



## DOCUMENT CHECKLIST FOR A WORK PERMIT

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The documents you need to attach to your application are detailed on this form. If any of the required documents are missing, your application will be returned to you.

All documents in a language other than English or French must be translated. Provide both a photocopy of the document and the translation in English or French.

### I have enclosed the following items:

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

- Completed "**Application for a Work Permit**" (IMM 1295)
- 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)
- Valid passport or travel document that guarantees re-entry to the country that issued it
- Two photos of you and each accompanying family member, meeting the requirements of Appendix B - Photo Specifications. *On the back of one photo (and only one) in each set, write the name and date of birth of the person appearing in the photo*
- *Proof of funds available as specified under the "**Working in Canada**" section of this guide*
- 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
- "**Statutory Declaration of Common-law Union**" (IMM 5409) (if applicable)
- Any additional documents required by the responsible visa office