

Temporary Foreign Worker Program**Live-in Caregiver Program****Checklist**

The following **documents must be included when you apply** for a Labour Market Opinion to hire a live-in caregiver. Please add an " X " in the box next to the documents you are providing.

To be completed and signed by the employer and third-party representative (if applicable)

- Foreign Live-in Caregiver Application: _____
- Employment Contract: _____
- Appointment of Representative form (if applicable): _____
- Annex to the Appointment of Representative: _____
- Live-in Caregiver Bedroom Description: _____

Other documents

- A copy of your Notice of Assessment from the Canada Revenue Agency: _____
- Copies of advertisements (if applicable): _____
- Proof of age and proof of parentage for each child, if care is for children (under 18): long-form birth certificate or adoption certificate, or official proof of guardianship or medical doctor's note confirming the pregnancy and due date of the child: **or** _____
- Proof of age for each senior, if care is for senior people (65 or older): one of the following: copies of birth certificate showing the date of birth, passport, old age security card: **or** _____
- Medical Disability Certificate for each disabled person (if applicable): _____
- Checklist: _____

IMPORTANT

You must include all the documents listed above to avoid delays in processing your application. Ensure you have entered your Canada Revenue Agency (CRA) business number in your Labour Market Opinion application. Please note that in cases where there are two employers and the second employer resides at a different address than the first one, each employer must provide their own CRA business number. In situations where both employers reside at the same address (same household), only one CRA number is required.

If you are hiring a **Live-in Caregiver** (including Québec), please send your application to:

Service Canada
Temporary Foreign Worker Program
P.O. Box 6500
Toronto LCD, Downsview A
Toronto ON
M3M 3K4
Fax: 416-954-3107- or 1-866-720-6094 (toll free)