DOCUMENT CHECKLIST
PERMANENT RESIDENCE - PROVINCIAL NOMINEE CLASS

Note: You must apply under the Non Express-Entry Provincial Nominee Program online.

This document is available in PDF format only.

Gather your documents as mentioned on the checklist and check R each item.

You'll need to upload this form and other PDF documents with your application. Some forms will be completed as part of the online application. You will not need to complete PDF versions of these forms.

Sign in or create a Permanent Residence online application portal account using this link.

If your documents are not 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).

The checklist of required documents is subject to change. Applicants are advised to refer the IRCC website periodically when preparing their submission to ensure that they have included all documents listed on the most up-to-date checklist.

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

Consult our Web site for specific instructions on how to complete the questions on each of the following forms.

Important: If you can't provide one or more documents required on the document checklist, you must provide a written explanation for each missing document so your application is not delayed in processing or returned to you as incomplete. You must also provide any other evidence or documents you have available to satisfy the requirement. Upload them as the document type that was asked for.

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

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

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

The officer will base their decision on the documents on file at the time of the assessment. After sending in your applications, it is your responsibility to notify the office processing your case and provide the relevant supporting documentation if there are changes in your life circumstances such as:

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

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

Note: All applicable documents listed below are required.

You must keep a copy of the completed forms and all documents that you will submit.

FORMS LIST

1	***Generic Application Form to Canada*** **(IMM 0008)** The principal applicant will complete this form as part of the online application. The PDF form is not required.	☐
2	***Schedule A: Background/Declaration*** **(IMM 5669)** Provide your detailed personal history form 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: • jobs, • periods of unemployment, • study, • vacations, or • being a homemaker. ***Do not use abbreviations. Do not use general words such as "employee", "working," "manager." Specify your activity such as retail salesperson, architect, financial manager, etc.*** ***Note: If this section is not accurately completed, it will cause delays in the processing of your application.*** You will complete this form as part of the online application for everyone in the following list: • the principal applicant • spouse or common-law partner (whether they are accompanying or not) • each dependent child over the age of 18 years (whether they are accompanying or not) The PDF form is not required.	☐
3	***Supplementary Information - Your Travels*** **(IMM 5562)** The principal applicant will complete this form as part of the online application. The PDF form is not required.	☐
4	***Schedule 4: Economic Classes*** **- Provincial Nominees** completed by the principal applicant. **AND** (if applicable) ***Schedule 4A: Economic Classes - Provincial Nominees - Business Nominees*** completed by the principal applicant if you have been nominated under a business stream. The PDF forms **do not need** to be signed. They need to be uploaded to the online application.	☐
5	***Additional Family Information*** **(IMM 5406)** You will complete this form as part of the online application for everyone in the following list: • the principal applicant • spouse or common-law partner (whether they are accompanying or not) • each dependent child over the age of 18 years (whether they are accompanying or not) The PDF form is not required.	☐
6	***Use of a Representative*** **(IMM 5476), if applicable** Complete, print, date, sign and include this form in your application if you have a paid or unpaid representative. **The form must be signed by the principal applicant and by the representative.**	☐

DOCUMENTS LIST

7	**Travel documents and passports** Copy of the pages of your passport or travel documents for you, your spouse or common-law partner and your dependent children, showing: • the passport number, • date of issue and expiry, • the photo, name, date and place of birth, • pages showing any amendments in name, date of birth, expiration, etc. You must hold a valid regular passport. Diplomatic, official, service or public affairs passports **are not** valid for immigration to Canada. If you live in a country other than your country of nationality, include a photocopy of your visa for the country in which you currently live.	☐
8	***Confirmation of Nomination*** from the Province or Territory that nominated you. Depending on which Province or Territory has nominated you, confirmation of nomination could be a nomination approval letter or other confirmation of nomination from the Province or Territory.	☐

9	**Identity and Civil Status Documents**
	
	You must provide the following documents for you and your spouse or common-law partner:
	• birth certificates;
	• legal documents showing name or date of birth changes (if applicable);
	• marriage certificate(s), final divorce or annulment certificate(s). If married more than once, include certificates from each marriage and divorce or annulment you, your spouse or common-law partner have had;
	• death certificate for former spouse(s) or common-law partner(s) (if applicable);
	• national IDs, family/household registry/book (if applicable);
	• if you have a common-law partner, complete and include the *Statutory Declaration of Common-Law Union* **(IMM 5409**) and provide evidence that you have cohabitated with your partner for a period of at least 12 continuous months. **You and your partner must read the declaration and sign by hand.** Provide the following documents listing both your names, for example:
	  • copies of joint bank account statements,
	  • copies of leases,
	  • utility bills, etc.
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10	**Children's Information (if applicable)**
	• children's birth certificates (which name their parents);
	• adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children;
	• proof of full custody for children under the age of 18 and proof that the children may be removed from the jurisdiction of the court;
	• if the other parent of your children is not accompanying you to Canada, you must submit a signed *Statutory Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada* (**IMM 5604**). You must submit one form for **each** child and a copy of the non-accompanying parent's photo ID showing their signature;
	
	If your child's age was locked in before August 1st 2014, also submit:
	• proof of **continuous full-time studies** of all dependent children aged 22 or over, including:
	  • complete school records/transcripts since attaining age 22;
	  • letters from the schools indicating the number of hours of classes attended per day, and the number of days attended per week;
	  • proof of full financial support by parents since reaching age 22.
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11	**Police Certificates and Clearances** Original police certificate from your country or territory of residence and must be issued no more than 6 months before the date of submission of application. For any other country or territory, the police certificate must be issued **after** the last time you lived there for 6 months in a row or longer since the age of 18.	☐
12	**Photos Requirements** Photos must have been taken within twelve (12) months before application submission. Include **a photo** for each member of your family, whether accompanying or not, and yourself. On the **back of each photograph**, write the name and date of birth of the person who appears in the photo as well as the date the photo was taken. Follow the instructions provided **in the online application** and in **Appendix A: Photo Specifications**.	☐
13	**Fee payment in an acceptable format** If we are unable to process your payment, your application will be returned to you. Copy of the receipt showing the amount paid. See "Step 3. Pay the Fees" section of the instruction guide for more information about fee payment.	☐