



DOCUMENT CHECKLIST FOR A WORK PERMIT

This document checklist is one of the forms that you need to submit with your application.

If your documents are in a language other than English or French, check with the responsible visa office for your region to determine whether they need to be translated.

If any of the required documents listed below are missing, your application may be returned.

I have enclosed the following items:

Put an "X" in the box when you have enclosed the item

- *Application for Work Permit made Outside of Canada* (IMM 1295), duly completed
Note: If this application form is completed electronically, place the barcode page (page 5 of 5) on the top of each individual application package.
- *Family Information* (IMM 5645), duly completed
- *Application for Temporary Resident Visa made Outside of Canada* (IMM 5257 - Schedule 1), if applicable
- *Statutory Declaration of Common-law Union* (IMM 5409), if applicable
- *Use of a Representative* (IMM 5476), if applicable
- Your job offer letter or contract from your prospective employer, and the file number provided by Human Resources and Skills Development Canada (HRSDC) to locate the labour market opinion. Your employer should be able to provide you with this file identifier
- Proof indicating you meet the requirements of the job being offered
- If working in Quebec provide evidence of a valid *Certificate d'acceptation du Québec* (CAQ)
- Fee payment in an acceptable format. Verify acceptable methods of payment with the Visa office responsible for your area.
Note: Visa offices cannot accept fee payments from banks in Canada.
- **Passport:**
 - original valid passport **only if** you require a temporary resident visa (TRV). Your passport must include a blank page other than the last page **OR**
 - photocopy of the information page of your passport **if you do not require** a temporary resident visa (TRV) which includes:
 - the passport number,
 - the issuance and expiry dates,
 - your photo, name, date and place of birth.
- Two photos meeting the requirements of *Appendix B - Photo Specifications*. On the back of two photos, write your name and date of birth
- Photocopy of your current immigration document, if applicable (e.g. study permit, work permit or temporary resident permit)
- Proof of funds available
- Any additional documents required by the responsible visa office