





# DOCUMENT CHECKLIST

## Application Forms for Out-of-Status Construction Workers in the Greater Toronto Area (GTA)

You **must** print this document, complete it and include it in your application as **the cover page**.

Gather your documents **in the order of the checklist** and check  each item. Attach small items such as photos with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope and follow the steps in the [instruction guide](#). If your documents are not in English or French, you must include the English or French translation with a certified copy of the original document, **and** an affidavit from the person who completed the translation (if the translation is not provided by a member in good standing of a provincial or territorial organization of translators and interpreters in Canada).

 **Note:** If your application lacks any of the documents listed in this checklist, it will be returned to you. **If you are unable to provide any of the requested documentation, please 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.** Failure to provide supporting documents in certain circumstances may result in the refusal of your application.

 **COMMON REASONS FOR THE RETURN OF THE APPLICATION PACKAGE**


- Required form was not signed and dated by the client.
- Principal applicant (PA) and family member information does not match the Generic Application Form (IMM 0008). Not all questions were answered by client.
- Invalid version of form was submitted with the application package.

Individuals who have made a refugee claim in Canada and failed refugee claimants are not eligible under this public policy.

Family members of the principal applicant eligible for immigration to Canada under this public policy will be granted the same admissibility exemptions.

 Have you ever been issued a work permit authorizing you to work in Canada's construction industry? Yes  No


### FORMS LIST

	Do not submit originals unless otherwise stated as the documents you submit will not be returned. You must keep a copy of the completed forms and all documents before sending them to <a href="#">Canadian Labour Congress</a> .	Format	<input checked="" type="checkbox"/>
1	<b>Generic Application Form for Canada (IMM 0008)</b> Completed and signed by the principal applicant.	Original	<input type="checkbox"/>
2	<b>Application to change conditions or extend your stay in Canada- Worker (IMM5710)</b> Completed, dated and signed by everyone in the following list: <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over the age of 18 years</li> </ul>	Original	<input type="checkbox"/>
3	<b>Application to change conditions or extend your stay in Canada- Student (IMM5709) (if applicable)</b> Completed, dated and signed by everyone in the following list: <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child over the age of 18 years</li> </ul>	Original	<input type="checkbox"/>
4	<b>Application to change conditions, extend my stay or remain in Canada as a visitor or temporary resident permit holder (IMM5708) (if applicable)</b> Completed, dated and signed by everyone in the following list: <ul style="list-style-type: none"> <li>• spouse or common-law partner</li> <li>• each dependent child who is not of school age (signed by the parent or legal guardian)</li> </ul>	Original	<input type="checkbox"/>
5	<b>Schedule IMM 0113 - Out of Status Workers in the Greater Toronto Area (GTA)</b> Completed, dated and signed by the principal applicant.	Original	<input type="checkbox"/>

## FORMS LIST

6	<p><b>Schedule A: Background/Declaration (IMM 5669)</b></p> <p>Completed, dated and signed by everyone in the following list:</p> <ul style="list-style-type: none"> <li>the principal applicant</li> <li>spouse or common-law partner (whether they are accompanying or not)</li> <li>each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul> <p>Provide your detailed personal history from the last 10 years or since the age of 18, if you are less than 28 years of age. 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:</p> <ul style="list-style-type: none"> <li>jobs,</li> <li>periods of unemployment,</li> <li>study,</li> <li>vacations, or</li> <li>being a homemaker</li> </ul> <p>Do not use abbreviations. Do not use general words such as "employee", "working", and "manager." Specify your activity such as retail salesperson, architect, financial manager, etc.</p> <p><b>Note:</b> If this section is not accurately completed, it will cause delays in the processing of your application.</p>	Original	<input type="checkbox"/>
7	<p><b>Additional Dependents/Declaration (IMM 0008DEP) (if applicable)</b></p> <p>Completed, dated and signed by everyone in the following list (if applicable):</p> <ul style="list-style-type: none"> <li>the principal applicant</li> <li>spouse or common-law partner (whether they are accompanying or not)</li> <li>each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul> <p>To be completed if the applicant has more than five dependents (whether they are accompanying or not).</p>	Original	<input type="checkbox"/>
8	<p><b>Additional Family Information (IMM 5406)</b></p> <p>Completed, dated and signed by everyone in the following list:</p> <ul style="list-style-type: none"> <li>the principal applicant</li> <li>spouse or common-law partner (whether they are accompanying or not)</li> <li>each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul>	Original	<input type="checkbox"/>
9	<p><b>Use of a Representative (IMM 5476) (if applicable)</b></p> <p>Complete, date, sign and include this form in your application if you have a paid or unpaid representative.</p>	Original	<input type="checkbox"/>

## SUPPORTING DOCUMENTS

	<p><b>Do not submit originals unless otherwise stated as the documents you submit will not be returned. You must keep a copy of the completed forms and all documents before sending them to the <a href="#">Canadian Labour Congress</a></b></p>	Format	<input checked="" type="checkbox"/>
1	<p><b>Referral Letter from the Canadian Labour Congress</b></p> <p>Have a referral letter signed by the Canadian Labour Congress (CLC) attesting that all eligibility requirements (conditions) have been met.</p>	Original	<input type="checkbox"/>
2	<p><b>Travel documents and passports</b></p> <p>Copy of the pages of your passport or travel documents for you, your spouse or common-law partner and your dependent children, showing:</p> <ul style="list-style-type: none"> <li>the passport number,</li> <li>date of issue and expiry,</li> <li>the photo, name, date and place of birth,</li> <li>pages showing any amendments in name, date of birth, expiration, etc.</li> </ul> <p>You must hold a valid regular passport. Diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</p>	Copies	<input type="checkbox"/>

## SUPPORTING DOCUMENTS

3	<p><b>Proof of entry and previous status in Canada</b></p> <p>You must provide proof of having legally entered Canada. Below are examples of documents you may submit:</p> <ul style="list-style-type: none"> <li>• photocopies of passport pages clearly showing the stamp made by Canadian authorities on your most recent entry to Canada</li> <li>• a copy of your most recent immigration document such as expired work permit, visitor record or study permit</li> </ul> <p>For more information, see the instruction guide (IMM 0124)</p>	Copies	<input type="checkbox"/>
4	<p><b>Proof of Residence in Canada</b></p> <p>You must provide proof that you have continuously resided in Canada for at least five years on the date of your application.</p> <p>Proof of residence can include copies of a lease or rental agreement, a letter from landlord or property owner attesting to your residence specifying dates, or utility bills.</p> <p>If your spouse, common-law partner and/or child are also in Canada, you will need to provide proof of their residence in Canada.</p>	Copies	<input type="checkbox"/>
5	<p><b>Proof of Current Employment</b></p> <p>You must be able to provide proof that you are currently working without authorization in the construction industry in the Greater Toronto Area (GTA) in one or more of the occupations referenced in <a href="#">Annex A-Temporary Public Policy</a>.</p> <p>Proof of employment may include copies of a work contract, an attestation letter from your employer, or proof of membership in a local union within the GTA, payment of union dues.</p>	Copies	<input type="checkbox"/>
6	<p><b>Proof of previous relevant work experience</b></p> <ul style="list-style-type: none"> <li>• Provide evidence of, three years full-time cumulative work experience within the past five years in construction in the GTA in the occupations referenced in <a href="#">Annex A-Temporary Public Policy</a>.</li> </ul> <p><b>Below are examples of documents you may submit:</b></p> <ul style="list-style-type: none"> <li>• Reference letters from employer(s) or coworker(s) for the periods of work identified in your application. The letters must include: <ul style="list-style-type: none"> <li>- specific period of your employment (to/from dates)</li> <li>- description of your main responsibilities and duties</li> <li>- the number of hours you worked per week</li> <li>- your employer's name, signature, full address, telephone number and email address (if applicable)</li> <li>- your total annual salary and benefits (if reference from employer)</li> </ul> </li> <li>• proof of membership in a local union within the GTA</li> <li>• payment of union dues</li> <li>• work contracts</li> <li>• pay stubs</li> </ul> <p><b>NOTE: For applicants who have previously held a work permit in the construction industry in Canada, you are required to provide copies of:</b></p> <ul style="list-style-type: none"> <li>• your previous work permit(s), and</li> <li>• copies of your T4 tax information slips and Notice of Assessments</li> </ul>	Copies	<input type="checkbox"/>
7	<p><b>Proof of study in Canada (if you were admitted as a student in Canada)</b></p> <p>You must provide proof that you completed your study in Canada. Below are examples of documents you may submit:</p> <ul style="list-style-type: none"> <li>• a copy of your school transcript</li> <li>• a copy of your certificate or diploma</li> <li>• a copy of your most recent study permit</li> </ul>	Copies	<input type="checkbox"/>

## SUPPORTING DOCUMENTS

8	<p><b>Identity and Civil Status Documents</b></p> <p>You must provide the following documents for you and your family members:</p> <ul style="list-style-type: none"> <li>• Birth certificates</li> <li>• Legal documents showing name or date of birth changes (if applicable)</li> <li>• 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</li> <li>• Death certificate for former spouse(s) or common-law partner(s) (if applicable)</li> <li>• National IDs, family/household registry/book (if applicable)</li> <li>• If you have a common-law partner, complete and include the Statutory Declaration of Common-Law Union (<b>IMM 5409 - original</b>) 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: <ul style="list-style-type: none"> <li>- copies of joint bank account statements,</li> <li>- copies of leases,</li> <li>- utility bills, etc.</li> </ul> </li> </ul>	Copies	<input type="checkbox"/>
9	<p><b>Family/relatives in Canada</b></p> <p>Provide proof of having a relative: (mother, father, brother, sister, grandmother, grandfather, grandchild, aunt, uncle, niece, nephew or cousin) living in Canada who is a Canadian citizen or permanent resident.</p> <p>To prove that you have a relative in Canada you must demonstrate your family ties. You can submit copies of a birth certificate or family booklet.</p> <p>You will need to include a copy of their valid permanent resident card, citizenship certificate, or a copy of the first page of their Canadian passport.</p>	Copies	<input type="checkbox"/>
10	<p><b>Children's Information</b></p> <ul style="list-style-type: none"> <li>• Children's birth certificates (which name their parents)</li> <li>• School records</li> <li>• If applicable, adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children</li> <li>• If applicable, proof of full custody for children under the age of 18.</li> </ul>	Copies	<input type="checkbox"/>
11	<p><b>Proof of Language Proficiency</b></p> <p>Submit the original results of your language proficiency test that shows you meet a minimum of level 4 of the Canadian Language Benchmark (CLB) or <i>Niveaux de compétence linguistique canadien</i> (NCLC) for listening, speaking, reading and writing. <b>Your test results must not be more than two years old on the date your application is received.</b></p>	Original	<input type="checkbox"/>
12	<p><b>Police Certificates and Clearances</b></p> <p>You must get a police certificate from each country or territory where you have lived for six or more consecutive months in a row since the age of 18. You are strongly encouraged to submit your police certificates with your application to Canadian Labour Congress. If you are unable to obtain all the necessary police certificates, you may still send your application to Canadian Labour Congress without them. However, we strongly recommend that you take steps to obtain your police certificates <b>now</b> to avoid future delays. You must be ready to submit them when requested by an officer.</p> <p><b>Note:</b> 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.</p>	Original	<input type="checkbox"/>
13	<p><b>Photo Requirements</b></p> <p>Include <b>two (2) passport-size photos</b> for you and each dependent, whether accompanying or not. Follow the instructions provided in the instruction guide in <b>Appendix A: Photo Specifications</b>. Include <b>two (2) additional</b> photos in order to process the Temporary Resident Permit. Photos must have been taken within six (6) months before application submission.</p> <p>On the <b>back of one (1) of the photographs</b>, 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 other photograph blank.</p>	Original	<input type="checkbox"/>
14	<p><b>Fees</b></p> <p>Copy of the receipt showing the amount paid. Consult the "Pay the fee" section of the <a href="#">instruction guide</a></p>	Copy	<input type="checkbox"/>
<p><b>Once your application package is ready please contact the <a href="#">Canadian Labour Congress</a></b></p>			