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# Guide 0117 – Agri-Food Pilot

 Print

## You now need to apply online

As of October 14, 2022, it is now mandatory to apply online.

If you can't apply online, and require accommodations, including for a disability, you can ask for the application in another format (paper, braille or large print).

▶ **If you can't apply online and require accommodations**

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**This is not a legal document.** The explanations and definitions are not legal definitions. In case of a discrepancy between the language in this document and the relevant legislation or regulations, the legal text in the legislation and regulations prevails.

For legal information, consult the following documents:

- [\*Immigration and Refugee Protection Act\*](#)
  - [\*Immigration and Refugee Protection Regulations\*](#)
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## Before You Apply

Canada encourages applications for permanent residence from people with abilities, education and work experience that will contribute to the Canadian economy.

The Agri-Food Pilot is an economic class program aimed at providing a pathway to permanent residence for workers with full-time, non-seasonal in-Canada work experience in certain agricultural and agri-food industries.

### Who may use this application?

You may apply through the Agri-Food Pilot if you meet the eligibility requirements and plan to settle permanently in Canada, outside the province of Quebec.

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### Using a representative

**i Note:** If a paid representative is submitting your application online on your behalf, they must sign in to their [Representative Portal account](#) to do so. You, as the Primary Applicant, need to electronically sign your application and your representative must also provide their declaration before submitting the application.

If you (the principal applicant) want to authorize a representative to act on your behalf (paid or unpaid) you must

- submit a [Use of a Representative \[IMM 5476\] \(PDF, 648.31 KB\)](#) form
- sign it digitally or by hand and get your immigration representative to do so also
- upload it with your application

If you (the principal applicant) want to allow us to release information from your application to someone other than yourself who will not act as your representative you must

- submit an [Authority to Release Personal Information to a Designated Individual \[IMM 5475\] \(PDF, 593.57 KB\)](#) form
- sign it digitally or by hand and get your designated individual to do so also
- upload it with your application

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## Eligibility requirements

To be eligible for this program, you must meet the minimum requirements outlined below.

### Work Experience

You must have the following work experience:

- within the last three years, you have accumulated **at least one year (1,560 hours)**, full-time, non-seasonal work experience in Canada, under a valid work permit, in one or more eligible combinations of the National Occupational Classification (NOC) and North American Industry Classification System (NAICS) (see below list of eligible occupation (NOC) and industry (NAICS) combinations.
- your work experience must have been authorized on a work permit issued on the basis of a Labour Market Impact Assessment (LMIA) with a duration of a least 12 months;
- you have performed the actions in the lead statement of the NOC;

- you have performed a substantial number of the main duties of the NOC, including all of the essential duties;
- your work experience must have been for paid work (volunteer work or unpaid internships do not count);
- any periods of self-employment or unauthorized work will not be included when calculating the period of qualifying work experience.

### **Eligible NAICS and NOC combinations:**

Below is a list of the eligible industry (NAICS) and occupation (NOC) combinations accepted under the Agri-Food Pilot for both work experience and job offer. No other NAICS and NOC combinations qualify under the program.

The NAICS code represents an establishment's business activities within specific industrial sectors. The employers' primary business activities must correspond to one of the eligible NAICS.

### **Applications received on or before November 15, 2022**

- **NAICS 1114 – Greenhouse, nursery and floriculture production**
  - NOC 8252 – Agricultural service contractors, farm supervisors and specialized livestock workers
  - NOC 8431 – General farm workers
  - NOC 8611 – Harvesting labourers
- **NAICS 1121 – Cattle ranching and farming**
  - NOC 8252 – Agricultural service contractors, farm supervisors and specialized livestock workers
  - NOC 8431 – General farm workers
- **NAICS 1122 – Hog and pig farming**
  - NOC 8252 – Agricultural service contractors, farm supervisors and specialized livestock workers
  - NOC 8431 – General farm workers
- **NAICS 1123 – Poultry and egg production**
  - NOC 8252 – Agricultural service contractors, farm supervisors and specialized livestock workers

- NOC 8431 – General farm workers
- **NAICS 1124 – Sheep and goat farming**
  - NOC 8252 – Agricultural service contractors, farm supervisors and specialized livestock workers
  - NOC 8431 – General farm workers
- **NAICS 1129 – Other animal production**
  - NOC 8252 – Agricultural service contractors, farm supervisors and specialized livestock workers
  - NOC 8431 – General farm workers
- **NAICS 3116 – Meat product manufacturing**
  - NOC 6331 – Butchers, meat cutters and fishmongers – retail and wholesale
  - NOC 8252 – Agricultural service contractors, farm supervisors and specialized livestock workers
  - NOC 9462 – Industrial butchers and meat cutters, poultry preparers and related workers
  - NOC 9617 – Labourers in food and beverage processing

### **Applications received on or after November 16, 2022**

- **NAICS 1114 – Greenhouse, nursery and floriculture production**
  - NOC 82030 – Agricultural service contractors and farm supervisors
  - NOC 84120 – Specialized livestock workers and machinery operators
  - NOC 85100 – Livestock labourers
  - NOC 85101 – Harvesting labourers
- **NAICS 1121 – Cattle ranching and farming**
  - NOC 82030 – Agricultural service contractors and farm supervisors
  - NOC 84120 – Specialized livestock workers and farm machinery operators
  - NOC 85100 – Livestock labourers
  - NOC 85101 – Harvesting labourers
- **NAICS 1122 – Hog and pig farming**
  - NOC 82030 – Agricultural service contractors and farm supervisors
  - NOC 84120 – Specialized livestock workers and farm machinery operators
  - NOC 85100 – Livestock labourers

- NOC 85101 – Harvesting labourers
- **NAICS 1123 – Poultry and egg production**
  - NOC 82030 – Agricultural service contractors and farm supervisors
  - NOC 84120 – Specialized livestock workers and farm machinery operators
  - NOC 85100 – Livestock labourers
  - NOC 85101 – Harvesting labourers
- **NAICS 1124 – Sheep and goat farming**
  - NOC 82030 – Agricultural service contractors and farm supervisors
  - NOC 84120 – Specialized livestock workers and farm machinery operators
  - NOC 85100 – Livestock labourers
  - NOC 85101 – Harvesting labourers
- **NAICS 1129 – Other animal production**
  - NOC 82030 – Agricultural service contractors and farm supervisors
  - NOC 84120 – Specialized livestock workers and farm machinery operators
  - NOC 85100 – Livestock labourers
  - NOC 85101 – Harvesting labourers
- **NAICS 3116 – Meat product manufacturing**
  - NOC 63201 – Butchers – retail and wholesale
  - NOC 65202 – Meat cutters and fishmongers – retail and wholesale
  - NOC 82030 – Agricultural service contractors and farm supervisors
  - NOC 84120 – Specialized livestock workers and farm machinery operators
  - NOC 85100 – Livestock labourers
  - NOC 94141 – Industrial butchers and meat cutters, poultry preparers and related workers
  - NOC 95106 – Labourers in food and beverage processing

For more information on occupations, see the [National Occupational Classifications list](#).

For more information on industries, see [North American Industry Classification System list](#)

**i Note:** Full-time work experience means working at least 30 paid hours per week.

## Job offer

You must have a job offer that is:

- from an employer whose primary business activities are in an eligible industry (NAICS)
- for an eligible occupation (NOC)
- for an eligible occupation (NOC) and industry (NAICS) combination as listed above
- full time and non-seasonal
- indeterminate period (no end date)
- genuine
- for an employment location that must be outside of Quebec
- for a wage that is one of the following:
  - **at or above** the prevailing wage (median) for the occupation in the province where you will be working (as identified on the Government of Canada's [Job Bank](#)), unless a provincial wage is not available, then the national prevailing wage (median wage) applies
  - determined for unionized workers as per the provisions of the collective agreement covering the occupation

We will review the main duties and principal business activities shown in your job offer to make sure that it meets the occupational (NOC) and industry (NAICS) requirements of the program.

You must submit an [“Offer of Employment to a Foreign National – Agri-Food pilot \[IMM 0115\] \(PDF, 2.0 MB\)”](#) with your application. Your employer must complete this form and send you a copy which must be included with your application. **You must read and sign the declaration at the bottom of the form.**

## Temporary resident status

If you are in Canada, you must maintain your temporary resident status during the processing of your application for permanent residence.

## Working in Canada

You must show that you meet the employment requirements of the job you are offered. These may include education, training or other qualifications in the NOC description.

Qualifications assessment and licensing are required for some occupations, you should be aware of these issues when you consider immigrating to Canada.

See [“Planning to Work in Canada” \(PDF, 2 MB\)](#) for more information.

## Regulated occupations

Twenty percent (20%) of people working in Canada work in jobs that are regulated to protect the health and safety of Canadians. Examples include:

- nurses
- engineers
- electricians
- teachers

Provincial and territorial regulatory bodies are responsible for

- establishing entry requirements for individual occupations
- recognizing prior credentials, training and experience
- issuing licences required to practise

The recognition process varies between provinces and territories and between occupations. Recognizing qualifications and issuing licences can generally only be done in Canada. The process can take time. You may be asked to:

- provide documentation of qualifications
- do a language exam (which may differ from those needed for immigration)
- complete a technical exam (with accompanying fee)



- do supervised work

## Non-regulated occupations

For non-regulated occupations, there are no set requirements and there is no legal requirement to get a licence. The employer will set the standards and could ask for registration with a professional association.

## Qualifications assessment

A qualifications assessment is advice on how qualifications from another country compare to Canadian qualifications. An assessment **does not guarantee** that:

- a regulatory body will issue you a licence to practice
- your credentials will be accepted by a Canadian employer

However, having your qualifications assessed **will** help you understand the Canadian educational system and help you with your job search.

To have your qualifications assessed by one of the provincial evaluation services, consult the "[How to get an educational credential assessment](#)" page.

## Education

For the Agri-Food Pilot, you must meet the education requirements below:

- You must have a high-school diploma, post-secondary certificate or degree that is valid and equal to a Canadian equivalent, or
- If you did not complete your studies in Canada, you will need an [Education Credential Assessment \(ECA\)](#) to show that your studies are equal to a Canadian secondary or post-secondary certificate, diploma or degree, or
- If your foreign credential is not equivalent to a Canadian secondary or post-secondary degree, you will need an [Educational Credential Assessment \(ECA\)](#) to show that your credential is issued from an educational or training institution recognized by the official authorities of the country of origin. Your credential should be equal to a secondary or post-secondary degree in the country where it was issued.

- Your ECA report must be less than five years old on the date we received your application.
- 

## Language requirements


- You must meet the minimum language requirements in the Canadian Language Benchmark (CLB) or the Niveaux de compétence linguistique canadiens (NCLC) for listening, speaking, reading and writing at level 4 (or above) across all language abilities.
  - You will need to do mandatory language testing with a designated organization and submit your results with your application.
  - If you have already done language testing, your test results must not be more than 2 years old on the date your application is received.
- 

## Funds needed to settle in Canada

The government of Canada provides no financial support to new immigrants. Unless you are already working in Canada and that work is authorized, you must prove that you have enough money unencumbered by debts or obligations to support yourself and your family members after you arrive in Canada.

You must submit proof with your application to show that you have enough money to support yourself and your family after you arrive in Canada. Examples of documents you can submit are:

- current bank statements or certification letter
- proof of your savings balance
- deposit statements

 **Note:** You do not have to submit this proof if you are already working in Canada and that work is authorized.

You cannot borrow this money from another person. You must be able to use this money to pay the costs of living for your family (even if they are not coming with you).

The amount of money you need to support your family is set by the size of your family and are based on 50% of the low income cut-off totals for urban areas. We update these amounts every year on IRCC's website.

<b>Number of family members</b>	<b>Funds you need (in Canadian dollars)</b>
<b>1</b>	\$13,310
<b>2</b>	\$16,570
<b>3</b>	\$20,371
<b>4</b>	\$24,733
<b>5</b>	\$28,052
<b>6</b>	\$31,638
<b>7</b>	\$35,224
<b>For each additional family member</b>	\$3,586


**We strongly recommend** that you research the cost of living in the region of Canada where you plan to live. Bring with you as much money as possible to make your establishment in Canada easier.

## **Disclosure of funds**

If you arrive in Canada with an amount greater or equal to CAN\$10,000, or its equivalent in a foreign currency, you must tell this to the Canada Border Services Agency (CBSA) officer. These funds could be in the form of:

- cash,


- securities in bearer form (for example, stocks, bonds, debentures, treasury bills), or
- bankers' drafts, cheques, travellers' cheques or money orders.

 **Note:** Failure to disclose funds can result in fines and imprisonment.

## Biometric (fingerprints and photo) requirements

You and your family members may need to appear in person to have fingerprints and a photograph (biometric information) taken at a biometric collection service point.

**Canadian citizens** and **permanent residents** of Canada are **exempt** from giving biometrics.

 As of December 3, 2019, you need to give biometrics when you apply from **within Canada**. You can go to a designated Service Canada location.

Find out if you need to give biometrics.

If you have to give biometrics, you can give them after you:

- pay for and submit your application and biometric fees; **and**
- get a Biometric Instruction Letter (BIL) which will direct you to a list of biometric collection service points you may choose from.

You must bring the BIL with you to the biometric collection service point to give your biometrics.

We encourage you to give your biometrics as soon as possible after getting the BIL. We'll start processing your application after we get your biometrics.

## Where to give your biometrics

You **need to book an appointment** to give your biometrics at one of these official biometric collection service points.

# Step 1. Gather Documents

## What documents do I need?

Use the [Document Checklist \[IMM 0116\] \(PDF, 0.94 MB\)](#) to help you gather the necessary documents.

Incomplete applications will be returned by email. For your application to be considered complete you must include

- all the information asked for on the online forms
- the completed forms
- all supporting documents we ask for

**Important information:** If you do not provide all the requested information and the documents from the checklist, your application will be returned to you. You must also provide any other evidence or documents you have available to satisfy the requirement. Upload them as the document type that was asked for.

## Translation of documents

You **must** include the following **along with** any document that is not in English or French:

- the English or French translation; **and**
- an affidavit from the person who completed the translation (if they are not a certified translator)

Translations may be done by:

- a person who is fluent in both languages (English or French, and the unofficial language); **or**
- a Canadian certified translator (a member in good standing of a provincial or territorial organization of translators and interpreters in Canada).

If the translation isn't done by a Canadian certified translator, the person who completed the translation must provide an affidavit swearing to their language proficiency and the accuracy of the translation.

The affidavit must be sworn in the presence of:

### **In Canada:**


- a notary public;
- a commissioner of oaths; **or**
- a commissioner of taking affidavits.


Authority to certify varies by province and territory. Consult your local provincial or territorial authorities.

### **Outside of Canada:**

- a notary public

Authority to administer oaths varies by country. Consult your local authorities.

 **Important information: Translations must not be done by the applicants themselves nor by members of the applicant's family.** This includes a parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew and first cousin.

 **Note:** An affidavit is a document on which the translator has sworn, in the presence of a person authorized to administer oaths in the country where the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document. **Translators who are certified in Canada don't need to supply an affidavit.**

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## **Certified true copies**

To have a photocopy of a document certified, an authorized person must compare the original document to the photocopy and must print all of the following on the photocopy:

- "I certify that this is a true copy of the original document";
- the name of the original document;

- the date of the certification;
- the name of the authorized person;
- their official position or title; **and**
- their signature.

## Who can certify copies?

Only authorized people can certify copies.

**Important information:** Certifying of copies must not be done by the applicants themselves nor by an applicant's parent, guardian, sibling, spouse, common-law partner, conjugal partner, grandparent, child, aunt, uncle, niece, nephew or first cousin.

People authorized to certify copies include the following:

### In Canada:

- a notary public;
- a commissioner of oaths; **or**
- a commissioner of taking affidavits.

**Authority to certify varies by province and territory.** Check with your local provincial or territorial authorities to learn who has the authority to certify.

### Outside Canada:

- a notary public

**Authority to certify international documents varies by country.** Check with your local authorities to learn who has the authority to certify in your country.

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## Police certificates

If you and your family members are 18 years of age and older and aren't permanent residents or Canadian citizens, you must provide a valid police certificate for any country **other than Canada** in which you spent 6 or more months in a row since the age of 18.

**i** **Note:** You do **not** need to provide a police certificate from a country if you or your family members were under 18 years of age the entire time you lived in that country.

If the original certificate isn't in English or French, you must get an accredited translator to translate it. You must include both the police certificate **and** the translation.

We'll also do our own background checks to see if there are reasons why you or your family members may not be admissible to Canada.

For specific and up-to-date information, see our guide on [where to get a police certificate](#).

## Convictions / offences outside Canada

If you were convicted of or committed a criminal offence outside Canada, you may overcome this criminal inadmissibility

- by applying for [rehabilitation](#), **or**
- you may be deemed to have been rehabilitated if at least ten years have passed since you completed the sentence imposed upon you, or since you committed the offence, if the offence is one that would, in Canada, be an indictable offence punishable by a maximum term of imprisonment of less than ten years.

If the offence is one that would, in Canada, be prosecuted summarily, and if you were convicted for two (2) or more such offences, the period for rehabilitation is at least five (5) years after the sentences imposed were served or are to be served.

## Convictions / offences in Canada

If you have a criminal conviction in Canada, you must seek a record suspension (formerly a pardon) from the Parole Board of Canada (PBC) before you will be admissible to Canada.



 **Note: Do not complete the forms in this guide until you have received your record suspension.**

You can request a *Record Suspension Application Guide* or additional information from:

**Parole Board of Canada  
Clemency and Record Suspension Division  
410 Laurier Avenue West  
Ottawa, Ontario  
K1A 0R1**

**Telephone:** 1-800-874-2652 (Callers in Canada and the United States only)


**Fax (facsimile):** 1-613-941-4981

**Email:** [suspension@pbc-clcc.gc.ca](mailto:suspension@pbc-clcc.gc.ca)

**Website:** <https://www.canada.ca/en/parole-board.html>

(The instructional guide and application forms can be downloaded from the website)

In order to be considered for a record suspension under the *Criminal Records Act*, a specified period of time must pass after the end of the sentence imposed. The sentence may have been payment of a fine, period of probation, or imprisonment.

 **Note:** Once you have a copy of the record suspension, submit a photocopy to a Canadian visa office or Citizenship and Immigration Centre. If you are travelling to Canada carry a copy of the record suspension with you.

If you have had two (2) or more summary convictions in Canada, you may no longer be inadmissible if:

- at least five (5) years have passed since all sentences imposed were served or to be served,
- you have had no other convictions.

# Step 2. Complete the Application

Follow the instructions below to complete the application.

## Filling out the application

Sign in or create a **Permanent residence online application portal account**.

## You must fill out these digital forms online

- Generic Application Form for Canada (IMM 0008)
- Schedule A – Background/Declaration (IMM 5669)
- Additional Family Information (IMM 5406)
- Supplementary Information - Your travels (IMM 5562)

As the principal applicant, you'll electronically sign for the entire application, including those of your family members.

## You must also fill out these PDF forms

- you don't need to sign them
- upload them to your online application
- as the principal applicant, you'll electronically sign for the entire application, including those of your family members
  - Document Checklist [IMM 0116] (PDF, 921 KB).
    - Use your checklist to make sure you include all the forms and documents you need.
  - Schedule 1 – Agri-Food Pilot [IMM 0114] (PDF, 1.73 MB).

## Complete and sign these PDF forms, if they apply to you

- print and complete it
- sign it by hand
- get the third party to sign it by hand
- upload it with your application

- Statutory Declaration of Common-law Union [IMM 5409] (PDF, 0.78 MB), if this applies
- Separation Declaration for Minors Travelling to Canada [IMM 5604] (PDF, 1.99 MB), if this applies

## Forms for the employer to fill out

- Offer of Employment to a Foreign National – Agri-Food Pilot [IMM 0115] (PDF, 1.74 MB).
- Your employer **must**
  - fill out the form
  - print it and sign it by hand
  - make a copy
  - send it to you
- You (the principal applicant) must
  - **read the declaration at the bottom and sign by hand**
  - make a digital copy, and
  - then upload it with your online application

**Important information:** It is a serious offence to give false or misleading information on these forms. The information you provide on your application may be subject to verification.

## Be complete and accurate

Complete all sections on the forms. If a section does not apply to you, write “Not Applicable” or “NA”. If your application is incomplete, it may be returned to you and this will delay the processing of your application.

**If you need more space for any section, include an additional page containing the appropriate section, complete it and upload it along with your application. For the document type, choose “other” from the drop-down menu and upload your documents or other additional information which can be in any of the following formats: JPG, JPEG or PDF.**

## Signatures

If signatures are missing (when this applies), we will return the application by email without processing it.

As the principal applicant, you'll electronically sign for the entire application, including your family members by typing your full name exactly as it is shown on your passport.

### **Note:**

- Remember to check for signature requirements and sign when needed, either by hand or electronically. If forms are not signed in the correct places, and by the correct people, we will return your application without processing it.
- Signatures may be required in more than one place or from more than one person on some forms.
- Where a date is needed, make sure you fill it in.
- A parent or legal guardian must sign on behalf of a dependent child under the age of 18 when a signature for this person is required.

## Generic Application Form for Canada (IMM 0008)

### Who must fill out this application form?

#### **This form must be completed by:**

- you, the principal applicant
- 

### Completing the form

You'll fill out and submit the Generic Application Form for Canada (IMM 0008) online. You don't need to print and sign by hand. Please follow the instructions below to ensure the form is properly completed.

You must answer all questions on this application form unless otherwise indicated.

You also have the option of saving your form and completing it later.

Read and follow the steps below to help you fill out the form.

## Application Details

### Language preference

From the list, select your preferred language for:

- a. correspondence (any letters or emails we send you)
- b. interview: if your native language is not in this list, select “**Other**”
- c. interpreter requested: you must select “**Yes**” if you do not select English or French for the interview

### Where do you plan to live in Canada?


If you plan to live in the Province of Quebec and haven't received your Certificat de Sélection du Québec (CSQ), enter the date when you applied for it. If you haven't applied yet, you must do so before applying for permanent residence.

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## Personal Details


### Family name

Family name is also known as **last name** or **surname**.

 **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet (and you're filling this form out on their behalf), enter your family name(s).

### Given name

Given names are also known as **first name** and **middle name**. Do not use initials.


 **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet (and you're filling this form out on their behalf), enter your family name(s). For given name(s) enter “Child” or leave the given name field blank.

## Physical characteristics - sex

If you choose “X” for gender, you need to complete the [Request for a Change of Sex or Gender Identifier \(PDF, 1.6 MB\)](#) form and send it with your application if

- your foreign travel document or passport does not have the “X” gender identifier (or an equivalent non-binary option)
- you have or have had a Canadian temporary resident document with a different gender identifier, including a
  - visa
  - electronic travel authorization
  - work permit or
  - study permit

You don't need any supporting documents.

 **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select “**U - Unknown**”.

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## Physical characteristics - Eye colour

If you are a parent of a child to be adopted in Canada whose details you don't know yet, select “**Other**”.

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## Birth information - Date of birth

If you don't know your complete date of birth, write 1901/01/01 in the fields fill in the spaces for the unknown year, month or day. Include a letter of explanation saying why you used this date.

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## Birth information - Place of birth

As shown in your passport or your travel document.

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, indicate "Unknown" for the city or town and select the country where you plan to adopt a child.

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## Citizenship(s)

If you aren't a citizen of any country, choose "**Stateless**".

If you are a citizen of more than one country, choose your other country of citizenship in the second field.

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select the country where you intend to adopt a child.

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## Current country of residence

You must be in this country legally.

**For refugee claimants in Canada only:** select "**Canada**" whether you have been lawfully admitted or not.

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## If you've lost your status

- for "Status," choose "**Other**"
- in the details field, enter "Out of status, requires restoration"
- leave the "From" and "To" fields blank

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select the country where you plan to adopt a child and "Citizen" as the immigration status in that country.

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## Previous countries of residence

This means you lived in the country for 6 months total, not just in a row.

If you chose “**Other**” as a status, try to provide as much detail and an explanation as to why you are out of status.

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### **Marital and relationship status**

**You’re single if** you’ve never been married and are not in a common-law relationship.

**You’re married if** you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.

**You’re common-law** if you’ve lived continuously with your partner in a marital-type relationship for 1 year or more.

**You’re divorced** if you are officially separated and have legally ended your marriage.

**You’re legally separated** if you’re still legally married but no longer living with your spouse.

**You’re widowed** if your spouse has died and you have not re-married or entered into a common-law relationship.

**An annulled marriage** has been legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage was not binding.

- Family name is also known as **last name** or **surname**.
- Given names are also known as **first name** and **middle name**. Do not use initials.
- If you’re in a common-law relationship, enter the date (year, month and day) you began living together.
- If you’re legally separated or divorced, enter the date you were no longer living together.



**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select "**Single**".

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## Contact Information

### Current mailing address

- Post office box (P.O. box) number: If you don't enter a post office box, you must enter your street number
- Street number (no.): The number on your house or apartment building. You must enter a street number if you didn't enter a P.O. box

All correspondence will be mailed to this address unless you include your email address.

If you want a representative to do business with us on your behalf, you **must** provide their address in this section **and** on the [Use of a Representative \[IMM 5476\]](#) (PDF, 264 KB) form.

For more information, read the [Use of a Representative](#) guide.

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### Email address

Use this format: name@provider.net

**By entering your email address, you authorize IRCC to transmit your file and personal information to this specific email.**

---

### Passport

**Passport/travel document number (exactly as shown on your passport or travel document)**

If you have more than one passport, choose the one you'll use to travel to Canada.

Most people will need a passport to travel to Canada. If you're approved to come here, you'll need to get one.

A travel document is an identity document issued by a government or international organization (like the United Nations). It has a photo and personal information, and let the holder travel between countries. If you have a passport, you don't need a travel document.

### **Issue/expiry dates**

You can find this information on the page in your passport that shows your photo and date of birth (also called the biodata page)

---

### **National Identity Document**

A national identity document is an identity card with a photo which is issued by a government or official authority, and can be used as identification inside the country that issued it. It may also be known as "ID," "ID card," "identity card," "citizen card" or "passport card."

### **Document number**

Enter your national identity document number exactly as shown on the identity document. Make sure there is no space between each number or letter.

---

### **Education/Occupation Details**

#### **Highest level of education**

- a. **None:** No education.
- b. **Secondary or less:** High school diploma obtained after elementary school and before college, university, or other formal training.
- c. **Trade/apprenticeship certificate/diploma:** Diploma completed in a specific trade, such as carpentry or auto mechanics.
- d. **Non-university certificate/diploma:** Training in a profession that requires formal education but not at the university level (e.g., dental technician or engineering technician).
- e. **Post-secondary – no degree:** Post-secondary studies at a college or university but no degree earned.

- f. **Bachelor's degree:** Academic degree awarded by a college or university to those who have completed an undergraduate curriculum. Also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.
- g. **Post graduate – no degree:** Post-graduate studies at a college or university but no degree earned (Master or PhD).
- h. **Master's degree:** Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor's degree before you can earn a Master's degree.
- i. **Doctorate – PhD:** Highest university degree, usually based on at least 3 years of graduate studies and a thesis. Normally, you must have completed a Master's degree before you can earn a PhD.

## Current occupation

If you don't work, enter "not employed".

## Intended occupation

If you aren't planning to work in Canada (for example, if you're retired), enter "None".

---

## Language Details

### Native language/mother tongue

This is the language that you learned at home during your childhood and that you still understand. If your native language is not in this list, choose "**Other**".

**i Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, choose the native language of the country where you plan to adopt a child.

## Test from a designated testing agency to assess English or French

Approved testing agencies include:

- IELTS
  - CELPIP
  - TEF
  - TCF
- 

## Dependant's Personal Details

Select the box to tell us if your dependant will accompany you to Canada.

If you answered "**No**," explain why your dependant is non-accompanying.

---

## Dependant's relationship to the principal applicant

Select your dependant's relationship to you, the principal applicant:

- Adopted Child
  - Adoptive parent
  - Child
  - Common-Law Partner
  - Grandchild
  - Parent
  - Spouse
  - Step-Child
  - Step-Grandchild
  - Other
- 

## Dependant type

### Type A

The dependant is **under** the age of 22 and single (not married and not in a common-law relationship).

**Type B (Important: This dependant type applies only if your child's age was locked in before August 1, 2014)**

The dependant has been continuously enrolled in and in attendance as a full-time student at a post-secondary institution accredited by the relevant government authority and has depended substantially on the financial support of a parent since before the age of 22.

## Type C


The dependant is 22 years of age or older, has depended substantially on the financial support of a parent since before the age of 22, and is unable to provide for themselves because of a medical condition.

**Not sure which type of dependant your child is?** [Check if your child qualifies as a dependant by answering a few questions.](#)

---

## Family name


Family name is also known as **last name** or **surname**.

 **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet (and you're filling this form out on their behalf), enter your family name(s).

---

## Given name

Given names are also known as **first name** and **middle name**. Do not use initials.

 **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet (and you're filling this form out on their behalf), enter your family name(s). For given name(s) enter "Child" or leave the given name field blank.

---

## Physical characteristics - sex

If you choose “X” for gender, you need to complete the [Request for a Change of Sex or Gender Identifier \(PDF, 1.6 MB\)](#) form and send it with your application if

- your foreign travel document or passport does not have the “X” gender identifier (or an equivalent non-binary option)
- you have or have had a Canadian temporary resident document with a different gender identifier, including a
  - visa
  - electronic travel authorization
  - work permit or
  - study permit

You don’t need any supporting documents.

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don’t know yet, select “**U - Unknown**”.

---

### Physical characteristics - Eye colour

If you are a parent of a child to be adopted in Canada whose details you don’t know yet, select “**Other**”.

---

### Birth information - Date of birth

If you don’t know your complete date of birth, enter 1901/01/01 to fill in the spaces for the unknown year, month or day. Include a letter of explanation.

---

### Birth information - Place of birth

As shown in your passport or your travel document.

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don’t know yet, indicate “Unknown” for the city or town and select the country

where you plan to adopt a child.

---

## Citizenship(s)

If you aren't a citizen of any country, choose "**Stateless**".

If you are a citizen of more than one country, choose your other country of citizenship in the second field.

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select the country where you intend to adopt a child.

---

## Current country of residence

You must be in this country legally.

**For refugee claimants in Canada only:** select "**Canada**" whether you have been lawfully admitted or not.

---

## If you've lost your status

- for "Status," choose "**Other**"
- in the details field, enter "Out of status, requires restoration"
- leave the "From" and "To" fields blank

**i** **Note:** If you are a parent of a child to be adopted in Canada whose details you don't know yet, select the country where you plan to adopt a child and "Citizen" as the immigration status in that country.

---

## Previous countries of residence

This means you lived in the country for 6 months total, not just in a row.

If you chose “**Other**” as a status, try to provide as much detail and an explanation as to why you are out of status.

---

## Marital and relationship status

**You’re single** if you’ve never been married and are not in a common-law relationship.

**You’re married** if you and your spouse have had a ceremony that legally binds you to each other. Your marriage must be legally recognized in the country where it was performed and in Canada.

**You’re common-law** if you’ve lived continuously with your partner in a marital-type relationship for 1 year or more.


**You’re divorced** if you are officially separated and have legally ended your marriage.

**You’re legally separated** if you’re married but no longer living with your spouse.

**You’re widowed** if your spouse has died and you have not re-married or entered into a common-law relationship.

**An annulled marriage** has been legally declared as not valid. An annulment can also be a declaration by the Catholic Church that the marriage was not binding.

- Family name is also known as **last name** or **surname**.
- Given names are also known as **first name** and **middle name**. Do not use initials.
- If you’re in a common-law relationship, enter the date (year, month and day) you began living together.
- If you’re legally separated or divorced, enter the date you were no longer living together.

 **Note:** If you are a parent of a child to be adopted in Canada whose details you don’t know yet, select “**Single**”.



## Passport

### **Passport/travel document number (exactly as shown on your passport or travel document)**

If you have more than one passport, choose the one you'll use to travel to Canada.

Most people will need a passport to travel to Canada. If you're approved to come here, you'll need to get one.

A travel document is an identity document issued by a government or international organization (like the United Nations). It has a photo and personal information, and let the holder travel between countries. If you have a passport, you don't need a travel document.

### **Issue/expiry dates**

You can find this information on the page in your passport that shows your photo and date of birth (also called the biodata page)

---

## National Identity Document

A national identity document is an identity card with a photo which is issued by a government or official authority, and can be used as identification inside the country that issued it. It may also be known as "ID," "ID card," "identity card," "citizen card" or "passport card."

### **Document number**

Enter their national identity document number exactly as shown on the document. Make sure there is no space between each number or letter.

---

## Education/Occupation Details

### **Highest level of education**

a. **None:** No education.

- b. **Secondary or less:** High school diploma obtained after elementary school and before college, university, or other formal training.
- c. **Trade/apprenticeship certificate/diploma:** Diploma completed in a specific trade, such as carpentry or auto mechanics.
- d. **Non-university certificate/diploma:** Training in a profession that requires formal education but not at the university level (e.g., dental technician or engineering technician).
- e. **Post-secondary – no degree:** Post-secondary studies at a college or university but no degree earned.
- f. **Bachelor’s degree:** Academic degree awarded by a college or university to those who have completed an undergraduate curriculum. Also called a baccalaureate. Examples include a Bachelor of Arts, Science or Education.
- g. **Post graduate – no degree:** Post-graduate studies at a college or university but no degree earned (Master or PhD).
- h. **Master’s degree:** Academic degree awarded by a graduate school of a college or university. You must have completed a Bachelor’s degree before you can earn a Master’s degree.
- i. **Doctorate – PhD:** Highest university degree, usually based on at least 3 years of graduate studies and a thesis. Normally, you must have completed a Master’s degree before you can earn a PhD.

## **Current occupation**

If your dependant doesn’t work, enter “not employed.”

## **Intended occupation**

If your dependant isn’t planning to work in Canada (e.g., if they are younger than working age), enter “None”.

---

## **Language Details**

### **Native language/mother tongue**

This is the language that they learned at home during their childhood and they still understand. If their native language does not appear in this list, select “**Other**”.

## **Test from a designated testing agency to assess English or French**

Approved testing agencies include:

- IELTS
  - CELPIP
  - TEF
  - TCF
- 

## **Consent and Declaration of Applicant**

1. Follow the instructions at the bottom of the online application to view the declaration.
2. Read all of the statements in all sections carefully and:
  - a. check the “**Yes**” or “**No**” buttons to show if you agree that the information in this application about your intended occupation, education and work experience may be shared with prospective employers to help them hire workers;
  - b. type your name in the blue field.

By typing your name, you’re signing the application electronically. By doing so, you certify that you fully understand the questions asked, and the information you provided is complete, truthful, and correct. You can’t submit your application online unless you sign it.

## **Schedule A – Background/Declaration (IMM 5669)**

**For refugee claimants in Canada:** Only family members included in your application for refugee protection who are with you in Canada must be included using this form.

---

## **Personal details**

## Family and given names

Family name is also known as **last name** or **surname**.

Given names are also known as **first name** and **middle name**. Do not use initials.

Enter your names exactly as they appear on your passport, travel document or identity document.

---

## Questionnaire

If you answered “**Yes**” to one or more of these questions, you must enter an explanation in the details field.

---

## Education

If you didn't earn a diploma, leave the “Type of certificate or diploma issued” field blank.

---

## Personal history



**Important: DO NOT leave any gaps in time.**

If you don't account for all time periods, it may delay the processing of your application.

## Personal history - Activity

Examples of activity types

- employment (please specify)
- unemployed
- educational activity

## Personal history - Status in country or territory

Examples of status

- work visa
- citizen
- study visa
- visitor visa

**Exception:** If you have not worked in the past 10 years (for example, you're retired), you must provide details of your personal history since the age of 18. The resume or Curriculum Vitae (CV) that you provide with your application will help verify the information in this question.

---

## **Membership and association with organizations**

Examples of organizations

- political organizations
- social organizations
- youth or student organizations
- trade unions
- professional associations

Don't use abbreviations.

---

## **Government positions**

Examples of government positions

- civil servant
- judge
- police officer
- employee in a security organization

Don't use abbreviations.

---

## **Military and paramilitary service**

 **Important: DO NOT leave any gaps in time.**

If you don't account for all time periods, it may delay the processing of your application.

---

## **Addresses**

Write out addresses in full without using any abbreviations. Use the apartment or unit number, if this applies.

Example: 999 Family Street, Unit #3, Ottawa, Ontario, Canada, K3J 9T5

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## **Authority to disclose personal information**

### **Declaration of applicant**

Read all of the statements in all sections carefully and type your full name into the blue field (this is your digital signature).

By signing, you certify that you fully understand the questions asked, and that the information you provided is complete, truthful, and correct.

## **Offer of Employment Form to a Foreign National – Agri-Food Pilot (IMM 0115)**

This form must be completed by:

- The employer
- The principal applicant must sign the form

## **Section 1: Business Information**

### **Questions: 1 – 6**

1. Enter your business operating name
2. Enter your business legal name (as registered with Canada Revenue Agency)
3. Enter your business telephone number

4. Enter your Canada Revenue Agency business number (first 9 digits are mandatory)
5. Enter the date your business was established
6. Select the boxes which correspond to the size of your business (number of employees and gross income)

**i** **Note:** You must have a Canadian Revenue Agency registration number in order to provide a job offer to the employee. Without it, the job offer is not considered valid.

## Section 2: Business Mailing Address

Enter the mailing address of your main office.

### Questions: 1 - 5

1. Enter street and number
2. Enter city
3. Enter province
4. Enter postal code
5. Enter your business website address (if applicable)

## Section 3: Business Address (if different than mailing address)

Enter address of your main office.

### Questions: 1 - 4

1. Enter street and number
2. Enter city
3. Enter province
4. Enter postal code

If your business address is the same as your mailing address, then, check the box and do not manually enter additional information in this section.

## Section 4: Employer Contact Information

### Question: 1 - 7

1. Enter your family name (surname)
2. Enter your given name(s)
3. Enter your job title
4. Enter your telephone number
5. Enter your extension number (if applicable)
6. Enter your fax number (if applicable)
7. Enter your email address (work)

This information must be provided by the individual who is authorized to provide the job offer to the employee. IRCC may use the information in this section to directly contract the employer who provided the job offer.

## **Section 5: Job Offer – North American Industry Classification System (NAICS) and National Occupational Classification (NOC)**

### **Question 1:**

Select the industry code (NAICS) which corresponds to your principal business activity.

Then, select one of the occupational codes (NOCs) prompted under your industrial sector code which represents the job provided to the employee.

A company is tied to a specific NAICS code when its principal activity meets the definition of the industry / NAICS. Some companies are engaged in several industrial activities, but the NAICS selected in the drop down must align with the company's principal business activity.

**i** **Note: If your company's principal business activity is not represented in one of the eligible industry codes, then you cannot provide a job offer to the employee under the Agri-Food Pilot program.**

### **Question 2:**

Describe the principal business activity that your company is engaged in.

This will tell us if your primary business activities are consistent with the definition of the industry code (NAICS), you selected.



## Section 6: Job Offer - Details

### Question 1:

Indicate the title of the job offered to the employee.

### Question 2:

Describe the main duties which the employee will be expected to perform.

This will tell us if the main duties are consistent with the lead statement and duties shown in the National Occupation Classification (NOC) list for the occupation offered to the employee.

### Question 3:

Describe the experience and skills required to perform the job offered to the employee.

### Question 4:

Indicate employment start date

You can enter an earlier date if the employee is already working for you or the date the employee will be joining your company.

### Question 5:

The job offer must meet all of the criteria listed below:

- Full time
- Genuine
- Indeterminate (no end date)
- Outside of Quebec
- Non-seasonal

If the job offer does not meet one or more of these requirements, then it will not be considered valid.

The genuineness of a job offer is based on the following factors:

- You are actively engaged in the business in respect of which the offer is made;
- The offer must meet the needs of the employer;
- You are able to reasonably fulfill the terms of the offer you provided the employee; and

- You must have complied with all employment laws and rules in the past.

### **Question 6:**

The minimum educational requirements of the job can be found in the National Occupational Classification list for the occupation (NOC), offered to the employee. Some occupations have mandatory educational requirements while others have none. To verify, do a search of the occupation code (NOC) in the National Occupational Classification list.

### **Question 7:**

Certification, licensing and registration requirements can be found in the National Occupational Classification list for the occupation offered to the employee. Provinces and territories have mandatory licensing and registration requirements for some occupations. To verify, do a search of the occupation code (NOC) in the National Occupational Classification list.

### **Question 8:**

Provide any additional pertinent information related to the job offer (optional).

## **Section 7: Job Offer - Address of the physical job location**

### **Questions 1-4**

Indicate the address where the work will be performed:

1. Enter street and number
2. Enter city
3. Enter province/territory
4. Enter postal code

The job must be outside the province of Quebec.

## **Section 8: Wage in Canadian dollars and number of work hours**

### **Question 1**

Enter the hourly wage being offered to the employee.

The wage offered to the employee must be one of the following:

- at or above the prevailing wage for the occupation in the province where the employment will take place (as identified on the Government of Canada's Job Bank), unless a provincial wage is not available, then the national prevailing wage applies
- determined for unionized workers as per the provisions of the collective agreement covering the occupation

The prevailing wage is updated every year.

The wage offered to the employee must be at or above the prevailing wage or the wage determined by the collective agreement at the time the application is submitted and at the time the permanent resident visa is issued.

Check the box to indicate whether or not the wage offered is determined by a collective agreement.

## **Question 2**

Enter the yearly wage offered to the employee.

## **Question 3**

Check the box to confirm that the wage offered in Question 1 will be adjusted for any increase of one of the following from the time the application is submitted to the time the permanent resident visa is issued:

- the prevailing wage, as identified by the Government of Canada's Job Bank
- the wage determined by the collective agreement

## **Question 4**

Enter the total number of hours the employee will be working per day.

## **Question 5**

Enter the total number of hours the employee will be working per week.

## **Question 6**

Enter the total number of hours the employee will be working per month.

## **Question 7**

Enter the overtime rate offered to the employee and when the rate starts applying (after how many hours of work per week, if applicable).

## **Question 8**

Describe any alternate compensation offered to the employee (if applicable).

Examples: Housing, on-site meals, uniforms, etc.

## **Question 9**

Select the employment benefits offered to the employee.

## **Section 9: Employee Information (this section must also be completed by the employer)**

### **Questions 1 to 12**

The employee's information is required in this section

1. Enter your family name (surname) (as indicated on the passport)
2. Enter your given name(s) (as indicated on the passport)
3. Enter your gender
4. Enter your date of birth
5. Enter your Unique Client Identifier (UCI)
6. Enter your country of birth
7. Enter your country of residence
8. Enter your country of citizenship
9. Enter your passport number
10. Enter your mailing address
11. Enter your email address
12. Enter your telephone number

## **Section 10: Declaration of the employer**

Must be signed by the employer.

## **Section 11: Declaration of the employee**

The employee (principal applicant) must read the contents and sign the form.

## **Agri-Food Pilot – Schedule 1 [IMM 0114]**

### **Section 1: Principal Applicant Information**

## Questions 1-15

1. Enter your family name
2. Enter your given name
3. Enter your date of birth
4. Enter your Unique Client Identifier
5. Enter your passport number
6. Enter your passport date of issue
7. Enter your passport date of expiration
8. Enter your country or territory of birth
9. Enter your country of citizenship
10. Enter your country of residence
11. Enter your marital status
12. Enter the number of expected accompanying family members
13. Enter your telephone number/extension
14. Enter the street, number, city, province/territory (if applicable), country and postal code of residential address
15. Enter the street, number, city, province/territory (if applicable), country and postal code of mailing address (if not the same as residential address)

## Section 2: Offer of employment

Refer to the [Offer of Employment for Foreign National – Agri-Food Pilot form \[IMM 0115\]](#) (PDF, 2.0 MB), provided by your employer to complete this section.

### Questions 1

Enter the name of the business indicated in your offer of employment form

### Questions 2

Enter the Canada Revenue Agency number included in the job offer.

### Questions 3

Enter the address of the location where you will be physically working (street, number, city and postal code).

### Questions 4

Enter the province/territory where you will be physically working.

### **Questions 5**

Enter the employer's contact email address (if applicable).

### **Questions 6**

Enter the employer's business website address (if applicable).

### **Questions 7**

Enter the job title of the position offered by the employer.

### **Questions 8**

Enter the National Occupation Classification (NOC) code of the position offered to you by the employer.

### **Questions 9**

Enter the North American Industry Classification System (NAICS) code for the industry that the employer is engaged in.

### **Questions 10**

Enter the wage offered by the employer.

The wage offered to the employee must be one of the following:

- at or above the prevailing wage for the occupation in the province where the employment will take place (as identified by the Government of Canada's Job Bank), unless a provincial wage is not available, then the national prevailing wage applies
- determined for unionized workers as per the provisions of the collective agreement covering the occupation

The prevailing wage is the median wage of the occupation, as shown on the Job Bank website, for the province where the work is performed. If there is no prevailing wage shown for the province, then the national prevailing wage applies.

### **Questions 11**

Enter the total number of work hours offered by the employer

### **Questions 12**

Does the job offer meet all the following requirements?

- Full-time position (at least 30 hours/week)
- Indeterminate (no end date provided)
- The work is for employment outside of Quebec
- It is genuine, and
- Non-seasonal, all year round work

The job offer must meet all of the requirements above in order to be valid.

### **Section 3: Work Experience**

In this section, list the positions you have held in Canada within the last three years starting with the most recent.

#### **Questions 1**

Enter the business name of the employer

#### **Questions 2**

Enter the start date and end date of your employment. If you are currently working for the same employer, enter "Ongoing."

#### **Questions 3**

Enter the street, number, city, province/territory, country and postal code of the work location.

#### **Questions 4**

Enter the job title of the position.

#### **Questions 5**

Enter the National Occupational Classification (NOC) code of the position.

#### **Questions 6**

Enter the North American Industry Classification System (NAICS) code for the primary business activities your employer is engaged in.

You can get this information from your employer and the reference letter for your declared work experiences.

#### **Questions 7**

Enter the Labour Market Impact Assessment (LMIA) number of the work permit you held for this position.

### **Questions 8**

Enter a contact name for employment reference. This should be an immediate supervisor or personnel officer working at the business.

### **Questions 9**

Enter the telephone number of your employment reference(s).

### **Questions 10**

Enter the email address of your employment reference(s).

## **Section 4: Language Proficiency Results**

### **Questions 1**

Enter the name of the approved language testing agency. See valid [language test results](#) for more information.

### **Questions 2**

Enter the date when you received your language test results. You can find this information on your language test results page. This could also be the date the testing official signed them.

### **Questions 3**

Enter the date when you took the test. You can find this information on your language test results page.

### **Questions 4**

Enter your scores in the appropriate fields for speaking, reading, listening and writing.

## **Section 5: Education**

### **Questions 1**

From the list, select your highest level of education. See [education requirements](#) for more information.



The level of education selected in this section should correspond to the level of education completed in Canada. If you earned your credential abroad, to the level shown on the Educational Credential Assessment.

## **Questions 2**

Enter the date you successfully completed your studies (graduation date).

## **Questions 3**

Enter the name of the educational institution where you completed your studies.

## **Questions 4**

Enter the street, number, city/town, province/territory/state, country and postal code of the educational institution.

## **Questions 5**

If you have a foreign credential, enter the information found on your Educational Credential Assessment (ECA). See [How to get an educational credential assessment \(ECA\)](#) for a list of IRCC designated organizations.

Enter the name of the organization that issued your ECA, date your ECA was issued (year, month and day) and your ECA certificate number.

## **Section 6: Settlement Funds**

Check the boxes to confirm that you understand the funds requirement and attest that you have sufficient funds to meet the requirements, if necessary.

Enter the amount of transferable and available funds you have unencumbered by debts or obligations, in Canadian dollars.

## **Section 7: Temporary Residence Status**

If you're currently residing in Canada, select your status and the expiry date. If you are on an implied status, then indicate the expiry date of your most recent temporary residence status.

## **Section 8: Declaration of application**

- Signature of principal applicant
- Date (year, month, day)

## Additional Family Information (IMM 5406)

### Section A

Write the personal details for:

- Yourself:
  - If when selecting your marital status, you indicate that you are married, select the option that corresponds to your situation:
    - Check “**Yes**”, if you were physically present at the marriage ceremony
    - Check “**No**”, if you were not physically present at the marriage ceremony
- Your spouse, common-law partner or conjugal partner (if this applies)
  - If you are married, select the option that corresponds to your situation:
    - Check “**Yes**”, if your spouse was physically present at the marriage ceremony;
    - Check “**No**”, if your spouse was not physically present at the marriage ceremony.
- Your parent 1 (mother or father), **and**
- Your parent 2 (mother or father).

### Section B

Include:

- married children,
- adopted children,
- children of your spouse(step-children) or common-law partner,
- any of your children who have been adopted by others,
- any of your children who are in the custody of an ex-spouse, former common-law partner or other guardian.

You must answer all questions. If any sections don't apply to you, enter "**Not Applicable**".

## Section C

Write personal details about your:

- brother(s),
- sister(s),
- half-brother(s) and half-sister(s),
- step-brother(s) and step-sister(s).

Read all of the statements in all sections carefully.

By clicking the "Complete and return to application" button, you certify that

- you fully understand the questions asked and
- the information you provided is complete, truthful, and correct

## Statutory Declaration of Common-Law Union (IMM 5409)

### Who must complete this form?

This form **must** be completed and signed with handwritten signatures.



### Submitting an application to sponsor a family member

- If the sponsor's common-law partner is a **co-signer** on the application to sponsor
  - the sponsor and their common-law partner must complete this form.
- If the person being sponsored (the principal applicant) has a common-law partner
  - the person being sponsored and their common-law partner must complete this form.

### Question 1

Write the following information in the space provided:

- Country of current residence
- Province/state/territory of current residence
- Name of the declarant (as shown on passport/travel document)
- Name of the declarant's partner (as shown on passport/travel document)
- Name of city, town, village
- Name of county (if applicable)
- Name of province/state/territory
- Name of the country
- Number of continuous year(s) in a conjugal relationship
- Date of the relationship (from-to)

### **Question 1A**

Check the box to indicate if you have jointly signed a residential lease, mortgage or purchase agreement relating to a residence in which you both live.

### **Question 1B**

Check the box to indicate if you jointly own property other than your residence.

### **Question 1C**

Check the box to indicate if you have a joint bank, trust credit union or charge card accounts.

### **Question 1D**

Check the box to indicate if you have declared your common-law union under the *Canadian Income Tax Act* (T-1 "General individual income Tax Return").

### **Question 2**

Check the box to indicate if you have life insurance on yourself which names your common-law partner as a beneficiary.

### **Question 3**

Check the box to indicate if your common-law partner has life insurance on themselves which names you as a beneficiary.

### **Question 4**

If you answered “**NO**” to questions **1** to **3**, indicate other documentary evidence you have that would indicate your relationship as common-law partners.

## Question 5

### SOLEMN DECLARATION

Write the following information in the space provided:

- Name of the declarant (as shown on passport/travel document)
- Name of the declarant’s partner (as shown on passport/travel document)
- Name of the city, town, village
- Name of the county
- Name of the province/state/territory
- Name of the country
- Date (day, month, year)
- Signature of the declarant
- Signature of the declarant’s partner
- Name of the person who administered the declaration
- Select the person’s title from the choices provided
- Signature of the person who administered the declaration

**Note:** Once you have filled out the form, click on the “**Validate**” button located at the top of the form. Missing information will be identified by a pop up when you press the “**Validate**” button. You should fill out your forms on a computer and validate them electronically to reduce mistakes and help you submit forms that are complete.

**Note:** The form **will not produce** a barcode when it is validated.

For more information about the “**Validate**” button, visit the [Help Centre](#).

## Use of a Representative (IMM 5476)

### Who may use this form?

Fill out this form **only** if you:

- are appointing a representative;

- need to update contact information for your previously appointed representative; **or**
- are cancelling a representative's appointment.

If you have dependent children aged 18 years or older, they must fill out their own copy of this form if a representative is also conducting business on their behalf.

## Who is a representative?

A **representative** is someone who:

- you have appointed by completing the IMM 5476 form;
- gives advice, consultation, or guidance to you at any stage of the application process; and
- has your consent to conduct business on your behalf with Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA).

You are not obliged to hire a representative. We treat everyone equally, whether they use the service of a representative or not.

For more information, see: [Use of a Representative](#).


## Step 3. Pay the Fees

### Calculating your fees

Use the table below to calculate the total amount of fees to be paid. We recommend you pay the right of permanent residence fee (\$515) now to avoid delays. You will have to pay it before you become a permanent resident.

<b>Application</b>	<b>\$CAN</b>
<b>Your application</b> Processing fee (\$850) and right of permanent residence fee (\$515)	1,365
<b>Your application (without right of permanent residence fee)</b>	850

Application	\$CAN
<b>Include your spouse or partner</b> Processing fee (\$850) and right of permanent residence fee (\$515)	1,365
<b>Include your spouse or partner (without right of permanent residence fee)</b>	850
<b>Include a <u>dependent child</u></b>	230(per child)

 **Note:** Dependent children are exempt from paying the Right of Permanent Residence fee.

Biometrics fees	\$CAN
<b>Biometrics (per person)</b>	85
<b>Biometrics (per family) (2 or more people)</b> Maximum fee for a family of 2 or more people applying at the same time and place	170

## How to pay the fees for your application

To pay your fees for your application you'll need:

- a valid email address;
- a credit card, Debit MasterCard® or Visa® Debit card.

Follow [these instructions](#) to pay your fees online.


 **Do not exit without printing or saving the receipt! The receipt is your proof of payment!**

- **At the end**, click on the "Save" button to save a PDF copy of the IRCC official receipt.
- **Upload a copy of this receipt to your online application when asked.**

# Payment Issues

## No fee included or Insufficient Fees

If you do not pay the full fees for your application(s) we will return your application(s). We will only start processing your application after you return it with the correct fees.


 For immigration applications, see [section 10 of the IRPR](#) and for citizenship applications, see [section 13 of the \*Citizenship Act\*](#) for more information.


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## Overpayment

If you pay more than the fees needed for your application(s) we will start processing your application, and send you a refund as soon as possible.

 **Note:** You don't have to ask for a refund. It will be done automatically.

 **Note:** If you're eligible for a refund, we will issue the refund to the person indicated on the **Payer Information** section of the receipt (If a receipt is attached to a paper application or uploaded as part of an online application). If you paid directly within an online application (no receipt attached), or if there is no name indicated on the receipt, we will send the refund to the applicant.

Only online payments are accepted in Canada. If any other forms of payment are received, Immigration, Refugees and Citizenship Canada (IRCC) will return your application. 

## Additional fees

You will also have to pay fees to third parties for yourself and your family members (if applicable) for:

- medical examinations



- police certificates
- language assessments
- educational credential assessment

## Step 4. Submit the Application

Now that you've prepared your application, you must submit it online for processing. To help make sure the application can be processed as quickly as possible:

- answer all questions
- electronically sign your application (type your full name exactly as shown on your passport)
- include your processing fee receipt
- upload all the supporting documents

## What Happens Next

### The application process

#### Submission

#### Completion check

Once you have submitted your application, we will check to make sure

- all required application forms have been properly completed and submitted,
- the application processing fee has been paid, and
- all required documents from the document checklist have been submitted.

If your application is missing any of the requested documents, it will be returned to you. Failure to provide supporting documents in certain circumstances may result in the refusal of your application.

#### Acknowledgment of receipt

If your application is complete, it will be placed into processing. You will be sent a letter or email that

- notifies you of this fact and provides you with your IRCC office file number
- sets out some basic instructions for contact with the IRCC office processing your file
- gives you a brief outline of future processing steps

Once you receive your acknowledgement of receipt, you can create an online account and link your application to it. You'll be able to get email updates and a more detailed case status by having an account. [Find out how to do this.](#)

## Processing

### Review for decision

Your application will undergo a detailed review by an IRCC Officer. The Officer will consider all the information and documentation you have provided, and will assess it against current selection standards.

## Medical requirements

You and your family members must undergo an immigration medical exam (IME) in order to become a permanent resident of Canada. You and your family members must not have a health condition that:

- is a danger to public health or safety, **or**
- would cause excessive demand on health or social services in Canada.

Examples of "excessive demand" include ongoing hospitalization or institutional care for a physical or mental illness.

Find out more about [immigration medical exams.](#)

**⚠ Important information:** You must inform us immediately of any change in your marital status or your family composition (e.g. marriage, common-law relationship, separation, divorce, birth of a child, adoption of a child, death, etc). Any family

member who has not been examined before you become a permanent resident can never be sponsored by you in the future.

## Instructions

Information on medical instructions **will be provided to you** by the IRCC office. When you receive your assessment notice you will also receive medical forms for yourself (and any dependants, if applicable) and instructions on how to access a list of doctors in your area who are authorized to conduct IMEs (see below).

**Note:** You are not required to have an IME before you submit your application forms.

## Exam validity

Medical results are valid for twelve months from the date of the IME. If your application is not finalized during this time, you may be required to do another medical exam.

## Authorized doctors

The IME must be performed by a doctor from the IRCC list of Panel Physicians. You cannot choose your family doctor if their name is not on this list. See the [list of Panel Physicians](#) to find a doctor in your area.

Note that the doctor is only responsible for conducting the IME and cannot give you any advice on the immigration process.

## Permanent resident status

If your application is successful, you and your family members will receive status as permanent residents of Canada. To prepare, see [Understanding permanent resident status](#).

## What you can do to help processing

There are certain things you can do to help make sure your application is processed as fast as possible:

- **submit all documents and information we have asked for** with your application
  - **pay** your application and biometric fees (if required)
  - provide your biometrics as soon as possible (if required)
  - tell us if your contact information changes, including:
    - mailing address;
    - telephone numbers;
    - facsimile number (fax);
    - e-mail address.
- 

## Things that delay processing

The following **may delay** processing:

- unclear photocopies of documents;
- verification of your information and documents;
- a medical condition that may need more tests or consultations;
- a criminal or security issue;
- consultation is needed with other offices in Canada or abroad.

## In Canada and the United States

You may also Contact Us or go online to see the current status of your application:

1. Click on *Check application status*, and
2. Follow the instructions provided.

For details about how to remove your application status information from the Internet, visit the "Frequently Asked Questions" (FAQ) section.


## If you are outside Canada and the United States:

Contact the Canadian embassy, high commission or consulate responsible for your region.

## Protecting your information

Your personal information is:

- available to Immigration, Refugees and Citizenship Canada (IRCC) and the Canada Border Services Agency (CBSA) employees who need to see it to provide the services to you, **and**
- not disclosed to other organizations except as permitted under the provisions of the *Privacy Act* **or** the *Citizenship Regulations*.

 For more information about the protection of your data, visit the [Frequently Asked Questions/Help Centre](#).

## Quality Assurance Program

Our quality assurance program randomly chooses applications for a special review. If chosen, we will ask you to attend an interview with an IRCC official to:

- verify that the documentation and any other information you submitted is accurate,
- verify that your application has been completed properly.

 **Note:** We will notify you in writing if your application is chosen.

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## Need help?

If you need help, you can find answers to your questions by visiting the [Help Centre](#).

## Appendix A - Photo Specifications

# Photograph specifications

## Notes to the applicant

### Take this information with you to the photographer

- Photos may be in colour or in black and white.
- Photos must be original and **not altered in any way** or taken from an existing photo.
- Photos must reflect your current appearance (taken within the past six (6) months).

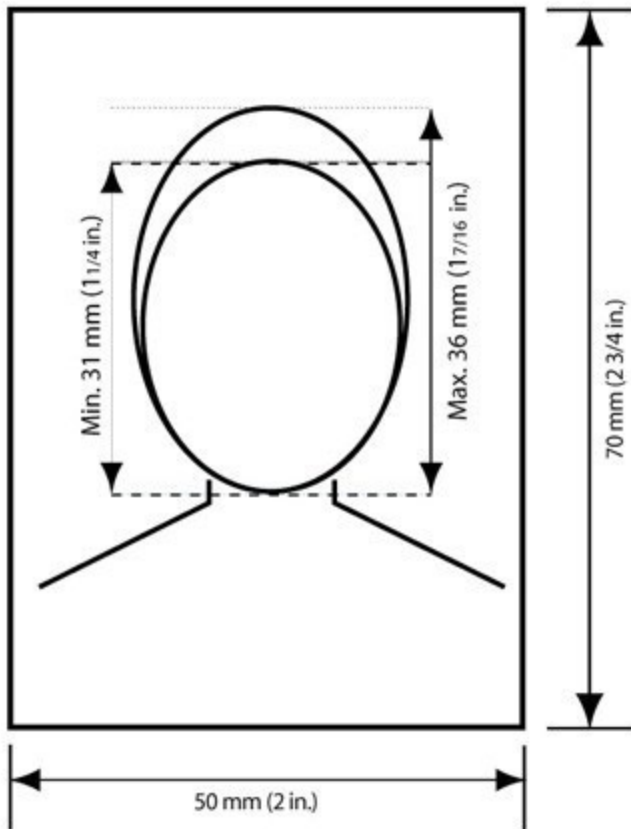
## Applying online

- You need one (1) photo.
- Follow the instructions in the online application to scan and upload **both sides** of your photo to your application.

## Notes to the photographer

### The photo must be:

- taken by a commercial photographer;
- 50 mm x 70 mm (2 inches wide x 2 3/4 inches long) and sized so the height of the face measures between 31 mm and 36 mm (1 1/4 inches and 1 7/16 inches) from chin to crown of head (natural top of head);
- clear, sharp and in focus;
- taken with a neutral facial expression (**eyes open and clearly visible, mouth closed, no smiling**);
- taken with uniform lighting and **not show** shadows, glare or flash reflections;
- taken straight on, with face and shoulders **centred** and squared to the camera (i.e. the photos must show the full front view of the person's head and shoulders, showing the full face centered in the middle of the photo);
- taken in front of a plain white background with a clear difference between the person's face and the background. Photos must reflect and represent natural skin tones and not be altered.



Front



Back

**Not actual size. Refer to measurements above.**

**The back of the photo must include:**

- the name and date of birth of the person in the photo
- the name and complete address of the photography studio
- the date the photo was taken;

The photographer may use a stamp or handwrite this information. Stick-on labels are not accepted.

**Date modified:**

2022-11-16