



DOCUMENT CHECKLIST

LIVE-IN CAREGIVER

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

If you do not enclose all required forms and documents for yourself and all family members, 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

<input type="checkbox"/>	1. <i>Generic Application Form for Canada</i> (IMM 0008)
<input type="checkbox"/>	2. <i>Additional Dependents/Declaration</i> (IMM 0008DEP), if applicable
<input type="checkbox"/>	3. <i>Schedule A - Background/Declaration</i> (IMM 5669), for you and each family member 18 years of age or older
<input type="checkbox"/>	4. <i>Additional Family Information</i> (IMM 5406), for you and each family member 18 years of age or older
<input type="checkbox"/>	5. <i>Use of a Representative</i> (IMM 5476), if applicable

Photos

<input type="checkbox"/>	6. Two (2) passport-size photos of you and all family members in Canada. Print the name and date of birth of the person on the back of one (1) of the photos
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You must select **ONE** of the following two options for calculating whether you have met the employment requirement to be eligible for permanent residence as a live-in caregiver:

<input type="checkbox"/>	7. Option 1 24 months of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program, OR
<input type="checkbox"/>	8. Option 2 A total of 3,900 hours (within a minimum of 22 months which may include a maximum of 390 hours of overtime) of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program.

Your application will be assessed according to the calculation option you select above.
For the option you have selected, you must provide the proof of authorized full-time employment shown below:

OPTION 1: Proof of 24 months of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program.

<input type="checkbox"/>	9. Letter from your current employer showing your start date and that you still work for them AND
<input type="checkbox"/>	10. Contracts with your current and previous employers (these must be the same contracts reviewed and approved by Employment and Social Development Canada (ESDC) and Citizenship and Immigration Canada at the time the Labour Market Impact Assessment and work permit applications were reviewed) AND
<input type="checkbox"/>	11. Statement of earnings showing hours worked and deductions made by the employers AND
<input type="checkbox"/>	12. Record of wages and deductions sent to Canada Revenue Agency (CRA) by your employers AND
<input type="checkbox"/>	13. Record of employment (ROE) for all previous employers AND
<input type="checkbox"/>	14. Notices of Assessment issued by the Canada Revenue Agency (CRA) from the date you entered Canada under the Live-in Caregiver Program (if you do not have paper copies of your Notices of Assessment on file, you can view (and print) your tax returns as well as other personal tax information using the CRA's My Account online service. To register or login, visit My Account for individuals).

OPTION 2: Proof of 3,900 hours (within a minimum of 22 months which may include a maximum of 390 hours of overtime) of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program

<input type="checkbox"/>	15. <i>Live-in Caregiver - Employer Declaration of Hours Worked</i> (IMM 5634) completed and signed by your current and previous employers AND
<input type="checkbox"/>	16. Timesheets signed by your current and previous employers clearly indicating the date and number of hours worked for all overtime hours claimed AND
<input type="checkbox"/>	17. Contracts with your current and previous employers (these must be the same contracts reviewed and approved by Employment and Social Development Canada (ESDC) and Citizenship and Immigration Canada at the time the Labour Market Impact Assessment and work permit applications were reviewed) AND
<input type="checkbox"/>	18. Statement of earnings showing hours worked and deductions made by the employers AND
<input type="checkbox"/>	19. Record of wages and deductions sent to Canada Revenue Agency (CRA) by your employers AND
<input type="checkbox"/>	20. Record of employment (ROE) for all previous employers AND
<input type="checkbox"/>	21. Notices of Assessment issued by the Canada Revenue Agency (CRA) from the date you entered Canada under the Live-in Caregiver Program (if you do not have paper copies of your Notices of Assessment on file, you can view (and print) your tax returns as well as other personal tax information using the CRA's My Account online service. To register or login, visit My Account for individuals).

Photocopies of identity and relationship documents (for all of your family members)

Do not send original documents of the following as they will **not** be returned. Photocopies do not need to be certified.

<input type="checkbox"/>	22. Valid passport pages for you and each of your family members in Canada 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.
<input type="checkbox"/>	23. Birth certificates or baptismal certificates for you and all your family members
<input type="checkbox"/>	24. If you are married, include your marriage certificate
<input type="checkbox"/>	25. Proof of your common-law relationship, if applicable 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.
<input type="checkbox"/>	26. Divorce, annulment or death certificates, if you were previously married
<input type="checkbox"/>	27. Custody papers for dependent children from a previous marriage or relationship

Other documents

<input type="checkbox"/>	28. Originals of all police certificates for you and all your family members 18 years of age or older
<input type="checkbox"/>	29. Details of all criminal convictions, if applicable
<input type="checkbox"/>	30. Photocopy of your pardon obtained from the National Parole Board, if applicable
<input type="checkbox"/>	31. Certified translations for all documents that are not in English or French For example: police certificates, birth certificates, etc.

Fee

<input type="checkbox"/>	32. Copy of the receipt showing the amount paid. Consult the "Pay the fee" section of the instruction guide for the acceptable methods of payment
<input type="checkbox"/>	33. This Document Checklist (IMM 5282)
<input type="checkbox"/>	34. You have addressed the envelope with correct postage to: Case Processing Centre, Vegreville, AB, T9C 1W3