

Please visit our website at www.WelcomeBC.ca/PNP to ensure that you are using the most current version of this checklist and the required application forms. You must submit all the required documents in the order listed. The forms and documentation your supporting B.C. employer must submit are listed in the column on the right side of the page.

REVIEW THE APPLICATION GUIDE ON THE SECOND PAGE FOR FURTHER INSTRUCTIONS.

Section 1 – Nominee Applicant’s Name

FAMILY NAME: _____ GIVEN NAME: _____

Section 2 – Skilled Worker Application Forms:
 1. Skilled Worker Checklist *(This checklist)*
 2. Fee Payment Form

Office Use Only

File number: _____

Nominee Applicant
 3. Nominee Applicant Form

 5a. Use of Representative Form *(if applicable)*
B.C. Employer
 4. Job Offer Form

 5b. Use of Representative Form *(if applicable)*

The BC PNP requires the permission of both the nominee applicant and supporting B.C. Employer to disclose information to a paid or unpaid third-party representative.

Section 3 – Employment Information / Qualifications:
Nominee Applicant
 6. Copy of Canadian immigration records

 7. Copy of biographical page of passport

 8. Current photograph *(see reverse for photo requirements)*
 9. Copy of Labour Market Opinion (LMO) *(if applicable)*
 10. Resume

 11. Copy of education and training certificates

 12. Spouse or common-law partner’s B.C. employment record *(if applicable)*
B.C. Employer
 13. Employer Recommendation letter

 14. Copy of the offer of employment

 15. Detailed job description

 16. Company information

 17. Copy of the Certificate of Incorporation

 18. Copy of the valid B.C. Business License

Section 4 – Citizenship and Immigration Canada (CIC) Forms:

Please include photocopies of all the completed Citizenship and Immigration Canada (CIC) forms listed below with your PNP application. Your spouse or common-law partner and all dependent children 18 years of age and older must submit the applicable forms whether or not they are accompanying you to B.C. Do not submit any forms to CIC until after you are approved for nomination under the PNP. Do not submit original CIC application forms, police certificates or CIC fees to the PNP.


Nominee Applicant	Spouse/Common-law partner and/or Dependent Child 18+
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19.	<input type="checkbox"/>		Generic Application Form for Canada [IMM 008]
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20.	<input type="checkbox"/>	<input type="checkbox"/>	Schedule A - Background Declaration [IMM 5669]
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21.	<input type="checkbox"/>	<input type="checkbox"/>	Additional Family Information [IMM 5406]
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22.	<input type="checkbox"/>		Schedule 4: Economic Classes: Provincial Nominees [IMM 0008 SCHEDULE 4]
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Please see reverse for the Application Guide 

Send completed application packages to:

BC Provincial Nominee Program
800 - 360 West Georgia St
Vancouver, BC V6B 6B2 Canada

Phone: +1 604 775-2227 E-mail enquiries: PNPInfo@gov.bc.ca

Application forms available online at: www.WelcomeBC.ca/PNP

Application Guide

1. **Skilled Worker Checklist:** Include this completed checklist to demonstrate that you have included all of the required documents.
2. **Fee Payment Form:** The BC PNP application fee of \$550 is only accepted in the following formats: Money Order, Certified Cheque, Visa or Master Card. Personal cheques and cash are not accepted. Money Orders and Certified Cheques must be made out to "Minister of Finance".
3. **Nominee Application Form:** This form must be completed and signed by the nominee applicant and his or her spouse or common-law partner, if applicable.
4. **Job Offer Form:** This form must be completed and signed by the supporting B.C. employer.
5. **Use of a Representative Form:** This form is only for applicants who are represented by a paid or unpaid representative. The PNP requires permission from the nominee applicant and supporting B.C. employer to disclose information to the representative about their application. Applicants do not need a representative in order to submit an application to the PNP and should not expect special attention, faster processing, or a more favourable outcome if using the services of a third-party representative. For more information on [Using a Representative](#) visit the PNP website.
6. **Copy of Canadian immigration records:** Nominee applicants who currently reside or have recently visited or resided in Canada must provide clear photocopies of all work permits, study permits or visitor records confirming immigration status. If applicable, please provide a copy of all immigration records held by a spouse or common-law partner and dependent children residing in Canada.
7. **Copy of the biographical page of passport:** The nominee applicant must provide a clear photocopy of the biographical page of his or her passport. The biographical page is the page in the passport with the name, photo, passport/travel document number, issue date and expiration date.
8. **Current photograph of the nominee applicant:** One passport style photograph is only required for the nominee applicant. Spouses/common-law partners and dependants do not need to submit photographs. The photo should meet the standard passport photo requirements as outlined on Passport Canada's website - <http://www.ppt.gc.ca/info/photos.aspx>.
9. **Copy of the Labour Market Opinion (LMO) (if applicable):** If the nominee applicant's work permit was issued as a result of a positive Labour Market Opinion (LMO) issued by Service Canada, please provide a copy of this LMO.
10. **Resume:** Include a copy of the nominee applicant's resume showing current employment experience, education, etc. The resume should also include the dates and positions for all previous employment experiences.
11. **A copy of the education and training certificates:** Provide photocopies of all education, trade or course certificates that are relevant to the position. All documents must be translated into English.
12. **Spouse or common-law partner's B.C. employment record (if applicable):** To include a spouse or common-law partner's annual wages in the calculation of the family income, a copy of his or her work permit, B.C. employment offer, and pay stubs for the two most recent pay periods must be provided.
13. **Recommendation letter from employer:** The supporting B.C. employer must submit a recommendation letter on behalf of the nominee applicant. This letter should outline why the employer is recommending the nominee applicant for permanent residence, why he or she is suitable for the position, and how he or she would contribute to the company.
14. **A copy of the offer of employment:** Provide a copy of the nominee applicant's offer of employment for the eligible occupation. The offer of employment must state the job title and main duties, rate of pay, standard hours of work, and any discretionary benefits. The offer must be for a full-time and indeterminate job, provided on official company letterhead and signed by both the nominee applicant and the supporting B.C. employer (e.g. a person authorized to hire employees).
15. **Detailed job description:** The supporting B.C. employer must provide a detailed job description for the position offered to the nominee applicant. This should include the specific duties and responsibilities of the position, and the requirements for the job (applicable education, certification or licensing, work experience and language proficiency).
16. **Company information:** Provide a *brief* (maximum 2 pages) profile of the company's business activities. If franchise businesses, please provide a profile of the franchisee rather than the parent franchise.
17. **A copy of the Certificate of Incorporation:** Provide a photocopy of the Certificate of Incorporation for the B.C. employer.
18. **A copy of the valid B.C. Business License:** Provide a photocopy of the valid B.C. Business License for the B.C. employer.
- 19-22. **Copy of the Citizenship and Immigration Canada (CIC) forms:** Follow the CIC Guide for Provincial Nominees found on the application forms section of our website. Nominee applicants, and where applicable spouses or common-law partners and dependent children, must submit photocopies of all CIC forms to the PNP. Please do not submit your original CIC forms, police certificates or CIC fees to the PNP. These are submitted to CIC if the application is approved for nomination under the PNP.

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