 40(2) of the *Immigration and Refugee Protection Act*.

The officer will base his/her decision on the documents on file at the time of the assessment. In the following circumstances, it is your responsibility to notify the visa office processing your case and provide the relevant supporting documentation if there are changes in the following:

- family status (e.g. marriage or common-law union, divorce, annulment, legal separation, birth, adoption, death of the principal applicant or any accompanying family member, including grandchildren born to dependent children);
- education (e.g. completion of another degree): or
- mailing address/e-mail address/contact information.

Any changes which we have not been informed of will delay processing or may result in the refusal of the application or the exclusion of a family member.

Forms and supporting documents (to be completed and submitted by all applicants)

See the "Complete the application" section of the Instruction Guide for specific instructions on how to complete the questions on each of the following forms.

Do not submit originals unless otherwise stated as documents submitted will not be returned.

	Note that original or certified copies of documents or more information may be requested by an officer at a later date. **You must keep a copy of the completed forms and all documents before sending them to the CIO.**	**Format**	
FORMS LIST			
1	***Generic Application Form for Canada*** **(IMM 0008)** Completed, **dated and signed** by the principal applicant.	Original	☐
2	***Schedule A: Background Declaration*** **(IMM 5669)** Completed, **dated and signed** by **everyone** in the following list: • the principal applicant, • spouse or common-law partner (whether they are accompanying or not), • each dependent child over the age of 18 years (whether they are accompanying or not). Provide your detailed personal history from the past 10 years, or since the age of 18 if you are less than 28 years old. Do not leave any sections blank, or gaps in time. You must write "n/a" in any sections that are not applicable to your situation. Include all: • jobs, • periods of unemployment, • study, • vacations, or • being a homemaker. Do not use abbreviations. Do not use general words such as "employee", "working", "manager." Specify your activity such as retail salesperson, architect, financial manager, etc. **Note:** If this section is not accurately completed, it will cause delays in the processing of your application.	Original	☐
3	***Additional Dependants/Declaration*** **(IMM 0008DEP) (if applicable)** Completed, **dated and signed** by the principal applicant if the applicant has more than five dependants (whether they are accompanying or not).	Original	☐
4	***Supplementary Information - Your Travels*** **(IMM 5562)** Completed by the principal applicant. You must complete all sections, including those for your spouse or common-law partner (whether accompanying or not), and each dependent child over the age of 18 (whether accompanying or not).	Original	☐
5	***Schedule 11: Economic Classes - Federal Skilled Trades Class*** **(IMM 0008 - Schedule 11)** Completed, **dated and signed** by the principal applicant.	Original	☐
6	***Additional Family Information*** **(IMM 5406)** Completed, **dated and signed** by: • you as the principal applicant; • your spouse or common-law partner (whether accompanying or not); and • each dependent child over the age of 18 years (whether accompanying or not).	Original	☐
7	***Use of a representative*** **(IMM 5476) (if applicable)** Complete, date, sign and include this form in your application if you have a paid or unpaid representative.	Original	☐
DOCUMENTS LIST			
8	**Travel documents and passports** Passports or travel documents for you, your spouse or common-law partner and your dependent children. Include only copies of pages showing: • the passport number, • date of issue and expiry, • the photo, name, date and place of birth, • pages showing any amendments in name, date of birth, expiration, etc. You must hold a valid regular passport. Diplomatic, official, service or public affairs passports **are not** valid for immigration to Canada.	Copies	☐

	Proof of Admission (if applicable) **If the visa office you have specified for processing your application is not the visa office responsible for your country of nationality, provide proof that you have been lawfully admitted for a period of at least one year to a country for which the specified visa office is responsible.** Proof of lawful admission is in the form of a stamp in the passport or a status document issued at the Port of Entry or other place of admission. If an extension of the original status has been obtained, the evidence required would be a document or stamp issued by the ministry responsible for immigration matters, providing an extension up to one year or beyond. Submit photocopies of: • current or expired entry/exit stamps in your national passport, and • current or expired status documents indicating the date you were admitted and the validity. **Please note that the CIO-Sydney cannot be chosen as a visa office.**	Copies	☐
9	**Proof of Language Proficiency** Original language proficiency test results for the principal applicant: • CELPIP (General test only); • IELTS (General Training test only); OR • TEF. **Note:** Language test results must not be older than two years upon the date of receipt at the CIO.	Original	☐
10	**Offer of Employment OR Certificate of Qualification** **Note:** You must provide evidence of one or the other. **For applicants with an offer of employment from Canada:** You **must** submit an original letter from your employer(s) indicating that you will be employed full-time on a continuous basis for a total period of at least one year upon receiving permanent resident status, **and** at least one of the documents listed in the table below. **The letter from your employer(s)/prospective employer(s) must be:** • written on company letterhead, • signed by the responsible officer/supervisor, • signed by you as the employee/prospective employee, • show the company's full address, telephone and fax numbers, e-mail and website addresses, and • be stamped with the company's official seal (if possible). **Letters must include all of the following information:** • an expected start date of employment in Canada should your application for permanent residence be approved, • a commitment that you will be employed for continuous, full-time work for a total period of at least one year, • the title of the position you will hold during employment and the main responsibilities and duties, • the corresponding National Occupational Classification (NOC) code (if known), • your total annual salary plus benefits, and • the number of hours per week you are anticipated to work.	Original	☐

If you...	**Then submit...**		
are currently working in Canada under a work permit or other authorization	a copy of the work permit or visitor record.	Copies	☐
have a full-time job offer confirmed by Employment and Social Development Canada (ESDC)	a copy of the Employment and Social Development Canada (ESDC) confirmation letter (Labour Market Opinion) which was sent to your employer(s).		

	For applicants with a certificate of qualification: You **must** provide a certified copy of a certificate of qualification in the skilled trade occupation identified in your application. The certificate of qualification **must** have been issued by a Canadian provincial/territorial authority responsible for apprenticeship education, training and certification. For further details on how to obtain a certificate of qualification, please check with the respective provincial/territorial certification and apprenticeship office.	Certified copy or original (only if you have more than one original of a certificate of qualification)	☐

11	**Evidence of Qualifying Work Experience** For the principal applicant: • Letters of reference from all your employers in the skilled trade occupation identified in your application for all periods of qualifying work experience; **and** • Evidence of how you met the requirements to practice independently in that skilled trade occupation before gaining your qualifying work experience, according to the regulations in place where the work was performed. **Letters of reference must be:** • written on company letterhead, • signed by the responsible officer/supervisor, • show the company's full address, telephone and fax numbers, e-mail and website addresses, and • stamped with the company's official seal (if possible). **Letters of reference must include all of the following information:** • the specific period of your employment with the company, • the position(s)/title(s) you have held during your period of employment, and the time you spent in each position, • your main responsibilities and duties in each position, • your total annual salary plus benefits in each position, and • the number of hours worked per week in each position. **Additional supporting documents may include:** • copies of work contracts, and • copies of pay stubs. **If you worked full-time in Canada in the past 5 years, with the appropriate authorization, in the skilled trade occupation identified in your application, provide:** • original letter(s) of reference (as per requirements stated above) from your past Canadian employer(s), • a copy of any T4 slips from the Canada Revenue Agency, if available, and • a copy of your authorization to work in Canada. **Important:** when submitting your tax information, be sure to black out your Social Insurance Number (SIN) to protect this personal information. **Note:** If you are unable to submit letters of reference as requested, you must provide other sufficient documentation to satisfy an officer that you have the required work experience in the skilled trade occupation identified in your application. If you were self-employed, you must also submit satisfactory evidence of the required work experience (e.g. articles of incorporation or other evidence of business ownership, evidence of self-employment income, reference letters from clients, etc.). Self-employed individuals must provide documentation from 3rd party individual(s) indicating the service provided along with payment details. Self-declared main duties or affidavits are not sufficient evidence of work experience. **You must also identify the requirements to practice independently (i.e. as a journeyperson, not as an apprentice) in the skilled trade occupation identified in your application for each country/region in which you gained your work experience. You must provide evidence that you met these requirements before gaining at least two years of work experience in that occupation:** • *If certification is required* to practice independently in the skilled trade occupation in the country/region in which you worked, you must provide evidence of this requirement along with a copy of your certification. • *If there are no certification requirements* to practice independently in the skilled trade occupation in the country/region in which you worked, you must provide evidence that there are no such requirements in that trade in that jurisdiction. **Example:** If you worked as a carpenter (NOC 7271) in the province of Ontario, you could provide a copy of the **Education & Job Requirements report from the Working in Canada tool** as evidence that there are no certification requirements to practice independently in that trade occupation in that jurisdiction. **Example:** If you worked as a plumber (NOC 7251) in the United Kingdom, and certification is required in order to work independently in that trade occupation in that jurisdiction, you would provide a copy of your certification from the United Kingdom along with a copy of confirmation from the website of the authority for that trade in that jurisdiction: http://www.ciphe.org.uk/. **NOTE: If you worked outside of Canada in the skilled trade occupation identified in your application, but are unable to identify documents to support the absence of certification requirements to practice independently in that trade for the country/region in which you gained your work experience, you must provide a written explanation.**	Original Copies, unless otherwise stated	☐ ☐
12	**Education/Training/Qualifications** For the principal applicant: • **Secondary education documents:** secondary school (high school) diploma; • **Post-secondary education documents:** vocational or technical certificates or diplomas, if available; • **Trade/Apprenticeship documents:** evidence of certification, licensing and/or completion of an apprenticeship program, if available, as well as any other evidence that you meet the Employment Requirements listed in the National Occupational Classification (NOC) for the skilled trade occupation identified in your application; • **Transcripts:** transcripts for all successfully completed studies (diplomas, certificates, degrees), if available.	Copies	☐

13	**Settlement Funds (if applicable)** For instructions, please visit the **"Proof of Funds"** section of our **website** at http://www.cic.gc.ca/english/immigrate/skilled/funds.asp Provide proof of readily transferable funds in a convertible currency available for settlement in Canada: • current bank certification letter; or • evidence of savings balance; or • fixed or time deposit statements.	Copies	☐

14	**Identity and Civil Status Documents**
	You must provide the following documents for you and your spouse or common-law partner
	• Birth certificates;
	• Legal documents showing name or date of birth changes (if applicable);
	• Marriage certificate(s), final divorce or annulment certificate(s). If married more than once, include certificates from each marriage and divorce or annulment you, your spouse or common-law partner have had;
	• Death certificate for former spouse(s) or common-law partner(s) (if applicable);
	• National IDs, family/household registry/book (if applicable);
	• If you have a common-law partner, complete and include the Statutory Declaration of Common-Law Union (IMM 5409 – original) and provide evidence that you have cohabitated with your partner for a period of at least 12 continuous months. Provide the following documents listing both your names, for example:
	  • copies of joint bank account statements,
	  • copies of leases,
	  • utility bills etc.
		Copies, unless otherwise stated	☐

15	**Children's Information (if applicable)** • Children's birth certificates (which name their parents); • Adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children; • Proof of full custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court; • If the other parent of your children is not accompanying you to Canada, you must submit a signed *Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada* (**IMM 5604 - original**). You must submit one form for each child and a copy of the non-accompanying parent's photo ID showing their signature; • You must submit proof if the child is 19 years of age or older and depends substantially on the financial support of the parent since before the age of 19 and is unable to be financially self-supporting due to a physical or mental condition.	Copies, unless otherwise stated	☐
16	**Police Certificates and Clearances** You must get a police certificate from each country or territory where you have lived for six or more months in a row since the age of 18. You are strongly encouraged to submit your police certificates with your application to the CIO. If you are unable to obtain all the necessary police certificates, you may still send your application to the CIO without them. However, we recommend that you take steps to obtain your police certificates now to avoid delays. You must be ready to submit them when requested by an officer. **Note:** Police certificates are generally considered to be valid for one year from date of issue; therefore depending on the processing time of your application, you may be requested to submit new certificates. Please consult our website at:www.cic.gc.ca/english/information/security/ police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.	Originals	☐
17	**Photo Requirements** Supply **six (6) photos** for each member of your family, whether accompanying or not, and yourself. Follow the instructions provided in the section **How to Complete the Forms** of the application guide and in **Appendix A: Photo Specifications**. Photos must have been taken within six (6) months before application submission. On the **back of five (5) of the photographs**, write the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Leave the sixth photograph blank.	Originals	☐

FEE			
18	**Fee Payment** **Online payments are not accepted by the CIO.** You must submit: The ***Fee Payment Form*** - *Application for Permanent Residence* (**IMM 5620**). In **Canadian funds** only, you may pay: • by **certified cheque, bank draft or money order** made payable to the "*Receiver General for Canada,*" or • with a credit card (e.g. Visa, MasterCard, American Express) **Note for certified cheques, bank drafts and money orders:** When you submit your application to the CIO, the expiry date must be at least five months* into the future. *If there is no expiry date on your certified cheque, money order or bank draft and it is drawn on a foreign bank, it can only be cashed for 6 months from the date of issue. To ensure it can still be cashed when the fee payment is processed at the CIO, it must be issued no more than 30 days before you send the application to the CIO. **Note for credit cards:** Credit cards must be valid for at least nine months from your submission date. If we are unable to process your payment, your application will be returned to you. **Do not enclose cash.** If you are a resident of a country served by one of the visa offices listed on our website AND are unable to pay in Canadian funds, visit the responsible Visa Office website for fee payment instructions and to obtain the fee payment form. Include with your application to the CIO a copy of your receipt from the mission as proof of payment. Consult "Step 3, Pay the Fee" section of the instruction guide for more information about the fee payment.	Original Copy	☐ ☐
MAILING YOUR APPLICATION			

19	Mail to the **Centralized Intake Office** in Sydney, Nova Scotia:
	• this Document Checklist;
	• your complete application;
	• all the required forms and supporting documents noted in this checklist; and
	• two (2) self-addressed mailing labels:
	  • one in English or French, and
	  • one in the official language of your country of residence.
	
	Please consult "Step 4, Mail the application" section of the instruction guide for specific instructions on mailing your application.
		Original	☐