



# DOCUMENT CHECKLIST

## Subsequent temporary public policy to continue to facilitate access to permanent resident status for out-of-status construction workers in the Greater Toronto Area (GTA).

You **must** print this document, complete it and include it in your application as **the cover page**.

Gather your documents **in the order of the checklist** and check  each item. Attach small items such as photos with a paper clip, otherwise leave documents unbound. Place all documents in a sealed envelope and follow the steps in the [instruction guide IMM 0124](#). If your documents are not in English or French, you must include the English or French translation, with a certified copy of the original documents and an affidavit from the person who completed the translation (if the translation is not provided by a member in good standing of a provincial or territorial organization of translators and interpreters in Canada).

**Note:** If your application lacks any of the documents listed in this checklist, it will be returned to you. **If you are unable to provide any of the requested documentation, please include with your application, a written explanation with full details as to why that documentation is unavailable and any documentation that would support your claim.** Failure to provide supporting documents in certain circumstances may result in the refusal of your application.

- COMMON REASONS FOR THE RETURN OF THE APPLICATION PACKAGE**
- Required forms were not signed and dated.
  - The information on the documents submitted for the principal applicant and their family members, such as on their passport or birth certificates, does not match the Generic Application Form (IMM 0008).
  - [An invalid version of a form was submitted with the application package.](#)

Individuals who have made a refugee claim in Canada and failed refugee claimants are not eligible under this public policy.


Family members of the principal applicant eligible for immigration to Canada under this public policy will be granted the same admissibility exemptions.

Have you ever been issued a work permit authorizing you to work in Canada's construction industry? Yes  No


**FORMS LIST**

	Do not submit originals unless otherwise stated as the documents you submit will not be returned. You must keep a copy of the completed forms and all documents before sending them to <a href="#">Canadian Labour Congress</a> .	<b>Format</b>	<input checked="" type="checkbox"/>
1	<b>Generic Application Form for Canada (IMM 0008)</b>	Original	<input type="checkbox"/>
2	<b>Additional Dependents/Declaration (IMM 0008DEP), if applicable</b> Include this form if you have more than 5 dependents (whether they are accompanying or not).	Original	<input type="checkbox"/>
3	<b>Application to change conditions or extend your stay in Canada – Worker (IMM 5710)</b> Completed, dated and signed by everyone in the following list: <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child 18 years or older</li> </ul>	Original	<input type="checkbox"/>
4	<b>Application to change conditions or extend your stay in Canada – Student (IMM 5709), if applicable</b> Completed, dated and signed by everyone in the following list who needs a study permit: <ul style="list-style-type: none"> <li>• the principal applicant</li> <li>• spouse or common-law partner</li> <li>• each dependent child 18 years or older</li> </ul>	Original	<input type="checkbox"/>
5	<b>Application to change conditions, extend my stay or remain in Canada as a visitor or temporary resident permit (holder) (IMM5708), if applicable</b> Completed, dated and signed by the parent or legal guardian for each dependent child who is not of school age	Original	<input type="checkbox"/>
6	<b>Schedule 1 – Subsequent temporary public policy to continue to facilitate access to permanent resident status for out-of-status construction workers in the Greater Toronto Area (GTA) (IMM 0113)</b>	Original	<input type="checkbox"/>

## FORMS LIST

	<b>Schedule A: Background/Declaration (IMM 5669)</b>		
	 This form is <b>MANDATORY</b> for every family member 18 years and over (whether they are in Canada or not, and whether they are accompanying or non-accompanying). <b>If this form is not accurately completed, it will cause delays in processing your application.</b>		
7	<p>Completed, dated and signed by everyone in the following list:</p> <ul style="list-style-type: none"> <li>the principal applicant</li> <li>spouse or common-law partner (whether they are accompanying or not)</li> <li>each dependent child 18 years and older (whether they are accompanying or not)</li> </ul> <p>Provide your detailed personal history from the last 10 years or since the age of 18, if you are less than 28 years of age. <b>Do not leave any sections blank, or gaps in time. You must write "n/a" in any sections that are not applicable to your situation.</b> Include all:</p> <ul style="list-style-type: none"> <li>jobs,</li> <li>periods of unemployment,</li> <li>study,</li> <li>vacations, or</li> <li>being a homemaker</li> </ul> <p>Do not use abbreviations. Do not use general words such as "employee", "working", and "manager." Specify your activity such as retail salesperson, architect, financial manager, etc.</p>	Original	<input type="checkbox"/>
8	<b>Supplementary Information – Your travels (IMM 5562)</b>	Original	<input type="checkbox"/>
9	<p><b>Additional Family Information (IMM 5406)</b></p> <p>Completed, dated and signed by everyone in the following list:</p> <ul style="list-style-type: none"> <li>the principal applicant</li> <li>spouse or common-law partner (whether they are accompanying or not)</li> <li>each dependent child over the age of 18 years (whether they are accompanying or not)</li> </ul>	Original	<input type="checkbox"/>
10	<p><b>Use of a Representative (IMM 5476), if applicable</b></p> <p>Include this form if you have a paid or unpaid representative.</p> <p>Your dependent children aged 18 years and older are required to complete their own copy of this form if a representative is also conducting business on their behalf.</p>	Original	<input type="checkbox"/>

## SUPPORTING DOCUMENTS

	 Do not submit originals unless otherwise stated as the documents you submit will not be returned. You must keep a copy of the completed forms and all documents before sending them to the <a href="#">Canadian Labour Congress</a>	Format	<input checked="" type="checkbox"/>
1	<p><b>Referral Letter from the Canadian Labour Congress</b></p> <p>Have a referral letter signed by the Canadian Labour Congress (CLC) attesting that all eligibility requirements (conditions) have been met.</p>	Original	<input type="checkbox"/>
2	<p><b>Travel documents and passports</b></p> <p>Copy of the pages of your passport or travel documents for you, your spouse or common-law partner and your dependent children, showing:</p> <ul style="list-style-type: none"> <li>the passport number,</li> <li>date of issue and expiry,</li> <li>the photo, name, date and place of birth,</li> <li>pages showing any amendments in name, date of birth, expiration, etc.</li> </ul> <p>You must hold a valid regular passport. Diplomatic, official, service or public affairs passports are not valid for immigration to Canada.</p>	Copies	<input type="checkbox"/>

## SUPPORTING DOCUMENTS

3	<p><b>Proof of entry and previous status in Canada</b></p> <p>You must provide proof of having legally entered Canada. Below are examples of documents you may submit:</p> <ul style="list-style-type: none"> <li>• photocopies of passport pages clearly showing the stamp made by Canadian authorities on your most recent entry to Canada</li> <li>• a copy of your most recent immigration document such as expired work permit, visitor record or study permit</li> </ul> <p>For more information, see the <a href="#">instruction guide (IMM 0124)</a></p>	Copies	<input type="checkbox"/>
4	<p><b>Proof of Residence in Canada</b></p> <p>You must provide proof that you have continuously resided in Canada for at least 5 years on the date of your application.</p> <p>Proof of residence can include copies of a lease or rental agreement, a letter from landlord or property owner attesting to your residence specifying dates, or utility bills.</p> <p>If your spouse, common-law partner and/or child are also in Canada, you will also need to provide proof of their residence in Canada.</p>	Copies	<input type="checkbox"/>
5	<p><b>Proof of Employment</b></p> <p>You must be able to provide proof that you are working without authorization in the construction industry in the Greater Toronto Area (GTA) in one or more of the occupations referenced under the section <a href="#">"Who can apply"</a>.</p> <p>Proof of employment may include copies of a work contract, an attestation letter from your employer, or proof of membership in a local union within the GTA, payment of union dues.</p>	Copies	<input type="checkbox"/>
6	<p><b>Proof of previous relevant work experience</b></p> <ul style="list-style-type: none"> <li>• Provide evidence of, 3 years full-time cumulative work experience within the past 5 years in construction in the GTA in one or more of the occupations referenced under the section <a href="#">"Who can apply"</a>.</li> </ul> <p><b>Below are examples of documents you may submit:</b></p> <ul style="list-style-type: none"> <li>• Reference letters from employer(s) or coworker(s) for the periods of work identified in your application. The letters must include: <ul style="list-style-type: none"> <li>- specific period of your employment (to/from dates)</li> <li>- description of your main responsibilities and duties</li> <li>- the number of hours you worked per week</li> <li>- your employer's name, signature, full address, telephone number and email address (if applicable)</li> <li>- your total annual salary and benefits (if reference from employer)</li> </ul> </li> <li>• proof of membership in a local union within the GTA</li> <li>• payment of union dues</li> <li>• work contracts</li> <li>• pay stubs</li> </ul> <p><b>NOTE: For applicants who have previously held a work permit in the construction industry in Canada, also provide copies of:</b></p> <ul style="list-style-type: none"> <li>• your previous work permit(s), and</li> <li>• copies of your T4 tax information slips and Notice of Assessments, if you have filed income tax returns or declared income in Canada, and</li> <li>• any Record of Employment that was issued</li> </ul>	Copies	<input type="checkbox"/>
7	<p><b>Identity and Civil Status Documents</b></p> <p>You must provide the following documents for you and your family members:</p> <ul style="list-style-type: none"> <li>• Birth certificates</li> <li>• Legal documents showing name or date of birth changes (if applicable)</li> <li>• Marriage certificate(s), final divorce or annulment certificate(s). If married more than once, include certificates from each marriage and divorce or annulment you, your spouse or common-law partner have had (if applicable)</li> <li>• Death certificate for former spouse(s) or common-law partner(s) (if applicable)</li> <li>• National IDs, family/household registry/book (if applicable)</li> <li>• If you have a common-law partner, complete and include the <b>Statutory Declaration of Common-Law Union (IMM 5409 – original)</b> and provide evidence that you have cohabitated with your partner for a period of at least 12 continuous months. Provide the following documents listing both your names, for example: <ul style="list-style-type: none"> <li>- copies of joint bank account statements,</li> <li>- copies of leases,</li> <li>- utility bills, etc.</li> </ul> </li> </ul>	Copies	<input type="checkbox"/>

## SUPPORTING DOCUMENTS

8	<p><b>Family/relatives in Canada</b></p> <p>Provide proof of having a relative: (mother, father, brother, sister, grandmother, grandfather, grandchild, aunt, uncle, niece, nephew or cousin) living in Canada who is a Canadian citizen or permanent resident.</p> <p>To prove that you have a relative in Canada you must demonstrate your family ties. You can submit copies of a birth certificate or family booklet.</p> <p>You will need to include a copy of their valid permanent resident card, citizenship certificate, or a copy of the first page of their Canadian passport.</p>	Copies	<input type="checkbox"/>
9	<p><b>Children's Information, if applicable</b></p> <ul style="list-style-type: none"> <li>• Children's birth certificates (which name their parents)</li> <li>• School records</li> </ul> <p><b>If you have adopted dependent children:</b></p> <ul style="list-style-type: none"> <li>• adoption papers issued by recognized national authorities showing the legally approved adoption</li> </ul> <p><b>If the other parent is not accompanying you to Canada:</b></p> <ul style="list-style-type: none"> <li>• custody papers for children under the age of 18 from a previous marriage or relationship</li> <li>• a signed <b>Statutory declaration from a non-accompanying parent/guardian for minors immigrating to Canada (IMM 5604)</b></li> </ul> <p><b>NOTE: You must submit one form for each child and a copy of the non-accompanying parent's photo ID showing their signature</b></p>	Copies	<input type="checkbox"/>
10	<p><b>Police Certificates and Clearances</b></p> <p>You, and your family members 18 years of age or older, that aren't Canadian citizens or permanent residents, must get a police certificate from each country or territory where you have lived for six or more consecutive months in a row since the age of 18.</p> <p>You are strongly encouraged to submit them with your application to the Canadian Labour Congress. If you are unable to obtain all the necessary police certificates, you may still send your application without them. However, we strongly recommend that you take steps to obtain your police certificates <b>now</b> to avoid future delays. You must be ready to submit them when requested by an officer.</p> <p>Find specific and up to date information on <a href="#">how to obtain police certificates</a> from any country or territory.</p>	Original	<input type="checkbox"/>
11	<p><b>Photo Requirements</b></p> <p>Include <b>two (2) passport-size photos</b> for you and each member of your family, whether accompanying or not. On the <b>back of one (1) of the photographs</b>, the photography studio must have indicated its name and complete address, the name and date of birth of the person who appears in the photo, as well as the date the photo was taken. Leave the other photograph blank.</p> <p>Include <b>two (2) additional</b> photos in order to process the Temporary Resident Permit.</p> <p>Photos must have been taken by a commercial photographer within 6 months before application submission and not have been altered. Follow the instructions provided in the instruction guide in <a href="#">Appendix A: Photo Specifications</a>.</p>	Original	<input type="checkbox"/>
12	<p><b>Fees</b></p> <p>Copy of the receipt showing the amount paid. Consult the <b>"Pay the fees"</b> section of the instruction guide</p>	Copy	<input type="checkbox"/>
<p><b>Once your application package is ready please contact the <a href="#">Canadian Labour Congress</a></b></p>			