



# Checklist of Documents

## Work Permits

### The Canadian Visa Application Centre Mexico

Please use this Checklist as a guide for preparing your application to be submitted. The following documents are required - failing to present all documents required may result in a visa refusal.

The documents must be submitted in the order listed. Please note that visa officers may request additional documents as they consider necessary, including results of medical examinations.

- Two Pre-paid Air Waybills from DHL for your medical examination information to be sent, and subsequently your documents once your application has been considered. Available at any DHL location nationwide and at the VAC.
- Application for Temporary Stay in Canada - "Work permit" Form IMM1295B duly completed.
- "Additional Information Form" and "Family Composition Form" completed
- Supplementary application only if you are applying for a work permit under NAFTA (TLCAN/ALENA) Form IMM 5321B
- Curriculum vitae.
- Four (4) photographs of each member of the family. All photos must meet the requirements of the Photo Specifications which are detailed on our website at [cicmex.com.mx](http://cicmex.com.mx). You may have your pictures taken at the VAC. This service is **only** provided at the Visa Application Centre in **Mexico City**.
- A payment receipt from Scotia Bank for the applicable processing fee. The fee is non-refundable. For the current consulate exchange rate, please consult our website at [cicmex.com.mx](http://cicmex.com.mx). The fee is non-refundable.
- Photocopy of offer of employment or copy of HRSDC confirmation (Labour Market Opinion (LMO)).
- Photocopy of your labour contract signed by both parties.
- Original Passports and legible photocopies of valid passports of yourself and all family members who are accompanying you, of the passport page containing information about you and the period of validity of the passport, as well as all pages containing stamps and notes. Make a photocopy with the page in vertical position. All workers must have a passport valid for their entire stay in Canada.  
A work permit will not be issued for the full time of stay to those whose passports have a shorter period of validity. This means that if you did not arrange for a passport before applying for a work permit, you must apply for a new passport in Canada and an extension to your work permit, and will need to pay an additional fee and provide supporting documentation.
- Photocopies of proof of education related to your offer of employment. Please note that if your Labour Market Opinion indicates "Secondary school" as educational requirement, the equivalent in Mexico is preparatorio, bachillerato or vocacional.
- Originals of letters of reference from your current or previous employment describing the position occupied, time of employment, salary and duties that you have or had, in order to demonstrate experience.
- Photocopies of proof of payment in the last three months of your current employment (or your most recent job if you are unemployed), the IMSS pink sheet [hoja rosa] or ISSSTE record. If you do not have these documents, submit proof of payment of tax for the last three months and a tax record or tax card [tarjeta tributaria].
- If you own a business, a copy of the founding document in the case of a legal entity or a tax register [registro de hacienda] in the case of a physical entity and tax declarations for the past three months.
- Upon reception of your application, the visa office will inform you whether you will need to submit a criminal record check from the countries or from the states in Mexico where you lived for six months or longer. If you lived in several states in Mexico, a federal criminal record check may be required. In this case, a letter will be sent to you so that you can carry out this procedure.

- ❑ If your family is accompanying you, the marriage, divorce and birth certificates of all family members and proof of legal custody where applicable. If you are living in a common-law relationship, submit proof that this relationship has lasted at least one year and complete the Statutory Declaration of Common-Law Union Form IMM5409E
- ❑ If your dependents are minors and will be going to primary or secondary school, each of them must apply for a Study Permit and pay the appropriate fee. If the work permit of the primary applicant is approved, an open study permit will be issued to each minor so that he/she can enrol as a student in Canada in the appropriate public school.
- ❑ Foreign [non-Mexican] applicants must present, in addition to the above-mentioned documents, the original of their Mexican immigration document (FM2, FM3, FMT, Permit to leave and return to Mexico, etc.) and their original passports.
- ❑ If your destination is the Province of Quebec, you must also obtain a Quebec Certificate of Acceptance (CAQ). Please go to: <http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/temporary-workers/obtaining-authorizations/certificat-permit/index.html>

### Submission of an Application

To submit an application for a Temporary Resident Visa, Work Permit or Study Permit, you may either bring all the required documentation to the Visa Application Centre (VAC) or send it to the VAC via DHL. Please bear in mind that you must have the processing fee receipt from Scotia Bank in order to submit the application.

The fee for the services at the VAC is: 243 pesos at Scotia Bank, or at the VAC using a Visa or MasterCard credit card.

VAC Addresses:

Mexico City Visa Application Centre  
 Sófocles 127  
 Miguel Hidalgo  
 C.P. 11591, D.F. México  
 9 am to 6 pm Monday-Friday

Monterrey Visa Application Centre  
 Avenida Hidalgo 400 Poniente (esquina Rayón)  
 Colonia Centro  
 C.P. 64000 Monterrey, Nuevo León  
 9 am to 6 pm Monday-Friday

Guadalajara Visa Application Centre  
 Agustín Yáñez 2537  
 Zona Minerva  
 C.P. 44130, Guadalajara, Jalisco  
 9 am to 6 pm Monday-Friday

If you choose to appear at the VAC in person, applications may be submitted by the main applicant, or their representative with a duly completed Use of a Representative Form (IMM5476). A consent form must be signed by each applicant or their legal guardian. If the applicant is not going to appear in person, please ensure to include a signed copy of the Consent Form with the application documents.

If you choose the courier option, please ensure that you have printed the checklist for the appropriate type of travel and include it in the package. You must include as well a minimum two receipts per person in the package: one per applicant for the VAC fee, and one per applicant for the processing fee. Note: family receipt permitted if applicable for the processing fee. The VAC fee must still be paid per person.

If any required documentation is missing your application will not be accepted for processing and will be returned to you for completion.

1  I, the applicant, confirm that I have no other documents to submit

OR

2  I, the applicant, am submitting the supporting documents indicated by a check mark in the corresponding checkboxes above. I understand that failure to submit all necessary documents may result in the application being refused, but have chosen to proceed with the application.

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**Printed Name of Applicant**

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**Signature of Applicant**

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**Date**