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Provincial Nominee Program: How to apply (non-Express Entry process)

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How to apply

i You must now apply online

As of September 23, 2022, you must now apply online for this program.

If you can't apply online, and require accommodations, including for a disability, you can ask for the application in another format (paper, braille or large print).

Fill out your application

Once you've been nominated by a province or territory, you can apply for permanent residence.

Sign in or create a [Permanent residence online application portal](#)  account.

The **instruction guide, ([IMM EP7000](#))**, will help you fill out the forms properly.

You must fill out these digital forms online

You'll fill out these digital forms online (for yourself, and any family members 18 or older)

- Generic Application Form for Canada (IMM 0008)
- Schedule A – Background/Declaration (IMM 5669)
- Additional Family Information (IMM 5406)
- Supplementary Information - Your travels (IMM 5562)

You must also fill out these PDF forms

- you don't need to sign them

- upload them to your online application
- as the principal applicant, you'll electronically sign for the entire application, including those of your family members
 - [Document Checklist \[IMM 5690\] \(PDF, 395.04 KB\)](#)
 - [Schedule 4: Economic Classes: Provincial Nominees \[IMM 0008 SCHEDULE 4\] \(PDF, 1.40 MB\)](#)
 - [Schedule 4A: Economic Classes: Provincial Nominees – Business Nominees \[IMM 0008 SCHEDULE 4A\] \(if applicable\) \(PDF, 1.46 MB\)](#)

Complete and sign these PDF forms, if they apply to you

- print and complete it
- sign it by hand
- get the third party to sign it by hand
- upload it with your application:
 - [Separation Declaration for Minors Travelling to Canada \[IMM 5604\] \(PDF, 609.23 KB\)](#), if this applies
 - [Statutory Declaration of Common-law Union \[IMM 5409\] \(PDF, 636.51 KB\)](#), if this applies

If you aren't truthful in your application for permanent residence we may:

- refuse your application
- find you inadmissible
- bar you for up to 5 years from applying for permanent resident status

Using an immigration representative



If you're a representative, [find out how you can create an account and submit applications on behalf of your clients.](#)

If you want to appoint someone to do business with us on your behalf, you must

- download a [Use of a Representative \[IMM 5476\] \(PDF, 1.48 MB\)](#) or [Authority to release personal information to a designated individual form \[IMM 5475\] \(PDF, 2.2 MB\)](#) – which ever applies
- complete it
- sign it digitally or by hand and get your immigration representative to do so also
- upload it with your application

An immigration representative (an immigration consultant or lawyer) can give you advice and help you with your application for a fee. But they can't

- open a portal account on your behalf
- electronically sign the application for you
- sign into the portal using your username and password

A representative can fill out forms and communicate with us on your behalf through their own account. They can also

- help you prepare the documents you need to upload
- answer questions about the forms

After you read the declaration, **you must be the one who types your name**. This is the legal requirement for your application to be considered "signed," according to Canada's immigration law.

Photo specifications

You need one photo for each person on your application.

Follow the instructions in the online application to scan and upload **both sides** of your photo.

Technical issues

If you're having technical issues applying, contact us using the [web form](#)

- under **type of application/enquiry**, choose **technical difficulties** from the drop-down menu
- in the text box, **specify the program you're applying under**
- upload screenshots from your account that show us
 - the page where you're having problems
 - the error message(s) you get

If you need to upload a number of images, find out [how to combine them into 1 document](#).

Pay your application fees

In most cases, your fees will include:

- processing fees for you and anyone you include on your application
- the [Right of Permanent Residence Fee \(RPRF\)](#)
- [biometrics](#)
- third-party fees

You have to [pay your fees using our online fee tool \(opens in a new tab\)](#).

Biometrics fee

In most cases, you must pay a [biometrics fee](#) **when you submit your application**. Otherwise, you may experience delays. The biometrics fee covers the cost of collecting fingerprints and a digital photo.

After you pay the biometrics fee with a complete application, we'll send you a letter confirming that you need to give your biometrics and where you can go. You **must show this letter** when you give your biometrics.

You must give your biometrics in person. Make sure to book an appointment if this service is offered. Find a collection point close to you.

Temporary changes to biometrics

Book your biometric appointment as soon as you can to avoid processing delays.

If you can't book an appointment by the deadline on your biometric instruction letter, there may be temporary measures in place to help you.

Third-party fees

Depending on your situation, you may need to pay third parties for:

- medical exams
- police certificates
- language testing
- educational credential assessment

Our instruction guide can help you understand which fees apply to you.

Submit your online application

Before you submit your application, make sure you:

- answer all questions
- electronically sign your application (type your full name exactly as shown on your passport)
- include your processing fee receipt
- upload all the supporting documents (you must include a copy of the nomination certificate that the province or territory sent you)