



DOCUMENT CHECKLIST

LIVE-IN CAREGIVER

Send the following documents in your application. Check each box once you enclose the item.

If you do not enclose all required documents, your entire application will be returned to you, causing delays in the processing of your application. Your application will be processed as a new application when you re-submit.

Forms		
1	<p><i>In-Canada Application for Permanent Residence Status</i> (IMM5002) and <i>Schedule 1 - Background/Declaration</i> (IMM5002 Schedule 1), completed by:</p> <ul style="list-style-type: none"> • You, the principal applicant • Your spouse or common-law partner if he or she is in Canada and is not a permanent resident or Canadian citizen • Your dependent children 18 years of age or older who are in Canada and are not permanent residents or Canadian citizens 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	<i>Use of a Representative</i> (IMM 5476), if applicable	<input type="checkbox"/>

Photos		
3	<p>Two (2) passport-size photos of you and any family members in Canada</p> <p>Print the name of the person on the back of the photos. Staple photos to the <i>In-Canada Application for Permanent Residence Status</i> (IMM 5002) form in the appropriate area provided. Do not staple through the face of the person on the photo. Attach photos for your spouse or common-law partner and dependent children 18 years of age or older to their respective application form. Do not submit photos of family members outside of Canada.</p>	<input type="checkbox"/>

Proof of two years of authorized full-time employment as a live-in caregiver		
4	Statement of earnings showing hours worked and deductions made by the employer(s) (your employer must provide this) or	<input type="checkbox"/>
5	Record of wages and deductions sent to Canada Revenue Agency (CRA) by your employer(s) or	<input type="checkbox"/>
6	Record of employment for all previous employers, if applicable (your employer must provide this) or	<input type="checkbox"/>
7	Option C printout since you are in the Live-in Caregiver Program. To obtain this printout free-of-charge from the Canada Revenue Agency, call 1 800 959-8281	<input type="checkbox"/>

Photocopies of identity and relationship documents (for each person included in the application)		
Do not send original documents of the following as they will not be returned. Photocopies do not need to be certified.		
8	Valid passport pages for you and each of your family members in Canada	<input type="checkbox"/>
	The pages must clearly show the passport number, name, date of birth, passport issue and expiry date, entry and exit stamps, visas for Canada and any other countries, and stamp made by a Canadian authority showing most recent entry into Canada.	
9	Birth certificates or baptismal certificates for you and all your family members in Canada	<input type="checkbox"/>
10	If you are married, include your marriage certificate	<input type="checkbox"/>
11	Proof of your common-law relationship, if applicable	<input type="checkbox"/>
	For example: evidence of joint bank, trust, credit union or charge card accounts; jointly signed residential lease, mortgage or purchase agreement; statutory declarations of individuals with personal knowledge that your relationship is genuine and continuing.	
12	Divorce, annulment or death certificates, if you were previously married	<input type="checkbox"/>
13	Custody papers for dependent children from a previous marriage/relationship	<input type="checkbox"/>

Other documents		
14	Originals of your police certificate(s)	<input type="checkbox"/>
15	Details of your criminal convictions, if applicable	<input type="checkbox"/>
16	Photocopy of your pardon obtained from the National Parole Board, if applicable	<input type="checkbox"/>
17	Certified translations for all documents that are not in English or French For example: police certificates, birth certificates, etc.	<input type="checkbox"/>

Fee		
18	Copy 2 of the <i>Receipt</i> form or <i>Internet Receipt</i> . No other form of payment is acceptable.	<input type="checkbox"/>
19	This <i>Document Checklist</i> (IMM 5282)	<input type="checkbox"/>
20	You have addressed the envelope with correct postage to: Case Processing Centre, Vegreville, AB, T9C 1W3	<input type="checkbox"/>