



IMMIGRATION Canada

Applying for Permanent Residence from Within Canada

Live-in Caregivers



Table of Contents

Contact Information 2
 Overview 3
 How to apply? 4
 Step 1. Gather the Required Documents . 4
 Step 2. Complete the Forms. 4
 Step 3. Pay the Fees 7
 Step 4. Mail Your Application 8
 While Your Application is Processed 9
 What Happens Next? 10

Appendices:

- Appendix A: Issuance or Renewal of Work Permits (Including Open Work Permits) in Canada
- Appendix B: Dependent Children
- Appendix C: Police certificates

Forms:

- In-Canada Application for Permanent Residence (IMM 5002) and Schedule 1 Document Checklist – Live-in Caregiver (IMM 5282)
- Use of a Representative (IMM 5476)
- Receipt (IMM 5401)

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

**Cette trousse est également
disponible en français**

Contact Information

Web site

For more information on the programs offered by Citizenship and Immigration Canada, visit our Web site at www.cic.gc.ca. For some types of applications you can inform us of a change of address and find out what is happening with your application through [on-line services](#) on the Web site.

Within Canada

If you are in Canada, you can also phone our **Call Centre**. An automated telephone service is available seven days a week, 24 hours a day and is easy to use if you have a touch-tone phone. You can listen to pre-recorded information on many programs, order application forms, and for some types of applications the automated service can even update you on the status of your case.

When you call, have a pen and paper ready to record the information you need. Listen carefully to the instructions and press the number for the selection you want. At any time during your call, you may press * (the star key) to repeat a message, **9** to return to the main menu, **0** to speak to an agent, or **8** to end your call. If you have a rotary phone, wait for an agent to answer your call.

If you need to speak to an agent, you must call Monday to Friday between 8 a.m. and 4 p.m. local time.

From anywhere in Canada, call

1-888-242-2100 (toll-free)

Using a text telephone?

Call our TTY service from Monday to Friday between 8 a.m. and 4 p.m. local time at: **1-888-576-8502** (toll-free).

Outside Canada

If you are outside Canada, you can contact a Canadian embassy, high commission or consulate. Consult our [Web site](#) for addresses, phone numbers and Web site addresses of our visa offices.



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.

This publication is available in alternative formats upon request.

Overview

This package contains all the forms and information for a live-in caregiver to apply for permanent resident status under the Live-in Caregiver Program.

A **permanent resident** is a person who can live in Canada permanently but who is not a Canadian citizen.

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 apply?

If you answer **YES** to **ALL** of the questions below, you may apply for permanent residence as a live-in caregiver.

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 two years (24 months) of authorized full-time employment as a live-in caregiver within three years from the date you entered Canada under the Live-in Caregiver Program?
5. Have you always lived in your employer's home 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 or welfare?

How to apply?

Step 1. Gather the Required Documents

You and your family members in Canada must send all documents listed on the [Document Checklist](#) (IMM 5282).

Step 2. Complete the Forms

You and your family members must complete and sign the following forms:

- [In-Canada Application for Permanent Residence and Schedule 1 - Background Declaration](#) (IMM 5002)
- [Use of a Representative](#) (IMM 5476), if applicable

This section does not contain instructions for all boxes on the forms. Most questions are clear; instructions are provided only when necessary.

- Photocopy the blank forms so that you and your family members each have two copies: a working copy and a final copy. Keep the working copy for your records.
- Print clearly with a black pen.
- Answer in English or French, unless you are instructed otherwise.
- Use additional sheets of paper if there is not enough space on the form. Indicate your name, the form's title and the number or letter of the question you are answering.
- You must answer **all** questions that apply to you. If a section does **not** apply to you, answer "N/A" ("Not applicable"). If you leave sections blank or mark "N/A" in a section that is relevant to your situation, your application will be returned and processing will be delayed.
- If applicable, add your native language script for all names and addresses on your application.

Warning: You must provide truthful and accurate information. Processing will stop immediately if you give false or misleading information. Information provided may be verified. It is a serious offence to submit a false application.

In-Canada Application for Permanent Residence (IMM 5002)

Must be completed by:

- You, the principal applicant
- Your spouse or common-law partner if he or she is in Canada and is not a permanent resident or a Canadian citizen
- Your dependent children in Canada who are 18 years of age or older and are not permanent residents or Canadian citizens

A – Applicant Information

1: Category under which you are applying

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.

How many family members are included in this application?

This is the total number of people seeking permanent residence. Include yourself and family members listed in both sections B and C.

B – Family Members in Canada

You must identify **all** of your family members on your application form. Your family members may apply for permanent residence as part of your application.

Family members include your:

- spouse or common-law partner; and
- dependent children.

Important: You must list all family members, whether they wish to be considered in your application for permanent residence at this time or not. Also list family members whose location is unknown (including those missing or presumed dead). Family members who are not listed on your application will **not** be able to be sponsored by you at a later date.

Note: Separated or former spouses and separated or former common-law partners are not eligible family members.

Common-law partner

A common-law partner is a person of the opposite or same sex with whom you are in a conjugal relationship and who is currently cohabiting with you and has done so for at least one year.

Dependent children

See [Appendix B: Dependent Children](#) for a complete definition.

If you do not have any dependent children in Canada, print “N/A” and proceed to Part C.

Seeking permanent residence:

If your dependent child is to be assessed for permanent residence, place an X in the “Yes” box, otherwise, place an X in the “No” box.

If you answer "Yes", you must include the correct processing fees with your application. Refer to instructions in the Fees section. If you answer "No", do not include the processing fees. If you want your family member to come at a later date, you will have to sponsor them and they will have to meet the definition of a "family member" at the time a complete application is received.

Type of dependent child:

Print an “X” in Box A, B or C. See [Appendix B: Dependent Children](#) to determine whether your dependent child is type A, B or C.

Passport details or Travel document details:

Check the box that describes your dependent child's document. Refer to Box 16 of section A of the form.

Client ID number:

This number can be found in the top right-hand corner of their work permit, study permit, or other temporary resident document. If they do not have one, leave this box blank.

C – Family Members Outside of Canada

If you do not have any family members outside of Canada, print “N/A” and proceed to Schedule 1.

Seeking permanent residence:

Refer to instructions outlined in Part B.

Type of dependent child:

Refer to instructions in [Appendix B: Dependent Children](#).

Name of guardian

If your dependent children are living with a guardian, indicate the name and complete address of their guardian.

Address of family member, guardian or dependent child

Provide a complete mailing address and current phone number for all your dependent children who live outside of Canada so that our visa office can contact them or their guardian with instructions on the forms to be completed, medical exams, security checks and, if applicable, interviews.

Background/Declaration (IMM 5002 - Schedule 1)**Must be completed by:**

- You, the principal applicant
- Your spouse or common-law partner if he or she is in Canada and is not a permanent resident or Canadian citizen
- Your dependent children in Canada who are 18 years of age or older who are not permanent residents or Canadian citizens

6: Read each statement carefully. Answer “Yes” or “No” on behalf of yourself, your spouse or common-law partner and your dependent children, whether or not they are completing their own background declaration. You must provide truthful and accurate information in relation to each of the statements.

11: Read the statements carefully and then sign in the boxes provided. If you do not sign this declaration your application will be returned to you.

Use of a Representative (IMM 5476)

Complete this form only if you are appointing a representative. To learn about who can represent you and for information about how to complete the form, refer to the [Instructions-Use of a Representative](#) (IMM 5561).

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 form *Authority to Release Personal Information to a Designated Individual* (IMM 5475) which is available on our Web site at www.cic.gc.ca/english/applications/release-info and from Canadian embassies, high commissions and consulates abroad.

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

Step 3. Pay the Fees

Processing fees

You **must** pay the processing fee for you and your family members in Canada **before** you submit your application.

Calculating your fees

Processing Fees	Number of Persons	Amount per Person	Amount Due
Principal applicant	1	x \$550	\$550
Family member who is 22 years of age or older or who is married or in a common-law relationship, regardless of age		x \$550	
Dependent child who is under 22 years of age and single		x \$150	
AMOUNT PAYABLE			\$

Fee for an open work permit

If you are applying for an open work permit along with your application for permanent residence, add \$150 to your total. See [Appendix A: Issuance or Renewal of Work Permits \(Including Open Work Permits\) in Canada](#) for more information on how to apply for an open work permit.

Right of Permanent Residence Fee

You will need to pay the **Right of Permanent Residence Fee** before your application for permanent resident status can be finalized. **We will send you a request to pay this fee** when we are ready to grant you permanent resident status. The fee is \$490 per person for you and your spouse or common-law partner. Your dependent children are exempt.

How to pay your fees

You have the option of paying your fees on our Web site or at a financial institution.

Option 1. Payment of fees on our Web site

To use this option, you need a credit card and access to a computer with a printer.

Go to our Web site at www.cic.gc.ca and select “**On-Line Services**” from the menu bar at the top, then “**Payment of fees through the Internet**”.

Once you have paid the fees, you must print the official receipt and fill out by hand the “Payer Information” section. Attach the bottom portion (copy 2) of this receipt to your completed application.

Option 2. Payment of fees at a financial institution

STEP 1. Fill in the total

Enter the “Amount payable” you have calculated at the bottom of the *Receipt* (IMM 5401).

Photocopies of the receipt are not accepted. If you need an original receipt, you can order it from our [Web site](#) or contact the Call Centre.

STEP 2. Complete the “Payer Information” sections on the back of the receipt

If you already know the Client ID assigned to you, enter the number in the box provided. If you do not know your Client ID, leave that box empty.

STEP 3. Go to a financial institution and make the payment

Bring the receipt with you. A financial institution representative will tell you which forms of payment are acceptable. There is no charge for the service.

STEP 4. Send your receipt

Attach the middle portion (Copy 2) of the receipt to your completed application. Keep the top portion (Copy 1) for your files.

Do not include any other type of payment with your application.

Incorrect payment

If you have sent insufficient fees, we will return your application with instructions. You must then pay the additional fees and mail everything back to us. This will delay the processing of your application. If you overpaid, we will refund the overpayment. We will issue a cheque as soon as possible.

Refunds

To obtain a refund, you need to send a written request to withdraw your application to the processing centre. The **processing fee** is only refundable if we receive your request **before** processing has begun. Once we have started to process your application, there will be no refunds **regardless of the final decision**.

We will issue the refund to the person indicated on the “Payer Information” section of the receipt. If there is no name indicated on the receipt, we will send the refund to you.

Loan

There is a loan option to cover the cost of the Right of Permanent Residence Fee. Loans are **not** available for processing fees. To qualify, you must show that the loan is necessary and that you have the ability to repay it. If you have been in Canada for three years or longer, you must also show that you were unable to get a loan from a bank or other lending institution.

The Right of Permanent Residence Fee loan application is available on our [Web site](#) or by phoning the Call Centre listed in the Contact Information section.

Step 4. Mail Your Application

Send your application and the items listed on the [Document Checklist](#) (IMM 5282) in a large envelope. Do not fold documents. For your personal records, you should make photocopies of all documentation, forms and your fee receipt submitted with your application.

Address the envelope to:

**Case Processing Centre
Vegreville, AB
T9C 1W3**

Do not include pre-paid return envelopes. You may wish to send your application via registered mail or Xpresspost to track the delivery.

How to Ensure Your Application is not Returned to You

Did you:

- follow the steps on [How to apply?](#)
- answer all questions on the forms?
- print "N/A" (not applicable) for questions that do not apply to you?
- sign the forms?
- include all necessary documents listed on the Document Checklist?
- provide clear photocopies?
- include certified English or French translations of documents written in another language?

While Your Application is Processed

Updating your address or other information

If you change your address, let us know immediately:

- **on the Web.** Use the electronic change of address form found in the “On-Line Services” section of our [Web site](#).
- **by telephone.** Contact the Call Centre.

If your personal situation changes after you have submitted your application, you must notify us in writing. A change in your personal situation can refer to any of the following: marital status, birth of a child, criminal convictions, change of employer, etc. You may also wish to remove a family member from your application or withdraw your application. Indicate your client ID number and your full name on all correspondence.

Send your notification to the following address:

Case Processing Centre
Vegreville, AB
T9C 1W5

If you live in Quebec

The provincial immigration authority, called the *Ministère de l'Immigration et des Communautés culturelles* (MICC), must also 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 you no longer live in the province of Quebec.

Checking your application status

You can find out the current status of your application by logging on to our Web site at www.cic.gc.ca and selecting On-Line Services – e-Client Application Status. You may also phone our Call Centre.

If you do not want your information available on-line, you can remove on-line information by logging on to www.cic.gc.ca and selecting On-Line Services – e-Client Application Status. You may also call our Call Centre and ask an agent to do this for you.

Current processing times are updated weekly on our Web site at: www.cic.gc.ca/english/department/times/process-in.html.

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.

What Happens Next?

Medical exam

You, and 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. **Do not have an immigration medical exam until we contact you.** We will provide instructions on medical exams after you send your application.

You will not be able to sponsor family members who do not undergo and pass a medical exam.

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 approved, we will contact you to arrange a final interview. You will likely be granted permanent resident status at that interview.

If your application is 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 [Web site](#) or phone our Call Centre listed on the [Contact Information](#) page.

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 without a valid permit.

If your work permit expires before you submit an application to extend it, you must also apply to restore your status within 90 days of the expiration date of your work permit. If you do not, you will be without status and will 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 apply for a new work permit with a new confirmation by Service Canada and a new employment contract. In addition to a valid work permit, you must continue to meet all other requirements of the Live-in Caregiver Program.

If you spend time outside Canada, it will not be counted towards the 24 months of required employment.

If you take live-out employment, the time you lived outside your employer's house will not be counted towards the 24 months of required employment within a three-year period. If you do not have 24 months of live-in employment as a caregiver, you are not eligible to apply for permanent residence under the Live-in Caregiver Program.

If you work for more than one employer at a time, you could lose your status in Canada. The length of time you work without status will not be counted as part of the 24-month requirement and you may be disqualified.

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 principal) of your application for permanent residence. You should submit your application for an open work permit together with your application for permanent residence. Write "open work permit" at the top of your application.

If you send your open work permit application with your permanent residence application and	Then...
you continue working for the employer mentioned on your current work permit while the application is being processed	you do not have to extend your work permit, even if it expires during the processing of your application for permanent residence.
you change employer after sending your applications	you need to submit a new application for a work permit along with a new confirmation by Service Canada 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 application mentioned at the beginning of this section 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.

Appendix B: Dependent Children

Dependent children include:

- Your dependent children
- The dependent children of your spouse or common-law partner
- The dependent children of your dependent children

Note: If you are a divorced or separated parent, a minor child of whom you have joint or sole custody is considered a dependent family member. This applies even if the minor child usually lives with the other parent and will not join you in Canada.

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 him/her self due to a medical condition.

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.

Appendix C: 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 have lived for more than six months 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.

How to obtain police certificates

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. Make enough photocopies for everyone.
- 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 “Fingerprint Request Letter” 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 return mailing address (certificates will be sent directly to you)
- one of the supplementary forms, if you have lived in any of the following countries: Argentina, South Korea, Sri Lanka and Russia. To obtain the forms, phone the 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.



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.)						
Date of birth		Day	Month	Year	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			ADDRESS(ES) WHILE RESIDENT IN _____ (Name of country)			
FROM	TO					
Month	Year	Month	Year			
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.						
_____			Day	Month	Year	
Signature of applicant						
			Date			

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 no. ▶	Date of birth ▶	Day	Month	Year
		<input type="text"/>	<input type="text"/>	<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