

Nova Scotia Nominee Program (NSNP)

Family Business Worker Stream

Application Guide

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Introduction

The Nova Scotia Nominee Program (NSNP) Family Business Worker stream is a focused and strategic program to assist employers in hiring workers who are close relatives and also have the required skills for positions that they may have been unable to fill with a permanent resident or Canadian citizen.

This stream is employer-driven. The Worker must have a guaranteed, permanent job offer in Nova Scotia from an employer who is a close relative and who owns an established business in Nova Scotia.

Are You Eligible?

Workers are eligible to apply as principal applicants to the NSNP through the Family Business Worker stream if they meet the criteria described in this section AND both they and their employer meet the criteria described in the section [“Family Business Worker Stream Eligibility”](#).

Please review the information in each of the four key eligibility elements below to find out if you, the Worker, are eligible to apply to the Nova Scotia Nominee Program.

You must meet ALL the eligibility elements in order to apply to the Nova Scotia Nominee Program.

NSNP General Eligibility Elements

1: Do you have legal status in your country of residence?

You must be able to show proof that you have legal status in the country where you are now living.

- If you are currently living in Canada, you must provide proof of your current status as a visitor, student, or temporary worker. You are not eligible to apply if you are currently a refugee claimant living in Canada.
- If you apply from outside Canada, you must provide proof that you have legal status in your country of residence.

2: Do you wish to settle permanently in Nova Scotia?

You must be able to convince the Nova Scotia Office of Immigration of a genuine intention and ability to settle successfully in Nova Scotia.

3: Do you have sufficient settlement supports?

The Nova Scotia Nominee Program is not a sponsorship program.

You must be able to prove your ability to be successful in Nova Scotia as an independent, qualified individual in order to be nominated. You are eligible to apply only if you can provide evidence of financial resources in your own name or that of your spouse, or conjugal or common-law partner, or access to such resources, indicating that you are able to:

- pay your immigration fees and travel expenses to Nova Scotia if applicable, and

- support yourself and your family while establishing yourself in your job and to ensure your successful settlement in Nova Scotia.

You can demonstrate that you have sufficient supports by including one of the following types of documents with your application:

- original bank statements and certificate(s) of deposit(s) demonstrating transferable funds in your name and/or the name of your spouse, or conjugal or common-law partner
- notarized copies of securities and other short-term investments
- certificate of title of real estate properties or other assets (not including personal items such as jewelry, furniture, or vehicles) owned by the applicant or spouse, or conjugal or common-law partner with objective valuation(s) of fair market value
- evidence of funds transferred to a bank account in Nova Scotia in your name

4: Do you meet the eligibility criteria for the Family Business Worker stream of the Nova Scotia Nominee Program?

All applicants must demonstrate to the Nova Scotia Office of Immigration that they meet the criteria and requirements of the specific program stream to which they are applying.

Family Business Worker Stream Eligibility Elements

The Nova Scotia Nominee Program (NSNP) does not have a specific occupation or skill shortage list. Applications are assessed on a case by case basis. Provincial priorities may change as skill shortages are identified or met by permanent residents or Canadian citizens.

You are eligible to apply to the NSNP Family Business Worker stream if you:

- Have a permanent, full-time job offer in Nova Scotia from an established Nova Scotia business which belongs to a close family member. The job offer must:
 - have compensation in the form of salary and benefits package that meets provincial employment standards and prevailing wage rates
 - priority will be awarded to positions with minimum salary in excess of \$10.00/hour or a minimum annual wage in excess of \$20,000 Canadian dollars
 - be sufficient to retain the Worker in Nova Scotia and does not contravene existing bargaining unit agreements or any employment disputes
- Have the qualifications, training or transferable skills, work experience, and licensing or accreditation required for the job or a suitable plan to obtain the necessary; and
- Meet the minimum criteria for age, education, work experience, and language ability requirements for this stream.

Priority will be given to Workers whose family employer can demonstrate that they will provide additional supports to assist the Worker and accompanying dependents with their settlement needs.

The Worker must be related to the family employer or the family employer's spouse, conjugal/common-law partner in one of the following ways. He/she is the business owner's*:

- Son or daughter
- Brother or sister
- Niece or nephew (children of brothers or sisters)
- Uncle or aunt (parents' brothers or sisters)
- Grandchild

(* or a step- or half-relative of the same degree)

There is no application fee under the NSNP Family Business Worker stream.

Minimum Eligibility Criteria

Both the Worker and the Nova Scotia employer who is a close relative must meet the minimum eligibility requirements outlined in the following two tables, “Criteria for Worker” and “Criteria for Family Employer”, prior to the Worker applying for this stream.

The Nova Scotia Office of Immigration reserves the right to interview and/or request further documents from the Worker and/or the Employer.

Please note: If there is a difference between the assessment of the Nova Scotia Nominee Program Officer and your assessment, the Nova Scotia Nominee Program Officer's assessment will be used.

FACTOR	<u>Criteria for WORKER</u>	Are you eligible?	YES	NO
Age	You are between the ages of 21 and 55			
Education & Training	<p>You have completed a minimum of Grade 12 or equivalent, or have a minimum of 13 years of schooling; and</p> <p>You have the appropriate education, training, transferable skills, qualifications, and licensing or accreditation required for the position or a suitable plan to obtain the necessary.</p>			
Language Ability	<p>You have sufficient English or French language capability to perform the employment duties and to be functional in Nova Scotia upon arrival. Your abilities are verified by <u>one</u> of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> employer application form; or <input type="checkbox"/> internationally recognized test results; or <input type="checkbox"/> certificates from language classes; or <input type="checkbox"/> educational transcripts or employment references or other documentation indicating English or French as the principal language of instruction or communication. 			
Work Experience	You have sufficient work experience or relevant transferable skills for the job. The evidence of work experience or transferable skills will be verified by certified education and/or work experience via your résumé or curriculum vitae (CV) and supporting employment documents.			
Adaptability	You can satisfactorily demonstrate to the Province your genuine intention and ability to establish successfully in Nova Scotia.			
Financial and Settlement Supports	<p>You have sufficient settlement supports and financial resources, including funds in your name, or funds made available to you by the close family employer, in order to successfully establish yourself and your family.</p> <p>Please refer to the document “Are You Eligible?”</p>			

FACTOR	<u>Criteria for Family EMPLOYER</u>	Are you eligible?	YES	NO
Employer's status in Canada	You are a Canadian citizen or permanent resident of Canada, having lived in Nova Scotia for a minimum of two years.			
Status of business	<p>You own at least 33.3% of your business which has been in operation under current management for a minimum of two years.</p> <p>Please provide copies of the following supporting documents:</p> <ul style="list-style-type: none"> ▪ Incorporation certificate and/or ▪ Business licenses and/or permits 			
Business financial status	<p>Your business is financially viable and is able to meet the commitments of the position. Please provide the following supporting documents for the last two years:</p> <ul style="list-style-type: none"> ▪ Copies of business tax assessments from the Canada Revenue Agency and/or copies of financial statements; and ▪ Letter(s) from your financial institution(s) stating your business is in good standing. 			
Employer's financial status	You are financially self-supporting, and have not received social assistance or employment assistance from the Government of Nova Scotia or of Canada within the last two years.			
Employment offer	<p>You are making a full time permanent job offer to your close family member or your spouse's, or conjugal or common-law partner's close family member for a job located in Nova Scotia in your business:</p> <ul style="list-style-type: none"> ▪ with annual salary and benefit package that meet provincial employment standards and prevailing wage rates <ul style="list-style-type: none"> ○ priority will be awarded to positions with minimum salary in excess of \$10.00/hour or a minimum annual wage in excess of \$20,000 Canadian dollars ▪ is sufficient to retain the individual in Nova Scotia, and does not contravene any existing bargaining agreements, the settlement of any labour dispute or the employment of a person involved in such a dispute ▪ with working conditions meeting generally accepted Canadian standards and the Nova Scotia Labour Standards Code¹ <p>You can provide a permanent employment contract signed by both by you and the Worker containing the following information:</p> <ul style="list-style-type: none"> ▪ the position name and job description including duties and responsibilities ▪ compensation details of salary, bonuses, and benefits ▪ plans for further language training, job related training, and settlement supports including accommodation assistance <p>For occupations requiring licensing or certification in Nova Scotia, contact the applicable provincial, national and/or industry regulatory association prior to applying to verify that the Worker meets licensing or certification requirements.²</p>			
Frequency of employment offers	<p>You or your spouse, or conjugal or common-law partner, may support the application of a Worker who is a family member once every two years.</p> <p>You must submit T4 slip or pay stub verification that you have met past commitments to nominees who are close relatives.</p> <p>You may be required to submit documentation to verify that previously supported family member have settled successfully in Nova Scotia, are currently employed, and have not received social assistance.</p>			

¹ Labour Standards Code available at <http://www.gov.ns.ca/enla/labstand/>

² For information on regulated and non-regulated occupations in Nova Scotia and Canada, contact the Canadian Information Center for International Credentials at <http://www.cicic.ca/> or Services Canada Work Destinations at <http://www.workdestinations.org/>.

When Not To Apply

The NSNP will not consider as the Worker:

- A parent, grandparent, spouse, common-law or conjugal partner of a Canadian citizen or a permanent resident under this category. These individuals are encouraged to apply under the Government of Canada Family Class which exists for this purpose.
- International students who are currently studying.

The following list provides some examples of the types of jobs and occupations that are not considered appropriate for the NSNP.

- Occupations that are seasonal, part-time, casual, or contractual.
- Occupations that consist primarily of training, internship, and fellowship work placements.
- Child minding or elder care services for the employer.
- Live-in-caregiver positions - These positions should be processed under federal Citizenship and Immigration Canada guidelines.
- Jobs that are not based in Nova Scotia.

Family Business Worker Stream Application Process

If both the Worker and the Nova Scotia employer who is a close relative meet all the eligibility requirements described in the section "[Are You Eligible?](#)", and in the "[Family Business Worker Stream Eligibility](#)" section, the Worker can prepare and submit a complete application package to the Nova Scotia Nominee Program.

Step 1: The Worker Prepares a Family Business Worker Stream Application Package

You must gather and prepare all your application materials – the Nova Scotia Nominee Program (NSNP) application forms, Government of Canada forms and all supporting documents.

Please refer to [Appendix 2: Application Forms and Supporting Documents – Step 1](#).

You must use the forms provided by NSNP – originals, printouts from the NSNP website, or photocopies.

Step 2: The Family Business Owner Prepares an Employer Application

The Nova Scotia employer who wishes to permanently hire their close relative must prepare one (1) original NSNP Employer Application Form – Family Business Worker Stream (NSNP 300) and gather supporting documents.

Please refer to [Appendix 2: Application Forms and Supporting Documents – Step 2](#).

You must use the forms provided by NSNP – originals, printouts from the NSNP website, or photocopies.

Step 3: Submit the complete application to the Nova Scotia Office of Immigration

Combine the required documents from the Worker (Step 1) and the Employer (Step 2) into a complete application package:

- One (1) original NSNP 300 – Employer Application Form – Family Business Worker Stream
- One (1) original NSNP 100 – NSNP Application Form
- One (1) original NSNP 50 – Use of a Representative Form (if applicable)
- One (1) original NSNP 60 – Authority to Release Personal Information to a Designated Individual (if applicable)
- Copies only (not originals) of the completed Citizenship and Immigration Canada (CIC) forms and accompanying documents

Please ensure that you keep a copy of all documents for your records.

If you are using a paid immigrant representative, that individual must be either:

- an immigration consultant who is a member in good standing of the [Canadian Society of Immigration Consultants](#); or
- a lawyer in good standing of a [Canadian Law Society](#) and students-at-law under their supervision; or
- Notaries Public who are members in good standing of the [Chambre des notaires du Québec](#) and students-at-law under their supervision.

It is your responsibility to submit all documents requested in [Appendix 1: Documents Checklist](#). If documents are missing, not translated by a certified translator, or are not clear, your application may not be assessed.

Please do not submit original documents where copies are requested.

When preparing your application package:

- do NOT bind your application or put the pages in a ring binder
- do NOT enclose individual pages in plastic, envelopes or folders
- do NOT tie, sew, bolt, or glue the pages together
- do NOT use multiple staples on a page
- do NOT send multiple copies of identical documents
- do NOT send double sided photocopies

Submit the completed application forms and accompanying documents to:

By Mail:

Nova Scotia Nominee Program (NSNP)
c/o Nova Scotia Office of Immigration
P.O. Box 1535
Halifax, NS B3J 2Y3

OR By Courier:

Nova Scotia Nominee Program (NSNP)
c/o Nova Scotia Office of Immigration
1741 Brunswick Street, Suite 110A
Halifax, NS B3J 3X8

Step 4: The Application is Assessed by the Nova Scotia Office of Immigration

A. Eligibility and Completion check

Your application will first be reviewed by the Nova Scotia Office of Immigration to ensure that it is complete and meets NSNP eligibility criteria before it is accepted for assessment. Incomplete or ineligible applications will not be accepted for assessment and you will be notified. The NSNP will not be responsible for returning your application to you.

B. Assessment

The Nova Scotia Office of Immigration will conduct a full review and evaluation of the complete Family Business Worker stream application. The Nova Scotia Office of Immigration reserves the right to request an interview with either the Worker or the employer to gather additional information or clarify information in the application.

The Worker will receive written correspondence from the Nova Scotia Office of Immigration with the decision on the application.

If the Worker is nominated by the Province of Nova Scotia, the Nova Scotia Office of Immigration will issue:

- a Certificate of Nomination that will be sent directly to the appropriate Canadian visa office; and
- a letter to the Worker confirming issuance of a certificate of nomination.

Please Note: The Certificate of Nomination expires 90 days after the date of issuance.

You must notify the Nova Scotia Office of Immigration of any changes in your status or eligibility criteria for this stream, including change of employer or loss of employment.

Step 5: If you are Nominated and are urgently needed to start work

Please Note: If you are not applying for a temporary work permit, please proceed to Step 6.

If nominated by the Province of Nova Scotia, you may request a letter from the Nova Scotia Nominee Program to support your application for a new temporary work permit, or to renew an existing temporary work permit. This will enable you to work in Nova Scotia while your application for a permanent resident visa is being processed.

If you need to apply for a new temporary work permit or to renew an existing temporary work permit:

1. Inform us that you require a letter of support by ensuring that the appropriate box is checked in the Employer Application Form – Family Business Worker Stream (NSNP 300)
2. Complete a temporary work permit application available from Citizenship and Immigration Canada (CIC) (<http://www.cic.gc.ca/english/work/index.asp>) and include the following with your application to Citizenship and Immigration Canada:
 - o the required federal application forms, documents, and processing fees
 - o an original Nova Scotia Nominee Program letter of support confirming your nomination and indicating that you are required in the province
3. Ensure that all requirements are met for your temporary work permit application and submit the complete package to the appropriate Canadian visa office for processing (http://www.cic.gc.ca/english/immigrate/provincial/apply-application.asp#visa_offices)

If you are nominated and receive a letter of support from the Nova Scotia Nominee Program, you DO NOT REQUIRE a labour market confirmation from HRSDC - Service Canada Centre when applying for a temporary work permit to Citizenship and Immigration Canada (CIC).

Step 6: If you are Nominated, you apply for Permanent Resident Visa

After you receive the letter confirming issuance of a Certificate of Nomination from the Nova Scotia Office of Immigration, **you** are responsible for submitting a complete application for permanent residency to CIC within 90 days, by:

1. Determining which Canadian visa office processes applications for permanent residency for your legal country of residence or nationality (http://www.cic.gc.ca/english/immigrate/provincial/apply-application.asp#visa_offices)
2. Reviewing the visa office's website and ensuring that you have included all the required documents in your application
3. Including the appropriate CIC fees with your application
4. Submitting a complete application for permanent residency to CIC within 90 days

The Canadian visa office makes the final decision for the granting of all permanent residence visas after ensuring that all legislative requirements are met, including medical, criminality and security checks.

The Nova Scotia Office of Immigration may withdraw the nomination certificate at any time prior to the issuance of the permanent resident visa and prior to landing in Nova Scotia if:

- the Canadian visa office finds the nominee or an accompanying dependent to be inadmissible as a result of medical, criminality, or security checks, or
- the Nova Scotia Office of Immigration is advised by the Canadian visa office that any information provided in the application is false or fraudulent, or
- the nominee's situation or eligibility changes.

Step 7: If your Application is Refused

If your application is refused, you will receive a Letter of Refusal from the Nova Scotia Office of immigration. There is no appeal process.

Nomination under the Nova Scotia Nominee Program is at the sole discretion of the Nova Scotia Office of Immigration.

Step 8: Arrival in Nova Scotia

You must inform the Nova Scotia Office of Immigration when you arrive in Nova Scotia either with a temporary work permit or a permanent resident visa, within 30 days of your arrival. You must provide the Nova Scotia Office of Immigration with a copy of the temporary work permit or confirmation of permanent residence, as well as current address and contact information such as phone number(s) and email address.

The Nova Scotia Office of Immigration must be immediately informed of any change in employment status either before or after you arrive in the province.

Appendix 1

Application Checklist for Family Business Worker Stream

Please do not send originals of documents where copies are requested as the originals will not be returned to you.

A detailed explanation of all the forms can be found in [Appendix 2](#)

Please include **certified translations** of all documents that are not in English or French.

Nova Scotia Nominee Program forms – provide ORIGINALS

<input type="checkbox"/>	NSNP100 Worker Application Form completed and signed	- for Worker
<input type="checkbox"/>	NSNP50 Use of a Representative (if applicable)	- for Worker and dependents over age 18
<input type="checkbox"/>	NSNP60 Authority to Release Personal Information to a Designated Individual (if applicable)	- for Worker and dependents over age 18
<input type="checkbox"/>	NSNP300 Employer Application Form completed and signed	- for employer
<input type="checkbox"/>	One colour passport-sized photograph	- for Worker and each dependent

Citizenship and Immigration Canada forms – provide COPIES ONLY

– available at www.cic.gc.ca/english/immigrate/provincial/apply-application.asp

<input type="checkbox"/>	IMM0008 Generic – Application For Permanent Residence	- for Worker
<input type="checkbox"/>	IMM0008 Schedule 1 – Background/Declaration	- for all Worker and dependents over age 18, whether they are accompanying or not
<input type="checkbox"/>	IMM0008 Schedule 4 – Economic Classes: Provincial Nominees	- for Worker
<input type="checkbox"/>	IMM5406 – Additional Family Information	- for Worker and dependents over age 18 who complete the IMM0008 Schedule 1
<input type="checkbox"/>	IMM5475 – Authority to Release Personal Information to a Designated Individual (if applicable)	- for all family members over age 18
<input type="checkbox"/>	IMM5476 – Use of a Representative form (if applicable)	- for Worker and dependents over age 18

Supporting Documents – provide COPIES ONLY

<input type="checkbox"/>	résumé or Curriculum Vitae (C.V.)	- for Worker
<input type="checkbox"/>	valid passports and travel documents	- for Worker and dependents
<input type="checkbox"/>	supporting employment history and documents	- for Worker
<input type="checkbox"/>	certification with licensing bodies, regulatory bodies or permits	- for Worker
<input type="checkbox"/>	proof of English or French language ability	- for Worker
<input type="checkbox"/>	employment contract for a full-time, permanent position in NS	- for Worker
<input type="checkbox"/>	job description	- for Worker

Supporting Documents continued – provide COPIES ONLY

<input type="checkbox"/>	work permit (if applicable)	- for Worker
<input type="checkbox"/>	proof of legal status in your country of residence if other than your country of nationality	- for Worker and dependents
<input type="checkbox"/>	birth certificates identifying both parents	- for Worker and dependents
<input type="checkbox"/>	marriage certificates (if applicable)	- for Worker and dependents
<input type="checkbox"/>	divorce certificates (if applicable)	- for Worker and dependents
<input type="checkbox"/>	annulment certificate (if applicable)	- for Worker and dependents
<input type="checkbox"/>	custody maintenance documents and permission for child to come to Canada (if applicable)	- for Worker and dependents
<input type="checkbox"/>	adoption papers (if applicable)	- for Worker and dependents
<input type="checkbox"/>	death certificate for former spouse (if applicable)	- for Worker and dependents
<input type="checkbox"/>	proof of full time study	- for dependent children age 22 or older
<input type="checkbox"/>	educational & certifications received (e.g. degrees, diplomas or certificates)	- for Worker and dependents over age 22
<input type="checkbox"/>	police clearance certificates (if applicable)	- for Worker and dependents over age 18
<input type="checkbox"/>	proof of transferable funds (e.g. bank statements, property appraisals, stock certificates, etc.). See the section <u>Do you have sufficient settlement supports?</u> of the “Are You Eligible?” document on page 2 of this guide.	- for Worker and dependents
<input type="checkbox"/>	refusal letters from previous attempts to immigrate to Canada (if applicable)	- for Worker and dependents

To establish Worker’s family relationship to Family Business Owner – provide COPIES ONLY

<input type="checkbox"/>	family tree diagram	
<input type="checkbox"/>	identity and civil status documents	- to support relationship identified in family tree

For Family Business Owner and Spouse, or Conjugal or Common-law Partner – provide COPIES ONLY

<input type="checkbox"/>	personal status in Canada and Nova Scotia documents	
<input type="checkbox"/>	business ownership documents	
<input type="checkbox"/>	business financial status documents	
<input type="checkbox"/>	supporting documents for past applications (if applicable)	

The Nova Scotia Office of Immigration reserves the right to request further information if required.

Appendix 2

Application Forms and Supporting Documents

The following is a detailed explanation of all the forms included in the [Appendix 1: Documents Checklist](#).

Please ensure that the NSNP Family Business Worker Stream application includes all the forms and supporting documents requested in:

Step 1 – For the Worker

Step 2 – For the Employer

Step 1: Forms prepared by the Worker who is the Principal Applicant (PA)

Nova Scotia Nominee Program (NSNP) forms – provide ORIGINALS to NSNP

- Submit one completed and signed (signature can be in mother tongue) original form with the Nova Scotia Nominee Program application.
- Submit the second original form with your Citizenship and Immigration Canada (CIC) application to the Canadian visa office (Step 6 of the Family Business Worker Stream Application Process).

<u>NSNP100 Application Form</u>	This form must be completed by the principal applicant (PA).
<u>NSNP 50 Use of a Representative</u>	Use this form <u>if</u> you want to designate an authorized representative (lawyer, consultant) who has permission to conduct business on you behalf with the Province of Nova Scotia. When you appoint a representative, you also authorize the province to share information from your case file with this person. This form must be completed by the principal applicant (PA) and all accompanying family members age 18 or older listed in the application for permanent residence.
<u>NSNP 60 Authority to Release Personal Information to a Designated Individual</u>	Use this form <u>if</u> you wish to have your application information sent to a designated individual other than your representative. The individual 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 a representative who can conduct business on your behalf with the Province of Nova Scotia. This form must be completed by the principal applicant (PA) and all accompanying family members age 18 or older listed in the application for permanent residence.

Citizenship and Immigration Canada (CIC) forms – provide COPIES ONLY

Permanent Residence Visa application forms and guidelines (IMM EP7000) are available electronically on the CIC web site www.cic.gc.ca/english/immigrate/provincial/apply-application.asp

- Submit a copy of completed CIC forms + one colour passport sized photograph for each family member with the Nova Scotia Nominee Program application.
- When the time comes to apply for permanent residency visa, you will submit the original completed CIC forms + four colour passport sized photographs for each family member with your application to the Canadian visa office (Step 6).

Citizenship and Immigration Canada (CIC) forms – provide COPIES ONLY continued

<p><u>IMM-0008 Generic</u>: Application for Permanent Residence in Canada</p>	<p>This form must be completed by the principal applicant (PA). Page 2 of the form asks for details of family members. There is space for three family members on the page, please use additional copies of page 2 if you have more than three family members.</p>
<p><u>IMM-0008 Schedule 1</u>: Background / Declaration</p>	<p>This form must be completed by the PA and (if applicable) his or her spouse, or conjugal or common-law partner; and all dependent children aged 18 years or older listed in the application for permanent residence.</p>
<p><u>IMM-0008 Schedule 4</u>: Economic Classes - Provincial Nominees</p>	<p>This form must be completed by the PA. You must indicate “Nova Scotia” in the box asking “Which provincial government has nominated you?” This is your legal declaration what you intend to live and work in Nova Scotia.</p>
<p><u>IMM-5406</u>: Additional Family Information</p>	<p>This form must be completed by the PA and (if applicable) his or her spouse, or common-law or conjugal partner; and all accompanying dependent children aged 18 years or older listed in the application for permanent residence.</p>
<p><u>IMM-5476</u>: Use of a Representative</p>	<p>Use this form to designate an authorized representative who has your permission to conduct business on your behalf with the Canadian visa office. When you appoint a representative, you also authorize the Canadian visa office to share information from your case file with this person. This form must be completed by the PA and by all accompanying family members age 18 or older listed in the application for permanent residence.</p>
<p><u>IMM 5475</u>: Authority to Release Personal Information to a Designated Individual</p>	<p>Use this form if you wish to have your application information sent to a designated individual other than your representative. The individual 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 a representative who can conduct business on your behalf with CIC.</p>

Supporting Documentation – provide COPIES ONLY

All documents submitted must be certified/notarized photocopies.

Where documents are not in English or French, the principal applicant (PA) must submit:

- a certified photocopy of the original document, AND
- a photocopy of the certified translation.

Translators must be certified by a regulatory body and cannot be a family member of the applicant or spouse, or conjugal or common-law partner, or work for a paid consultant or representative who is preparing the application. The applicant must also supply an affidavit from the translator describing their translation ability and/or their certification.

<p>Travel Documents, Passports, and Visas</p>	<p>For PA, spouse, conjugal or common-law partner, and all accompanying dependents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valid regular passport. Include only copies of pages showing the passport number, date of issue and expiry, your photo, name, date and place of birth. In order to ensure successful immigration processing, it is recommended that passports have an expiry date no less than two years from the date of your Nova Scotia Nominee Program application <input type="checkbox"/> If you live in a country different from your country of nationality, include a photocopy of your visa for the country where you currently live <input type="checkbox"/> Temporary work permit, student visa, or visitor visa (if currently living in Nova Scotia or Canada on a temporary basis)
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	<ul style="list-style-type: none"> <input type="checkbox"/> All refusal letters from previous attempts to immigrate to Canada through provincial or federal immigration categories. Please include all correspondence associated with each previous application
<p>Identity & Civil Status Documents</p>	<ul style="list-style-type: none"> <input type="checkbox"/> One passport sized photograph for each family member <input type="checkbox"/> Birth certificates for the PA and spouse, or conjugal or common-law partner <p>If applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Police report(s) <u>if</u> the applicant or any dependent family member over the age of 18 has committed an offense or been convicted of a crime. Please provide a copy of the police report from the country or countries where the offense(s) occurred. In addition to the police report, submit any proof of rehabilitation, if applicable. <input type="checkbox"/> Marriage certificates <input type="checkbox"/> Final divorce, annulment certificates, or separation certificates for you and your spouse <input type="checkbox"/> Death certificate for former spouse, if applicable
<p>Identity & Civil Status Documents – to establish relationship to employer</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Family tree diagram identifying relationship <input type="checkbox"/> Birth certificates for each person identified in the family tree identifying both parents <p>Please provide the following If applicable and include certified affidavits of support where needed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Marriage certificates <input type="checkbox"/> Divorce or annulment certificates <input type="checkbox"/> Adoption papers
<p>Children's Information</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Birth certificates that name both parents <input type="checkbox"/> Adoption papers if applicable <p>If applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Custody and maintenance documents for children under age 18 and <ul style="list-style-type: none"> <input type="checkbox"/> if accompanying, proof that the children may accompany the PA and spouse, conjugal or common-law partner to Canada. <input type="checkbox"/> if not accompanying, proof that you have fulfilled any obligation stated in custody agreements. <input type="checkbox"/> Proof of full-time study for dependent children age 22 years or more. Including: <ul style="list-style-type: none"> <input type="checkbox"/> a letter from each educational institution indicating that the dependent child attended and the time period of attendance, and <input type="checkbox"/> copies of all certificates and diplomas received.
<p>Education/training certification/ and licensing/regulatory requirements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> PA's résumé or curriculum vitae (CV) with accompanying documentation verifying employment history <input type="checkbox"/> All certifications and training obtained by PA and spouse, conjugal or common-law partner <input type="checkbox"/> Proof of certification for PA with a licensing body, regulatory body or permits

English and/or French Language	<input type="checkbox"/> Proof of sufficient English or French language capability for PA to be employable and functional in Nova Scotia upon arrival based on documentation of language capability which may include: <ul style="list-style-type: none"> <input type="checkbox"/> employer application form, or <input type="checkbox"/> internationally recognized test results, or <input type="checkbox"/> certificates from language classes, or <input type="checkbox"/> educational transcripts or employment references indicating English or French as the principal language of instruction or communication
Proof of transferable funds	<p>For PA, spouse, conjugal or common-law partner, and all accompanying dependents. You may provide one or a combination of the following:</p> <input type="checkbox"/> Letters from financial institutions indicating balance and transactional history of bank for the last three months <input type="checkbox"/> Bank account statements demonstrating access to transferable, liquid funds and assets
Employment	Any contracts that the PA has been asked to sign before starting employment in Nova Scotia.

The Nova Scotia Office of Immigration reserves the right to request further information if required.

Step 2: Forms Prepared by the Family Employer

Nova Scotia Nominee Program Forms – provide ORIGINALS to NSNP

- Submit one completed and signed original form with the Nova Scotia Nominee Program application.
- Submit a second copy of the form with the federal application to the Canadian visa office (Step 6).

<u>NSNP 300-</u> : Employer Application Form	This form must be completed and signed by the Family Business Owner.
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Supporting Documentation – provide ORIGINALS to NSNP

All documents submitted must be certified/notarized photocopies.

Where documents are not in English or French, the Employer must submit:

- a certified photocopy of the original document AND
- a photocopy of the certified translation.

Translators must be certified by a regulatory body and cannot be a family member of the applicant or spouse, or work for a paid consultant or representative who is preparing the application. The applicant must also supply an affidavit from the translator describing their translation ability and/or their certification.

Job Description	Detailed requirements of the position including the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Duties and responsibilities <input type="checkbox"/> Education and credentials <input type="checkbox"/> Work experience, knowledge and skills
Employment offer	Detailed information for Worker on company letterhead and signed by the Family Business Owner of the company including: <ul style="list-style-type: none"> <input type="checkbox"/> Worker's name <input type="checkbox"/> Position title <input type="checkbox"/> Hourly salary/wage rate and benefits <input type="checkbox"/> Number of hours per week of work
Personal status in Canada	Please provide proof of your status in Canada such as photocopies of permanent resident card, permanent resident visa or Record of Landing (IMM1000), or photocopy of pages of a Canadian passport or citizenship card. Also include proof of having lived in Nova Scotia for a minimum of two years, such as the following items in your or your spouse's, or common-law or conjugal partner's, name: <ul style="list-style-type: none"> <input type="checkbox"/> Ownership of a home <input type="checkbox"/> Residential leases <input type="checkbox"/> Rental receipts <input type="checkbox"/> Utility bills (electricity, gas, telephone)
Business ownership	Please include background information on the business such as a current business plan and copies of promotional information. Please provide proof of ownership of a business in Nova Scotia for a minimum of two years, such as the following items:

Business ownership - continued	<ul style="list-style-type: none"> <input type="checkbox"/> Copy of original Certificate of Incorporation; and <input type="checkbox"/> Copy of Company Share Certificate(s) issued by the business identifying share holders and number of shares owned for all shareholders and partners; <input type="checkbox"/> Certificate of Good Standing of the business from financial institution.
Business Financial status	<p>Please provide for the past <u>two years</u>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copies of business tax assessments from the Canada Revenue Agency and/or financial statements, and <input type="checkbox"/> Letter(s) from your financial institution(s) stating your business is in good standing.
Past sponsorship	<p>If you have sponsored a family member(s) through the NSNP Family Business Worker stream in the past, please provide certified copies of the following for their length of employment with your company:</p> <ul style="list-style-type: none"> <input type="checkbox"/> T4 forms indicating salary paid <input type="checkbox"/> Pay stubs from your business <p>Documentation may be required to verify that previously supported family member have settled successfully in Nova Scotia, are currently employed, and have not received social assistance.</p>

The Nova Scotia Office of Immigration reserves the right to request further information if required.