

Guide 1016 - Application guide for Health-care Workers Permanent Residence Pathway (COVID-19 pandemic)

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This is not a legal document. The explanations and definitions included in this document are not legal definitions. In case of a discrepancy between the language in this document and the relevant legislation or regulations, the legal text in the legislation and regulations prevails.

For legal information, see the:

- [Immigration and Refugee Protection Act](#)
- [Immigration and Refugee Protection Regulations](#)

Other relevant definitions can be found in the applicable public policies. For further information see the:

- [Temporary Public Policy to facilitate the granting of Permanent residence for certain refugee claimants working in the health care sector during the COVID-19 pandemic](#)
- [Temporary Public Policy to facilitate the granting of Permanent residence for certain foreign nationals selected by Quebec working in the health care sector during the COVID-19 pandemic](#)

This information will help you complete the forms and guide you through the application process.

Overview

Application package

This application package has:

- an instruction guide, **and**
- the forms you need to fill out.

The **instruction guide**:

- has information you must know before you submit your application, **and**
- explains how to fill out the forms and gather your supporting documents.

Read the instruction guide completely and then fill out each of the applicable forms.

The **forms** are designed with questions that will help the processing of your application.

Symbols used in this guide

This guide uses these symbols to draw your attention to important information:



What you **must** do to have your application processed.



Important information that you need to know to avoid delays or other problems.



Where to get more information.

Note: Tips that will help you with this application.

Before you apply

Who may use this application?

In recognition of their exceptional service, Immigration, Refugees and Citizenship Canada (IRCC) put in place a [Temporary Public Policy](#) to facilitate the granting of permanent residence for certain refugee claimants working in Canada's health care sector, providing direct patient care, during the COVID-19 pandemic.

Recognizing the unique selection authority of Quebec, established under the Canada-Quebec Accord, a [separate public policy for those intending to reside in Quebec](#) has also been developed.

Pending and failed refugee claimants intending to reside in a province or territory other than Quebec:

To qualify for Permanent Residence, you **must** meet the following criteria:

- you are a pending refugee claimant or a failed refugee claimant, who made a refugee claim in Canada prior to March 13, 2020; and have continued to reside in Canada;

Note:

A pending refugee claimant is a person who made a refugee claim in Canada prior to March 13, 2020, and whose claim had not been decided by the Refugee Protection Division (RPD) or the Refugee Appeal Division (RAD) of the Immigration and Refugee Board (IRB) when their application for permanent residence under the public policy is made, up until a final decision under the public policy is rendered.

A failed refugee claimant is a person who made a refugee claim in Canada prior to March 13, 2020, and who received a final negative decision by the IRB on their claim. This includes claimants who have commenced an application for leave and judicial review of the negative IRB decision in Federal Court, or an appeal in relation to the underlying IRB decision at the Federal Court of Appeal.

- you have been authorized to work in Canada by virtue of a work permit or work permit exemption under section [186](#) of the *Immigration and Refugee Protection Regulations* (the Regulations), unless you lost your authorization to work as a result of a removal order against you becoming enforceable due to a final negative decision on your refugee claim, in which case work you performed subsequent to the loss of that authorization need not be authorized.
- You worked in Canada in one or more designated occupations (see [Annex A](#)) providing direct patient care in a hospital, public or private long-term care home or assisted living facility, or for an organization/agency

providing home or residential health care services to seniors and persons with disabilities in private homes :

- for a minimum of 120 hours (equivalent to 4 weeks full-time) between March 13, 2020 and August 14, 2020; and,
- for a minimum of 6 months full-time (30 hours per week) or 750 hours (if working part-time) total experience (obtained no later than August 31, 2021), and
- for greater certainty, periods of work in a designated occupation must be paid unless the applicant was doing an internship that is considered an essential part of a post-secondary study program or vocational training program in one of the designated occupations or internship performed as part of a professional order requirement in one of the designated occupations.

Note: Applicants who complete their work experience prior to **August 31, 2021**, are expected to submit evidence within **60 days** of completion.

Periods of paid or unpaid sick leave may be counted when assessing the 120 hours or the 6-month experience requirement if the applicant contracted COVID-19. Periods of paid or unpaid leave due to illness/disability, maternity/parental leave, quarantine or isolation requirements due to COVID-19, caring for family who contracted COVID-19 or lack of child care due to COVID-19 may be counted when assessing the 6-month experience requirement. Evidence to support the leave must be submitted.

- you and your family members are not inadmissible other than for any of the following reasons:
 - having failed to comply with conditions related to your temporary stay including:
 - having overstayed a visa
 - visitor record
 - work permit
 - student permit,
 - or having worked or studied without being authorized to do so under the Act (as long as it was solely as a result of losing the work authorization when a removal order against you became enforceable);
 - having entered Canada without the required visa or other document required under the Regulations
 - having entered Canada without a valid passport or travel document.

Note: For the purpose of the granting of the permanent residence pursuant to this public policy, you and your family members are

required by subparagraph [72\(1\)\(e\)\(ii\)](#) of the Regulations to provide the Department of Immigration, Refugees and Citizenship Canada any of the documents enumerated under subsection [50\(1\)](#) of the Regulations. If you and your family members in Canada are unable to obtain any of the documents, enumerated under subsection of the Regulations (e.g, valid passport or travel document), as required by subparagraph [72\(1\)\(e\)\(ii\)](#) of the Regulations, an exemption from this requirement can be granted if you can provide any of the documents described in subsection [178\(1\)](#) of the Regulations if such alternative document complies with the requirement of subsection [178\(2\)](#) of the Regulations.

Note: As a final condition, Refugee claimants with pending refugee claims are **required** to:

- withdraw their refugee claim or refugee appeal, before the Immigration, Refugee Board (IRB)
- discontinue their application at the Federal Court or their appeal at the Federal Court of appeal in relation to an underlying IRB negative decision.

*Should the individual decide not to withdraw or discontinue, as mentioned above, those processes will proceed and their application for permanent residence under the public policies will be **refused**.*

The work experience must be in a **designated occupation** providing direct patient care in health care institutions, more specifically:

- a hospital
- a public or private long term care home
- a public or private assisted living facility
- an organization/agency providing home or residential health care services to seniors and persons with disabilities in private homes.

Designated occupations

Designated occupations for provinces and territories other than Quebec can be found in [Annex A of the Public Policy](#):

Designated occupations - National Occupational Classification (NOC) codes

3011 – Nursing co-ordinators and supervisors

3012 – Registered nurses and registered psychiatric nurses

3124 – Allied primary health practitioners

3233 – Licensed practical nurses

3413 – Nurse aides, orderlies and patient service associates

Other designated occupations:

4412 – Home support workers, housekeepers and related occupations only

Note: *Among the sub-occupations under NOC 4412, housekeepers and related occupations are excluded from the designated occupations under the public policy.*

To be eligible under the NOC code 4412 for this public policy:

- You must be engaged in providing basic personal care services and offering physical assistance directly to patients by primarily performing some or all of these duties:
 - Provide care and companionship for individuals and families during periods of incapacitation, convalescence or family disruption
 - Administer bedside and personal care to clients such as aid in ambulation, bathing, personal hygiene, and dressing and undressing
 - May perform routine health-related duties such as changing non-sterile dressings, assisting in the administration of medications and collecting specimens under the general direction of a home care agency supervisor or nurse
- You may also perform duties listed below, in addition to the above mentioned duties:
 - Plan and prepare meals and special diets, and feed or assist in feeding clients
 - Perform routine housekeeping duties such as laundry, washing dishes and making beds

Note: *You must demonstrate that the principal care services provided are for the patient and not their family. In addition, the onus is on you to demonstrate that you predominantly provided personal care and support services as per the main duties described in the NOC occupational description, with any performance of routine housekeeping duties such as laundry, washing dishes, etc., being incidental to your primary role providing direct in-home care.*

Note: *Self-employed caregivers or those who are employed by private households (directly employed by the person receiving care, or by the family/guardians of the person receiving care) are excluded from this public policy.*

You must demonstrate that you are primarily engaged in activities represented in the eligible occupation and indicate your National Occupational Classification (NOC) code(s) in [Schedule 1 - Health-care Workers Permanent Residence Pathway \(COVID-19 pandemic\) \(IMM 1018\)](#)

This means that the main duties of your employment activities must align with the descriptions found in the [NOC list](#) for the eligible occupations.

For the periods of work experience claimed in the application, you must demonstrate both of the following:

- the actions identified in the initial lead statement of the NOC description, and
- a number of the main duties, listed in the NOC description.

Note: *periods of work in a designated occupation must be paid unless you were doing an internship that is considered an essential part of a post-secondary study program or vocational training program in one of the designated occupations or an internship performed as part of a professional order requirement in one of the designated occupations.*

IRCC will review the main duties and principal business activities indicated in Schedule 1 and supporting documents to make sure that the work experience meets the occupational classification.

Pending or failed refugee claimants intending to reside in Quebec:

To qualify for Permanent Residence, you **must** meet the following criteria:

- you are a pending refugee claimant or a failed refugee claimant, who made a refugee claim in Canada prior to March 13, 2020; and have continued to reside in Canada;

Note:

A pending refugee claimant is a person who made a refugee claim in Canada prior to March 13, 2020, and whose claim had not been decided by the Refugee Protection Division (RPD) or the Refugee Appeal Division (RAD) of the Immigration and Refugee Board (IRB) when their application for permanent residence under the public policy is made, up until a final decision under the public policy is rendered.

A failed refugee claimant is a person who made a refugee claim in Canada prior to March 13, 2020, and who received a final negative decision by the IRB on their claim. This includes claimants who have commenced an application for leave and judicial review of the negative IRB decision in Federal Court, or an appeal in relation to the underlying IRB decision at the Federal Court of Appeal.

- you have been authorized to work in Canada by virtue of a work permit or work permit exemption under section [186](#) of the *Immigration and Refugee Protection Regulations* (the Regulations), unless you lost your authorization to work as a result of a removal order against you becoming enforceable due to a final negative decision on your refugee claim, in which case work you performed subsequent to the loss of that authorization need not be authorized.
- you have been issued a Certificat de sélection du Québec (CSQ) under the [Special program for asylum seekers during the COVID-19 period](#).

- you and your family members are not inadmissible other than for any of the following reasons:
 - having failed to comply with conditions related to your temporary stay including:
 - having overstayed a visa
 - visitor record
 - work permit
 - student permit,
 - or having worked or studied without being authorized to do so under the Act (as long as it was solely as a result of losing the work authorization when a removal order against you became enforceable);
 - having entered Canada without the required visa or other document required under the Regulations
 - having entered Canada without a valid passport or travel document.

***Note:** For the purpose of the granting of the permanent residence pursuant to this public policy, you and your family members are required by subparagraph [72\(1\)\(e\)\(ii\)](#) of the Regulations to provide the Department of Immigration, Refugees and Citizenship Canada any of the documents enumerated under subsection [50\(1\)](#) of the Regulations. If you and your family members in Canada are unable to obtain any of the documents, enumerated under subsection of the Regulations (e.g, valid passport or travel document), as required by subparagraph [72\(1\)\(e\)\(ii\)](#) of the Regulations, an exemption from this requirement can be granted if you can provide any of the documents described in subsection [178\(1\)](#) of the Regulations if such alternative document complies with the requirement of subsection [178\(2\)](#) of the Regulations.*

***Note:** As a final condition, Refugee claimants with pending refugee claims are **required** to:*

- *withdraw their refugee claim or refugee appeal, before the Immigration, Refugee Board (IRB)*
- *discontinue their application at the Federal Court or their appeal at the Federal Court of appeal in relation to an underlying IRB negative decision.*

*Should the individual decide not to withdraw or discontinue, as mentioned above, those processes will proceed and their application for permanent residence under the public policies will be **refused**.*

Spouses or common-law partners of deceased health care workers:

To qualify for Permanent Residence, you **must** meet the following criteria:

- you are the spouse or common-law partner of a foreign national who contracted COVID-19 and passed away prior to applying for permanent

residence under this public policy or after applying but before being granted permanent residence who would have met the following conditions:

- having been a pending or failed refugee claimant prior to March 13, 2020, who continued to reside in Canada;
 - were authorized to work in Canada by virtue of a work permit or work permit exemption under section [186](#) of the Immigration and Refugee Protection Regulations (the Regulations), unless the individual lost their authorization to work as a result of a removal order against them becoming enforceable due to a final negative decision on their refugee claim, in which case work performed subsequent to the loss of that authorization need not be authorized.
 - and having worked in Canada in a designated occupation at any time between March 13, 2020 and August 14, 2020
- you resided in Canada prior to August 14, 2020 and have a Certificat de sélection du Québec (CSQ) under the [Special program for asylum seekers during the COVID-19 period](#), if intending to reside in Quebec; and
 - you and your family members are not inadmissible other than for any of the following reasons:
 - having failed to comply with conditions related to your temporary stay including having overstayed a visa, visitor record, work permit or student permit or having worked or studied without being authorized to do so under the Act (as long as it was solely as a result of losing the work -authorization when a removal order against you became enforceable);
 - you and your family members are not inadmissible other than for any of the following reasons:
 - you and your family members are not inadmissible other than for any of the following reasons:
 - having failed to comply with conditions related to your temporary stay including:
 - having overstayed
 - a visa
 - visitor record
 - work permit
 - student permit,
 - or having worked or studied without being authorized to do so under the Act (as long as it was solely as a result of losing the work authorization when a removal order against you became enforceable);

- having entered Canada without a valid passport or travel document.

Note: For the purpose of the granting of the permanent residence pursuant to this public policy, you and your family members are required by subparagraph [72\(1\)\(e\)\(ii\)](#) of the Regulations to provide the Department of Immigration, Refugees and Citizenship Canada any of the documents enumerated under subsection [50\(1\)](#) of the Regulations. If you and your family members in Canada are unable to obtain any of the documents, enumerated under subsection of the Regulations (e.g, valid passport or travel document), as required by subparagraph [72\(1\)\(e\)\(ii\)](#) of the Regulations, an exemption from this requirement can be granted if you can provide any of the documents described in subsection [178\(1\)](#) of the Regulations if such alternative document complies with the requirement of subsection [178\(2\)](#) of the Regulations.

Note: Pending refugee claimants or claimants who have received a final negative decision from IRB and, if they have commenced an application for leave and judicial review of the negative IRB decision in Federal Court, or an appeal in relation to the underlying IRB decision at the Federal Court of Appeal, and who have complied with all other eligibility and admissibility conditions of this public policy, are required, in terms of the **final condition** of this public policy, to **withdraw** their refugee claim at the IRB or their appeal of the negative decision by the IRB at the RAD, Federal Court application or appeal at the Federal Court of Appeal of the underlying decision of the IRB, in order to be granted permanent residence through the public policy.

Should the individual decide not to withdraw their refugee claim at the IRB, their appeal at the RAD, their application at the Federal Court or their appeal at the Federal Court of Appeal, those processes will continue to proceed but their application for permanent residence under this public policy will be **refused**.

Who may not use this application?

You **may not** apply if:

- you are a Canadian citizen or
- you are a permanent resident
- you were determined to be [ineligible](#) to be referred to the Immigration and Refugee Board;
- your refugee claim was determined to be [withdrawn or abandoned](#);
- your claim was determined to be manifestly unfounded ([MUC](#)) or with no credible basis ([NCB](#));
- you were excluded under Article [1F](#) of the Refugee Convention; or
- your refugee status was determined [ceased](#) or [vacated](#);
- you and your family members are inadmissible for reasons other than those indicated in one of the public policies

Pending refugee claimant

A pending refugee claimant is a person who made a refugee claim in Canada prior to March 13, 2020, and whose claim had not been decided by the Refugee Protection Division (RPD) or the Refugee Appeal Division (RAD) of the Immigration and Refugee Board (IRB) when their application for permanent residence under the public policy is made, up until a final decision under the public policy is rendered.

IRCC will inform the Immigration Refugee Board that you have applied for Permanent Residence under one of the public policies once your application has undergone a preliminary review. Pending claimants will have their claim **put on hold** by the IRB until a final decision on their application for permanent residence is rendered.

IRCC will provide the IRB with the outcome of the application for those who had their claims or appeals **put on hold** under these public policies.

- If you are **unsuccessful** under one of the public policies, the IRB will resume processing your pending claim or appeal.
- If you are successful under one of the public policies, you will be invited to withdraw your refugee claim before the RPD or refugee appeal before the RAD and discontinue your application at the Federal Court or your appeal at the Federal Court of appeal in relation to an underlying negative IRB decision.
- Should you decide not to withdraw or discontinue, as mentioned above, those processes will proceed and your application for permanent residence under the public policies will be refused.

Failed refugee claimant

A failed refugee claimant is a person who made a refugee claim in Canada prior to March 13, 2020, and who received a final negative decision by the IRB on their claim. This includes claimants who have commenced an application for leave and judicial review of the negative IRB decision in Federal Court, or an appeal in relation to the underlying IRB decision at the Federal Court of Appeal.

Stay of removal

Once IRCC assesses that you meet the requirements above, except for a final determination of admissibility, and concludes that you are eligible, the delegated officer will approve the application in principle under this public policy.

If you receive an approval in principle, your removal order will be stayed pursuant to section [233](#) of the Regulations. The stay of removal will apply until a final decision is made on the permanent residence application under this public policy.

A final assessment of admissibility will be conducted prior to granting of permanent residence.

Pre-Removal Risk Assessment (PRRA) application

If an applicant is a failed refugee claimant, and has submitted a PRRA application, the application may be held in abeyance until a final decision on the application for permanent residence under one of the public policies is made.

If the applicant received a stay of removal in the context of their PRRA as per section [232](#) of the Regulations, they will continue to benefit from this stay until their PRRA is resolved.

Renewal of a study or work permit

If you are applying to renew your study or work permit at the same time as your application for permanent residence, **do not** include your renewal application in the same envelope. You must pay for this application separately. For more information on how to apply, please consult the IRCC website: www.cic.gc.ca.

Are you inadmissible?

Reasons for inadmissibility include but are not limited to:

- criminality,
- health grounds,
- financial reasons,
- misrepresentation

If you or a family members are inadmissible for any of the following reasons you may still be approved under these public policies:

- having failed to comply with conditions related to your temporary stay including
 - having overstayed a visa
 - visitor record
 - work permit
 - student permit
- having worked or studied without being authorized to do so under the Act (as long as it was solely as a result of losing the work authorization when a removal order against you became enforceable);
- having entered Canada without the required visa or other document required under the Regulations;
 - having entered Canada without a valid passport or travel document.
 - For the purpose of the granting of the permanent residence pursuant to this public policy, you and your family members are required by subparagraph [72\(1\)\(e\)\(ii\)](#) of the Regulations to provide the Department of Immigration, Refugees and Citizenship Canada any of the documents enumerated under subsection [50\(1\)](#) of the Regulations. If you and your family members in Canada are unable to obtain any of the documents, enumerated under subsection of the Regulations (e.g, valid passport or travel document), as required by subparagraph 72(1)(e)(ii) of the Regulations, an exemption from this requirement can be granted if you can provide any of the documents described in subsection [178\(1\)](#) of the Regulations if such alternative document complies with the requirement of subsection [178\(2\)](#) of the Regulations.

If you or a family member is inadmissible to Canada, it is strongly suggested that you resolve your inadmissibility if possible **before** applying for permanent residence.

If you are inadmissible due to a criminal conviction **in Canada**, you may be eligible to apply for a [record suspension](#) (formerly a pardon).

If you are inadmissible due to a criminal conviction **outside of Canada**, you may be eligible to apply for rehabilitation. Information on applying for criminal rehabilitation can be found on the [IRCC website](#).

Do you intend to reside in Quebec?

If you intend to reside in the province of Quebec, you **must** have a Certificat de sélection du Québec issued under the [Special program for asylum seekers during the COVID-19 period](#). If you meet the eligibility criteria of the public policy, you will be invited to submit the “Demande de Sélection Permanente” form and supporting documentation for selection to the Ministère de l’Immigration, de la Francisation et de l’Intégration du Québec (MIFI).

Do family members need to apply separately?

You may include your family member(s) as defined below, residing in Canada, in your application for permanent residence for concurrent processing. Your spouse or common-law partner and dependent children must be admissible (unless exempted as per above), meet all other requirements of the Act including those enumerated under subsection [50\(1\)](#) of the Regulations (e.g, valid passport or travel document), as required by subparagraph [72\(1\)\(e\)\(ii\)](#) of the Regulations, an exemption from this requirement can be granted if they can provide any of the documents described in subsection [178\(1\)](#) of the Regulations if such alternative document complies with the requirement of subsection [178\(2\)](#) of the Regulations.

Note: Pending refugee claimants or claimants who have received a final negative decision from IRB and, if they have commenced an application for leave and judicial review of the negative IRB decision in Federal Court, or an appeal in relation to the underlying IRB decision at the Federal Court of Appeal, and who has complied with all other eligibility and admissibility conditions of this public policy, is required, in terms of the **final condition** of this public policy, to **withdraw** their refugee claim at the IRB or their appeal of the negative decision by the IRB at the RAD, Federal Court application or appeal at the Federal Court of Appeal of the underlying decision of the IRB, in order to be granted permanent residence through the public policy.

Should the individual decide not to withdraw their refugee claim at the IRB, their appeal at the RAD, their application at the Federal Court or their appeal at the Federal Court of Appeal, those processes will continue to proceed but their application for permanent residence under this public policy will be **refused**.

Family members **residing outside Canada cannot** be included for concurrent processing. However, in your application, you must list all your family members residing

in Canada or outside. That said, your family members residing outside Canada may be sponsored after you have become a Permanent Resident of Canada, if the requirements of the Regulations are met.

Note: For the definition of a family member, see the definitions below (in line with the definition of family member of subsection [1\(3\)](#) of the Regulations).

Family member definitions

Your family members include your spouse or common-law partner, your dependent children and any children that are their dependent children.

Spouse

Refers to either of the two persons (opposite or same gender) in a marriage legally recognized in the country in which it took place, as well as in Canada if your marriage took place outside of Canada.



Proxy, telephone, fax, internet and similar forms of marriage where one or both parties were not physically present are no longer considered as valid spousal relationships under the Immigration and Refugee Protection Regulations. For more information, consult [Operational Bulletin 613](#).

Common-law partner

Refers to a person who is living in a conjugal relationship with another person (opposite or same gender), and has done so continuously for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people.

This can be shown with evidence that the couple share the same home, support each other financially and emotionally, have children together, or present themselves in public as a couple.

Common-law partners who have been in a conjugal for example relationship for at least one year but are unable to live together or appear in public together because of legal restrictions in their home country or who have been separated for reasons beyond their control (for example, civil war or armed conflict) do not qualify for concurrent processing but must be identified on the application.

Dependent children

We assess your child's eligibility as a dependent based on how old they were at a specific point in time, called the [lock-in date](#). This is usually the date we received your application. To see if your child qualifies as a dependent, we consider the age of your child on the [lock-in date](#), even though your child's age may change during processing.

Your child or the child of your spouse or common-law partner can be considered a dependent child if that child meets the requirements below on the [lock-in date](#):

- They're **under 22 years old**, and
- They don't have a spouse or common-law partner

Children 22 years old or older qualify as dependents if they meet **both** of these requirements:

- They have depended on their parents for financial support since before the age of 22, and
- They are unable to financially support themselves because of a mental or physical condition

With the exception of age, dependents must continue to meet these requirements until we finish processing your application.

Not sure if your child is a dependent? [Check if your child qualifies by answering a few questions.](#)

Dependent child of a dependent child

Refers to children of dependent children of the applicant and those of the spouse or common-law partner, if applicable.



Important information: You must inform us immediately of any change in your marital status or your family composition (e.g. marriage, common-law relationship, separation, divorce, birth of a child, adoption of a child, death, etc). Any family member who has not been examined before you become a permanent resident can never be sponsored by you in the future.

Biometric (fingerprints and photograph) requirements

You and your in Canada family members **may** need to give your fingerprints and photograph (biometric information) at a biometric collection service point.

Due to COVID 19, as a temporary measure, if you gave your biometrics for another application within the last 10 years, you don't need to give your biometrics again.

If you've never given biometrics in the past, or it's been longer than 10 years, you'll need to give them when the biometric collection sites closest to you start offering biometric collection services again.

Please note, IRCC will contact you if you need to pay the fees and provide biometrics.

Step 1. Gather documents

What documents are required?

Use the [Document Checklist \(IMM 1015\)](#) to help you gather the necessary documentation.



Important information: You must provide evidence that will support any statement you make on your application.

Reminder



It is your responsibility to ensure that the information in your application is correct and up-to-date. If your circumstances change, you **must** inform IRCC. Decisions made on your application will be based on the information we have at the time your application is reviewed.



When you mail your updated information, the envelope should be clearly labelled with the words “**Health Care Worker - HCW**” or if you intend to reside in Quebec “**Health Care Worker - HCWQC**”.

Translation of documents

You **must** submit the following for any document that is not in English or French, unless otherwise stated on your document checklist:

- the English or French translation; **and**
- a **certified** copy of the original document.

If the translation is being done **in Canada**: applicants should use the services of a certified translator who is in good standing with their provincial or territorial organization and certified to translate documents.

If the translation is being done **outside of Canada**: applicants should use the services of a translator who is accredited (officially recognized or authorized) in the country where the translation is being completed.



Important information: Translations must not be done by the applicants themselves, the applicant's representative or consultants, nor by a member of the applicant's family (e.g., parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew or cousin).

If the translation is not done by a certified translator (a member in good standing of a provincial or territorial association of translators and interpreters in Canada) or accredited translator in the country where the translation is being completed, you must submit translator's swearing to the accuracy of the translation and the language proficiency of the translator.

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

Translators who **are certified** in Canada **don't need to supply an affidavit**.

The affidavit must be sworn in the presence of:

In Canada:

- a notary public
- a commissioner of oaths
- a commissioner of taking affidavits

Authority to certify varies by province and territory. Consult your local provincial or territorial authorities.

Outside of Canada:

- a notary public or equivalent

Authority to administer oaths varies by country. Consult your local authorities.

Certified true copies

To have a photocopy of a document certified, an authorized person must (as described below) compare the original document to the photocopy and must print the following on the photocopy:

- “I certify that this is a true copy of the original document”,
- the name of the original document,
- the date of the certification,
- their name,
- their official position or title, **and**
- their signature.

Who can certify copies?

Only authorized people



Important information: Certifying of copies must not be done by the applicants themselves nor by a member of the applicant’s family (e.g., parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew or cousin).

Persons authorized to certify copies include the following:

In Canada:

- a notary public
- a commissioner of oaths
- a commissioner of taking affidavits

Authority to certify varies by province and territory. Check with your local provincial or territorial authorities to learn who has the authority to certify.

Outside Canada:

- a notary public or equivalent

Authority to certify international documents varies by country. Check with your local authorities to learn who has the authority to certify in your country.

Police certificate

If you and your family members are approved, you will be asked to provide additional information at a later date in order to finalize background checks.

You and your family members who are 18 years of age and older and are not permanent residents or Canadian citizens will need to provide a valid police certificate for each country **other than Canada**, in which you have spent six or more months cumulatively since the age of 18.

Note: If you or your family members were under 18 years of age (16 years of age in certain jurisdictions) for the entire time you lived in a particular country, you do not need to provide a police certificate for that country.

If the original certificate is not in English or French, then you will need to submit both the certificate and the original copy of the translation prepared by an accredited translator.

We will also do our own background checks to determine if there are grounds under which you and your family members may be inadmissible to Canada.

For specific and up-to-date information, see [Where to get a police certificate](#).

Medical requirements

You and your family members must pass a medical exam in order to become a permanent resident of Canada. You or your family members must not have a condition that:

- is a danger to public health or safety, or
- would cause excessive demand on health or social services in Canada.

Instructions

Information on medical instructions **will be provided to you** by the IRCC office. When you receive your assessment notice you will also receive medical forms for yourself (and any family members, [if applicable](#)) and instructions on how to access a list of doctors in your area who are authorized to conduct immigration medical examinations (see below). You are not required to have a medical examination before you submit your application forms.

Exam validity

Medical results are valid for twelve months from the date of the exam. If your application is not finalized during this time, you may be required to do another medical exam.

Authorized doctors

The medical examination must be performed by a doctor from the IRCC list of Panel Physicians. You cannot choose your family doctor if their name is not on this list. See the [list of Panel Physicians](#) to find a doctor in your area.

Note that the doctor is only responsible for conducting the medical exam and cannot give you any advice on the immigration process.

Step 2. Complete the Application

Application forms to be completed

You must complete and submit the following forms:

- [Generic Application Form for Canada \(IMM 0008\) \(PDF, 553.83KB\)](#)
- [Additional Dependants/Declaration Form \(IMM 0008DEP\), if applicable \(PDF, 424.19KB\)](#)
- [Schedule A: Background/Declaration \(IMM 5669\)](#)
- [Additional Family Information \(IMM 5406\)](#)
- [Schedule 1 - Health-care Workers Permanent Residence Pathway \(COVID-19 pandemic\) \(IMM 1018\)](#)
- [Document Checklist \(IMM 1015\) \(PDF, 304.42KB\)](#)
- [Use of a Representative \(IMM 5476\), if applicable \(PDF, 648.31KB\)](#)
- [Authority to Release \(IMM 5475\), if applicable \(PDF, 593.57KB\)](#)



Note: 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.

If you intend to reside in a province or territory **other** than Quebec, you have until **August 31, 2021**, to accumulate a total of 6 months of full-time experience (30 hours per week) or 750 hours of part-time work in the designated occupation before an application can be assigned for an eligibility decision. **Evidence that the experience criteria has been met must be submitted no later than October 31, 2021.**

If you intend to reside in Quebec and apply under the [Special program for asylum seekers during the COVID-19 period](#), see MIFI for more **details**.



Important information

Be complete and accurate

Complete all sections. If a section does not apply to you, write “Not Applicable” or “NA”. If your application 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.
-



Note

Completing the form

Use this instruction guide to fill out your application forms.

- Make sure you have **Adobe Reader 10 or higher** and **Javascript** is turned on. If you have trouble downloading, right-click the link and choose “Save Target As...”
- Fill out the form on your computer instead of by hand. It’s easier and reduces mistakes that can cause delays.
- **Print** your application forms, then **sign and date** them.

IMM 0008 is a barcode form. Make sure you validate it and submit all the pages:

- Click the “Validate” button at the top or bottom of the form. Validating the form before printing makes sure that you have answered all the questions. This will help you to avoid delays in processing your application.
- One or more pages with barcodes and a signature line will automatically be created.
- Print, sign and date the form.
- Use white, high-quality and non-glossy paper.

- Use a laser printer if you can.

Place the IMM 0008 form, including the barcode page(s), on the top of your application package.

Read and follow the steps below to help you fill out the form.

Application Details

Question 1

From the list, select **“Other”**.

Question 2

From the list, select **“In Canada – Humanitarian & Compassionate Considerations”**.

Question 3

Enter the total number of family members. This includes yourself and any family members, regardless of whether they intend to accompany you to Canada or not.

Family members **residing abroad cannot** be granted permanent residence at the same time.

Question 4

Language preference

From the list, select your preferred language for:

- a. correspondence
- b. interview: if your native language is not in this list, select “other”
- c. interpreter requested: you must select “yes” if you do not select English or French for the interview

Question 5

Where do you plan on living in Canada?

From the list select the:

- a. Province/Territory
- b. City/Town

Question 6

If you intend to reside in the Province of Quebec and are applying under a Quebec immigration program, have you received your Certificat de Sélection du Québec (CSQ)?

- a. Select the corresponding box
- b. If you selected “**Yes**”, enter the CSQ number

Note: If you are not applying under a **Quebec immigration program**, select “no” for Question 6 a) and leave 6 c) blank.

Principal Applicant’s Personal Details

The Principal Applicant must answer the following questions.

Question 1

Enter your full **family name** (surname or last name) as shown on your passport, travel or identity document.

Enter all of your **given name(s)** (first, second or more) as shown on your passport, travel or identity document. Do not use initials.

Question 2

Nickname/Alias

Select the box to tell us if you have ever used any other names than those indicated in question one. This could be your birth name, maiden name, married name, nickname, etc. If “**Yes**”, enter your nickname/alias in the family name and given name(s) fields.

Question 3

Enter your Unique Client Identifier number (UCI) or Client Identification number (Client ID), here without any spaces. If you applied for temporary or permanent residence in the past, this is an 8 or 10 digit number you can find on previous documents sent by us. If this is your first application with us, or if you do not know your UCI, leave this space blank.

Question 4

From the list, select your gender (**F**-Female, **M**-Male or **X**-Another gender).

Note: If you choose the X gender identifier and you currently have or have had a Canadian temporary resident document (visa, eta, work permit or study permit) with a gender identifier other than X, you need to complete the [Request Form for a Change of Sex or Gender Identifier \[CIT 0404\] \(PDF, 1.6 MB\)](#) and send it with your application.

If you’ve never had a Canadian temporary resident document and your foreign travel document or passport does not contain the X gender identifier (or an equivalent non-binary option), you also need to complete the [Request Form for a Change of Sex or Gender Identifier \[CIT 0404\] \(PDF, 1.6 MB\)](#) and send it with your application.

No supporting documents are required.

Question 5

Enter your height in either centimeters or feet and inches.

Question 6

From the list, select your eye color.

Question 7

Enter your date of birth. If you do not know your complete date of birth, please use an “*” (asterisk) to fill in the spaces for the unknown year, month or day. For example, if the day and month of your date of birth is unknown you could enter 1964/*/*.

Question 8

Enter your place of birth, including the city or town, or country of birth as shown in your passport or your travel document.

Question 9

Citizenship(s)

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.

Question 10

Current country of residence

From the list, select:

- 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.

For refugee claimants in Canada only: select **Canada** whether you have been lawfully admitted or not.

- Your immigration status in that country (indicate one of the following):
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person
 - Refugee Claimant
 - Foreign National

- 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.

For out-of-status applicants:

- for “Status” select “Other”;
- for “Other” type in “Out of status, requires restoration”;
- leave the “From” and “To” boxes blank.

Question 11

Enter the date of your last entry to Canada, if applicable.

Enter the place you last entered Canada (example: Toronto airport, Lacolle border crossing, seaport Yarmouth, etc.).

Question 12

Previous countries of residence

Select the box to tell us if 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.

If you checked “**Yes**”, for each country select:

- The name of the country you lived in
- Your immigration status for the time you were in that country:
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person
 - Refugee Claimant
 - Foreign National
- Other: This section must be completed if you selected “Other” as a status
- The dates (From – To) you were living in that country.

Question 13

a. From the list, choose your current marital status:

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 (1) 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.

- b. Enter the date (year, month and day) you were married or you entered into your current common-law relationship.
- c. Enter the family name(s) and given name(s) of your current spouse or common-law partner.

Question 14

Select the box to tell us if you have been married or in a common-law relationship. If you checked “**Yes**”, give the following details for your **previous spouse/common-law partner**:

- Family name(s)
- Given name(s)
- Type of relationship:
 - Common-law **or**
 - Married
- Dates (From – To) for which you were in the relationship with your previous spouse/common-law partner
- Date of birth.

Contact Information

Question 1

Enter your current mailing address (where information should be mailed) by typing the following information:

- Post Office Box (P.O. Box) number, if applicable. If you do not enter a post office box, you must provide the Street number must
- Apartment (Apt.) or Unit, if applicable
- Street number (No.), if applicable. It is the number on your house or apartment building. You must provide a street number if you did not enter 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

Note: All correspondence will go to this address unless you indicate your e-mail address.

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

For more information read the [Use of a Representative](#) guide.

Question 2

Select the box to tell us if your residential address (where you live) is the same as your mailing address. If **“No”**, enter the following information:

- Apartment (Apt.) or Unit, if applicable
- Street Number (No.). It is the number on your house or apartment building.
- Street Name
- City or Town
- Country
- Province or State
- Postal Code/zip code
- District, if applicable

Question 3

Enter your telephone number including the country code, area/regional codes, etc. (et cetera)

If you have an extension number, indicate it after your phone number under “Ext. (extension)”

Select the box to tell us if your telephone number is from Canada/the United States (US) or Other (any other country).

From the list, select the type of telephone:

- Residence (home)
- Cellular (cell/mobile)
- Business (work)

Question 4

If you have a second telephone number enter it here including the country code, area/regional codes, etc. (et cetera).

If you have an extension number, indicate it after your phone number under “Ext. (extension)”

Providing an alternate telephone number will help make sure we can contact you with information about your application.

Select the box to tell us if your second telephone number, is from Canada/the United States or Other (any other country).

From the list, select the type of telephone:

- Residence (home)
- Cellular (cell/mobile)
- Business (work)

Question 5

If you have a fax number, enter it here, including country code, area/regional codes, etc. (et cetera).

Select the box to tell us if the facsimile (fax) number is from Canada or the United States or Other (any other country).

Question 6

If you have an email address, enter it here. (e.g.:name@provider.net)

Note: By indicating your e-mail address, you are hereby authorizing IRCC to transmit your file and personal information to this specific e-mail.

Passport

Question 1

Select the box to tell us if you have a valid passport or travel document If you don't have one or can't obtain one, you must select the “No” box.

Question 2

If you select “**Yes**”, provide your passport or travel document number exactly as shown on the document. Make sure there is no space between each number or letter.

Question 3

From the list, select the name of country or territory that issued your passport or travel document.

Question 4

Enter the date your passport or travel document was issued.

Question 5

Enter the date your passport or travel document will expire.

Question 6

For this trip – select **Yes** or **No** to tell us if you are using a passport issued by the Ministry of Foreign Affairs in Taiwan that shows your personal identification number.

Question 7

For this trip – select **Yes** or **No** to tell us if you are using a National Israeli passport.

National Identity Document

Question 1

Select the box to tell us if you have a valid national identity document.

Question 2

If you selected “**Yes**”, provide your national identity document number exactly as shown on the identity document. Make sure there is no space between each number or letter.

Question 3

From the list, select the name of the country or territory that issued your national identity document.

Question 4

Enter the date your national identity document was issued.

Question 5

Enter the date your national identity document will expire.

Education/Occupation Detail

Question 1

From the list, select your highest level of education.

- **None:** No education
- **Secondary or less:** High school diploma obtained after elementary school and before college, university, or other formal training.
- **Trade / Apprenticeship certificate / Diploma:** 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.
- **Bachelor's degree:** 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 – No degree:** Post Graduate studies at a college or university but no degree earned (Master or PhD).
- **Master's degree:** Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before a Master's degree can be earned.
- **Doctorate – Ph D:** Highest university degree usually based on at least three (3) years of graduate studies and a thesis. Normally, you must have completed a Master's degree before a PhD can be earned.

Question 2

Enter the total number of years of formal education that you have completed, including elementary and secondary school.

Question 3

Enter your current occupation.

Question 4

Enter your intended occupation in Canada.

Language Detail

Question 1

This question is not for selection purposes. One of Canada's immigration objectives is to support and assist the development of minority language communities in Canada.

- a. From the list, select your first (native) language. This is the language that you learned at home during your childhood and that you still understand. If your native language is not in this list, select "Other".
- b. If your native language is not English or French, select which one you would most likely use:
 - English
 - French
 - Neither

Question 2

From the list, select whether you are able to communicate in English and/or French:

- English
- French
- Both
- Neither

Dependant(s)

You must answer each question on behalf of each of your dependant(s).

To add a new dependant to the application, click the "Add Dependant" button, located at the bottom of the page.

To remove a dependant from the application, click the "Remove Dependant" button.

You can add up to five (5) dependants using this form.

If you have more than five (5) dependants:

To include everyone in your application you must complete the following form for **each additional** family member:

- [Additional Dependants/Declaration \[IMM 0008DEP\] \(PDF, 0.44 MB\)](#)



Note

Important

Only dependent family members in Canada can be processed for permanent residence with you. You **must list all family members** in your application for permanent residence, **whether they are residing in Canada or not**. You must also provide details on family members whose location is unknown (including those missing or presumed dead). If these family members are not listed on your application, you will not be able to sponsor them at a later date.

Dependant's Personal Details

Questions 1-9

Questions 1 to 9 are the same questions you answered for yourself. See the previous instructions to help you answer the questions for your dependant(s).

Question 10

- a. From the list, select your dependant's relationship to you, the principal applicant:
 - Adopted Child
 - Child
 - Common-law partner
 - Grandchild
 - Other
 - Spouse
 - Step-Child
 - Step-Grandchild
- b. Complete if you select "Other"

Question 11

- a. Select the box to tell us if your dependant will accompany you to Canada.
- b. If you answered "**No**", explain why your dependant is non-accompanying.

Question 12

From the list, select the type of dependant:

Type A

The dependant is **under** the age of 22 and single (not married and not in a common-law relationship).

Type B (Important: This dependent type applies only if your child's age was [locked in before August 1, 2014](#))

The dependant 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 since before the age of 22.

Type C

The dependant 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 themselves because of a medical condition.

Not sure which type of dependant your child is? [Check if your child qualifies as a dependant by answering a few questions.](#)

Question 13

Current country of residence

From the list, select the appropriate information to tell us:

- The name of your dependant's current country of residence. The country of residence is the country in which they are residing, provided they have been lawfully admitted to that country.

For refugee claimants in Canada only: select **Canada** whether your dependant has been lawfully admitted or not.

- Your dependant's immigration status in that country (indicate one of the following):
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person
 - Refugee Claimant
 - Foreign National
- Other: This section must be completed if you selected "Other" as a status.
- The dates (From – To) your dependant has been living in their current country of residence.

For out-of-status applicants:

- for "Status" select "Other";
- for "Other" type in "Out of status";
- requires restoration, Leave the "From" and "To" boxes blank.

Question 14

Enter the date of your dependant's last entry to Canada.

Tell us the place they last entered Canada (example: Toronto airport, Lacolle border crossing, seaport Yarmouth, etc.).

Question 15

Previous countries of residence

Select the box to tell us if your dependant has lived in any country other than their country of citizenship or their current country of residence for more than six (6) months in the past five (5) years.

If you checked "**Yes**", select the appropriate information from the list to tell us the following:

- The name of the country your dependant lived in
- Your dependant's immigration status for the time they were in that country:
 - Citizen
 - Permanent resident
 - Visitor
 - Worker
 - Student
 - Other
 - Protected Person
 - Refugee Claimant
 - Foreign National
- Other: This section must be completed if you selected "Other" as a status
- The dates (From – To) your dependant was living in that country.

Question 16

- a. From the list, select your dependant's current marital status:
 - Annulled Marriage
 - Common-Law
 - Divorced
 - Legally Separated
 - Married
 - Single
 - Widowed
- b. Enter the date (year, month and day) your dependent was married or entered into their current common-law relationship.
- c. Tell us the family name(s) and given name(s) of your dependant's current spouse or common-law partner.

Question 17

Select the box to tell us if your dependent has previously been married or in a common-law relationship. If you selected "**Yes**", give the following details for your dependent's **previous spouse/common-law partner**:

- Family name(s)
 - Given name(s)
 - Type of relationship:
 - Common-law **or**
 - Married
 - Dates (From – To) your dependent was in the relationship with their previous spouse/common-law partner.
-

Passport

Question 1

Select the box to tell us if your dependent has a valid passport or travel document. If you don't have one or can't obtain one, you must select the "No" box.

Question 2

If you selected "**Yes**", provide their passport or travel document number exactly as shown on the document. Make sure there is no space between each number or letter.

Question 3

From the list, select the name of the country or territory that issued their passport or travel document.

Question 4

Enter the date their passport or travel document was issued.

Question 5

Enter the date their passport or travel document will expire.

Question 6

For this trip – select **Yes** or **No** to tell us if they're using a passport issued by the Ministry of Foreign Affairs in Taiwan that shows their personal identification number.

Question 7

For this trip – select **Yes** or **No** to tell us if they're using a National Israeli passport.

Question 1

Select the box to tell us if your family members has a valid national identity document.

Question 2

If you selected “**Yes**”, provide their national identity document number exactly as shown on the document. Make sure there is no space between each number or letter.

Question 3

From the list, select the name of the country or territory that issued their national identity document.

Question 4

Enter the date their national identity document was issued.

Question 5

Enter the date their national identity document will expire.

Education/Occupation Detail

Question 1

From the list, select your family member`s highest level of education.

- **None:** No education
- **Secondary or less:** High school diploma obtained after elementary school and before college, university, or other formal training.
- **Trade / Apprenticeship certificate / Diploma:** 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.
- **Bachelor’s degree:** 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 – No degree:** Post Graduate studies at a college or university but no degree earned (Master or PhD).
- **Master’s degree:** Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor’s degree before a Master’s degree can be earned.
- **Doctorate – Ph D:** Highest university degree usually based on at least three (3) years of graduate studies and a thesis. Normally, you must have completed a Master’s degree before a PhD can be earned.

Question 2

Tell us the total number of years of formal education that they completed, including elementary and secondary school.

Question 3

Tell us their current occupation.

Question 4

Tell us their intended occupation in Canada.

Language Detail

Question 1

This question is not for selection purposes. One of Canada's immigration objectives is to support and assist the development of minority language communities in Canada.

- a. From the list, select your family member's first (native) language. This is the language that they learned at home during their childhood and they still understand. If their native language does not appear in this list, select "Other".
- b. If your family member's native language is not English or French, select which one they would most likely use:
 - English
 - French
 - Neither

Question 2

From the list, select if they are able to communicate in English and/or French:

- English
- French
- Both
- Neither

Question 3

Select **Yes** or **No** to tell us if your family member(s) have taken a test from a designated testing agency to assess their proficiency in English or French.

Consent and Declaration of Applicant

1. 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 or pages** (see image below).



Note: This barcode page will not appear if you fill out your application by hand.

2. **Print all pages** of your application form.
3. Read all of the statements in all sections carefully and:



Note

- 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, with a hand written signature, and date in the spaces 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.

4. Place the barcode page(s) on the **top** of your application (forms and supporting documents) when you submit it.
-

Additional /Declaration Form (IMM 0008DEP)

Who must fill out this application form?

This form must be completed by:

- You, the principal applicant, on behalf of each of your dependants not included in the *Generic Application Form for Canada* (IMM 0008).

The questions are the same that you answered for yourself and other dependants on the IMM 0008.

Follow the previous instructions to help you answer the questions.

Consent and Declaration of Applicant

Read all of the statements in all sections carefully and then:

- a. Write your dependant's name in the space provided.
- b. Select the box to tell us if you agree that the information contained in this application related to your dependant's intended occupation, education and work experience may be shared with prospective employers to assist them in hiring workers.
- c. Sign and date in the spaces provided.

By signing, you certify that your dependant fully understands 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: If you are **less than 18 years of age**, your form must be signed by one of your parents or a legal guardian.

Use of a Representative (IMM 5476)

Who may use this form?

Complete this form **only** if you:

- are appointing a representative;
 - have to update contact information for your previously appointed representative;
- or**

- are cancelling a representative's appointment.

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.

Who is a representative?

A **representative** is someone who provides advice, consultation, or guidance to you at any stage of the application process, or in a proceeding and, if you appoint them as your representative by filling out this form, has your permission to conduct business on your behalf with Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA).

You are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.

When you appoint a representative:

- you also authorize IRCC and CBSA to share information from your case file with this person in place of you. **Please note the representative will receive all correspondence from IRCC or the CBSA, not the applicant;**
- 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 citizenship or immigration matters related to the application you submit with this form; and
- you can appoint only **one (1)** representative for each application you submit.



Important information: You must notify IRCC if your representative's contact information changes, or if you change your representative, or cancel the appointment of your representative. For more information on updating IRCC with your representative's information, please see below section - **Notify IRCC about any changes.**

There are two (2) types of representatives.

Uncompensated Representatives:

Uncompensated representatives **do not** charge fees or receive any other form of consideration or compensation for providing advice or services to represent you before IRCC or the CBSA.

Uncompensated representatives include:

- Friends, family members or other third parties who do not, and will not, charge a fee or receive any other consideration for their advice and services;

- 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.

Note: You do not have to pay someone for them to be your representative. IRCC will conduct business with an uncompensated representative if an applicant appoints them on their behalf.

Compensated representatives:

Compensated representatives charge a fee or receive some other form of consideration in exchange for the representation that they provide.

It is important to know that anyone who represents or advises you for payment - or offers to do so - in connection with IRCC 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 a citizenship or an immigration application is made or a proceeding begins.

IRCC will only conduct business with compensated representatives who are in good standing with their designated regulatory body. For more information see - [Find out if your representative is authorized](#).

Note: If a representative is being paid or compensated by someone other than you, the representative is still considered to be a compensated representative.

Authorized representatives are:

- 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 in good standing of one of these designated bodies, your application will be returned. [Learn about using a representative](#).

General Application Information

Appoint a representative

- Check box to indicate if you are appointing a representative to represent you with your application process. Complete sections A, B and D.

Cancel a representative

- Check box to indicate if you are canceling a representative. Complete sections A, C and D; and
- Check both boxes and complete all sections if you are cancelling a representative **and** appointing a new one at the same time.

Section A – Applicant Information

Question 1

Write your last name (surname or family name) and given name(s).

Question 2

Write your date of birth.

Question 3

If you have already submitted your application, write:

- the name of the office where the application was submitted; and
- the type of application you have submitted.

Question 4

Write your IRCC's Identification (ID) or Unique Client Identifier (UCI) number (if known). If you have not dealt with IRCC since 1973, you will not have a UCI or a Client ID.

Section B – Appointment of Representative

Question 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 Chambre des notaires du Québec, print their name as it appears on the [organization's membership list](#).

Question 6

Check one box to indicate if your representative is uncompensated or compensated.

If your representative is compensated, write the membership ID number of:

- the [Immigration Consultants of Canada Regulatory Council \(ICCRC\)](#); or
- a [Canadian provincial or territorial law society](#); or
- the [Chambre des notaires du Québec](#).

Question 7

Write your representative's contact information.

If you are appointing a student-at-law to represent you, include their supervising lawyer's information including their membership ID.

Note: By indicating your representative's e-mail address, you are hereby authorizing IRCC to transmit your file and personal information to this specific e-mail address.

Question 8

To accept responsibility for conducting business on your behalf, your representative must:

- sign the declaration; and
- date the declaration.

Section C – Cancel the Appointment of a Representative

Question 9

Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name.

Complete all sections of the form if you wish to both cancel a representative **and** appoint a new one.

Section D – Your Declaration

Question 10

By signing, you authorize IRCC to complete your request for yourself and your dependent children under 18 years of age.

Release of information to other individuals

To authorize IRCC 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 \[IMM 5475\] \(PDF, 1.52 MB\)](#).

The person you designate under that form (IMM 5475) 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 IRCC.

Where to submit the form

Immigration and citizenship applicants

If you have not yet submitted your immigration or citizenship application:

Send this form along with your application to the office listed in the guide of your application.

If you have already submitted your immigration or citizenship application:

You may use this [Web form](#) to upload the IMM 5476.

or;

If you know which IRCC office is processing your immigration or citizenship application, send the completed form to the office mailing address. Consult [IRCC office mailing addresses](#).

Notify IRCC about any changes

You must let IRCC know if any information changes regarding the person you authorized to represent you on your application.



Important information

Please follow the instructions below on how to complete IMM5669 and IMM5406 forms.

Schedule A – Background/Declaration (IMM 5669)

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 years or older (whether accompanying you to Canada or not).

Question 1

Enter your full **family name** (surname or last name) exactly as it is shown on your passport, travel or identity document.

Enter all of your **given name(s)** (first, second or more) exactly as they are shown on your passport, travel or identity document. Do not use initials.

Question 2

Enter your name in your native language or script (if applicable).

For example: Arabic, Cyrillic, Chinese, Farsi, Korean, Japanese characters or Chinese commercial/telegraphic code.

Question 3

Enter your date of birth. If you do not know your complete date of birth, please use an “*” (asterisk) to fill in the spaces for the unknown year, month or day. For example, if the day and month of your date of birth is unknown you could enter 1964/*/*.

Question 4

Provide your **father’s** personal details including their:

- family name (surname or last name),
- given name(s),
- date of birth,
- town or city of birth,
- country of birth,
- date of death (if applicable).

Question 5

Provide your **mother’s** personal details including their:

- family name (surname or last name),
- given name(s),
- date of birth,
- town or city of birth,
- country of birth,
- date of death (if applicable).

Question 6

Answer each question by checking the appropriate box.

If you answered “**Yes**” to one or more of these questions, you must explain what happened in the space provided. If you need more space, attach a separate sheet of paper.

For questions 7-12, when answering:

- **Do NOT use abbreviations**
- **Do NOT leave gaps in time**

If a question doesn’t apply to you, write “N/A” in the question.

If you need more space, attach a separate sheet of paper.



Important information: Processing will be delayed if you do not account for all periods of time.

Question 7

Education

Enter the number of years of formal education you have completed at each of the levels indicated.

Provide the details about each secondary and post-secondary educational institution you attended, including the:

- period of time that you attended the institution,
- name of the institution,
- city and country,
- type of certificate or diploma issued, and
- field of study.

If no diploma was issued, write “N/A”. If you need more space, attach a separate sheet of paper.

Question 8

Provide the details of your personal history **since the age of 18, or the past 10 years**, whichever is most recent.

Start with the most recent information.

If you were working:

- under “Activity” , enter your occupation or job title.
- make sure you provide a specific job title
- If your job title is not clear, provide a brief list of your duties

If you were not working:

- Explain what you were doing (for example: unemployed, studying, travelling, retired, in detention, etc.)

If you were outside your country of nationality, enter your status of the country you were in.



Important information: Please ensure that you do not leave any gaps in time. Failure to account for all time periods will result in a delay in the processing of your application.

Question 9: Membership in organizations

If you were or still are a member of an association or organizing, enter the names here.

This includes:

- political organizations,

- social organizations,
- youth or student organizations,
- trade unions, and
- professional associations.

If you were not a member of an association or organization, do not write “not applicable”. Instead, enter: **“I have never been a member of an organization or association”**.

Question 10

Enter any government positions you have held in the past such as:

- Civil servant;
- Judge;
- Police officer;
- Employee in a security organization;
- Etc.

Do not use abbreviations.

Enter “NONE” in the box if you have not been a member of an association or organization.

Include:

- 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.

Do not use abbreviations.

Question 11

Give complete details about your military or paramilitary service (if applicable). Provide the details of your military or paramilitary service for each of the countries whose armed forces you served in. If you were not in any military or paramilitary service, write “NONE”. Do not leave gaps in time.

Question 12

Enter the residential addresses where you have lived since your 18th birthday or the past 10 years, whichever is most recent, complete with the postal code. Do not use P.O. Box addresses.



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.

Additional Family Information (IMM 5406)

This form must be completed by:

- You, as 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).

SECTION A

Write the personal details for:

- yourself,
 - If you are married and you were physically present at the marriage, indicate “married - physically present” in the marital status box
 - If you are married and you were not physically present at the marriage, indicate “married - not physically present” in the marital status box
- your spouse or common-law partner, (if applicable)
 - If you are married and your spouse was physically present at the marriage, indicate “married - physically present” in the marital status box
 - If you are married and your spouse was not physically present at the marriage, indicate “married - not physically present” in the marital status box
- your mother, and
- your father.

SECTION B

Write the personal details for your children. It is very important that you list all of your children (even if they are already permanent residents or citizens of Canada). This includes:

- married children,
- adopted children,
- children of your spouse (step-children) or common-law partner,
- any of your children who have been adopted by others,
- any of your children who are in the custody of an ex-spouse, former common-law partner or other guardian.

You must answer all questions. If any sections do not apply to you, answer “N/A”.

SECTION C

Write personal details about your:

- brother(s),
- sister(s),
- half-brother(s) and half-sister(s),
- step-brother(s) and step-sister(s).

SECTION D

After carefully reading the statements contained in this section, sign and date the declaration.

Schedule 1 – Health-care Workers Permanent Residence Pathway (COVID-19 pandemic) (IMM 1018)

Who must fill out this application form?

This form must be completed by:

- You, the principal applicant.
-



Note

Completing the form

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

Section A – Requirements of the temporary public policy for refugee claimants working in the health care sector

If you are a refugee claimant that worked in the health care sector during the COVID-19 pandemic, answers questions 1 to 9, unless you intend you reside in Quebec, in which

case you need to answer questions 1 to 7 only. For details about the temporary public policy, please refer to the section “Who may use this application”, at the beginning of this application guide.

If your spouse or common-law partner would have met the temporary public policy criteria but have passed away because they contracted COVID-19, skip Section A and fill out Section B.

Section B – Spouses and common-law partners of refugee claimants, working in health care sector, that passed away due to COVID-19

If you are a refugee claimant that worked in the health care sector during the COVID-19 pandemic, skip this section.

If your spouse or common-law partner would have met the temporary public policy criteria but have passed away because they contracted COVID-19, fill out all the questions of Section B, unless you intend to reside in Quebec, in which case you need to answer questions 1 to 6 only. For details about the temporary public policy, please refer to the section “Who may use this application”, at the beginning of this application guide.

Section C - Applicant information

- a. Enter your full family name (surname or last name) as shown on your passport, travel or identity document.
- b. Enter all of your given name(s) (first, second or more) as shown on your passport, travel or identity document. Do not use initials.
- c. Provide your passport or travel document number exactly as shown on the document. Make sure there is no space between each number or letter.
- d. Enter your date of birth. If you do not know your complete date of birth, please use an “*” (asterisk) to fill in the spaces for the unknown year, month or day. For example, if the day and month of your date of birth is unknown you could enter 1964/*/*.
- e. Enter your country of birth as shown in your passport or your travel document.
- f. Enter your country of citizenship as shown in your passport.
- g. The name of your current country of residence. Your country of residence is the country in which you are residing.
- h. Enter your telephone number including the country code, area/regional codes, etc. (et cetera). If you have an extension number, indicate it after your phone number under “Ext. (extension)”
- i. If you have an email address, enter it here. (e.g.:name@provider.net)

Note: By indicating your e-mail address, you are hereby authorizing IRCC to transmit your file and personal information to this specific e-mail.

- j. From the list, choose and enter your current marital status.
- k. Enter your current residential address (where you live) by typing the following information:
 - Post Office Box (P.O. Box) number, if applicable. If you do not enter a post office box, you must provide the Street number
 - Apartment (Apt.) or Unit, if applicable
 - Street number (No.), if applicable. It is the number on your house or apartment building. You must provide a street number if you did not enter 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

Section D – Work experience in the healthcare sector, providing direct patient care

If you intend to reside in Quebec, do not fill this section.

If you are the spouse or the common-law partner of someone that was a refugee claimant, that passed away from the COVID-19 and that was working in the health care sector during the pandemic, please fill out this section with the information from spouse or common-law partner.

Click on the + sign to add each:

- Paid work experience you have in a designated occupation, starting with the most recent.
- Unpaid work experience in a designated occupation that were part of an internship that is considered an essential part of a post-secondary study program a vocational training or as part of a professional order requirement.
- Periods of paid or unpaid sick leave may be counted when assessing the 120 hours or the 6-month experience requirement if you contracted COVID-19. Periods of paid or unpaid leave due to illness/disability, maternity/parental leave, quarantine or isolation requirements due to COVID-19, caring for family who

contracted COVID-19 or lack of child care due to COVID-19 may be counted when assessing the 6-month experience requirement.

- a. Enter the name of the health care worker
- b. Enter the Unique Client Identifier (UCI)

Click on the + sign to add each period:

- c. Enter a start and end date of the employment. If no end date, enter “Ongoing”.
- d. Enter the business name of the employer.
- e. Enter the address of the work location.
- f. Enter the job title of the position.
- g. Enter the National Occupation Classification (NOC) code of the position worked.
- h. Provide a detailed list of the main duties (most significant duties)
- i. Details for periods of leave or unpaid work

Section E – Internship

If you intend to reside in Quebec, do not fill this section.

If part of your work experience was an internship that was required to complete a post-secondary study program, a vocational training program or as part of a professional order requirement, fill out the details of the diploma, certificate or professional order requirement you were completing. Otherwise, skip this section.

- a. Provide details about the school/institution where you are taking the program or completing a professional order requirement.
- b. Write the name of the health care program you are taking
- c. Enter the date you started and ended the program. If the program is ongoing, write the expected date of completion.

Section F – Declaration

For your form to be considered, it must be signed and dated.

Step 3. Pay the fees

Your fees

Use the table below to calculate the total amount of fees to be paid. The processing fee **must** be included with your application.

We recommend you pay the [right of permanent residence fee](#) (\$500) now to avoid delays. You will have to pay it before you become a permanent resident.

Application (per person)	\$CAN
Your application Processing fee (\$550) and right of permanent residence fee (\$500)	\$1,050
Your application (without right of permanent residence fee)	\$550
Include your spouse or partner Processing fee (\$550) and right of permanent residence fee (\$500)	\$1,050
Include your spouse or partner (without right of permanent residence fee)	\$550
Include a dependent child	\$150

Note: The following persons are **exempt** from paying the Right of Permanent Residence Fee of \$500:

- Your dependent children;

Incorrect fee payment

Payment issue - No fee included

We will return your application if you do not include the fee.

Payment issue - Insufficient fees included

We will return your application for insufficient fees.

Payment issue - Overpayment

We will:

- start processing your application, and
- send you a refund as soon as possible.

Note: You do not have to request a refund, it will be done automatically.



Important information

Payment for any other type of application **cannot** be included with this application. Any other application (i.e. renewal of temporary resident status) must be sent to the appropriate processing centre and paid for separately.

How to pay the fees for your application

To pay your fees for your application you'll need:

- a valid email address;
- access to a printer (you'll need to print the receipt), **and**
- a credit card or Canadian debit card.

Visit the link below and follow these instructions to pay:

- Go to [Online Payment](#).
- Follow the online instructions.
 - **At the end**, click on the button to print the IRCC official receipt with barcode. Print two copies.
- **Attach a copy** of this receipt to your completed application.
 - Keep the second copy of the receipt for your records.



Do not exit without printing the receipt! The printed receipt is your proof of payment!

The only acceptable form of payment is online payment. If you send any other form of payment, IRCC will return your application.



Note

Step 4. Mail your application

Where to mail the application?



Important information

Your application must be submitted no later than **August 31, 2021**.

If you intend to reside in a province or territory **other** than Quebec

- You have until **August 31, 2021**, to accumulate a total of 6 months of full-time experience (30 hours per week) or 750 hours of part-time work in the designated occupation.
- **Evidence that the experience criteria has been met must be submitted no later than October 31, 2021.** That said, applicants who complete their work experience prior to August 31, 2021, are expected to submit evidence within 60 days of completion. Use the [Document Checklist \(IMM 1015\)](#) to help you gather the necessary documentation for your work experience.

If you meet the eligibility criteria of the public policy, you will be invited to submit the “Demande de Sélection Permanente” form and supporting documentation for selection under the [Special program for asylum seekers during the COVID-19 period](#) to the Ministère de l’Immigration, de la Francisation et de l’Intégration du Québec (MIFI).

When you mail your application, the envelope should be clearly labelled with the words “**Health Care Worker - HCW**” or if you intend to reside in Quebec “**Health Care Worker - HCWQC**”.

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

Affix sufficient postage (top right of the envelope) **Attach enough postage**



Sender (top left of the envelope)
(Your name)
(Your Address)
(Your Postal Code)

Humanitarian Migration Office - Vancouver
#300 - 800 Burrard Street
Vancouver, B.C.
V6Z 0B6

Applicants intending to reside in a province or territory other than Quebec

Updated information and proof of a total of 6 months of full-time experience (30 hours per week) or 750 hours of part-time work should be sent to the Humanitarian Migration Office in Vancouver by fax at 604-666-1116, or by mail.

Submit the document checklist

Make sure you use and submit the [Document Checklist \(IMM 1015\)](#) along with your application forms and supporting documents.

Mail your application

Do not fold documents.

For your personal records, you should make photocopies of all documentation, forms and your fee receipt submitted with your application.

Do not include pre-paid return envelopes.

You may want to send your application via registered mail or Xpresspost to track the delivery.



Note

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 at the bottom of the page,
- **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 or pages which contain your unique barcodes. See the image below:



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

What Happens Next

What you will receive from IRCC

The following table outlines the type of communication that you may receive from IRCC as a result of submitting this application.

- If your application is received and properly completed
 - your application will be processed.

Note: We may contact you to verify or expand on information contained in your application.

- If your application is received and incomplete
 - your application will be returned to you.
- If your application is approved
 - we will inform you in writing and provide further information on the next steps to proceed to obtain your permanent residence status (i.e. medical instructions, background checks).
- If your application is refused
 - we will inform you in writing.
- If your application is received with insufficient or non-payment of fees
 - we will not process your application and it will be returned to you with further instructions.



Important information

Updating your contact information

While your application is in process, you must tell us if you change your address, email address, or telephone number. Use the [Change your address](#) tool to give us your new contact information.

Withdrawing the application

If you wish to withdraw your application, you must do so in writing. Make sure to indicate your Unique Client Identification (UCI) number, family name and first name on all correspondence with IRCC.

You must send your notification by fax at 604-666-1116 or by mail at:

Humanitarian Migration Office - Vancouver
#300 - 800 Burrard Street
Vancouver, B.C.
V6Z 0B6

Checking application status

In Canada

You may [Contact Us](#) for the current status of your application:

1. Click on [Check application status](#), and
2. follow the instructions provided.

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:

- available to IRCC and the Canada Border Services Agency (CBSA) employees who need to see it to provide the services to you, **and**
- not disclosed to other organizations except as permitted under the provisions of the Privacy Act **or** the Citizenship Regulations.



For more information about the protection of your data, visit the [Help Centre](#).

Quality Assurance Program

Our quality assurance program randomly chooses applications for a special review. If chosen, we will ask you to attend an interview with an IRCC official to:

- verify that the documentation and any other information you submitted is accurate,
- verify that your application has been completed properly.

Note: We will notify you in writing if your application is chosen.

Need help?

If you need help, you can find answers to your questions by visiting the [Help Centre](#).

Appendix A: Police Certificates

[Request for Police Certificates/Clearances and Authorization for Release of Information \(PDF, 58.59KB\)](#)

Text version: Request for Police Certificates/Clearances and Authorization for Release of Information

- 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 (day, month, year)
- Place of birth
- Sex (male, female)
- Citizenship
- Current address in Canada (number, street, city, province and postal code)
- Dates
 - From (month, year)
 - To (month, year)
- Address(es) while resident in (name of country)

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
- Date (Day, Month, Year)