



IMMIGRATION Canada

Applying for Permanent Residence from Within Canada

Live-in Caregivers



www.cic.gc.ca

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Generic Application Form for Canada
(IMM 0008)

Additional Dependants/Declaration
(IMM 0008DEP)

Schedule A – Background/Declaration
(IMM 5669)

Live-in Caregiver – Employer declaration of Hours Worked (IMM 5634)

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(IMM 5282)

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This application is made available free of charge by Citizenship and Immigration Canada and is not to be sold to applicants.

This publication is available in alternative formats upon request.

Cette trousse est également disponible en français.

Overview

Application package

This application package consists of:

- ◁ an instruction guide **and**
- ◁ the required forms

The **instruction guide** is a tool that provides:




- ◁ the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC) **and**
- ◁ assistance with how to fill out the forms and the required supporting documents

Read the instruction guide thoroughly and then fill out each applicable form.

The **forms** are specifically designed with questions that will assist in the processing of your application.

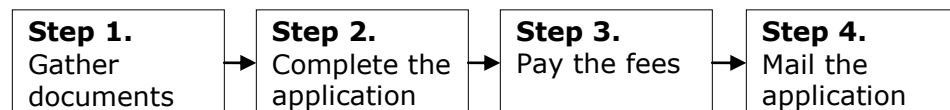
Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

	What you must do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
Note:	Tips that will assist you with this application.

The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



Before You Apply

The Live-in Caregiver Program

A **live-in caregiver** is a person who:

- ◁ was approved to participate in the Live-in Caregiver Program at a visa office outside of Canada; and,
 - ◁ has a valid work permit to work as a live-in caregiver for children, seniors or the disabled with an employer in Canada.
-

Who may use this application?

This application package is used to apply for permanent residence under the Live-in Caregiver Program.

If you answer **yes** to **all** of the questions below, you may apply for permanent residence as a live-in caregiver with the proper and completed documentation.

1. Are you living in Canada?
 2. Do you have a valid work permit to work as a live-in caregiver for children, seniors or the disabled?
 3. Do you have a valid passport or travel document?
 4. Have you completed 24 months OR 3,900 hours (within a minimum of 22 months which may include a maximum of 390 hours of overtime) of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program?
 5. Have you always lived in your employer person(s) receiving care in Canada while employed as a live-in caregiver?
 6. Are you able to support yourself and your family members without the need for social assistance?
-

Quebec residents

The provincial immigration authority called the *Agence québécoise de l'immigration, des réfugiés et des Communautés culturelles* (MICC) must approve your application. You do not need to fill out extra forms; we will refer your application to the MICC on your behalf. If the MICC refuses your application, we will continue to process your application for permanent residence provided that you chose to live in another Canadian province. (<http://www.immigration-quebec.gouv.qc.ca/en/index.asp>).

What are the employment requirements?

You must have completed a certain length of authorized full-time employment within 4 years from the date you entered Canada to be eligible to apply for permanent residence under the Live-in Caregiver Program.

There are two options for determining whether you meet the employment requirements of the Program; you will be required to select one of the following two options on the Document Checklist (IMM 5282).

Option	Length of authorized full-time employment
1	Having completed 24 months of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program, OR
2	Having completed a total of 3,900 hours (within a minimum of 22 months which may include a maximum of 390 hours of overtime) of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program.

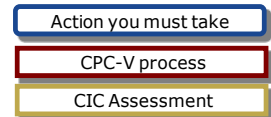
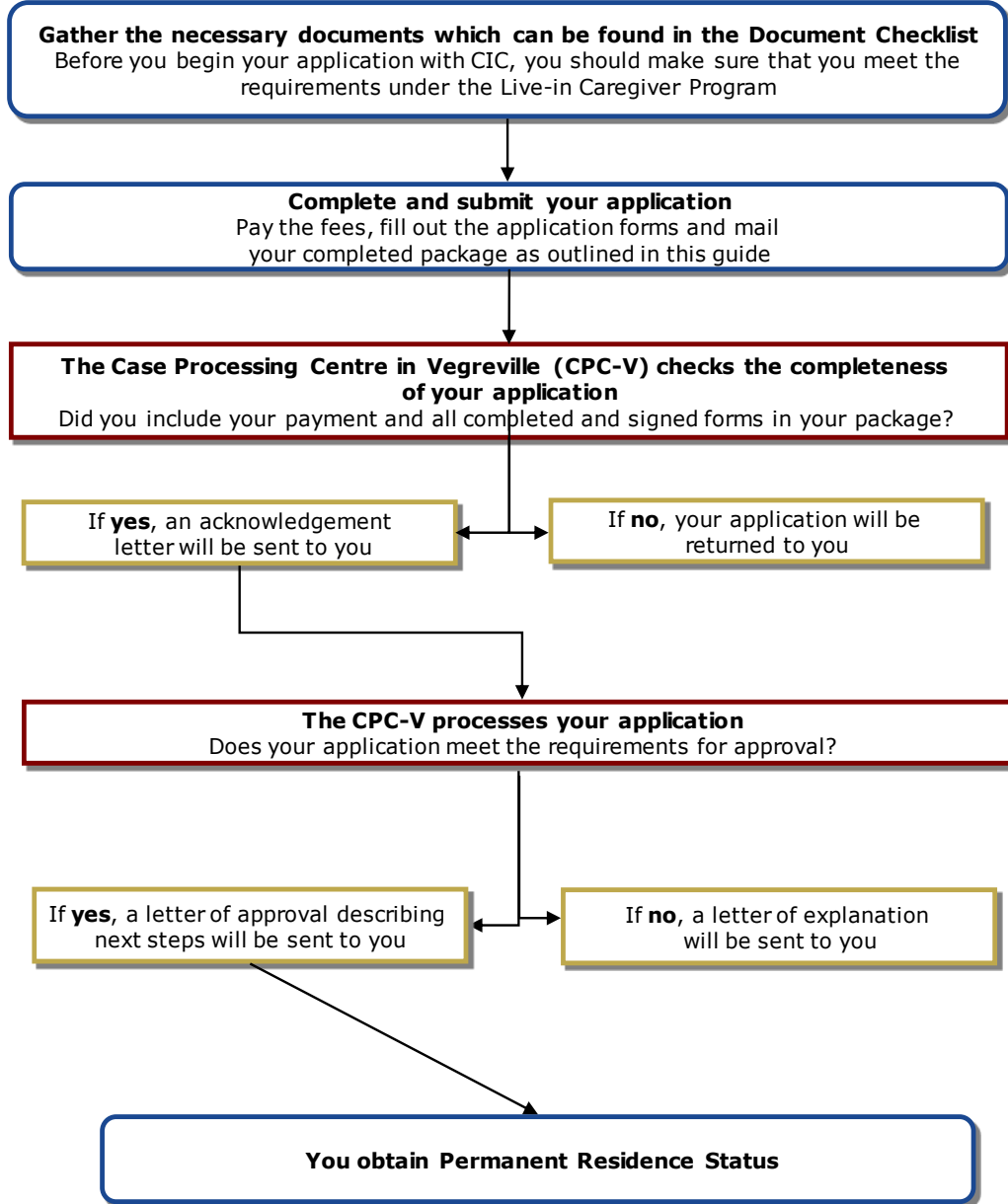
Note: Although the Live-in Caregiver Program is managed by the federal government, employment standards legislation pertaining to caregivers and domestics falls within provincial and territorial jurisdiction. **The definition of** full-time employment and hours of overtime differs from one province/territory to another. Contact your provincial or territorial authority for more information on employment standards.

Staying informed

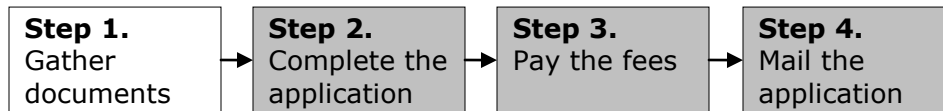
Selection criteria, requirements and other information for applicants can sometimes change. Please note that:

- ◁ Applications will be processed according to the rules and regulations in effect at the time of the assessment. These may change at any time.
- ◁ Our [website](#) contains the latest news, selection criteria updates and application links. Check periodically for updated information.

The Application Process for Permanent Residence for the Live-in Caregiver program



Step 1. Gather Documents



What documents are required?

The table below outlines the documents that you need to include with your application. You may also use the *Document Checklist* (IMM 5282) which you can find in this package to assist you in gathering the necessary documentation.




If any of the required documents are missing, or photocopies are not clear, your application may be returned to you.

Note: Additional documents may be required during the processing of your application.

	Document	Description	Format
1	Forms	<ul style="list-style-type: none"> ⟨ <i>Generic Application Form for Canada</i> (IMM 0008) ⟨ <i>Additional Dependants/Declaration</i> (IMM 0008DEP) ⟨ <i>Schedule A – Background/Declaration</i> (IMM 5669) ⟨ <i>Live-in Caregiver – Employer Declaration of hours Worked</i> (IMM 5634) ⟨ <i>Use of a Representative</i> (IMM 5476), if applicable ⟨ <i>Document Checklist</i> (IMM 5282) 	Original
2	Photos	Two (2) passport-size photos of you and any family members who are applying for Permanent Residence in Canada	Original
3	Proof of employment	<p>If you select Option 1 (proof of 24 months of authorized full-time employment as a live-in caregiver), submit:</p> <ul style="list-style-type: none"> ⟨ A letter from your current employer showing your start date and that you still work for them, and ⟨ Contract(s) with your current and previous employer(s). These must be the same contracts reviewed and approved by Human Resources and Skills Development/Service Canada and Citizenship and Immigration Canada at the time the Labour Market Opinion and work permit applications were reviewed, and ⟨ Statement of earnings showing hours worked and deductions made by the employer(s) (this statement shows your gross and net earnings, specific deductions, the purpose of these deductions and the total number of hours worked, including overtime, during each pay period) and ⟨ Record of wages and deductions sent to Canada Revenue Agency (CRA) by your employer(s) (this is the document you use to file your income tax report by April 30 of each year), and ⟨ Record of employment (ROE) for all previous employers, 	Copy

	Document	Description	Format
		<p>if applicable (this document shows how many weeks you have worked and how much you have earned from your previous employers), and</p> <ul style="list-style-type: none"> ◁ Option C Printout from your date of entry into the Live-in Caregiver Program (this document may be obtained free of charge from the CRA by calling 1-800-959-8281) <p>If you select Option 2 (proof of 3,900 hours of authorized full-time employment as a live-in caregiver), submit:</p> <ul style="list-style-type: none"> ◁ The form <i>Live-in Caregiver É Employer Declaration of hours Worked</i> (IMM 5634) completed and signed by your current and previous employer(s), and ◁ Timesheets signed by your current and previous employer(s) clearly indicating the date and number of hours worked for all overtime hours claimed, and ◁ Contract(s) with your current and previous employer(s). These must be the same contracts reviewed and approved by Human Resources and Skills Development/Service Canada and Citizenship and Immigration Canada at the time the Labour Market Opinion and work permit applications were reviewed, and ◁ Statement of earnings showing hours worked and deductions made by the employer(s) (this statement shows your gross and net earnings, specific deductions, the purpose of these deductions and the total number of hours worked, including overtime, during each pay period), and ◁ Record of wages and deductions sent to Canada Revenue Agency (CRA) by your employer(s) (this is the document you use to file your income tax report by April 30 of each year), and ◁ Record of employment (ROE) for all previous employers, if applicable (this document shows how many weeks you have worked and how much you have earned from your previous employers), and ◁ Option C Printout from your date of entry into the Live-in Caregiver Program (this document may be obtained free of charge from the CRA by calling 1-800-959-8281) 	
4	Identity and relationship documents (for each person included in the application)	<ul style="list-style-type: none"> ◁ Valid passport pages for you and each of your family members included in your application for permanent residence in Canada ◁ Birth certificates or baptismal certificates for you and all your family members included in your application for permanent residence in Canada ◁ If you are married, include your marriage certificate ◁ Proof of your common-law relationship, if applicable ◁ Divorce, annulment or death certificates, if you were previously married ◁ Custody papers for dependent children from a previous marriage/relationship 	Copy

	Document	Description	Format
5	Other documents	<ul style="list-style-type: none"> < Police certificate(s) 	Originals See Police Certificates for details
		If applicable: <ul style="list-style-type: none"> < Details of your criminal convictions < Pardon obtained from the National Parole Board 	Copy
6	Translated documents	Certified translations for all documents that are not in English or French For example: police certificates, birth certificates, etc.	 See Translation of documents for details
7	Fees	Copy 2 of the <i>Payment Receipt</i> form or <i>Internet Receipt</i> . No other form of payment is acceptable.	Original

Translation of documents

Any document that is not in English or French **must be accompanied** by

- < the English or French translation, **and**
- < an affidavit from the person who completed the translation, **and**
- < a **certified** copy of the original document.

Note: An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document.



Translations by family members are not acceptable.

Medical requirements



Do not undergo an immigration medical exam until we contact you. You will likely not be required to have a medical examination as part of your application. Yet, if it is required, we will provide instructions on medical exams after you send your application.

All your family members who are not already Canadian citizens or permanent residents must undergo and pass an immigration medical exam, even if your family members will not be processed for permanent residence with your application. Family members who do not undergo and pass a medical exam will not be eligible to be sponsored at a later date. Your family members will be contacted by the visa office in their area with instructions on their medical exams.

Police certificates

You, and your family members who are 18 years of age and older and are not permanent residents or Canadian citizens must provide a valid police certificate, clearance or record of no information for each country other than Canada in which you and your family members have lived for more than six months consecutively during the past 10 years. If you or your family members were under 18 years of age when you lived there, you do not need to provide a police certificate.

It is your responsibility to contact the police or relevant authorities.

We will also do our own background checks to determine if you have any arrests or criminal convictions, or if you are a security risk to Canada.

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.

How to obtain police certificate

Step 1. Apply for certificates

Certificates are usually issued by the police of the country concerned, but in some countries you will have to apply to municipal, provincial, federal or other government authorities. The country's embassy or consulate in Canada may be able to give additional information.

When applying for police certificates, you should include for each person:

- < a completed [Request for Police Certificates/Clearances and Authorization for Release of Information](#) form which can be found in Appendix C. Make enough photocopies for each applicant.
- < a set of fingerprints, if required by the authority of the country. Your local police or RCMP may be able to tell you where you can get fingerprints done. [Fingerprint Request Letter](#) which can be found in Appendix C and your photo identification (passport, travel document, etc.) with you when you go to get fingerprints taken. You may have to pay a fee.
- < your complete mailing address (certificates will be sent directly to you).
- < one supplementary form (IMM 1052), if you have lived in South Korea. To obtain the form, contact the CIC Call Centre.

Step 2. Submit the certificates

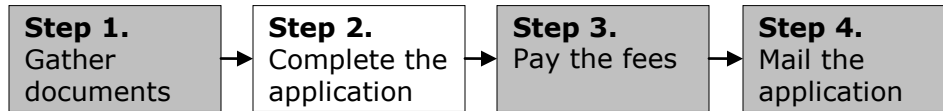
Include the police certificates with your application.

- < If the police authorities notify you that they will submit the certificates directly to us, include this notice with your application.
- < All police certificates must be **originals**; photocopies are not acceptable.
- < If your certificates are in a language other than English or French, attach an original translation prepared by an accredited translator.

What if I cannot get the police certificates?

If you cannot get police certificates from any of the countries where you have lived, you must provide a written explanation with your application and an original letter from the police authority confirming that they will not issue a certificate.

Step 2. Complete the Application



Filling out the application

Follow the step-by-step instructions below to complete the application forms.

The following are the forms that must be filled out and submitted:

- < *Generic Application Form for Canada* (IMM 0008)
- < *Additional Dependants/Declaration* (IMM 0008DEP)
- < *Schedule A – Background/Declaration* (IMM 5669)
- < *Document Checklist* (IMM 5282)

If you choose Option 2

- < *Live-in Caregiver – Employer Declaration of Hours Worked* (IMM 5634)

Optional:

- < *Use of a representative* (IMM 5476)



It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be subject to verification.

Be complete and accurate



Complete all sections. If a section does not apply to you, write *Not Applicable* or *Not applicable*. If a section is incomplete it may be returned to you and this will delay the processing of your application.

If you need more space for any section, print out an additional page containing the appropriate section, complete it and submit it along with your application.

Generic Application Form for Canada
(IMM 0008)

Who must fill out this application form?

This form must be completed by:

- < You, the principal applicant.
-

Completing the form



You must answer all questions on this application form unless indicated otherwise.

Download and fill out the application form on a computer.

You also have the option of saving your form and completing it later.

Note: Completing the form electronically is easier and reduces the risk of errors that can slow down the application process.

In order to help you fill out the application form, read and follow the steps below.

APPLICATION DETAILS	
Question	Action
1	<p>From the list, select the Program under which you are applying:</p> <ul style="list-style-type: none"> < Family < Economic < Refugee < Other
2	<p>From the list, select the Category under which you are applying:</p> <ul style="list-style-type: none"> < If you chose Family, select one of the following: <ul style="list-style-type: none"> o Spouse o Common-law partner o Conjugal partner o Dependent child/adopted child o Child to be adopted in Canada o Parents/ grandparents o Orphaned sibling/nephew/niece/grandchild o Other relative < If you chose Economic, select one of the following: <ul style="list-style-type: none"> o Skilled worker o Investor o Entrepreneur o Self-employed o Provincial nominee o Canadian experience class o Live-in Caregiver Program (LCP)

	<ul style="list-style-type: none"> o Quebec selected skilled worker o Quebec selected entrepreneur o Quebec selected self employed o Quebec selected investor <p> <input type="checkbox"/> If you chose Refugee select one of the following: n 1 , <ul style="list-style-type: none"> o Outside Canada - Convention Refugee o Outside Canada - Country of Asylum o In Canada Claim - Refugee o In Canada - Protected Person o In Canada - Convention Refugee </p> <p> <input type="checkbox"/> If you chose Other select in question 1 , <ul style="list-style-type: none"> o In Canada - Humanitarian & Compassionate Considerations o Permit Holder Class </p>
3	Indicate the total number of family members included in your application. This includes yourself and any family members , regardless of whether they intend to accompany you to Canada or not.
4	Immigration Office requested for the processing of your application Indicate the name of the Immigration Office which serves: <ul style="list-style-type: none"> < your country of nationality, or < the country in which you are residing, provided that you have been lawfully admitted to that country for at least one year.
5	Language preference From the list, select your preferred language for: <ul style="list-style-type: none"> a) correspondence b) interview and c) interpreter requested (if applicable)
6	Where do you intend to live in Canada? From the list select the: <ul style="list-style-type: none"> a) Province/Territory b) City/Town
7	Have you received your <i>Certificat de Sélection du Québec</i> (CSQ)? <ul style="list-style-type: none"> a) Check the corresponding box b) If you checked Yes, please indicate the CSQ number c) If you checked No, indicate the date when CSQ you
DF = B 7 = D 5 @ 5 D D @ = PERSONAL DETAILS	
Question	Action
1	The following questions must be answered by the Principal Applicant. Indicate your full last name (surname/family name) as it appears on your passport, travel or identity document. Indicate all of your given name(s) (first, second or more) as they appear on your passport, travel or identity document. Do not use initials.
2	Nickname/Alias Check the box to indicate if you have ever used any other name. This could be your birth name, maiden name, married name, Yes name or your nickname/alias by indicating it in the family name and given name(s)

	fields.
3	Indicate your Universal Client Identification number (UCI) or Client Identification number (Client ID), if known (8-digit number). Otherwise, leave it blank. If this is your first application with CIC you will not have a UCI or a Client ID.
4	From the list, select your sex (male, female or unknown).
5	Indicate your height in either centimetres or feet and inches.
6	From the list, select your eye color.
7	Indicate your complete date of birth. Note: If your complete date of birth is unknown, please use "*" (star sign/asterisk) to fill in the spaces for the year, month or day, where applicable.
8	Indicate your place of birth, including the city or town, From the list, select your country of birth.
9	Citizenship 1) From the list, select your country of citizenship. 2) If you are a citizen of more than one country, select your other country of citizenship.
10	Current country of residence: From the list, select the appropriate information to indicate: <ul style="list-style-type: none"> ◁ The name of your current country of residence. Your country of residence is the country in which you are residing, provided that you have been lawfully admitted to that country. ◁ Your immigration status in that country (indicate one of the following): <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student ○ Other ◁ Other: This section must be completed if you selected "Other" as a status. ◁ The dates (From – To) you have been living in your current country of residence.
11	Enter the date of your last entry to Canada.
	Indicate the place you last entered Canada (Example: Toronto Airport, Lacolle border crossing, seaport Yarmouth, etc.)
12	Previous countries of residence: Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6)

	<p>months in the past five (5) years.</p> <p>If you checked "Yes", from the list select the appropriate information to indicate the following:</p> <ul style="list-style-type: none"> ◁ The name of the country you lived in ◁ Your immigration status for the time you were in that country: <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student ○ Other ◁ Other: This section must be completed ◁ The dates (From - To) you were living in that country.
<p>13</p>	<p>a) From the list, choose your current marital status:</p> <ul style="list-style-type: none"> ◁ Annulled Marriage: This is a marriage that is legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage union did not have a binding force. ◁ Common-Law: This means that you have lived continuously with your partner in a marital-type relationship for a minimum of one year. ◁ Divorced: This means that you are officially separated and have legally ended your marriage. ◁ Legally Separated: This means that you are married, but no longer living with your spouse. ◁ Married: This means that you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada. ◁ Single: This means that you have never been married and are not in a common-law relationship. ◁ Widowed: This means that your spouse has died and that you have not re-married or entered into a common-law relationship. <p>b) Enter the date (year, month and day) you were married or you entered into your current common-law relationship.</p> <p>c) Indicate the family name(s) and given name(s) of your current spouse or common-law partner.</p>
<p>14</p>	<p>Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked "Yes", provide the following details for your previous spouse/common-law partner:</p>

	<ul style="list-style-type: none"> < Family name(s) < Given name(s) < Type of relationship: <ul style="list-style-type: none"> o Common-law or o Married < Dates (From - To) for which you were in the relationship with your previous spouse/common-law partner.
CONTACT INFORMATION	
1	<p>Indicate your current mailing address (where information should be mailed) by typing the following information:</p> <ul style="list-style-type: none"> < Post Office Box (P.O. Box) number, if applicable. If you do not indicate post office box, the Street number must be provided < Apartment (Apt.) or Unit, if applicable < Street number (No.), if applicable. This must be provided if you did not type in a P.O. Box < Street name, if applicable < City or Town < From the list, select the Country of your current mailing address < Province or State < Postal code/zip code < District, if applicable <p>Note: All correspondence will go to this address unless you indicate your e-mail address.</p> <p>If you wish to have a representative who can conduct business on your behalf, you must provide their address in this section and on the <i>Use of a Representative (IMM 5476)</i> form.</p> <p>For more information read the Use of a Representative section in this guide.</p>
2	<p>Check the box to indicate whether your residential address (where you live) is the same as your mailing address. If "No", indicate the following information:</p> <ul style="list-style-type: none"> < Apartment (Apt.) or Unit, if applicable < Street Number (No.) < Street Name < City or Town < Country < Province or State < Postal Code/zip code < District, if applicable
3	<p>Check the appropriate box to indicate if the telephone number is from</p>

	<p>Canada/the United States (US) or Other (any other country).</p> <p>From the list, select the type of telephone :</p> <ul style="list-style-type: none"> < Residence (home) < Cellular (cell/mobile) < Business (work) <p>Indicate your telephone number including the country code, area/regional codes, etc.</p> <p>If you have an extension number, indicate it after your phone number under "Ext."</p>
4	<p>Check the appropriate box to indicate if your alternate telephone number is from Canada/the United States or Other (any other country).</p> <p>From the list, select the type of telephone :</p> <ul style="list-style-type: none"> < Residence (home) < Cellular (cell/mobile) < Business (work) <p>Indicate your telephone number including the country code, area/regional codes, etc.</p> <p>If you have an extension number, indicate it after your phone number under "Ext."</p>
5	<p>Check the appropriate box to indicate if the facsimile (fax) number is from Canada and United States or Other (any other country).</p> <p>If applicable, indicate your facsimile (fax) number, including country code, area/regional codes, etc.</p>
6	<p>If applicable, indicate your e-mail address using a format similar to the following: name@provider.net</p> <p>Note: By indicating your e-mail address, you are hereby authorizing CIC to transmit your file and personal information to this specific e-mail.</p>
PASSPORT	
1	Check the appropriate box to indicate if you have a valid passport or travel document.
2	If you checked " Yes ", provide your passport or travel document number. Make sure there is no space between each number or letter.
3	From the list, select the name of the country that issued your passport or travel document.
4	Enter the issue date of your passport or travel document.
5	Enter the expiry date of your passport or travel document.
NATIONAL IDENTITY DOCUMENT	
1	Check the appropriate box to indicate if you have a valid identity document.
2	If you checked " Yes ", provide your identity document number. Make sure there is no space between each number or letter.

3	From the list, select the name of the country that issued your identity document.
4	Enter the issue date of your identity document.
5	Enter the expiry date of your identity document.




EDUCATION/OCCUPATION DETAIL

1	From the list, select your highest level of education.																		
	<table border="1"> <thead> <tr> <th>Type of education</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Secondary education</td> <td>High school diploma obtained after elementary school and before college, university, or other formal training.</td> </tr> <tr> <td>Trade/ Apprenticeship</td> <td>Diploma completed in a specific trade, such as carpentry or auto mechanics.</td> </tr> <tr> <td>Non-university certificate/diploma</td> <td>Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).</td> </tr> <tr> <td>Post-secondary - No Degree</td> <td>Post-secondary studies at a college or university but no degree earned.</td> </tr> <tr> <td>6 U W \ Y ` c f Ð g ` X</td> <td>Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.</td> </tr> <tr> <td>Post Graduate E No Degree</td> <td>Post Graduate studies at a graduate school of a college or university but no degree earned (Master or PhD).</td> </tr> <tr> <td>A U g h Y f Ð g ` X Y [</td> <td>Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a earned.</td> </tr> <tr> <td>Doctorate - PhD</td> <td>Highest university degree, usually based on at least three years of graduate studies and a thesis. Normally, you must have com degree before a PhD can be earned.</td> </tr> </tbody> </table>	Type of education	Description	Secondary education	High school diploma obtained after elementary school and before college, university, or other formal training.	Trade/ Apprenticeship	Diploma completed in a specific trade, such as carpentry or auto mechanics.	Non-university certificate/diploma	Training in a profession that requires formal education but not at the university level (for example, dental technician or engineering technician).	Post-secondary - No Degree	Post-secondary studies at a college or university but no degree earned.	6 U W \ Y ` c f Ð g ` X	Academic degree awarded by a college or university to those who completed an undergraduate curriculum; also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.	Post Graduate E No Degree	Post Graduate studies at a graduate school of a college or university but no degree earned (Master or PhD).	A U g h Y f Ð g ` X Y [Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a earned.	Doctorate - PhD	Highest university degree, usually based on at least three years of graduate studies and a thesis. Normally, you must have com degree before a PhD can be earned.
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2	Indicate the total number of years of formal education that you have completed.
3	Indicate your current occupation.
4	Indicate your intended occupation in Canada.

LANGUAGE DETAIL



1	<p>a) From the list, select your first (native) language. This is the language that you learned at home during your childhood and which you still understand.</p> <p>b) If your native language is not English or French, select from the list which one you would most likely use:</p> <ul style="list-style-type: none"> o English o French o Neither <p>C b Y ` c Z ` 7 U b U X U Ð g ` c V ^ Y W h] to immigration is to support and assist the development of minority language communities in Canada.</p>
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	Note: This question is not used for selection purposes.
2	From the list, select whether you are able to communicate in English and/or French: <ul style="list-style-type: none"> < English < French < Both < Neither
DEPENDANT(S)	
	<p>You, the principal applicant must answer each question on behalf of each of your dependant(s).</p> <p>Note: Remember that all questions in this section are about your dependant.</p> <p>You can add up to five (5) dependants in this form.</p> <p>To add a new dependant to the application,  To remove a dependant from the application,  button.</p> <p>If you have more than five (5) family members, you must complete the <i>Additional Dependants/Declaration</i> (IMM 0008DEP) form for each additional family member in order to include everyone in your application.</p> <p>Important  You must list all family members in your application for permanent residence, whether they are accompanying you to Canada or not. You must also provide details on family members whose location is unknown (including those missing or presumed dead). If you cannot not be able to sponsor family members at a later date if they are not listed on your application.</p>
8 9 D 9 B 8 5 B H PERSONAL DETAILS	
1-9	Questions 1 to 9 are identical to the questions you answered for yourself. Refer to the previous instructions to help you answer the questions for your dependant(s).
10	<p>a) From the list, select your dependant's relationship applicant:</p> <ul style="list-style-type: none"> < Adopted Child < Child < Common-law partner < Grandchild < Other < Spouse < Step-Child < Step-Grandchild <p>b) Complete if you chose Other</p>
11	<p>a) Check the box to indicate whether or not, your dependant will accompany you to Canada?</p> <p>b) If you answered No, provide the reason why- your accompanying.</p>
12	From the list, select the type of dependant child: <ul style="list-style-type: none"> < Type A

	<ul style="list-style-type: none"> < Type B < Type C <table border="1" data-bbox="375 289 1349 982"> <thead> <tr> <th data-bbox="375 289 565 384">Type of dependant child</th> <th data-bbox="565 289 1349 384">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="375 384 565 485">TYPE A</td> <td data-bbox="565 384 1349 485">The child is under the age of 22 and is single (not married and not in a common-law relationship).</td> </tr> <tr> <td data-bbox="375 485 565 821">TYPE B</td> <td data-bbox="565 485 1349 821"> The child has been continuously enrolled in and in attendance as a full-time student at a post-secondary institution accredited by the relevant government authority and has depended substantially on the financial support of a parent either: <ul style="list-style-type: none"> < since before the age of 22, or < since marrying or entering into a common-law relationship (if it happened before the age of 22). </td> </tr> <tr> <td data-bbox="375 821 565 982">TYPE C</td> <td data-bbox="565 821 1349 982">The child is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22, and is unable to provide for himself or herself because of a medical condition.</td> </tr> </tbody> </table>	Type of dependant child	Description	TYPE A	The child is under the age of 22 and is single (not married and not in a common-law relationship).	TYPE B	The child has been continuously enrolled in and in attendance as a full-time student at a post-secondary institution accredited by the relevant government authority and has depended substantially on the financial support of a parent either: <ul style="list-style-type: none"> < since before the age of 22, or < since marrying or entering into a common-law relationship (if it happened before the age of 22). 	TYPE C	The child is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22, and is unable to provide for himself or herself because of a medical condition.
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TYPE C	The child is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22, and is unable to provide for himself or herself because of a medical condition.								
13	<p>Current country of residence:</p> <p>From the list, select the appropriate information to indicate:</p> <ul style="list-style-type: none"> < The name of your current country of residence. Your country of residence is the country in which you are residing, provided that you have been lawfully admitted to that country. < Your immigration status in that country (indicate one of the following): <ul style="list-style-type: none"> o Citizen o Permanent resident o Visitor o Worker o Student o Other < Other: This section must be completed if you selected "Other" as a status. < The dates (From – To) you have been living in your current country of residence. 								
14	<p>Enter the date of your last entry to Canada.</p> <hr/> <p>Indicate the place you last entered Canada (Example: Toronto Airport, Lacolle border crossing, seaport Yarmouth, etc.)</p>								
15	Previous countries of residence:								

	<p>Check the box to indicate whether you have lived in any country other than your country of citizenship or your current country of residence for more than six (6) months in the past five (5) years.</p> <p>If you checked "Yes", from the list select the appropriate information to indicate the following:</p> <ul style="list-style-type: none"> ⟨ The name of the country you lived in ⟨ Your immigration status for the time you were in that country: <ul style="list-style-type: none"> ○ Citizen ○ Permanent resident ○ Visitor ○ Worker ○ Student ○ Other ⟨ Other: This section must be completed ⟨ The dates (From – To) you were living in that country.
<p>16</p>	<p>a) From the list, choose your current marital status:</p> <ul style="list-style-type: none"> ⟨ Annulled Marriage ⟨ Common-Law ⟨ Divorced ⟨ Legally Separated ⟨ Married ⟨ Single ⟨ Widowed <p>b) Enter the date (year, month and day) you were married or you entered into your current common-law relationship.</p> <p>c) Indicate the family name(s) and given name(s) of your current spouse or common-law partner.</p>
<p>17</p>	<p>Check the box to indicate whether you have previously been married or in a common-law relationship. If you checked "Yes", provide the following details for your previous spouse/common-law partner:</p> <ul style="list-style-type: none"> ⟨ Family name(s) ⟨ Given name(s) ⟨ Type of relationship: <ul style="list-style-type: none"> ○ Common-law or ○ Married ⟨ Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner.
<p>PASSPORT</p>	

1	Check the appropriate box to indicate if you have a valid passport or travel document.				
2	If you checked " Yes ", provide your passport or travel document number. Make sure there is no space between each number or letter.				
3	From the list, select the name of the country that issued your passport or travel document.				
4	Enter the issue date of your passport or travel document.				
5	Enter the expiry date of your passport or travel document.				
NATIONAL IDENTITY DOCUMENT					
1	Check the appropriate box to indicate if you have a valid identity document.				
2	If you checked " Yes ", provide your identity document number. Make sure there is no space between each number or letter.				
3	From the list, select the name of the country that issued your identity document.				
4	Enter the issue date of your identity document.				
5	Enter the expiry date of your identity document.				
EDUCATION/OCCUPATION DETAIL					
1	From the list, select your highest level of education. For definitions, refer to the type of education table.				
2	Indicate the total number of years of formal education that you have completed.				
3	Indicate your current occupation.				
4	Indicate your intended occupation in Canada.				
LANGUAGE DETAIL					
1	<p>a) From the list, select your first (native) language. This is the language that you learned at home during your childhood and which you still understand.</p> <p>b) If your native language is not English or French, select from the list which one you would most likely use:</p> <ul style="list-style-type: none"> o English o French o Neither <p>respect to immigration is to support and assist the development of minority language communities in Canada.</p> <p>Note: This question is not used for selection purposes.</p>				
2	From the list, select whether you are able to communicate in English and/or French:				
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CONSENT AND DECLARATION OF APPLICANT					
	Refer to the following table in order to complete your form properly.				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%; text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> </tbody> </table>	Step	Action		
Step	Action				

	<p>1</p>	<p>Once the application is completed, click on the "Validate" button located at the top or bottom of the form. This will generate a barcode* page.</p> <p>*See image below:</p>  <p>Note: This barcode page will not appear if you fill out your application by hand.</p>	
	<p>2</p>	<p>Print all pages of your application form.</p>	
	<p>3</p> 	<p>Read all of the statements in all sections carefully and:</p> <ul style="list-style-type: none"> a) Write your name in the space provided. b) Check the appropriate box to indicate if you agree that the information contained in this application related to your intended occupation, education and work experience may be shared with prospective employers in order to assist them in hiring workers. c) Sign and date in the spaces provided. <p>By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.</p>	
	<p>4</p>	<p>Place the barcode pages on the top of your application (forms and supporting documents) when you will submit it.</p>	

Additional Dependants/Declaration
(IMM 008DEP)

Form

Who must fill out this application form? **This form must be completed by:**

- < You, the principal applicant on behalf of each of your dependant.


DEPENDANT(S)	
	<p>You, the principal applicant must answer each question on behalf of each of your dependant(s). The questions are the same that you answered for yourself and other dependants on the <i>Generic Application Form for Canada</i> (IMM 0008).</p> <p>Follow the previous instructions to help you answering the questions for your dependant.</p>
CONSENT AND DECLARATION OF APPLICANT	
	<p>Read all of the statements in all sections carefully and then:</p> <ul style="list-style-type: none">a) Write your name in the space provided.b) Check the appropriate box to indicate if you agree that the information contained in this application related to your intended occupation, education and work experience may be shared with prospective employers in order to assist them in hiring workers.c) Sign and date in the spaces provided. <p>By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.</p> <p>Note: If you are less than 18 years of age, your form must be signed by one of your parents or a legal guardian.</p>

Schedule A - Background/Declaration
(IMM 5669)

Who must fill out this application form? **This form must be completed by:**

- ◁ you, the principal applicant;
- ◁ your spouse or common-law partner (whether accompanying you to Canada or not), **and**
- ◁ your dependent children aged 18 or over (whether accompanying you to Canada or not).

Question	Action
1	<p>Indicate your full last name (surname/family name) as it appears on your passport, travel or identity document.</p> <p>Indicate all of your given name(s) (first, second or more) as they appear on your passport, travel or identity document. Do not use initials.</p>
2	<p>Indicate your name in your native language or script (if applicable). For example: Arabic, Cyrillic, Chinese, Farsi, Korean, Japanese characters or Chinese commercial/telegraphic code.</p>
3	<p>Indicate your date of birth.</p>
4	<p>Provide your personal details including his:</p> <ul style="list-style-type: none"> ◁ last name (surname/family name), ◁ given name(s), ◁ date of Birth, ◁ town or city of birth, ◁ country of birth, ◁ date of death (if applicable).
5	<p>Provide your personal details including her:</p> <ul style="list-style-type: none"> ◁ last name (surname/family name), ◁ given name(s), ◁ date of birth, ◁ town or city of birth, ◁ country of birth, ◁ date of death, if applicable.
6	<p>Answer each question of the section by checking the appropriate box.</p> <p>If you answered no to one or more of these questions, you must write an explanation of what happened in the space provided. If you need more space, attach a separate sheet of paper.</p>
7	<p>Education</p> <p>Indicate the number of years of formal education you have completed at each of the levels indicated.</p> <p>Provide the details about each educational institution you attended, including the:</p> <ul style="list-style-type: none"> ◁ period of time that you attended the institution,

	<ul style="list-style-type: none"> < name of the institution, < city and country, and < type of certificate or diploma issued. <p>If no diploma was issued, you need more space, attach a separate sheet of paper.</p>
8	<p>Provide the details of your personal history since the age of 18, or the past 10 years, whichever comes first.</p> <p>Start with the most recent information. Under each entry, provide your job title if you were working. If you were not working, provide information on what you were doing (for example: unemployed, studying, travelling, retired, in detention, etc.).</p> <p>Note: Please ensure that you do not leave any gaps.</p> <p> Failure to account for all time periods will result in a delay in the processing of your application.</p>
9	<p>Indicate the names of all membership or association with organizations you are or were a member of, including:</p> <ul style="list-style-type: none"> < political organizations, < social organizations, < youth or student organizations, < trade unions, and < professional organizations. <p>If you were not a member of an association applicable to you, write "None" or "I was never a member of any organization."</p> <p>Note: Do not use abbreviations. Write the city and country where you were a member.</p>
10	<p>Indicate any government positions you have held in the past such as:</p> <ul style="list-style-type: none"> < Civil servant; < Judge; < Police officer; < Etc. <p>Include:</p> <ul style="list-style-type: none"> < the name of the country and the level of jurisdiction (examples: national, regional or municipal), < the name of the department or the branch you worked for, and < activities and/or positions that you held. <p>Note: Do not use abbreviations.</p>
11	<p>Give details about your military service (if applicable). Provide the details of military service for each of the countries whose armed forces you served in. If you were not in any military service, write N/A.</p>
12	<p>Indicate the residential addresses where you have lived since your 18th birthday, complete with the postal code. Do not use P.O. box numbers.</p>

**Authority to disclose personal information
Declaration of applicant**



Read all of the statements in all sections carefully. Sign and date in the boxes provided. By signing, you certify that you fully understand the questions asked, and that the information you have provided is complete, truthful, and correct. If you do not sign and date, the application will be returned to you.

Note: The bottom section of Schedule A should not be completed at this time.

Live -in Caregiver – Employee Declaration of Hours Worked
(IMM 5634)

Who must fill out this application form?

This form must be completed and signed by your employer(s) and submitted with your application for permanent residence if you choose **Option 2** for calculation. **Employer(s) must meet the employment requirement** to be eligible for permanent residence as live-in caregiver.

What is Option 2?

It is defined as a total of 3,900 hours (within a minimum of 22 months which may include a maximum of 390 hours of overtime) of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program.

Employer(s) identification
Reminder: the employer(s) must complete this form.
Write your last name (surname) and given name(s).
Indicate the relationship between you (the employer) and the person receiving care. Examples include: < parent < grand-parent < legal guardian < self < etc
Write your full residential address, including your postal code.
Write the following: < telephone number at home, < other numbers where you can be reached (cell phone or work), and < e-mail address (if applicable)
Write the Labour Market Opinion (LMO) confirmation number
Employee identification
Write the employee last name(s) (surname) and given name(s).
Write the employee date of birth.
Employer Declaration
Read and sign the employer's declaration. 1. Write the dates the employee worked for you 2. Write the total number of authorized full-time hours worked by your caregiver 3. Write the total number of authorized overtime hours worked by your caregiver

Use of a Representative **(IMM 5476)**

Who may use this form?

Complete this form **only** if you:

- ◁ used the services of a representative to help you prepare or submit your application; or
- ◁ are appointing a representative; or
- ◁ are cancelling a representative's ap

If you have dependent children aged 18 years or older, they are required to complete their own copy of this form if a representative is also conducting business on their behalf.

What is a representative?

A **representative** is someone who has provided advice, consultation, or guidance to you at any stage of the immigration application process, or in an immigration proceeding. If someone represented or advised you to help you submit your application, then that person is your representative. A representative is also someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA).

When you appoint a representative:

- ◁ you also authorize CIC and CBSA to share information from your case file to this person;
- ◁ your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- ◁ the representative is authorized to represent you only on immigration matters related to the application you submit with this form;
- ◁ you can appoint only **one** representative for each application you submit;
- ◁ you are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.



You must notify us if your representative changes or if you cancel the appointment of a representative.

Types of representatives

Family, friends, and non-profit groups often help applicants who feel the need for support and advice on immigration matters. You can appoint a representative who **does not** charge fees or receive any other compensation for providing immigration advice or services to represent you before CIC or the CBSA.

There are two types of representatives:

Uncompensated representatives include:

- ◁ friends and family members who do not, and will not, charge a fee

- or receive any other consideration for their advice and services;
- ◁ organizations that do not, and will not, charge a fee or receive any other consideration for providing immigration advice or assistance (such as a non-governmental or religious organization);
- ◁ consultants, lawyers and Quebec notaries, and students-at-law under their supervision, who do not, and will not, charge a fee or receive any other consideration to represent you.

Compensated representatives:

Compensated representatives charge a fee or receive some other form of consideration in exchange for the advice and representation that they provide. If you want us to conduct business with a compensated representative then they must be authorized by CIC.

It is important to know that anyone who represents or advises you for payment — or offers to do so — in connection with immigration proceedings or applications is breaking the law *unless* they are an authorized representative or they have a specific agreement or arrangement with the Government of Canada that allows them to represent or advise you. This applies to advice or consultation which happens before or after an immigration application is made or a proceeding begins.

Authorized representatives are:

- ◁ immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
- ◁ lawyers and paralegals who are members in good standing of a Canadian provincial or territorial law society, and students-at-law under their supervision;
- ◁ notaries who are members in good standing of the *Chambre des notaires du Québec* , and students-at-law under their supervision.

If you appoint a compensated representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our website at: <http://www.cic.gc.ca/english/information/representative/index.asp>.

Question	Action
General Application Information	
	Check one box to indicate if you are appointing or cancelling the appointment of a representative.
Section A- Applicant Information	
1	Write your last name (surname) and given name(s).
2	Write your date of birth.
3	If you have already submitted your application write: <ul style="list-style-type: none"> ◁ the name of office where the application was submitted; ◁ location of office; ◁ type of application you are sending.
4	Write your Citizenship and Immigration Canada Identification (ID) or Unique Client Identifier (UCI) number (if known).
Section B- Appointment of Representative	
5	Write your representative's full name

	If your representative is a member of the Immigration Consultants of Canada Regulatory Council (ICCRC), a law society or the <i>Chambre des notaires du Québec</i> , print his or her name as it appears on list.
6	Check one box to indicate if your representative is unpaid or paid. If your representative is paid write the membership ID number of: <ul style="list-style-type: none"> < the Immigration Consultants of Canada Regulatory Council (ICCRC); or < a Canadian provincial or territorial law society; or < the <i>Chambre des notaires du Québec</i>.
7	Write your representative's contact information. Note: By indicating your representative's e-mail address, you are hereby authorizing CIC to transmit your file and personal information to this specific e-mail address.
8	Your representative must sign and date the declaration in order to accept responsibility for conducting business on your behalf.
Section C- Cancel the Appointment of a Representative	
9	Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name
Section D- Your Declaration	
10	By signing, you authorize CIC to complete your request for yourself and your dependent children under 18 years of age. If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

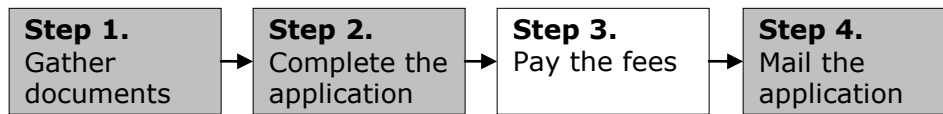
Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available:

- < on our website at www.cic.gc.ca/english/information/applications/release-info.asp;
- or**
- < from Canadian embassies, high commissions and consulates abroad.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with CIC.

Step 3. Pay the Fees



Calculating your fees

Use the table below to calculate the total amount of fees to be paid. There are two (2) types of fees:

1. The **processing fee** which **must be** included with your application

Processing Fee	Number of persons	Amount per person	Amount Due
Principal applicant	1	x \$550	\$ 550
Each family member age 22 or older		x \$550	
Each family member under age 22 who is married or in a common-law relationship		x \$550	
Each family member under age 22 who is unmarried and not in a common-law relationship		x \$150	
Total Payment:			

and

2. The **Right of Permanent Residence Fee**, which will be requested at a **later stage** if your application is approved.

Right of Permanent Residence Fee	Number of persons	Amount per person	Amount Due
Principal applicant	1	x \$490	\$ 490
Spouse or common-law partner		x \$490	
Total Payment:			

Note: Dependent children are exempt from paying the right of Permanent Residence fee.

Incorrect fee payment



Incorrect fee payments may delay processing of your application.

Payment issue	CIC will...
No fee included	<ul style="list-style-type: none">◀ return your application. <p>Note: Processing of your application will only start after you return your application with requested fees.</p>
Insufficient fees included	<ul style="list-style-type: none">◀ inform you of how much to pay and how to pay. <p>Note: Processing of your application will only continue after you provide the missing fees.</p>
Overpayment	<ul style="list-style-type: none">◀ start processing your application, and◀ send you a refund as soon as possible. <p>Note: You do not have to request a refund, it will be done automatically.</p>

Payment method options

Preferred method of payment



Payment of fees on-line is the preferred method of payment.

On-line fee payment


Resources required

You can pay your fees on-line if you have:

- < a credit card (Visa, Mastercard or American Express)
- < access to a computer with an Internet connection
- < a valid e-mail address
- < access to a printer (you will need to print the receipt)

Instructions

Follow these step-by-step instructions to pay using the Internet.

Step	Action
1	Go to the CIC website at: www.cic.gc.ca <ul style="list-style-type: none">< Select <i>Pay application fees in the I need to...</i> section on the right hand side of the page.< Select <i>Pay my fees on-line</i> under related links.
2	Follow the on-line instructions <ul style="list-style-type: none">< Select <i>Immigration</i>< S e l e Other classes of applicants – Live-in caregivers & Humanitarian and Compassionate Grounds< Insert the <u>Quantity</u> of applicants< Select <i>Submit</i> and continue with the payment process following the instructions <p>At the end, click on the button to print the CIC official receipt with barcode.</p>  Do not exit without printing the receipt (page)!
3	Fill in the <i>Payer Information Section</i> by hand.
4	Attach the bottom portion (copy 2) of this receipt to your completed application.

Proof of payment

The receipt printed off of the Internet in **step 2** of the instructions above will serve as your proof of payment.

Fee payment at financial institutions

If you do not wish to pay using the Internet, payment **must** be made at a **financial institution** in Canada. The financial institution will let you know what method of payment it accepts. There is no banking charge to pay at a financial institution.



The only acceptable forms of payment inside Canada are on-line or through a financial institution in Canada. If you send any other form of payment your application will be returned.

Availability





For clients located inside Canada only.

Resources required

A *payment receipt form* (IMM 5401) is included in this application or can be ordered from CIC.

Instructions

Follow these step-by-step instructions to pay at a financial institution in Canada.

Step	Action
1	Calculate the total fee amount to be paid using the chart <i>Calculating your fees</i> at the beginning of this section
2	<p>Fill out one (1) payment receipt form (IMM 5401).</p> <p> An original payment receipt form (pink and white) must be used. A photocopy is not acceptable.</p> <p> See Obtaining an original receipt form in this</p>
3	<p>Insert the total amount paid on-line 09 Citizenship or Immigration Services Fees.</p> <p> Do not complete the top two portions of the receipt. These will be completed by the financial institution.</p>
4	<p>Fill in the <i>Payer Information</i> section on the back of the payment receipt form.</p> <p>Do you already have an open file and know the client identification number (client ID) that we have assigned to you?</p> <p>< If yes, enter the number in the box provided for that purpose. < If no, leave that box empty.</p>
5	<p>Bring the receipt form and your payment to the teller (cashier) at the financial institution. Do <i>not</i> present your application, only your receipt form.</p> <p>The teller (cashier) will:</p> <p>< stamp and enter the amount paid in the upper two portions of the receipt form, and < give you the top two portions of the form.</p> <p> Do not make payment using the automated teller machines or on a financial institution website.</p>

6	The following list indicates what you should be doing with the different parts of the IMM 5401 receipt. <ul style="list-style-type: none">< Copy 1 (top): Keep for your records.< Copy 2 (middle): Attach to your completed application.< Copy 3 (bottom): The financial institution will keep the bottom part.
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Proof of payment

Completed *payment receipt form* (Original form IMM 5401)

Obtaining an original receipt form:

You may obtain an original receipt form (IMM 5401) by:

- < ordering through our website: www.cic.gc.ca.
- < contacting the CIC Call Centre at 1-888-242-2100.

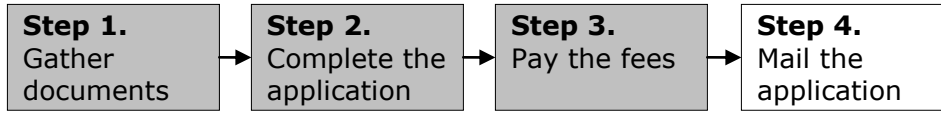
Note: If you have ordered a complete application package, the original receipt form will be included.

Additional fees

You must also pay for the following for yourself and your family members (if applicable):

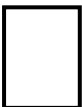
- < medical examinations
 - < police certificates
-

Step 4. Mail the Application



Where to mail the application

Mail your completed application in a stamped envelope to the address as shown below:

(Your Name) (Your Address) (Your Postal Code)	Affix sufficient postage	
Case Processing Centre Vegreville, AB T9C 1W3		

Send the document checklist

Make sure you use the document checklist and include it with your application.

Sign the form



The application must be signed and dated before it is submitted. If you are:

- < **18 years of age or older**, sign and date in the boxes provided,
- < **less than 18 years** of age, your form must be signed by one of your parents or legal guardian.

Note: If your application is not signed and dated, it will be returned to you.

Submit the application form

When submitting your application, to ensure your encoded data is captured, you must include the last page which contains your unique barcodes. See image below:



Note: This page is only available when you complete your application electronically (on a computer).

What Happens Next

Application process

The decision on your application

If your application has been properly completed and includes all the required documents, you will receive a letter informing you of the decision on your case and what you must do next. If you qualify for permanent residence, your family members outside Canada will be required to undergo a medical examination, and you and your family members will have to pass criminality and security checks.

We may contact you to arrange an interview to verify or expand on information contained in your application.

If your application is...	Then we will...
approved	contact you to arrange a final interview. You will likely be granted permanent resident status at that interview.
refused	we will inform you in writing and you may be asked to leave Canada.

Questions?

If you still have questions after reading this guide, visit our [website](#) or phone our Call Centre listed on the **Contact Information** page.

Leaving Canada

If you go on a vacation outside of Canada, you are not automatically deemed ineligible for permanent residence under the Live-in Caregiver Program. However, it is important to note that if you leave Canada while your application is being processed, we cannot guarantee that you will be allowed to re-enter. Each time you re-enter Canada you will need to be re-assessed and meet all eligibility criteria for entering the country.

Updating your contact information



During the application process, you must advise us of any change of address or telephone number by:

- < going to www.cic.gc.ca, click on *Change My Address* in the *B Y Y X* section on the right-hand side of the page;
- or**
- < see [How to Contact CIC](#) at the end of this Guide

Checking application status on-line

You can check the status of your application on-line by doing the following:

1. Log on to our website at www.cic.gc.ca.
2. Go to *Check My Application Status* in the *I need to...* section on the right-hand side of the page.
3. Then click on *Client Application Status* and follow the instructions provided.

Note: Your application status will only appear on-line once the initial

review by CPC is completed.

To obtain details on how to remove your application status information from the Internet, visit the "[Frequently Asked Questions](#)" (FAQ) section.

Protecting your information

Your personal information is:

- < only available to Citizenship and Immigration Canada (CIC) and Canada Border Service Agency (CBSA) employees who need to see it in order to provide the services to you, **and**
- < not disclosed to anyone else except as permitted under the provisions of the *Privacy Act*.



You can obtain additional information on the protection of your data by visiting the "[Frequently Asked Questions](#)" (FAQ) on our website.

Quality assurance program

Our quality assurance program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can:

- < verify the documentation you submitted is accurate;
- < verify that your application has been completed properly.

Note: You will be notified in writing should your application be selected.

How to Contact CIC

The table below shows you how to contact CIC.

Website	www.cic.gc.ca
Within Canada	<p>CIC Call Centre: 1-888-242-2100 (toll-free)</p> <p>Hours of operation: Monday to Friday 8 a.m. to 4 p.m., your local time</p> <p>If you are deaf, deafened or hard of hearing, or you have a speech impediment and use a text telephone, you can access the TTY service from 8 a.m. to 4 p.m. your local time by calling: 1-888-576-8502 (in Canada only).</p>



This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act (IRPA)* and the *Immigration and Refugee Protection Regulations* or the *Citizenship Act* and *Citizenship Regulations*, as applicable.

Appendix A- Issuance or Renewal of Work Permits (Including Open Work Permits) in Canada

This section contains information on the following types of work permit:

1. Work permit for a specific employer
2. Open work permit
3. Bridge extension

Completing an application for permanent residence as a live-in caregiver **does not** mean that your work permit or temporary status will be automatically extended. **You must maintain your legal status in Canada while your application for permanent residence is in process.** Therefore, you must apply for a renewal of your work permit before it expires. It is illegal to work in Canada without a valid work permit.

If your work permit expires before you submit an application to extend it, you have 90 days from the expiration date to apply to restore your status. If you do not apply to restore your status within 90 days of the expiry of your work permit, you will be without status and have to leave Canada.

What form do I have to use?

Use the guide [Applying to change conditions or extend your stay in Canada as a Worker \(IMM 5553\)](#) to apply for any type of work permit or to restore your status.

1. Work permit for a specific employer

Your current work permit allows you to work as a live-in caregiver for a specific employer. You may change employers but you must first apply for a new work permit. Your new employer must meet all Live-in Caregiver Program conditions and apply to Human Resources and Skills Development Canada/Service Canada to obtain a positive Labour Market Opinion. You and your employer must also sign an employment contract. In addition to a valid work permit, you must continue to meet all other requirements of the Live-in Caregiver Program.

Any extended time you spend outside Canada will not be counted towards the period of employment required to apply for permanent residence as a live-in caregiver. For example, if you leave Canada for longer than the period of vacation time allotted in your employment contract, that time will not count towards the employment requirement. If you work for your employer outside Canada at any time, for example, on a family vacation, this also will not count towards the employment requirement.

Examples:

If you...	Then...
take live-out employment	the time you work outside home will not be counted towards the period of employment required to apply for permanent residence as a live-in caregiver
decide to work for anyone other than the employer(s) identified in your employment contract at any one time	you could lose your status in Canada. Note: The length of time you work without status will not be counted towards the period of employment required to apply for permanent residence as a live-in caregiver and you may be disqualified from the Program.

do not have 24 months OR 3,900 hours (within a minimum of 22 months which may include a maximum of 390 hours of overtime) of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program	you are not eligible to apply for permanent residence under the Program.
--	--

2. Open work permit

What is an open work permit and am I eligible to apply for one?

An open work permit allows you to accept employment and to work for any employer for the time period specified on the work permit. It can only be granted once you have received first stage approval (approval in principle) of your application for permanent residence. You should submit your application for an open work permit (IMM 1249) together with your application for permanent residence (IMM 0008). Write open work permit at application (IMM 1249).

If you send your open work permit application with your permanent residence application and	Then you
continue working for the employer mentioned on your current work permit while the application is being processed	do not have to extend your work permit, even if it expires during the processing of your application for permanent residence.
want to change employer after sending your application	will need to submit a new application for a work permit along with a new positive Labour Market Opinion issued by Human Resources and Skills Development/Service Canada to your employer and pay the appropriate fees.

3. Bridge extension

If you become temporarily unemployed, you may apply for a bridge extension.

A bridge extension is an interim work permit given to live-in caregivers whose work permit is about to expire and who are between jobs and have not yet found a new employer. The extension is usually for a period of two months. To apply, use the guide [Applying to change conditions or extend your stay in Canada as a Worker](#) (IMM 5553) and write bridge extension across the top of the f

Also indicate your request for a bridge extension (and the reason) in **section D 10**. This application may be submitted at any time and will allow you to remain in Canada legally, but does not authorize you to work for a new employer.

Appendix B- Family members

Family members include:

Term	Definition	
Spouse	Refers to either of the two persons of opposite or the same sex in a legally recognized marriage.	
A common-law partner	<p>Refers to a person who is living in a conjugal relationship with another person either of the opposite sex or same sex, and has done so for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people. Common-law partners must attach any documents that show they are in a committed and genuine relationship, for example evidence that they share the same home, that they support each other financially and emotionally, that they have had children together, or that they present themselves in public as a couple.</p> <p>Common-law partners who are unable to live together or appear in public together because of legal or cultural restrictions in their home country may still qualify and should be included on the application.</p> <p>Common-law partners are also persons who meet the conditions outlined above but who have been separated for reasons beyond their control (for example, civil war or armed conflict).</p>	
Dependent children	Type of dependent	Description
	Type A	He or she is under the age of 22; and is single, (not married and not in a common-law relationship).
	Type B	He or she has been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority and depends substantially on the financial support of a parent either: <ul style="list-style-type: none"> < since before the age of 22; or < since marrying or entering into a common-law relationship (if it happened before the age of 22).
	Type C	He or she is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22 and is unable to provide for himself or herself due to a medical condition.
Dependent child of a dependent child	Refers to children of dependent children of the principal applicant or those of his or her spouse or common-law partner.	

Note: This also includes children for whom you have joint or sole custody even if the children usually live with the other parent and will not join you in Canada.

When must my dependent children meet the definition?

Your dependent children must meet one of the above definitions on the day we receive your application and, for types B and C, they must continue to meet this definition for permanent residence to be granted or for a permanent resident visa to be issued.



Request for Police Certificates/Clearances and Authorization for Release of Information

ATTENTION: Police or Relevant Authorities

Immigration Canada requires the person named below to obtain an **original** police certificate for all countries where he or she has lived for six months or longer in the past 10 years. (This requirement is only applicable for countries where the person was **18 years of age or older when he or she lived there.**) The applicant has provided details in the box below that may assist you in processing the request and has also signed the form authorizing you to release the information to us.

Surname		Given name(s)	
Other surname(s) used (example maiden name, previous married names)			
Name in original script (example Farsi, Arabic, Chinese, etc.)			
Date of birth	Place of birth		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Day 	Month 	Year 	
Citizenship			
Current address in Canada (number, street, city, province and postal code)			
DATES		ADDRESS(ES) WHILE RESIDENT IN _____ (Name of country)	
FROM	TO		
Month Year	Month Year		
I authorize the police or relevant authorities in the country/state named above to disclose to Immigration Canada details about any previous criminal convictions that may exist.			
_____ Signature of applicant		Day 	Month
		Year 	

Please send the police certificate directly **to the applicant**. If you are unable to provide a certificate/clearance, please send the applicant a written explanation. Thank you.

**Manager
Case Processing Centre
Vegreville AB T9C 1W5
CANADA**



Fingerprints Request Letter

ATTENTION: RCMP Detachment / Police Authorities

Surname	Given name(s)									
Client ID	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 33%;">Date of birth</td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Month</td> <td style="text-align: center;">Year</td> </tr> <tr> <td style="text-align: center;"><input style="width: 30px; height: 20px;" type="text"/></td> <td style="text-align: center;"><input style="width: 30px; height: 20px;" type="text"/></td> <td style="text-align: center;"><input style="width: 30px; height: 20px;" type="text"/></td> </tr> </table>	Date of birth			Day	Month	Year	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Date of birth										
Day	Month	Year								
<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>								

Immigration Canada requires that applicants for permanent residence and their family members obtain original police certificates for all countries where they have lived for six months or longer in the past 10 years. (Certificates are only required for countries where a person **was 18 years of age or older when he or she lived there.**) In order to apply for certificates, an **original** set of fingerprints is required for each certificate being requested.

Upon presentation of this letter, photo identification, and any applicable fees, please provide the applicant with the required fingerprints. The number of fingerprint forms required will depend on the number of police certificates being requested. For example, a person who requires certificates for three countries will need three sets of fingerprints.

Please give the fingerprint forms directly to the applicant. He or she will send them to the appropriate authorities outside of Canada.

Manager

Case Processing Centre
Vegreville AB T9C 1W5
CANADA