



IMMIGRATION Canada

Applying for Permanent Residence from Within Canada

Live-in Caregivers



www.cic.gc.ca

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This application is made available free of charge by Citizenship and Immigration Canada and is not to be sold to applicants.

This publication is available in alternative formats upon request.

Cette trousse est également disponible en français.

Overview

Application package

This application package consists of:

- an instruction guide, and
- the required form(s).

The **instruction guide** is a tool that provides

- the information you must know about this application before sending it to Citizenship and Immigration Canada (CIC), and
- assistance with how to fill out the forms and the required supporting documents.

Read the instruction guide thoroughly and then fill out each of the applicable form(s).

The **form(s)** are specifically designed with questions that will assist the processing of your application.




Why you need to read this guide

This guide provides all of the instructions necessary to complete this application. As a result of reading the guide, you should be able to

- complete the application form, and
- determine what supporting documents need to be included.

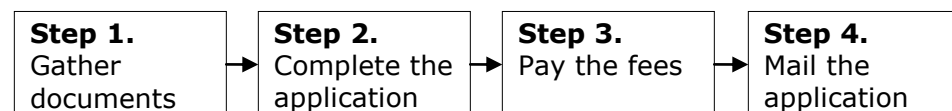
Symbols used in this guide

This guide uses the following symbols to indicate information of particular importance.

This symbol...	Tells you...
	What you must do to have your application processed.
	Important information that you need to be aware of in order to avoid delays or other problems.
	Where to get more information.
Note:	Tips that will assist you with this application.

The application process

The instructions provided in this guide follow the basic steps you will need to know to complete your application.



Before You Apply

The Live-in Caregiver Program

A **live-in caregiver** is a person who:

- was approved to participate in the Live-in Caregiver Program at a visa office outside of Canada; and,
 - has a valid work permit to work as a live-in caregiver for children, seniors or the disabled with an employer in Canada.
-

Who may use this application?

This application package is used to apply for permanent residence under the Live-in Caregiver Program.

If you answer **yes** to **all** of the questions below, you may apply for permanent residence as a live-in caregiver with the proper and completed documentation.

1. Are you living in Canada?
 2. Do you have a valid work permit to work as a live-in caregiver for children, seniors or the disabled?
 3. Do you have a valid passport or travel document?
 4. Have you completed 24 months OR 3,900 hours (within a minimum of 22 months which may include a maximum of 390 hours of overtime) of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program?
 5. Have you always lived in your employer's home or the home of the person(s) receiving care in Canada while employed as a live-in caregiver?
 6. Are you able to support yourself and your family members without the need for social assistance?
-

Quebec residents

The provincial immigration authority called the *Ministère de l'Immigration et des Communautés culturelles* (MICC) must approve your application. You do not need to fill out extra forms; we will refer your application to the MICC on your behalf. If the MICC refuses your application, we will continue to process your application for permanent residence provided that you chose to live in another Canadian province.
(<http://www.immigration-quebec.gouv.qc.ca/en/index.asp>).

What are the employment requirements?

You must have completed a certain length of authorized full-time employment within 4 years from the date you entered Canada to be eligible to apply for permanent residence under the Live-in Caregiver Program.

There are two options for determining whether you meet the employment requirements of the Program; you will be required to select one of the following two options on the Document Checklist (IMM 5282).

Option	Length of authorized full-time employment
1	Having completed 24 months of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program, OR
2	Having completed a total of 3,900 hours (within a minimum of 22 months which may include a maximum of 390 hours of overtime) of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program.

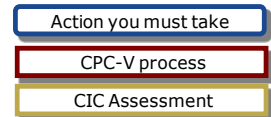
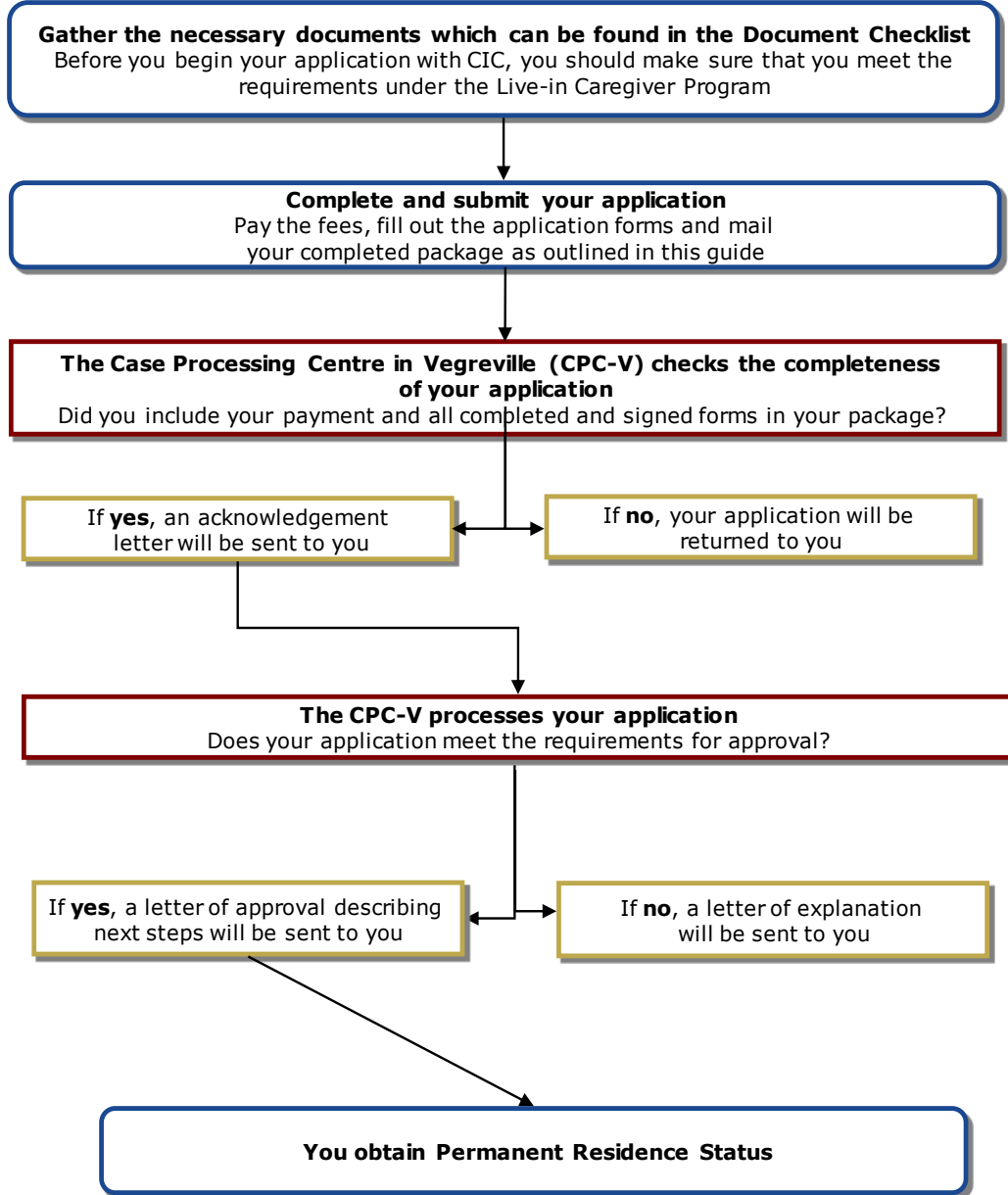
Note: Although the Live-in Caregiver Program is managed by the federal government, employment standards legislation pertaining to caregivers and domestics falls within provincial and territorial jurisdiction. **The definition of** “full-time employment” and “hours of overtime” differs from one province/territory to another. Contact your provincial or territorial authority for more information on employment standards.

Staying informed

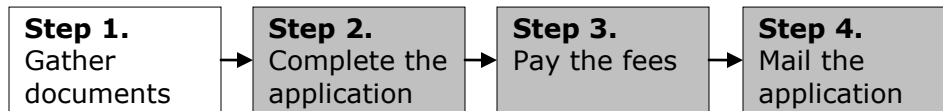
Selection criteria, requirements and other information for applicants can sometimes change. Please note that:

- Applications will be processed according to the rules and regulations in effect at the time of the assessment. These may change at any time.
- Our [Website](#) contains the latest news, selection criteria updates and application links. Check periodically for updated information.

The Application Process for Permanent Residence for the Live-in Caregiver program



Step 1. Gather Documents



What documents are required?

The table below outlines the documents that you need to include with your application. You may also use the *Document Checklist* (IMM 5282) which you can find in this package to assist you in gathering the necessary documentation.




If any of the required documents are missing, or photocopies are not clear, your application may be returned to you.

Note: Additional documents may be required during the processing of your application.

	Document	Description	Format
1	Forms	<ul style="list-style-type: none"> <i>In-Canada Application for Permanent Residence Status</i> (IMM5002) and <i>Schedule 1</i> <i>Live-in Caregiver – Employer Declaration of hours Worked</i> (IMM 5634) <i>Use of a Representative</i> (IMM 5476), if applicable <i>Document Checklist</i> (IMM 5282) 	Original
2	Photos	Two (2) passport-size photos of you and any family members who are applying for Permanent Residence in Canada	Original
3	Proof of employment	<p>If you select Option 1 (proof of 24 months of authorized full-time employment as a live-in caregiver), submit:</p> <ul style="list-style-type: none"> A letter from your current employer showing your start date and that you still work for them, and Contract(s) with your current and previous employer(s). These must be the same contracts reviewed and approved by Human Resources and Skills Development/Service Canada and Citizenship and Immigration Canada at the time the Labour Market Opinion and work permit applications were reviewed, and Statement of earnings showing hours worked and deductions made by the employer(s) (this statement shows your gross and net earnings, specific deductions, the purpose of these deductions and the total number of hours worked, including overtime, during each pay period) and Record of wages and deductions sent to Canada Revenue Agency (CRA) by your employer(s) (this is the document you use to file your income tax report by April 30 of each year), and Record of employment (ROE) for all previous employers, if applicable (this document shows how many weeks you 	Copy

	Document	Description	Format
		<p>have worked and how much you have earned from your previous employers), and</p> <ul style="list-style-type: none"> • Option C Printout from your date of entry into the Live-in Caregiver Program (this document may be obtained free of charge from the CRA by calling 1-800-959-8281) <p>If you select Option 2 (proof of 3,900 hours of authorized full-time employment as a live-in caregiver), submit:</p> <ul style="list-style-type: none"> • The form <i>Live-in Caregiver – Employer Declaration of hours Worked</i> (IMM 5634) completed and signed by your current and previous employer(s), and • Timesheets signed by your current and previous employer(s) clearly indicating the date and number of hours worked for all overtime hours claimed, and • Contract(s) with your current and previous employer(s). These must be the same contracts reviewed and approved by Human Resources and Skills Development/Service Canada and Citizenship and Immigration Canada at the time the Labour Market Opinion and work permit applications were reviewed, and • Statement of earnings showing hours worked and deductions made by the employer(s) (this statement shows your gross and net earnings, specific deductions, the purpose of these deductions and the total number of hours worked, including overtime, during each pay period), and • Record of wages and deductions sent to Canada Revenue Agency (CRA) by your employer(s) (this is the document you use to file your income tax report by April 30 of each year), and • Record of employment (ROE) for all previous employers, if applicable (this document shows how many weeks you have worked and how much you have earned from your previous employers), and • Option C Printout from your date of entry into the Live-in Caregiver Program (this document may be obtained free of charge from the CRA by calling 1-800-959-8281) 	
4	Identity and relationship documents (for each person included in the application)	<ul style="list-style-type: none"> • Valid passport pages for you and each of your family members included in your application for permanent residence in Canada • Birth certificates or baptismal certificates for you and all your family members included in your application for permanent residence in Canada • If you are married, include your marriage certificate • Proof of your common-law relationship, if applicable • Divorce, annulment or death certificates, if you were previously married • Custody papers for dependent children from a previous marriage/relationship 	Copy

	Document	Description	Format
5	Other documents	<ul style="list-style-type: none"> Police certificate(s) 	Originals See Police Certificates for details
		If applicable: <ul style="list-style-type: none"> Details of your criminal convictions Pardon obtained from the National Parole Board 	Copy
6	Translated documents	Certified translations for all documents that are not in English or French For example: police certificates, birth certificates, etc.	 See Translated documents for details
7	Fees	Copy 2 of the <i>Payment Receipt</i> form or <i>Internet Receipt</i> . No other form of payment is acceptable.	Original

Translated documents

Any document that is not in English or French **must be accompanied** by

- the English or French translation, **and**
- an affidavit from the person who completed the translation, **and**
- a **certified** copy of the original document.

Note: An affidavit is a document on which the translator has sworn, in the presence of a commissioner authorized to administer oaths in the country in which the translator is living, that the contents of their translation are a true translation and representation of the contents of the original document.



Translations by family members are not acceptable.



Medical requirements

Do not undergo an immigration medical exam until we contact you. You will likely not be required to have a medical examination as part of your application. Yet, if it is required, we will provide instructions on medical exams after you send your application.

All your family members who are not already Canadian citizens or permanent residents must undergo and pass an immigration medical exam, even if your family members will not be processed for permanent residence with your application. Family members who do not undergo and pass a medical exam will not be eligible to be sponsored at a later date. Your family members will be contacted by the visa office in their area with instructions on their medical exams.

Police certificates

You, and your family members who are 18 years of age and older and are not permanent residents or Canadian citizens must provide a valid police certificate, clearance or record of no information for each country other than Canada in which you and your family members have lived for more than six months consecutively during the past 10 years. If you or your family members were under 18 years of age when you lived there, you do not need to provide a police certificate.

It is your responsibility to contact the police or relevant authorities.

We will also do our own background checks to determine if you have any arrests or criminal convictions, or if you are a security risk to Canada.

Consult our Website at:

www.cic.gc.ca/english/information/security/police-cert/index.asp for specific and up-to-date information on how to obtain police certificates from any country.

How to obtain police certificate

Step 1. Apply for certificates

Certificates are usually issued by the police of the country concerned, but in some countries you will have to apply to municipal, provincial, federal or other government authorities. The country's embassy or consulate in Canada may be able to give additional information.

When applying for police certificates, you should include for each person:

- a completed "[Request for Police Certificates/Clearances and Authorization for Release of Information](#)" form which can be found in Appendix C. Make enough photocopies for each applicant.
- a set of fingerprints, if required by the authority of the country. Your local police or RCMP may be able to tell you where you can get fingerprints done. Take the "[Fingerprint Request Letter](#)" which can be found in Appendix C and your photo identification (passport, travel document, etc.) with you when you go to get fingerprints taken. You may have to pay a fee.
- your complete mailing address (certificates will be sent directly to you).
- one supplementary form (IMM 1052), if you have lived in South Korea. To obtain the form, contact the CIC Call Centre.

Step 2. Submit the certificates

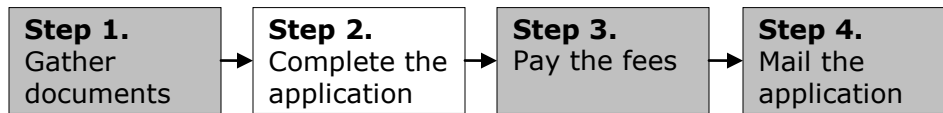
Include the police certificates with your application.

- If the police authorities notify you that they will submit the certificates directly to us, include this notice with your application.
- All police certificates must be **originals**; photocopies are not acceptable.
- If your certificates are in a language other than English or French, attach an original translation prepared by an accredited translator.

What if I cannot get the police certificates?

If you cannot get police certificates from any of the countries where you have lived, you must provide a written explanation with your application and an original letter from the police authority confirming that they will not issue a certificate.

Step 2. Complete the Application



Filling out the application

Follow the step-by-step instructions below to complete the application forms.

The following are the forms that must be filled out and submitted:

- *In-Canada Application for permanent Residence and Schedule 1-Background/Declaration (IMM 5002)*
- *Document Checklist (IMM 5282)*

If you choose Option 2

- *Live-in Caregiver – Employer Declaration of Hours Worked (IMM 5634)*

Optional:

- *Use of a representative (IMM 5476)*



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. If any section is not applicable to you, write “N/A” (“Not applicable”). **If your application is incomplete it may be returned to you and processing may be delayed.**

Note: If you need more space for any section, use an extra sheet of paper and submit it along with your application. On the top of each additional sheet, write:

- your name,
- the form number (e.g. IMM 5002), and
- the number and/or letter of the section you are completing.

In-Canada Application for Permanent Resident Status and Schedule 1 - (IMM 5002)

Who must fill out this application form?

This form must be completed by:

- You, as the principal applicant, and
- All family members in Canada 18 years of age, who are not Canadian citizens or permanent residents

Question	Instruction
Section A – Applicant Information	
1	<p>Check the box to indicate the category under which you are applying for permanent residence.</p> <p>For this application, check “Live-in caregiver in Canada Class”. Your dependent children aged 18 years or over should check “Family member 18 years or older” for the above.</p> <p>Write the total number of family members included in your application. This includes yourself and any family member regardless of whether they are accompanying you to Canada or not.</p> <p>Check the boxes to indicate if you can speak, read and/or write English and French. Write what is your native language; (the language you learned at home in childhood and still understand)</p> <p>Check the box to indicate which of Canada’s official languages (French or English) you use most frequently. If you do not use French or English, check the “Neither” box.</p> <hr style="border-top: 1px dashed red;"/> <p style="background-color: #ffffcc;">One of Canada’s objectives with respect to immigration is to support and assist the development of minority language communities in Canada.</p> <hr style="border-top: 1px dashed red;"/> <p>Note: This question is not used in assessing your application.</p> <p>Check the appropriate box to indicate in which language you would prefer to use for correspondence and for an interview (if applicable).</p>
2	Write your full name, including family name, maiden name (if applicable), and all given names.
3	Are you a male or a female?
4	Write your height, measuring from head to toe, in either centimetres or inches.
5	Write the colour of your eyes. If you are unsure, write the colour that most accurately describes your eye colour.
6	Write the following: <ul style="list-style-type: none"> • your date of birth • your place of birth, including the town, city, province and country.
7	Write your current citizenship. If you have citizenship in more than one country, list them.
8	Write the country in which you last resided or your country of permanent residence. <p>Note: Do not list a country in which you lived as a temporary resident (example, as an international student or temporary worker).</p>

9	Write the last time you entered Canada, regardless of how long you stayed. Write the place or port of entry you used (for example, an airport or a land or sea port of entry).
10	Check a box to indicate your current marital status.
11	Write how many years of education you have completed. Include: <ul style="list-style-type: none"> • elementary studies, • secondary studies, • trade/apprenticeship, • post-secondary (college and/or university). Check one box to identify the highest level of education that you have completed.
12	Write what you intend to do in Canada. If you plan on working, write the name of the profession you hope to practise. If you plan on doing something else, write that activity. For example: <ul style="list-style-type: none"> • study, • stay at home, • retired, etc.
13	Write your full mailing address, including your postal code. Note: All correspondence will be sent to this address.
14	Write your full residential address, including your postal code.
15	Write the following: <ul style="list-style-type: none"> • telephone number at home, • other numbers where you can be reached (cell phone or work), and • fax number.
16	Write the following details from your passport or the travel document that allowed you to travel to Canada: <ul style="list-style-type: none"> • the document number, • the country of issue, • the date of issue, • the expiry date. Note: If you are an American citizen and you did not have a passport the last time you visited Canada, check "Other" and specify which document you presented to prove your identity when you entered Canada. A passport will be required in order to become a Permanent Resident.

Section B – My Family Members in Canada

Provide personal details about your **family members**, whether they wish to be considered in your application at this time or not (for more information on family members, including age requirements, refer to **Family members**).

You must also provide details on family members whose location is unknown (including those missing or presumed dead).



See Definitions of Family members in **Appendix B** of this guide.

Note: Do not list people who are already Canadian citizens or permanent residents. You do not need to provide photos for them.

List all family member, whether they want to be considered in your application for permanent residence at this time or not.

Section C – My Family Members Living Outside Canada

If you have no dependants living outside Canada, write “N/A” and continue with the application.



List all family members living outside Canada, even if they do not intend to apply for permanent residence in Canada.

If you want your family member to join you at a later date, you will be required to sponsor them. Your children will have to meet the definition of dependent child at the time of sponsorship.



See **Definitions of Family members** in [Appendix B](#) of this guide.


Note: Family members not listed in this application cannot be sponsored at a later date.

Schedule 1 – Background/Declaration

Check the appropriate box to indicate who is completing this form:

- the principal applicant; **or**
- the principal applicant’s dependent children aged 18 or over.

1	Write the full name, including family name, maiden name (if applicable), and all given names of the principal applicant or his or her dependent child aged 18 or over.
2	Write any other names you are or have been using, including: <ul style="list-style-type: none"> • the name given to you at birth, • your maiden name (if applicable), • previous married names, • aliases, etc.
3	Write your date of birth.
4	List the following information about your father : <ul style="list-style-type: none"> • his full name, including family name and all given names, • his date of birth, • the city or town where he was born, • his country of birth, • his date of death (if applicable).
5	List the following information about your mother : <ul style="list-style-type: none"> • her full name, including family name, maiden name (if applicable), and all given names, • her date of birth, • the city or town where she was born, • her country of birth, • her date of death (if applicable).
6	Read each question carefully. Answer “yes” or “no” for both yourself and your dependent children, even if they are completing their own declaration. For example: <ul style="list-style-type: none"> • If you or any of your dependent children have ever been charged with driving under the influence, you must answer yes to question 2. • If you or any of your dependent children have ever been charged with drug possession, but the case has not yet been heard in court, you must answer yes to question 3. <p>If you answered “yes” to any of these questions, give details in the space provided or on a separate sheet of paper.</p>

7	<p>Write the number of years of education that you have completed at each level listed on the form. Provide:</p> <ul style="list-style-type: none"> • dates, • the name of each school you attended with the school's location, and • list any diplomas that you received.
8	<p>List all jobs that you have had in the last 10 years. You must account for each month, beginning with your most recent job.</p> <p>If you did not work, describe what you did (e.g. unemployed, laid off, going to school, travelling, etc.).</p> <p>Note: For school age children, write "at home."</p>
9	<p>List all of your addresses for the last 10 years. You must account for each month, beginning with your most recent address. Provide complete addresses, including:</p> <ul style="list-style-type: none"> • street and number, • city, province, state or district, and • country <p>Note: If you did not have a street number, explain exactly where the house or building was located. A post office (P.O.) box number is not a valid address.</p>
10	<p>Provide information on any organizations of which you have been or still are a member. Include the following:</p> <ul style="list-style-type: none"> • political and social organizations • youth and student movements • vocational organizations, including trade unions and professional associations • military service (voluntary and compulsory) • all other organizations
<p>11</p> 	<p>Read each statement carefully and sign the declaration in the space provided. By signing, you certify that you clearly understand the questions that were asked and that the information that you provided is truthful and accurate. If you do not sign the declaration, your application will be returned.</p>

Live-in Caregiver – Employer Declaration of Hours Worked (IMM 5634)

Who must fill out this application form?

This form must be completed and signed by your employer(s) and submitted with your application for permanent residence if you choose “Option 2” for calculating whether you have met the employment requirement to be eligible for permanent residence as live-in caregiver.

What is Option 2?

“**Option 2**” is defined as a total of 3,900 hours (within a minimum of 22 months which may include a maximum of 390 hours of overtime) of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program.

Employer(s) identification
Reminder: the employer(s) must complete this form.
Write your last name (surname) and given name(s).
Indicate the relationship between you (the employer) and the person receiving care. Examples include:
<ul style="list-style-type: none"> • parent • grand-parent • legal guardian • self • etc
Write your full residential address, including your postal code.
Write the following:
<ul style="list-style-type: none"> • telephone number at home, • other numbers where you can be reached (cell phone or work), and • e-mail address (if applicable)
Write the Labour Market Opinion (LMO) confirmation number
Employee identification
Write the employee’s last name (surname) and given name(s).
Write the employee’s date of birth.
Employer Declaration
Read and sign the employer’s declaration.
<ol style="list-style-type: none"> 1. Write the dates the employee worked for you 2. Write the total number of authorized full-time hours worked by your caregiver 3. Write the total number of authorized overtime hours worked by your caregiver

Use of a Representative (IMM 5476)

Who may use this form?

Complete this form **only** if you are appointing a representative.

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

What is a representative?

A **representative** is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada.

When you appoint a representative:

- you authorize CIC to share information from your case file with this person;
- your application will not be given special attention nor can you expect faster processing or a more favourable outcome;
- the representative is authorized to represent you only on matters related to the application you submit with this form; and
- only **one** representative can be appointed for each application you submit.
- You are not obliged to hire a representative. CIC treats everyone equally, whether or not they use the service of a representative.



You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.

Types of representatives

There are two types of representatives:

Unpaid representatives can be:

- friends and family members who do not charge a fee for their advice and services;
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers and Quebec notaries who do not, and will not, charge a fee to represent you.

Paid representatives:

If you want us to conduct business with a representative who is, or will be, charging a fee to represent you, the representative must be authorized.

Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC);
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision;
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision.

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned. **For more**

information on using a representative, visit our Website: www.cic.gc.ca.

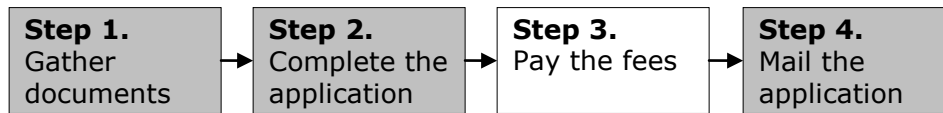
Question	Action
General Application Information	
	Check one box to indicate if you are appointing or cancelling the appointment of a representative.
Section A- Applicant Information	
1	Write your last name (surname) and given name(s).
2	Write your date of birth.
3	If you have already submitted your application write: <ul style="list-style-type: none"> • the name of office where the application was submitted; • the location of the office where the application was submitted; and • type of application that you submitted.
4	Write your Citizenship and Immigration Canada Identification number (if known).
Section B- Appointment of Representative	
5	Write your representative's full name. If your representative is a member of CSIC, a law society or the <i>Chambre des notaires du Québec</i> , print his or her name as it appears on the organization's membership list.
6	If your representative is unpaid, check the applicable box, or If your representative is paid, check the applicable box and write the applicable membership ID number.
7	Write your representative's contact information.
8	Your representative must sign and date the declaration in order to accept responsibility for conducting business on your behalf.
Section C- Cancel the Appointment of a Representative	
9	Fill in this section if you wish to cancel the appointment of a representative. Write the representative's full name
Section D- Your Declaration	
10	By signing, you authorize CIC to conduct business with your appointed representative on behalf of yourself and your dependent children under 18 years of age. If your spouse or common-law partner wishes to be represented by the same appointed representative, he or she must sign in the box provided.

Release of information to other individuals

To authorize CIC to release information from your case file to someone other than a representative, you will need to complete the form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our website at:
www.cic.gc.ca/english/information/applications/release-info.asp.

The person you designate will be able to obtain information on your case file, such as the status of your application. However, they will **not** be able to conduct business on your behalf with CIC.

Step 3. Pay the Fees



Calculating your fees

Use the table below to calculate the total amount of fees to be paid. There are two (2) types of fees:

1. The **processing fee** which **must be** included with your application

Processing Fee	Number of persons	Amount per person	Amount Due
Principal applicant	1	x \$550	\$ 550
Each family member age 22 or older		x \$550	
Each family member under age 22 who is married or in a common-law relationship		x \$550	
Each family member under age 22 who is unmarried and not in a common-law relationship		x \$150	
Total Payment:			

and

2. The **Right of Permanent Residence Fee**, which will be requested at a **later stage** if your application is approved.

Right of Permanent Residence Fee	Number of persons	Amount per person	Amount Due
Principal applicant	1	x \$490	\$ 490
Spouse or common-law partner		x \$490	
Total Payment:			

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

Incorrect fee payment



Incorrect fee payments may delay processing of your application.

Payment issue	CIC will...
No fee included	<ul style="list-style-type: none">• return your application. <p>Note: Processing of your application will only start after you return your application with requested fees.</p>
Insufficient fees included	<ul style="list-style-type: none">• inform you of how much to pay and how to pay. <p>Note: Processing of your application will only continue after you provide the missing fees.</p>
Overpayment	<ul style="list-style-type: none">• start processing your application, and• send you a refund as soon as possible. <p>Note: You do not have to request a refund, it will be done automatically.</p>

Payment method options



Preferred method of payment

Payment of fees on-line is the preferred method of payment.

On-line fee payment


Resources required

You can pay your fees on-line if you have:

- a credit card (Visa, Mastercard or American Express)
- access to a computer with an Internet connection
- a valid e-mail address
- access to a printer (you will need to print the receipt)

Instructions

Follow these step-by-step instructions to pay using the Internet.

Step	Action
1	Go to the CIC website at: www.cic.gc.ca <ul style="list-style-type: none">• Select <i>Pay application fees</i> in the <i>I need to...</i> section on the right hand side of the page.• Select <i>Pay my fees on-line</i> under related links.
2	Follow the on-line instructions <ul style="list-style-type: none">• Select <i>Immigration</i>• Select "Other classes of applicants – Live-in caregivers & Humanitarian and Compassionate Grounds"• Insert the <u>Quantity</u> of applicants• Select <i>Submit</i> and continue with the payment process following the instructions <p>At the end, click on the button to print the CIC official receipt with barcode.</p>  Do not exit without printing the receipt (page)!
3	Fill in the <i>Payer Information Section</i> by hand.
4	Attach the bottom portion (copy 2) of this receipt to your completed application.

Proof of payment

The receipt printed off of the Internet in **step 2** of the instructions above will serve as your proof of payment.

Fee payment at financial institutions

If you do not wish to pay using the Internet, payment **must** be made at a **financial institution** in Canada. The financial institution will let you know what method of payment it accepts. There is no banking charge to pay at a financial institution.



The only acceptable forms of payment inside Canada are on-line or through a financial institution in Canada. If you send any other form of payment your application will be returned.

Availability





For clients located inside Canada only.

Resources required

A *payment receipt form* (IMM 5401) is included in this application or can be ordered from CIC.

Instructions

Follow these step-by-step instructions to pay at a financial institution in Canada.

Step	Action
1	Calculate the total fee amount to be paid using the chart <i>Calculating your fees</i> at the beginning of this section
2	<p>Fill out one (1) payment receipt form (IMM 5401).</p> <p> An original payment receipt form (pink and white) must be used. A photocopy is not acceptable.</p> <p> See "Obtaining an original receipt form" in this section.</p>
3	<p>Insert the total amount paid on-line 09 Citizenship or Immigration Services Fees.</p> <p> Do not complete the top two portions of the receipt. These will be completed by the financial institution.</p>
4	<p>Fill in the <i>Payer Information</i> section on the back of the payment receipt form.</p> <p>Do you already have an open file and know the client identification number (client ID) that we have assigned to you?</p> <ul style="list-style-type: none"> • If yes, enter the number in the box provided for that purpose. • If no, leave that box empty.
5	<p>Bring the receipt form and your payment to the teller (cashier) at the financial institution. Do <i>not</i> present your application, only your receipt form.</p> <p>The teller (cashier) will:</p> <ul style="list-style-type: none"> • stamp and enter the amount paid in the upper two portions of the receipt form, and • give you the top two portions of the form. <p> Do not make payment using the automated teller machines or on a financial institution website.</p>

6	The following list indicates what you should be doing with the different parts of the IMM 5401 receipt. <ul style="list-style-type: none">• Copy 1 (top): Keep for your records.• Copy 2 (middle): Attach to your completed application.• Copy 3 (bottom): The financial institution will keep the bottom part.
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Proof of payment

Completed *payment receipt form* (Original form IMM 5401)

Obtaining an original receipt form:

You may obtain an original receipt form (IMM 5401) by:

- ordering through our website: www.cic.gc.ca.
- contacting the CIC Call Centre at 1-888-242-2100.

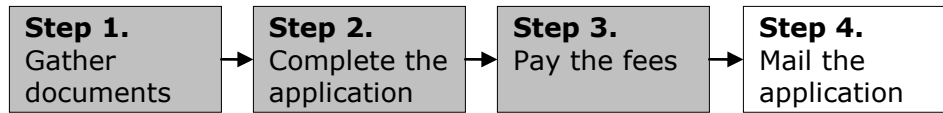
Note: If you have ordered a complete application package, the original receipt form will be included.

Additional fees

You must also pay for the following for yourself and your family members (if applicable):

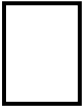
- medical examinations
- police certificates

Step 4. Mail the Application



Where to mail the application

Mail your completed application in a stamped envelope to the address as shown below:

(Your Name) (Your Address) (Your Postal Code)	Affix sufficient postage 
Case Processing Centre Vegreville, AB T9C 1W3	

Send the document checklist

Make sure you use the document checklist and include it with your application.



Sign the form

The forms must be signed and dated before they are mailed. If they are not signed and dated, your application will be returned to you.

What Happens Next

Application process

The decision on your application

If your application has been properly completed and includes all the required documents, you will receive a letter informing you of the decision on your case and what you must do next. If you qualify for permanent residence, your family members outside Canada will be required to undergo a medical examination, and you and your family members will have to pass criminality and security checks.

We may contact you to arrange an interview to verify or expand on information contained in your application.

If your application is...	Then we will...
approved	contact you to arrange a final interview. You will likely be granted permanent resident status at that interview.
refused	we will inform you in writing and you may be asked to leave Canada.

Questions?

If you still have questions after reading this guide, visit our [Website](#) or phone our Call Centre listed on the **Contact Information** page.

Leaving Canada

If you go on a vacation outside of Canada, you are not automatically deemed ineligible for permanent residence under the Live-in Caregiver Program. However, it is important to note that if you leave Canada while your application is being processed, we cannot guarantee that you will be allowed to re-enter. Each time you re-enter Canada you will need to be re-assessed and meet all eligibility criteria for entering the country.



Updating your contact information

During the application process, you must advise us of any change of address or telephone number by:

- going to www.cic.gc.ca, click on *Change My Address* in the *I Need To ...* section on the right-hand side of the page;
- or**
- see [How to Contact CIC](#) at the end of this Guide

Checking application status on-line

You can check the status of your application on-line by doing the following:

- Log on to our website at www.cic.gc.ca.
- Go to *Check application status* in the *I need to...* section on the right-hand side of the page.
- Follow the instructions provided.

Note: Your application status will only appear on-line once the initial review is completed.

To obtain details on how to remove your application status information from the Internet, visit the "[Frequently Asked Questions](#)" (FAQ) section.

Protecting your information

Your personal information is:

- only available to CIC employees who need to see it in order to provide the services to you, **and**
- not disclosed to anyone else except as permitted under the provisions of the *Privacy Act*.



You can obtain additional information on the protection of your data by visiting the "[Frequently Asked Questions](#)" (FAQ) on our website.

Quality assurance program

Our quality assurance program randomly selects applications for a special review. If selected you will be asked to attend an interview with a Citizenship and Immigration official so that we can:

- verify the documentation you submitted is accurate;
- verify that your application has been completed properly.

Note: You will be notified in writing should your application be selected.

How to Contact CIC

The table below shows you how to contact CIC.

Website	www.cic.gc.ca
Within Canada	<p>CIC Call Centre: 1-888-242-2100 (toll-free)</p> <p>Hours of operation: Monday to Friday 8 a.m. to 4 p.m., your local time</p> <p>If you are deaf, deafened or hard of hearing, or you have a speech impediment and use a text telephone, you can access the TTY service from 8 a.m. to 4 p.m. your local time by calling: 1-888-576-8502 (in Canada only).</p>



This is not a legal document. For legal information, refer to the *Immigration and Refugee Protection Act* and Regulations or the *Citizenship Act* and Regulations, as applicable.

Appendix A- Issuance or Renewal of Work Permits (Including Open Work Permits) in Canada

This section contains information on the following types of work permit:

1. Work permit for a specific employer
2. Open work permit
3. Bridge extension

Completing an application for permanent residence as a live-in caregiver **does not** mean that your work permit or temporary status will be automatically extended. **You must maintain your legal status in Canada while your application for permanent residence is in process.** Therefore, you must apply for a renewal of your work permit before it expires. It is illegal to work in Canada without a valid work permit.

If your work permit expires before you submit an application to extend it, you have 90 days from the expiration date to apply to restore your status. If you do not apply to restore your status within 90 days of the expiry of your work permit, you will be without status and have to leave Canada.

What form do I have to use?

Use the guide [Applying to change conditions or extend your stay in Canada as a Worker \(IMM 5553\)](#) to apply for any type of work permit or to restore your status.

1. Work permit for a specific employer

Your current work permit allows you to work as a live-in caregiver for a specific employer. You may change employers but you must first apply for a new work permit. Your new employer must meet all Live-in Caregiver Program conditions and apply to Human Resources and Skills Development Canada/Service Canada to obtain a positive Labour Market Opinion. You and your employer must also sign an employment contract. In addition to a valid work permit, you must continue to meet all other requirements of the Live-in Caregiver Program.

Any extended time you spend outside Canada will not be counted towards the period of employment required to apply for permanent residence as a live-in caregiver. For example, if you leave Canada for longer than the period of vacation time allotted in your employment contract, that time will not count towards the employment requirement. If you work for your employer outside Canada at any time, for example, on a family vacation, this also will not count towards the employment requirement.

Examples:

If you...	Then...
take live-out employment	the time you work outside your employer's home will not be counted towards the period of employment required to apply for permanent residence as a live-in caregiver
decide to work for anyone other than the employer(s) identified in your employment contract at any one time	you could lose your status in Canada. Note: The length of time you work without status will not be counted towards the period of employment required to apply for permanent residence as a live-in caregiver and you may be disqualified from the Program.

do not have 24 months OR 3,900 hours (within a minimum of 22 months which may include a maximum of 390 hours of overtime) of authorized full-time employment as a live-in caregiver within four years from the date you entered Canada under the Live-in Caregiver Program	you are not eligible to apply for permanent residence under the Program.
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2. Open work permit

What is an open work permit and am I eligible to apply for one?

An open work permit allows you to accept employment and to work for any employer for the time period specified on the work permit. It can only be granted once you have received first stage approval (approval in principle) of your application for permanent residence. You should submit your application for an open work permit (IMM 1249) together with your application for permanent residence (IMM 5002). Write "open work permit" at the top of your application (IMM 1249).

If you send your open work permit application with your permanent residence application and you...	Then you...
continue working for the employer mentioned on your current work permit while the application is being processed	do not have to extend your work permit, even if it expires during the processing of your application for permanent residence.
want to change employer after sending your application	will need to submit a new application for a work permit along with a new positive Labour Market Opinion issued by Human Resources and Skills Development/Service Canada to your employer and pay the appropriate fees.

3. Bridge extension

If you become temporarily unemployed, you may apply for a bridge extension.

A bridge extension is an interim work permit given to live-in caregivers whose work permit is about to expire and who are between jobs and have not yet found a new employer. The extension is usually for a period of two months. To apply, use the guide [Applying to change conditions or extend your stay in Canada as a Worker](#) (IMM 5553) and write "bridge extension" across the top of the form.

Also indicate your request for a bridge extension (and the reason) in **section D 10**. This application may be submitted at any time and will allow you to remain in Canada legally, but does not authorize you to work for a new employer.

Appendix B- Family members

Family members include:

Term	Definition	
Spouse	Refers to either of the two persons of opposite or the same sex in a legally recognized marriage.	
A common-law partner	<p>Refers to a person who is living in a conjugal relationship with another person either of the opposite sex or same sex, and has done so for a period of at least one year. A conjugal relationship exists when there is a significant degree of commitment between two people. Common-law partners must attach any documents that show they are in a committed and genuine relationship, for example evidence that they share the same home, that they support each other financially and emotionally, that they have had children together, or that they present themselves in public as a couple.</p> <p>Common-law partners who are unable to live together or appear in public together because of legal or cultural restrictions in their home country may still qualify and should be included on the application.</p> <p>Common-law partners are also persons who meet the conditions outlined above but who have been separated for reasons beyond their control (for example, civil war or armed conflict).</p>	
Dependent children	Type of dependent	Description
	Type A	He or she is under the age of 22; and is single, (not married and not in a common-law relationship).
	Type B	He or she has been continuously enrolled and in attendance as a full-time student in a post-secondary institution accredited by the relevant government authority and depends substantially on the financial support of a parent either: <ul style="list-style-type: none"> • since before the age of 22; or • since marrying or entering into a common-law relationship (if it happened before the age of 22).
	Type C	He or she 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 himself or herself due to a medical condition.
Dependent child of a dependent child	Refers to children of dependent children of the principal applicant or those of his or her spouse or common-law partner.	

Note: This also includes children for whom you have joint or sole custody even if the children usually live with the other parent and will not join you in Canada.

When must my dependent children meet the definition?

Your dependent children must meet one of the above definitions on the day we receive your application and, for types B and C, they must continue to meet this definition for permanent residence to be granted or for a permanent resident visa to be issued.



Request for Police Certificates/Clearances and Authorization for Release of Information

ATTENTION: Police or Relevant Authorities

Immigration Canada requires the person named below to obtain an **original** police certificate for all countries where he or she has lived for six months or longer in the past 10 years. (This requirement is only applicable for countries where the person was **18 years of age or older when he or she lived there.**) The applicant has provided details in the box below that may assist you in processing the request and has also signed the form authorizing you to release the information to us.

Surname		Given name(s)	
Other surname(s) used (example maiden name, previous married names)			
Name in original script (example Farsi, Arabic, Chinese, etc.)			
Day <input style="width: 20px; height: 20px;" type="text"/>	Date of birth Month <input style="width: 20px; height: 20px;" type="text"/>	Year <input style="width: 20px; height: 20px;" type="text"/>	Place of birth
Sex		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Citizenship			
Current address in Canada (number, street, city, province and postal code)			
DATES FROM TO Month Year Month Year		ADDRESS(ES) WHILE RESIDENT IN _____ (Name of country)	
I authorize the police or relevant authorities in the country/state named above to disclose to Immigration Canada details about any previous criminal convictions that may exist.			
_____ Signature of applicant		Day <input style="width: 20px; height: 20px;" type="text"/>	Month <input style="width: 20px; height: 20px;" type="text"/>
		Year <input style="width: 20px; height: 20px;" type="text"/>	

Please send the police certificate directly **to the applicant**. If you are unable to provide a certificate/clearance, please send the applicant a written explanation. Thank you.

**Manager
Case Processing Centre
Vegreville AB T9C 1W5
CANADA**



Fingerprints Request Letter

ATTENTION: RCMP Detachment / Police Authorities

Surname	Given name(s)		
Client ID	Day <input type="text"/>	Date of birth Month <input type="text"/>	Year <input type="text"/>

Immigration Canada requires that applicants for permanent residence and their family members obtain original police certificates for all countries where they have lived for six months or longer in the past 10 years. (Certificates are only required for countries where a person **was 18 years of age or older when he or she lived there.**) In order to apply for certificates, an **original** set of fingerprints is required for each certificate being requested.

Upon presentation of this letter, photo identification, and any applicable fees, please provide the applicant with the required fingerprints. The number of fingerprint forms required will depend on the number of police certificates being requested. For example, a person who requires certificates for three countries will need three sets of fingerprints.

Please give the fingerprint forms directly to the applicant. He or she will send them to the appropriate authorities outside of Canada.

Manager

Case Processing Centre
Vegreville AB T9C 1W5
CANADA