



DOCUMENT CHECKLIST FOR A WORK PERMIT

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

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

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

Gather your documents in order of the checklist and check each item.

I have enclosed the following items:

- Application for Work Permit made Outside of Canada* (IMM 1295), duly completed.
Note: If this application form is completed on a computer and printed, place the barcode page (page 5 of 5) on the top of each individual application package.
- Completed *Family Information* (IMM 5645), if applicable.
- Schedule 1 - Application for Temporary Resident Visa* (IMM 5257 - Schedule 1), if applicable.
- Statutory Declaration of Common-law Union* (IMM 5409), if applicable.
- Use of a Representative* (IMM 5476), if applicable.
- Your job offer letter or contract from your prospective employer giving job title, wages and working conditions.
- A copy of the *Labour Market Opinion (LMO)* provided by Employment and Social Development Canada (ESDC), if applicable. Your employer should be able to provide it to you.
- Proof indicating you meet the requirements of the job being offered.
- If working in Quebec provide evidence of a valid *Certificate d'acceptation du Québec* (CAQ).
- Fee payment in an acceptable format. Please ensure to include the application processing fee **and**, if applicable, the biometric fee. Verify acceptable methods of payment with the Visa office responsible for your area.
Note: Visa offices do not accept payment receipts from Canadian banks.

Passport:

- original valid passport **only** if you require a temporary resident visa (TRV). Your passport must include a blank page other than the last page **OR**
- photocopy of the information page of your passport **if you do not require** a temporary resident visa (TRV) which includes:
 - the passport number,
 - the issuance and expiry dates,
 - your photo, name, date and place of birth.
- Two photos** meeting the requirements of the [Visa application photograph specifications](#). On the back of two photos, write your name and date of birth.
Note: If you are required to provide biometric fingerprints and photo, you are **not** required to include paper photos with your application. For more information about [biometric requirements](#).
- Photocopy of your current immigration document, if applicable. (e.g. study permit, work permit or temporary resident permit)
- Proof of funds available.
- Any additional documents required by the responsible visa office.
- Optional: proof of completion of the upfront medical examination from the Panel Physician