

6. Required Documents for NLPNP Express Entry- Skilled Worker Application

Applicants must refer to *General Policies – Permanent Residence Application Forms* for relevant federal permanent residence forms and information.

Translation of Documents:

Applicants must submit the following along with any document that is not in English or French:

- The English or French translation; and
- A certified copy of the original document

Translations may be done by:

- A person who is fluent in both languages (English or French, and the unofficial language), or
- A Canadian Certificate translator (a member in good standing of a provincial or territorial organization of translators and interpreters in Canada)

If the translation is not done by a Canadian certified translator, the person who completed the translation must provide an affidavit swearing to the language proficiency and the accuracy of the translation. The affidavit must be sworn in the presence of:

In Canada:

- A notary public;
- A commission of oaths; or
- A commissioner of taking affidavits

Outside Canada:

- A notary public

Translations must not be done by the applicants themselves nor by members of the applicant's family.

NLPNP Express Entry Applicants:

When submitting an NLPNP Express Entry application, applicants must include **both** of the following numbers, generated after creating a profile in IRCC's Express Entry pool:

- Express Entry Profile Number (Format: E#####); and,
- Job Seeker Validation Code (Format: #####).

Required Supporting Documents:

The following documents must accompany the application:

1. Travel Documents and Passports*:

Colour copies of the pages of the valid passport or travel documents for the principal applicant, their spouse or common-law partner and their dependent children (if applicable) showing:

- Passport number;
- Date of issue and date of expiry;

- The photo, name, date and place of birth; and,
- Any pages showing any amendments in name, date of birth, expiration, etc.

Passports for all family members must be valid for a minimum of six (6) additional months at the time of application.

*If the applicant(s) live in a country other than their country of citizenship, they must include a photocopy of their visa(s) for the country in which they live.

2. Temporary Visas/Permits for Canada (past and current):

Copies for the principal applicant, their spouse or common-law partner and their dependent children (if applicable) of all:

- Work Permit(s);
- Study Permit(s);
- Visitor Record(s);
- Previous temporary visa/ permit refusals; and,
- Visas in passports.

3. Identity and Civil Status Documents:

The principal applicant must provide the following documents for themselves, their spouse or common-law partner and their dependent children:

- Birth Certificates (must include full name, date of birth and both parents' names (if applicable));
- Marriage Certificate (if applicable);
- Divorce or separation documents (if applicable);
- Death Certificates of former spouse(s) or common-law partner(s) (if applicable); and/or
- Documentation to demonstrate common-law partnership (if applicable), including a copy of federal form: Statutory Declaration of Common-law Union IMM 5409.

4. Proof of full custody (if applicable):

If dependent children are accompanying the principal applicant to Canada and the other parent/guardian is non-accompanying, the following documents must be supplied:

- Proof of custody agreement for children under the age of eighteen (18) and proof that the children may be removed from the jurisdiction of the court; and,
 - To fulfill this requirement, a copy of the custody agreement must be submitted to OIM through the online application portal.
- Signed *Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada* (IMM 5604). The principal applicant must submit one form for each child and a copy of the non-accompanying parent's photo ID showing their signature. This form must be notarized.

The principal applicant must provide the following documents **if their dependent child(ren) are non-accompanying and the other parent/guardian is also non-accompanying**:

- Proof that the other parent/guardian is aware of the principal applicant's intentions to immigrate permanently to Canada and acknowledgement that the principal applicant's child will remain in their care, outside of Canada.
 - To fulfill this requirement, signed correspondence must be received from the other parent/guardian outlining this understanding. OIM reserves the right to contact the other parent/guardian to verify the accuracy of this information, and therefore contact information for the other parent/guardian must be submitted with the application.

5. Employment Information:

The principal applicant must provide the following documents for themselves and their spouse or common-law partner:

- Their four (4) most recent payslips (if either individual is employed in Canada);
- Copies of their T4s from the last tax year available (if they have previous Canadian work experience);
- A copy of their Labour Market Impact Assessment (if applicable);
 - A copy of either individual's Labour Market Impact Assessment would be required if they have been working in Canada under the Temporary Foreign Worker Program.
- If the principal applicant does not have a valid Canadian work permit (or alternate authorization to work full-time) at the time of application, they must include a copy of the employer's JVA. This requirement may not be applicable to applicants invited to apply to the NLPNP as a result of a successful Expression of Interest.
- Employment verification letter(s) from current and previous employer(s) for the principal applicant. These letters should be on company letterhead and must include:
 - The date the letter was written;
 - The principal applicant's full, legal name;
 - All positions the principal applicant has held within that organization;
 - The start date and end date the principal applicant worked in each position within that organization;
 - A summary of job duties;
 - The length of the employment offer (for example, two (2) years, permanent, etc.), and,
 - Signature and contact information for the employer.

The employer who signs this letter will serve as the principal contact for OIM in processing this immigration application and must be an individual approved to make human resources and budget decisions on behalf of the company, and must not simply be the principal applicant's immediate supervisor. OIM retains the right to contact the employer to verify that the employer contact listed has these authorities.

- Documentation to demonstrate that the principal applicant meets the applicable NOC code employment requirements. This documentation includes education diplomas and transcripts, employment verification letters, employment documentation (e.g., payslips), training certificates, licensing documents, etc.
- A copy of the principal applicant's employment contract that has been signed with their employer.
 - Employment Contract should be on company letterhead and must include:
 - The business legal and operating name;
 - Business address;
 - Employer contact information;
 - The date the letter was written;
 - The individual's full, legal name;
 - Number of hours of work per week;
 - The physical work location;
 - Wage/salary;
 - Overtime rate;
 - Details of breaks during work day;
 - Details of days off per week, paid vacation, sick days;
 - The length of the contract/employment offer (for example, two (2) years, permanent, etc.);
 - The terms of any arrangements being made for transportation and the associated costs;
 - The terms of any arrangements being made for accommodation;
 - Employment benefits (supplemental health and dental, pension, etc.);
 - Terms of termination and resignation;
 - Signed and dated by principal applicant; and
 - Signed and dated by employer.
- An [NLPNP Employment Offer](#) that has been completed by the employer.
 - The employer who signs this letter will serve as the principal contact for OIM in processing this immigration application and must be an individual approved to make human resources and budget decisions on behalf of the company, and must not simply be the principal applicant's immediate supervisor. OIM retains the right to contact the employer to verify that the employer contact listed has these authorities.
- A copy of valid registration, if working in a regulated occupation such as a Professional Engineer, Licensed Practical Nurse, Registered Nurse, Accountant, etc.
- **Express Entry applicants** must include proof of all work experience declared in the IRCC Express Entry pool, including at least one (1) year or (twelve (12) months) of experience in the job or job offer submitted to OIM.

6. Financial Information:

The principal applicant must provide documentation of all assets and liabilities, including proof of unencumbered and readily available funds. Funds must be **maintained** in a bank account. The documentation that must be submitted includes:

- A current bank certificate letter AND current bank account statements for the past three months. In the event of delays in OIM receiving all documents to process an application, OIM reserves the right to request updated bank statements to verify the most current financial information;
- Mortgage documents for properties held in Canada and/or abroad (if applicable);
- Investment documents (if applicable).

7. Education Information:

The principal applicant must provide the following documents for themselves and their spouse or common-law partner:

- Transcripts and diplomas from all previous secondary and post-secondary education institutions in Canada and abroad;
- An Educational Credential Assessment or proof of completed Canadian post-secondary education;
- An enrollment verification letter from educational institution, if the principal applicant and/or their spouse or common law partner is currently a student in Canada; and
- Documentation to demonstrate that the principal applicant meets applicable NOC code employment requirements. This documentation includes education diplomas and transcripts, employment verification letters, employment documentation (e.g., payslips), training certificates, licensing documents, etc.

8. Proof of Language Proficiency:

- A copy of valid language proficiency test results for the principal applicant from IELTS, CELPIP, TEF Canada or TCF Canada.

9. Police Certificate and Clearances:

The principal applicant, their spouse or common-law partner and any dependent children over the age of 18 must include all required police certificates in the NLPNP application, unless the country of issuance requires a letter from IRCC prior to issuing such a certificate or IRCC does not require the clearance for the country at the time of PR application.

- In cases where an IRCC letter is required to issue a police clearance/certificate, the principal applicant does not need to include the police clearance/certificate in their NLPNP application, but they will have to make such a submission to IRCC following receipt of the required correspondence from the Government of Canada to request issuance of a police clearance/certificate.
- Please visit: <http://www.cic.gc.ca/english/information/security/police-cert/index.asp> for country-specific information on how to obtain police certificates from any country.

If the principal applicant is nominated by the Government of Newfoundland and Labrador, they will also be required to submit their police clearances/certificates with their Permanent Residence Application to IRCC. The principal applicant, their spouse or common-law partner and any dependent children over the age of 18 are required to have police clearances/certificates from anywhere they have lived since the age of 18 for over six (6) months.

For the country where the applicant currently lives, the police clearance/certificate for the country where the applicant currently lives must be issued no more than six (6) months before the date the applicant submits their application and must not be expired.

For any other country in which the applicant has lived, the police clearance/certificate must be issued after the last time the applicant stayed there for six (6) months or more in a row.

Police clearances/certificates usually are valid for one (1) year from the date of issue, unless otherwise stated on the clearance/certificate. Principal applicants and their dependents are responsible for confirming that their police clearances/certificates are valid at the time of submission to OIM.

10. Proof of relationship to family in Canada (if applicable):

The principal applicant must submit proof of relationship if they or their accompanying spouse/common-law partner have a close relative* living in Canada. In the case of having a close relative living in Canada, the documentation submitted to OIM must include the following applicable documents, depending on the nature of the relationship.

- Proof of relationship: submit birth certificate(s), marriage certificate(s) or adoption certificates to prove relation to the applicant or partner.
 - Marriage certificates must be submitted for a spouse living in Canada.
 - Adoption certificates must be submitted for any and all adopted children.
- Proof of status: work permit, study permit or visitor record, Confirmation of Permanent Residence, Permanent Resident Card or Photo page of Canadian Passport.
- Proof of Residency: applicant must provide evidence indicating a close relative physically lives in Canada by submitting monthly bills (showing relative's full name and address).
 - Proof of residency must be submitted for all close relatives living in Canada.

*Please refer to the Glossary section for definition of a close relative.

Please Note: OIM requires this information for the purposes of establishing the applicants' intention to reside permanently in Newfoundland and Labrador. Further information can be found in the *Intention to Reside* policy. The information collected under authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015.

11. Federal Forms

All NLPNP applicants must complete and include the following documents in their NLPNP application. If the NLPNP application is approved, these federal forms will be used for the federal permanent residency application. OIM staff review these forms to ensure the applicant or their designated representative have correctly completed them prior to their application for permanent residence. These forms are reviewed to confirm information is consistent with the supporting documentation submitted in the application and to ensure preparedness for the permanent residence application.

A principal applicant does not need to submit any documents or photos to IRCC or pay the federal fees associated with Permanent Residency until their NLPNP application is approved.

PLEASE NOTE: It is necessary to read the [Application for Permanent Residence – Provincial Nominee Class](#) prior to completing the below noted forms. As these forms are maintained by the Government of Canada, it is the responsibility of the principal applicant to ensure that the submitted forms are the most recent. The form numbers are included below to enable principal applicants to search the federal website to find these documents.

- I. Generic Application Form for Canada [IMM 0008](#)
- II. Additional Dependants/Declaration Form [IMM 0008DEP](#)
This form must be completed by the principal applicant on behalf of each of their dependants **only if they have more than five (5) dependants**.
- III. Schedule A – Background/Declaration [IMM 5669](#)
To be completed by all individuals, where applicable, regardless of whether these individuals are accompanying the principal applicant to Canada or not. The individuals who must complete this Schedule A – Background/Declaration include:
 - Principal applicant;
 - Spouse or common-law partner (if applicable); and/or,
 - Any dependent children aged 18 or over (if applicable).
- IV. Additional Family Information [IMM 5406](#)
To be completed by all individuals, where applicable, regardless of whether these individuals are accompanying the principal applicant to Canada or not. The individuals who must complete this Additional Family Information include:
 - Principal applicant;
 - Spouse or common-law partner; and/or,
 - Any dependent children aged 18 or over.
- V. Schedule 4: Economic Classes: Provincial Nominees [IMM 008 Schedule 4](#)
The principal applicant must complete the following fields:
 1. Your full name
 2. Your date of birth
 3. Which provincial government has nominated you: “Newfoundland and Labrador” (even if not yet nominated)
Provincial stream/category: “Express Entry”, “Skilled Worker” or “International Graduate” (based on category of NLPNP application)
 4. Amount of unencumbered transferable and available funds you have, in Canadian dollars
 5. Declaration
- VI. Supplementary Information – Your Travels [IMM 5562](#)
The principal applicant must add travel information for all dependent family members.

- VII. Use of Representative (if applicable) [IMM 5476](#)
Only required if the principal applicant wants to authorize a representative (paid or unpaid) to act on their behalf.
- VIII. Declaration from Non-Accompanying Parent/Guardian for Minors Immigrating to Canada (if applicable) [IMM 5604](#)
Only required if one parent is not accompanying (not applying for permanent residence) the principal applicant and a minor child.
- IX. Statutory Declaration of Common-law Union (if applicable) [IMM 5409](#)
Only required if principal applicant is in a common-law partnership.
- X. Document Checklist [IMM 5690](#)
The principal applicant must include this document checklist in their NLPNP application, however does not need to submit any documents or photos to IRCC or pay the federal fees associated with Permanent Residence until their NLPNP application is approved.