Document Checklist
Home Care Worker Immigration Pilots - Workers in Canada Stream

Note: You must apply under the Home Care Worker Immigration Pilot: Child Care or Home Care Worker Immigration Pilot: Home Support online.

This document is available in PDF format only.

The checklist of required documents is subject to change. You should refer to the How to Apply page while preparing your application and before you submit it to ensure you have included all forms and documents listed on the most up-to-date checklist.

Gather your documents and check ☑ each item on the checklist. You'll need to upload this checklist, forms, and documents with your application.

You will complete some forms as part of the online application (so you will not need to complete them as separate PDF versions).

If your documents are not in English or French, you must include

- the English or French translation
- 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 is missing any of the documents listed in this checklist, it will be returned to you. If you can't provide any of the requested documents, you must include a written explanation with

- **full details as to why that document is not available and**
- **any documents to support your explanation**

If you don't provide supporting documents, your application may be refused.

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

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 5 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. It is your responsibility to notify IRCC and provide the relevant supporting documentation if there are changes in the following:

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

If you do not inform us of these types of changes, it will delay processing or may result in the refusal of the application or the exclusion of a family member.

This form is made available by Immigration, Refugees and Citizenship Canada and is not to be sold to applicants.

FORMS

	Original or certified copies of documents or more information may be requested by an officer at a later date. You must keep a copy of the completed forms and all documents before submitting them to IRCC; you will no longer have access to them in the online portal after you submit your application. The forms below are listed in 2 different formats: Online or PDF. For "Online," complete these through a web form in the online application. For the "PDF" format, download these forms separately, complete, save and upload them to your online application.	**Format**
1	***Generic Application Form for Canada (IMM 0008)*** You will complete this form as part of the online application. The PDF form is not accepted.	Online ☐
2	***Schedule A: Background / Declaration (IMM 5669)*** You will complete this form as part of the online application. The PDF form is not accepted. 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 do not apply to your situation. Include all • jobs • periods of unemployment • study • vacations, or • being a homemaker Complete it for everyone in the following list: • the principal applicant • spouse or common-law partner (whether they are coming with you to Canada or not) • each dependent child 18 years and older (whether they are coming with you to Canada or not) It is **MANDATORY** for every family member who is 18 years and over (whether they are in Canada or not, and whether they are coming with you to Canada or not). If you don't complete this form accurately, it will cause delays in processing your application.	Online ☐
3	***Supplementary Information - Your Travels (IMM 5562)*** You will complete this form as part of the online application. The PDF form is not accepted.	Online ☐
4	***Additional Family Information (IMM 5406)*** You will complete this form as part of the online application. The PDF form is not accepted. It is **MANDATORY** for every family member who is 18 years and over (whether they are in Canada or not, and whether they are coming with you to Canada or not). Complete this form for everyone in the following list: • the principal applicant • spouse or common-law partner (whether they are coming with you to Canada or not) • each dependent child 18 years and older (whether they are coming with you to Canada or not) If you don't complete this form accurately, it will cause delays processing your application.	Online ☐
5	***Schedule 21 Home Care Worker Immigration Pilot (IMM 0271)*** If there is not enough space to provide all the necessary information, attach a separate sheet of paper with further details to this form. Print your name at the top for each additional sheet and indicate the form's title and the number of the question you are answering.	PDF ☐
6	***Employment Information: Individual Employers (IMM 0267) or Business Employers (IMM 0268)*** The employer making the job offer should complete the relevant sections of this form.	PDF ☐
7	***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.	PDF ☐

Original or certified copies of documents or more information may be requested by an officer at a later date. You must keep a copy of the completed forms and all documents before sending them to IRCC; you will no longer have access to them in the online portal after you submit your application.

Recommended document labelling:

- Please use the following naming convention when saving your documents: "Last Name - First Name – Document type - #." For example: "Wong - John - Proof of Education - 1."
- If you upload a picture of your child, you should label the file so that it includes the name of that child.

Accepted file types: Only PDF, JPG, JPEG, PNG, DOC, and DOCX are accepted.

Accepted file size: File size should be 4MB maximum

DOCUMENTS LIST

8	**Travel documents and passports** Copies of passports or travel documents for you, your spouse or common-law partner and your dependent children. Upload only copies of pages showing • the passport number, • date of issue and expiry, • country or region that issued the passport, • the photo, name, date and place of birth, • any amendments in name, date of birth, expiration, etc., • the stamp made by Canadian authorities on your most recent entry to Canada (if this applies). Note: All pages from the same passport or travel document should be merged into one single document. See how. *You must hold a valid regular passport. Diplomatic, official, service or public affairs passports **are not** valid for immigration to Canada.*	PDF, JPG, JPEG, PNG, DOC or DOCX ☐
9	**Proof of Language Proficiency** For you as the principal applicant, designated language proficiency test results **English** • IELTS: International English Language Testing System **(General Training Test only)** • CELPIP: Canadian English Language Proficiency Index Program **(General test only)** • PTE: Pearson Test of English **(PTE Core test only)** **French** • TEF Canada: Test d'évaluation de français • TCF Canada: Test de connaissance du français ***Note:** Language proficiency test results must show that you meet the required proficiency level in English or French and be less than 2 years old at the time you apply.*	PDF, JPG, JPEG, PNG, DOC or DOCX ☐
10	**Proof of Education** For you as the principal applicant • proof of a completed Canadian high school educational credential (or higher) **OR** • proof of a foreign educational credential **AND** an Educational Credential Assessment (ECA) report issued by a designated organization. ***Note:** your ECA report must have been issued on or after the date on which the organization was designated by IRCC for immigration purposes and must be less than 5 years old at the time you apply.*	PDF, JPG, JPEG, PNG, DOC or DOCX ☐

11	**Identity and Civil Status Documents**
	
	You must upload copies of these documents for you and your spouse or common-law partner:
	• birth certificates
	• legal documents showing name or date of birth changes (if this applies)
	• 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 this applies)
	• national IDs, family/household registry/book (if this applies)
	  ○ a completed Statutory Declaration of Common-Law Union (IMM 5409)
	  ○ proof you cohabitated with your partner for at least 12 continuous months
	  ○ documents listing both your names, for example
	  ■ copies of joint bank account statements
	  ■ copies of leases
	  ■ utility bills, etc.
	• if you have a common-law partner, upload
		PDF, JPG, JPEG, PNG, DOC or DOCX ☐

12	**Proof of Eligible Work Experience and/or Eligible Training** Upload proof of qualifying work experience in an eligible occupation and/or proof of eligible training. Work Experience For the periods of work experience listed in your application, include • employer reference letters • copies of your T4 tax information slips and your Notice of Assessment (NOA) issued by the Canada Revenue Agency (CRA) If you can't provide any of the above, you can provide • a combination of other supporting documentation for the periods of work experience listed in your application This could include - copies of a record or letter of employment from the employer - work contracts - pay stubs ***Important:*** when submitting your tax information, be sure to block out your Social Insurance Number (SIN) to protect this personal information. **Employer reference letters must include all of the following information:** • the specific period of your employment (i.e. from/to dates) • your position • a description of your main responsibilities and duties • the corresponding **National Occupational Classification** (NOC) code (if you know it) • your total annual salary and benefits • the number of hours you worked per week • employer's name and signature, full address, telephone number and e-mail address (if this applies) Training If you have eligible training, you must include the following: • a Canadian post-secondary level credential (e.g. diploma, certification), or a foreign post-secondary credential for the program • provide transcripts for successfully completed credentials, if available	PDF, JPG, JPEG, PNG, DOC or DOCX ☐
13	**Proof of Job Offer** You must submit a genuine job offer for an eligible occupation under the National Occupation Classification (NOC). The job offer must be made by an employer • that is a single employer in Canada that holds a Canada Revenue Agency business number • that is a private household or a business where the employer directly hires, controls working conditions and remunerates the employee • that is not a spouse or common-law partner, parent, grandparent or child of the applicant and • that is not an embassy, high commission or consulate of Canada, or a person accredited to such a mission in Canada	PDF, JPG, JPEG, PNG, DOC or DOCX ☐
14	**Children's Information (if this applies)** • children's birth certificates (showing the name of their parents) **If you have adopted dependent children:** • adoption papers issued by recognized national authorities showing the legal, approved adoption of adopted dependent children **If the other parent is not coming with you to Canada:** • custody papers for dependent children from a previous marriage or relationship • a completed and 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 you have dependent children that are 22 years or older:** • proof that the child is dependent on the financial support of the parent since before the age of 22 and can't be financially self-supporting due to a physical or mental condition	PDF, JPG, JPEG, PNG, DOC or DOCX ☐

15	**Police Certificates and Clearances** **You and your family members 18 years and older will need to get a police certificate from each country or territory where you have lived for 6 or more months in a row since the age of 18**, except for Canada (we will make a request for a Canadian police certificate on your behalf). **Note:** Some countries may need consent from IRCC to issue a police certificate. If this applies to you, you should submit the consent form to us in place of the police certificate. We'll assess the consent form and start the police certificate request. You are **strongly encouraged** to submit them with your application. If you can't get all the necessary police certificates, you may still send your application without them. However, we strongly recommend that you take steps to get your police certificates **now** to avoid future delays in processing your application. You must be ready to submit them when an officer asks for them. Visit our **website** at: https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/police-certificates.html for specific and up-to-date information on how to get police certificates from any country or territory.	PDF, JPG, JPEG, PNG, DOC or DOCX ☐
16	**Proof of Residence in Canada and Authorization to Work in Canada** You must be a resident and authorized to work in Canada when you submit your application. Proof of residence can include copies of • lease or rental agreement, a letter from your landlord or property owner attesting to your residence specifying dates, or utility bills • copy of provincial/territorial driver's license (if applicable) • copy of a bank statement or credit card statement with your address. Be sure to block out your bank account number/ credit card number to protect this personal information. Submit proof that you have valid authorization to work in Canada. **The work authorization must be for full-time, non-seasonal work.** Below are examples of documents you may submit: • photocopies of passport pages clearly showing the stamp made by Canadian authorities on the most recent entry to Canada • valid work permit • photocopy of the current immigration document (if applicable)	PDF, JPG, JPEG, PNG, DOC or DOCX ☐
17	**Photo Requirements** Upload a photo for yourself and each member of your family, whether they will come to Canada or not. Photos must have been taken within 12 months before you apply. On the **back of the photograph**, write the name and date of birth of the person who appears in the photo, the date the photo was taken, as well as the name and complete address of the photography studio. Please make sure to upload **a copy of both sides** of each photo. Minimum resolution should be 420x540 pixels. Consult the "Other documents you'll upload" section on the How to Apply page for more information.	PDF, JPG, JPEG, PNG, DOC or DOCX ☐
18	**Fee payment** Consult the "Pay your application fees" section on the How to Apply page for more information.	PDF, JPG, JPEG, PNG, DOC or DOCX ☐

SUBMIT YOUR APPLICATION

Create or log into your account on the Permanent Residence Portal and

- complete and save the forms (some forms are to be completed online as part of the online application)
- upload with your application:
  - all the forms and supporting documents required in this checklist
  - this document checklist
- review your information carefully
- submit your application