

Before submitting your application, please review to ensure all required paperwork is included. Processing time may be delayed if incomplete. Applications with missing information will be held for 30 days to allow time to gather missing material and after 30 days will be closed and a new application with all new supporting documents will be required.

Documents from all of the 5 categories below **MUST** be included with your application for **ALL Applicants**:

1. **Proof of status in Canada – one or several of the following may apply:**
 - Copy of Canadian birth certificate
 - Passport
 - Citizenship papers or Immigration documents, Record of Landing (IMM1000) and Permanent Resident Card (both sides)
2. **Proof of Address** – Home owner (Drivers License), Lease or Tenancy Agreement
3. **St. Albert Utility bill** – If applicable
4. **Proof of Income** (all household members - students over 18 in school must have letter from school)
5. **Notice of CRA Tax Assessment** or all bank statements to all accounts or Pay Stubs

Please note:

- **All official documents must be current within 3 months and do not submit originals.**
- **Identification is required for each member listed on application**