

DOCUMENT CHECKLIST

You (and your partner if applying as a family unit) will be required to provide copies of information and/or documents as part of your Application for Assistance, either online, by fax, or dropped off at your local office. This list will help you gather the documents you need before you begin your Application for Assistance. Please note, we may request additional documents (not listed below), as we work to determine your eligibility.

<p>Identification:</p> <p><input type="radio"/> Social Insurance Number (SIN) card or a federal government document that contains your SIN within it, or confirmation of a SIN application</p> <p><input type="radio"/> Primary Identification Documents (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> BC Driver's License and Services Card (Combined Card) <input type="checkbox"/> BC Services Card (Photo Card) <input type="checkbox"/> BC Identification (BCID) card <input type="checkbox"/> Canadian Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Secure Certificate of Indian Status (SCIS) <input type="checkbox"/> Record of Landing <input type="checkbox"/> Sponsorship Undertaking: Confirmation of Permanent Residence <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> a refugee protection claim or Temporary Resident Permit <input type="checkbox"/> Canadian Citizenship Certificate issued prior to February 1, 2012 <input type="checkbox"/> offender identification card issued by Correction Services Canada <p><input type="radio"/> a photograph of your face that realistically demonstrates your appearance (a "selfie")</p> <p><input type="radio"/> sponsorship agreement (if applicable)</p>		<p><input type="radio"/> Secondary Identification Documents (one of the following, different from Primary Identification):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate <input type="checkbox"/> BC Driver's License and Services Card (Combined Card) <input type="checkbox"/> BC Services Card (Photo Card) <input type="checkbox"/> CareCard <input type="checkbox"/> BC Identification (BCID) card <input type="checkbox"/> Canadian driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Secure Certificate of Indian Status (SCIS) <input type="checkbox"/> Record of Landing <input type="checkbox"/> Sponsorship Undertaking: Confirmation of Permanent Residence <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> BC Services Card (Non-Photo Card) <input type="checkbox"/> a refugee protection claim or Temporary Resident Permit <input type="checkbox"/> Canadian Citizenship Certificate issued prior to February 1, 2012 <input type="checkbox"/> offender identification card issued by Correction Services Canada <input type="checkbox"/> citizenship papers or immigration documents (without photo) <input type="checkbox"/> credit cards <input type="checkbox"/> older versions of the Certificate of Indian Status (CIS)
<p>Living Arrangements:</p> <p><i>If you own a home:</i></p> <p><input type="radio"/> mortgage documents showing monthly payments</p> <p><input type="radio"/> recent utility bills (hydro, telephone, fuel, water, garbage disposal)</p> <p><i>If renting:</i></p> <p><input type="radio"/> rental agreement or rent receipt</p> <p><input type="radio"/> recent utility bills (hydro, telephone, fuel, water, garbage disposal)</p> <p><input type="radio"/> eviction notice, if applicable</p>		<p><i>If room and board:</i></p> <p><input type="radio"/> room and board agreement or room and board receipt</p> <p><input type="radio"/> recent utility bills (hydro, telephone, fuel, water, garbage disposal)</p>
<p>Employment Related Documents:</p> <p><input type="radio"/> Proof of work search activities for the last 3 or 5 weeks</p> <p><input type="radio"/> Documents that verify two year independence</p> <ul style="list-style-type: none"> <input type="checkbox"/> T4 slips or Canada Revenue Agency, Notice of Assessment for the required time period 		<ul style="list-style-type: none"> <input type="checkbox"/> Pay records or letter from employer(s) verifying employment income and period of employment <input type="checkbox"/> Records of Employment <input type="checkbox"/> Canada Pension Plan (CPP) Statement of Contributions
<p>Income / Assets:</p> <p><input type="radio"/> Proof of income from each of the following (for all those applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> employment <input type="checkbox"/> rental property <input type="checkbox"/> room and board property <input type="checkbox"/> child support <input type="checkbox"/> spousal support <input type="checkbox"/> assistance from a First Nations band <input type="checkbox"/> Canada Pension Plan <input type="checkbox"/> private pension plan <input type="checkbox"/> WorkSafe BC benefits <input type="checkbox"/> student funding <input type="checkbox"/> investments 		<ul style="list-style-type: none"> <input type="checkbox"/> child tax benefit <input type="checkbox"/> trusts <input type="checkbox"/> tax refund <input type="checkbox"/> old age security <input type="checkbox"/> guaranteed income supplement <input type="checkbox"/> employment insurance <input type="checkbox"/> other sources <p><input type="radio"/> Last Year's Notice of Assessment (tax documents)</p> <p><input type="radio"/> 60 day bank statement for each of your bank accounts</p> <p><input type="radio"/> Electronic Funds Transfer (Direct Deposit) form or voided cheque, etc.)</p>
<p>Dependent Children (if you have dependent children, back and front copies of following needs to be provided for each child)</p> <p><input type="radio"/> Primary Identification Documents (one of the following):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Care Card <input type="checkbox"/> BC Driver's License and Services Card (Combined Card) <input type="checkbox"/> BC Services Card (Photo Card) <input type="checkbox"/> BC Identification (BCID) card <input type="checkbox"/> Canadian Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Secure Certificate of Indian Status (SCIS) 		<ul style="list-style-type: none"> <input type="checkbox"/> Record of Landing <input type="checkbox"/> Sponsorship Undertaking: Confirmation of Permanent Residence <input type="checkbox"/> Permanent Resident Card <input type="checkbox"/> a refugee protection claim or Temporary Resident Permit <input type="checkbox"/> Canadian Citizenship Certificate issued prior to February 1, 2012 <input type="checkbox"/> BC Services Card (Non-Photo Card) <input type="checkbox"/> Citizenship papers or immigration documents (without photo) <input type="checkbox"/> Credit Cards <p><input type="radio"/> Proof of any income earned by a dependent</p>