

Alberta Advantage Immigration Program Use of Representative Form

The personal information collected through the Alberta Advantage Immigration Program is collected for purpose of administering the program. This personal information collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of personal information, you may contact the Operations Manager at 780-638-2843, by email at jbr.pnpoffice@gov.ab.ca or by mail to Alberta Advantage Immigration Program, Suite 940, ATB Place North Tower, 10025 Jasper Avenue, Edmonton, Alberta, Canada, T5J 1S6.

You must use this form:

- **For online portal applicants only:**
 - If you used an unpaid representative to assist in preparing your application, you and your representative must declare they were not compensated to assist you in preparing your application. **See section B.**
 - To add a representative to act on your behalf with the Alberta Advantage Immigration Program at the time you submit your online application. **See section C.**
 - Note: Self-Employed Farmer Stream applicants must fill out the Use of Representative section on the Alberta Advantage Immigration Program 004 form to authorize a representative at the time of application.
- All streams
 - To add a representative to act on your behalf with the Alberta Advantage Immigration Program for an existing application. **See section C.**
 - To remove a representative and represent yourself from an existing application. **See section C.**
 - To change from one representative to another representative on an existing application. **See section C.**

Read the **Alberta Advantage Immigration Program Policy on Use of Representatives** found below before submitting this form. If authorized, the representative will do business with the program on your behalf.

You do not need to use a representative to use the Alberta Advantage Immigration Program online portal or complete forms. The online portal, forms and information that you need to submit an application to immigrate to Alberta are available for free. If you follow the instructions online, you can complete the application on your own.

If you have been nominated by Alberta:

- the Alberta Advantage Immigration Program will update your file with the change to your representative. The program will not issue a new nomination certificate or make changes to the one already issued to you.
- you must also notify Immigration, Refugees and Citizenship Canada (IRCC) of all changes to your representative.

A. Alberta Advantage Immigration Program Policy on Use of Representatives

What is a representative?

Representatives give immigration advice and help prepare immigration forms, including for the Alberta Advantage Immigration Program. They can be paid or unpaid. Representatives include:

- immigration consultants
- lawyers, or
- other representatives (such as family members, friends, non-profit groups and religious groups).

A person who is paid to give you immigration advice or to assist you in filling out your Alberta Advantage Immigration Program application must be authorized to act as a representative for the purposes of the Alberta Advantage Immigration Program.

Representatives Authorized for the Purposes of the Alberta Advantage Immigration Program

The Alberta Advantage Immigration Program will only conduct business with a representative who is authorized under this policy. Only the following persons are authorized to be representatives for the purposes of the program:

- a person who is not paid; or
- if paid, a member in good standing of a provincial law society, the Chambre des notaires du Québec, or the College of Immigration and Citizenship Consultants (CICC) (formerly Immigration Consultants of Canada Regulatory Council (ICCRC)).

No other person may be paid to provide immigration advice or to help prepare immigration applications. Any person not authorized to be a paid representative for the purposes of the Alberta Advantage Immigration Program is an unauthorized representative and must either become authorized or refer you to someone who is.

Payment includes remuneration or compensation in any form, and can be a benefit other than money that is made now or in the future. Payment can be direct or indirect. Even if the person who provides immigration advice or assists with an Alberta Advantage Immigration Program application is being paid or compensated by someone other than you (the Candidate), the person is still considered to be a paid representative.

Declaring the Use of a Representative

In the Alberta Advantage Immigration Program portal or the Self-Employed Farmer Stream application form, you must tell the program whether any person provided you with immigration advice or assisted you with your Alberta Advantage Immigration Program application. If a person did, they must provide their information to the program and sign a declaration. You may also authorize this person to conduct business on your behalf with officials of the program.

If a person provided you with immigration advice or assisted you with your Alberta Advantage Immigration Program application and you do not tell the program, this is considered to be false and misleading information and your application may be refused or your nomination may be withdrawn and you may be banned from the Alberta Advantage Immigration Program for an unspecified period of time.

If you decide to use a representative for your Alberta Advantage Immigration Program application, understand that:

- Your application will not be given special attention or guaranteed approval if you use an immigration consultant or lawyer or other representative.
- The Alberta Advantage Immigration Program cannot guarantee the accuracy of interpretations by other persons.
- You should never follow advice to use false documents or make false statements on your Alberta Advantage Immigration Program forms or in the online portal. This will result in your application being declined or your nomination withdrawn and you may be banned from the program for an unspecified period of time.

Other important information about using a representative

To confirm an immigration consultant is a member in good standing, you can check the person's status on the College of Immigration and Citizenship Consultants (CICC) website using the Find an Immigration Consultant link at <https://college-ic.ca/protecting-the-public/find-an-immigration-consultant> before using their services.

To confirm a lawyer is a member in good standing, you can check a lawyer's practice status on the website for the law society of the province in which the lawyer is practicing before using their services. A list with links to Canada's 14 provincial and territorial law societies (including the Chambre des notaires du Québec) is available on the Federation of Law Societies of Canada website at <https://flsc.ca/about-us/our-members-canadas-law-societies/>

You can look up the lawyer in the lawyer directory on each provincial/territorial law society website (usually found in a section “for the public”) and get information on the lawyer’s current practicing status with the society.

If you have a complaint about unprofessional conduct by an immigration consultant, you may contact the College of Immigration and Citizenship Consultants (CICC).

If you have a complaint about unprofessional conduct by a lawyer, you may contact the provincial/territorial law society where you received services. For information on reporting a complaint about an unauthorized representative, see the Immigration, Refugees and Citizenship Canada (IRCC) website at <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigration-citizenship-representative/file-complaint-against-representative.html>.

For more tips on choosing a representative, visit the IRCC website at <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigration-citizenship-representative/choose.html>.

There are internet scams and false websites. The official Government of Alberta website is <http://www.alberta.ca>. The official Government of Canada immigration website is <https://www.canada.ca/en/services/immigration-citizenship.html>. Other websites may appear to be official government websites, but the information they contain may be inaccurate.

B. Declaration of Unpaid Assistance with Alberta Advantage Immigration Program Application (Online portal users only)

I declared in my online application to the Alberta Advantage Immigration Program that the following individual provided me with immigration advice or assisted me in preparing my Alberta Advantage Immigration Program application but that they did not receive any pay for providing immigration advice and/or assisting me in preparing my application.

I understand that:

- Pay includes remuneration or compensation in any form, and can be a benefit other than money that is made now or in the future.
- Pay can be direct or indirect. Even if the individual who provides immigration advice or assists with an Alberta Advantage Immigration Program application is being paid or compensated by someone other than me (the Candidate), this individual is still considered to be a compensated representative.
- A person who is paid to assist with an Alberta Advantage Immigration Program application must be a member in good standing of a provincial law society, the Chambre des notaires du Québec, or the College of Immigration and Citizenship Consultants (CICC).

I am declaring the following unpaid representative:

Representative’s Full Name:

Relationship to you (Check all that apply):

Family Member

Friend

Religious group

Not for profit group

Other: _____

Suite Number:

Mailing Address:

City/Town:

Prov/Terr/State:

Postal code/Zip code:

Daytime phone:

Email:

Declaration of Candidate:

Candidate Information

Alberta Advantage Immigration Program File Number (Provide if adding and/or removing a representative to an existing application):

Candidate's Surname:

Candidate's Given Name(s):

Candidate's Date of Birth (yyyy/mm/dd):

I declare I did not pay or compensate, or have knowledge of payment or compensation by someone other than myself to,

to provide immigration advice or assist with the preparation of my Alberta Advantage Immigration Program application.

Signature of Candidate:

Date (yyyy/mm/dd)

Declaration of Unpaid Representative:

I declare I did not receive any payment or compensation, and that I will not, at any time in the future, accept any such fee, remuneration or reward in connection with this application.

Signature of Unpaid Representative:

Date (yyyy/mm/dd)

If you are authorizing the person identified above to conduct business on your behalf with officials of the Alberta Advantage Immigration Program, complete section C.

C. Authorization to Add, Remove or Change a Representative

To add, remove or change a representative for your Alberta Advantage Immigration Program application you must complete this form. The program will not accept incomplete forms.

If you are:

- submitting an Alberta Advantage Immigration Program application in the online portal, you must upload a completed copy of this form to the portal.
- adding and/or removing a representative for an online application after submission, you must request the update using the Create New Request function in the portal. This form must be completed and uploaded it into the portal
- adding and/or removing a representative for an existing paper application, you must email the completed form to LBR.PNPOffice@gov.ab.ca.

You must complete the Candidate Information section. Follow the instructions on the next page to determine what other section (Section C1, C2 or C3) you need to completed based on your circumstances.

Candidate Information

Alberta Advantage Immigration Program File Number (Provide if adding and/or removing a representative to an existing application):

Candidate's Surname:

Candidate's Given Name(s):

Candidate's Date of Birth (yyyy/mm/dd):

Please select one of the following:

- (online portal applications only)** I am submitting my application in the Alberta Advantage Immigration Program online portal and I would like to appoint a representative to act on my behalf for my Alberta Advantage Immigration Program application. **Complete Section C1 – Adding a Representative.**
- I do not currently have a representative on my Alberta Advantage Immigration Program application. I would like to appoint a representative to act on my behalf for my Alberta Advantage Immigration Program application. **Complete Section C1 – Adding a Representative.**
- I would like to remove my representative from my Alberta Advantage Immigration Program application and to represent myself. I do not want to have a representative act on my behalf for my Alberta Advantage Immigration Program application. **Complete Section C2 – Removing a Representative.**
- I would like to change my representative on my Alberta Advantage Immigration Program application to another representative. **Complete Section C3 – Changing a Representative.**

Section C1: Addition of Representative

Details for Representative to Be Added

Representative's Full Name:

Firm Name (if applicable):

Type of Representative (Check all that apply):

Lawyer

Canadian provincial or territorial law society: _____

Immigration Consultant:

CICC Number: _____

Unpaid:

Relationship if unpaid: _____

Suite Number:

Mailing Address:

City/Town:

Prov/Terr/State:

Postal code/Zip code:

Daytime phone:

Email:

Did the person receive any pay for providing immigration advice and/or assisting you in preparing your Alberta Advantage Immigration Program application? Yes No

Declaration and Authorization of Candidate, Spouse/Common-Law Partner and Dependents 18 Years or Older

By signing and submitting this form, I confirm that:

1. I authorize the person identified above to serve as my representative and to conduct business on my behalf with officials of the Alberta Advantage Immigration Program.
2. I am aware that a representative acts as an independent agent, and does not represent in any way the Government of Alberta or any of its departments, including the Alberta Advantage Immigration Program.
3. I am aware that, in Alberta, the employer is responsible for any fees associated with the recruitment of workers; that individuals cannot be charged for recruitment services.
4. I acknowledge that the Alberta Advantage Immigration Program will only conduct business with a representative who is unpaid or, if paid, who is a member in good standing of a provincial law society, the Chambre des notaires du Québec, or the College of Immigration and Citizenship Consultants (CICC), and that if the paid representative is not a member in good standing with any of these organizations that the may be returned or declined.
5. I authorize my representative to provide this application and supporting documents to the Alberta Advantage Immigration Program.
6. I authorize my representative and the Alberta Advantage Immigration Program to discuss the contents of this application and supporting documents and correspond with each other for the purposes described in this form.
7. I acknowledge that the Alberta Advantage Immigration Program reserves the right to contact the candidate directly regarding this application, regardless of the use of a representative.
8. I acknowledge that if I received immigration advice or assistance in this application to the Alberta Advantage Immigration Program and did not disclose the name of the person who provided me with advice or assistance, this is considered to be false and misleading information and this application may be refused or a nomination issued under this application may be withdrawn and I may be banned from the Alberta Advantage Immigration Program for an unspecified period of time.
9. I declare that I have read the Alberta Advantage Immigration Program Policy on the Use of Representatives and have complied with it.
10. I confirm that I understand all previous statements, and that I have asked for and received an explanation, or a language translation if required, on every point about which I may have been uncertain.

Candidate Declaration:

By signing below, you agree to all points identified in the Declaration and Authorization of Candidate, Spouse/Common-Law Partner and Dependents 18 Years or Older section above.

Candidate's Name (print):

Signature of Candidate:

Date Signed (yyyy/mm/dd):

Spouse or Common-Law Partner Declaration:

By signing below, you agree to all points identified in the Declaration and Authorization of Candidate, Spouse/Common-Law Partner and Dependents 18 Years or Older section above.

Spouse/Common-Law Partner's Name (print):

Signature of Spouse/Common-Law Partner:

Date Signed (yyyy/mm/dd):

Dependant's Declaration, 18 years of age or older:

By signing below, you agree to all points identified in the Declaration and Authorization of Candidate, Spouse/Common-Law Partner and Dependents 18 Years or Older section above.

Dependant's Name (print):

Signature of Dependant:

Date Signed (yyyy/mm/dd):

Dependant's Name (print):

Signature of Dependant:

Date Signed (yyyy/mm/dd):

Dependant's Name (print):

Signature of Dependant:

Date Signed (yyyy/mm/dd):

Declaration of Representative

By signing and submitting this form, I confirm that I am the Candidate's authorized representative, and that:

1. I explained, translated, or obtained a translation of all points that were unclear to the candidate on this application.
2. I acknowledge and accept that I am the person appointed by the candidate to conduct business on the candidate's behalf with officials of the Alberta Advantage Immigration Program.
3. I acknowledge that this appointment is made in accordance with Section 84 of the Freedom of Information and Protection of Privacy (FOIP) Act.
4. I acknowledge that the Alberta Advantage Immigration Program reserves the right to contact the candidate directly regarding this application, regardless of the use of a representative.
5. I have clearly indicated at all times and in all materials that I act as an independent agent, and that I do not represent in any way the Government of Alberta or any of its departments, including the Alberta Advantage Immigration Program.
6. I advised the candidate that an application to the Alberta Advantage Immigration Program does not require them to use a representative, prior to their signing a contract with me or my firm.
7. I advised the candidate that they are free to communicate directly with the Alberta Advantage Immigration Program on their own even while represented by me.
8. The information and documents I have provided for this application are, to the best of my knowledge, truthful, complete, and correct.
9. I advised the candidate of the requirement that applicants under the Alberta Advantage Immigration Program have a bona fide intent to reside and work or do business in Alberta.
10. I will be truthful in all forms of communication and media and will refrain from misleading statements, exaggerations or innuendo.
11. I have advised the candidate that there is no preferential treatment given to representatives by the Government of Alberta, and that the Government of Alberta has no special arrangement or relationship with representatives, that would guarantee acceptance or faster processing of an application made to the Alberta Advantage Immigration Program by using a representative.
12. I will relay any correspondence received from the Alberta Advantage Immigration Program about the candidate's file directly to the candidate without modification or undue delay, and I will provide the candidate with complete and accurate information regarding the Alberta Advantage Immigration Program and immigration matters.
13. I will act responsibly, with due diligence and in a timely manner for the candidate.
14. I will not engage in any unlawful activity personally or on behalf of the candidate.
15. I will not act for a candidate until all charges, fees and services have been fully disclosed to the candidate and are fair, reasonable and agreed upon without duress and in accordance with the Fair Trading Act of Alberta.
16. I acknowledge that I must be an unpaid representative or a paid representative who is a member in good standing of a provincial law society or bar, the Chambre des notaires du Québec, or the College of Immigration and Citizenship Consultants (CICC), and that if I am not a member in good standing with any of these organizations that the application may be returned or declined by the Alberta Advantage Immigration Program.

As the representative, if you are a lawyer, by signing below, you agree to adhere to points 1 through 11 and 16 identified in the Declaration of Representative section above. Points 12 through 15 are not applicable to lawyers who are practicing members in good standing, as provincial law societies in Canada provide equivalent obligations in their respective Codes of Conduct.

Lawyer's Signature:

Date Signed (yyyy/mm/dd):

As the representative, if you are not a lawyer, by signing below, you agree to adhere to all points identified in the Declaration of Representative section above.

Other Representative's Signature:

Date Signed (yyyy/mm/dd):

Section C2: Removal of Representative Details for Representative to Be Removed

Representative's Full Name:

Firm Name:

Type of Representative (Check all that apply):

Lawyer

Immigration Consultant

Unpaid

Candidate Declaration on Removal of Representative

I withdraw my authorization for this person to serve as my representative, to receive information on my application and to conduct business on my behalf with the Alberta Advantage Immigration Program. I will represent myself with the Alberta Advantage Immigration Program.

Candidate's Name (print):

Signature of Candidate:

Date Signed (yyyy/mm/dd):

Section C3: Change in Representative

Details for Representative to Be Removed

Representative's Full Name:

Firm Name:

Type of Representative (Check all that apply):

Lawyer

Immigration Consultant

Unpaid

Candidate Declaration on Removal of Representative

I withdraw my authorization for this person to serve as my representative, to receive information on my application and to conduct business on my behalf with the Alberta Advantage Immigration Program.

Candidate's Name (print):

Signature of Candidate:

Date Signed (yyyy/mm/dd):

Details for Representative to Be Added

Representative's Full Name:

Firm Name (if applicable):

Type of Representative (Check all that apply):

Lawyer

Canadian provincial or territorial law society: _____

Immigration Consultant:

CICC Number: _____

Unpaid:

Relationship if unpaid: _____

Suite Number:

Mailing Address:

City/Town:

Prov/Terr/State:

Postal code/Zip code:

Daytime phone:

Email:

Did the person receive any pay for providing immigration advice and/or assisting you in preparing your Alberta Advantage Immigration Program application? Yes No

Declaration and Authorization of Candidate, Spouse/Common-Law Partner and Dependants 18 Years or Older

By signing and submitting this form, I confirm that:

1. I authorize the person identified above to serve as my representative and to conduct business on my behalf with officials of the Alberta Advantage Immigration Program.
2. I am aware that a representative acts as an independent agent, and does not represent in any way the Government of Alberta or any of its departments, including the Alberta Advantage Immigration Program.
3. I am aware that, in Alberta, the employer is responsible for any fees associated with the recruitment of workers; that individuals cannot be charged for recruitment services.
4. I acknowledge that the Alberta Advantage Immigration Program will only conduct business with a representative who is unpaid or, if paid, who is a member in good standing of a provincial law society, the Chambre des notaires du Québec, or the College of Immigration and Citizenship Consultants (CICC), and that if the paid representative is not a member in good standing with any of these organizations that the may be returned or declined by the Alberta Advantage Immigration Program.
5. I authorize my representative to provide this application and supporting documents to the Alberta Advantage Immigration Program.
6. I authorize my representative and the Alberta Advantage Immigration Program to discuss the contents of this application and supporting documents and correspond with each other for the purposes described in this form.
7. I acknowledge that the Alberta Advantage Immigration Program reserves the right to contact the candidate directly regarding this application, regardless of the use of a representative.
8. I acknowledge that if I received immigration advice or assistance in this application to the Alberta Advantage Immigration Program and did not disclose the name of the person who provided me with advice or assistance, this is considered to be false and misleading information and this application may be refused or a nomination issued under this application may be withdrawn and I may be banned from the Alberta Advantage Immigration Program for an unspecified period of time.
9. I declare that I have read the Alberta Advantage Immigration Program Policy on the Use of Representatives and have complied with it.
10. I confirm that I understand all previous statements, and that I have asked for and received an explanation, or a language translation if required, on every point about which I may have been uncertain.

Candidate Declaration:

By signing below, you agree to all points identified in the Declaration and Authorization of Candidate, Spouse/Common-Law Partner and Dependents 18 Years or Older section above.

Candidate's Name (print):

Signature of Candidate:

Date Signed (yyyy/mm/dd):

Spouse or Common-Law Partner Declaration:

By signing below, you agree to all points identified in the Declaration and Authorization of Candidate, Spouse/Common-Law Partner and Dependents 18 Years or Older section above.

Spouse/Common-Law Partner's Name (print):

Signature of Spouse/Common-Law Partner:

Date Signed (yyyy/mm/dd):

Dependant's Declaration, 18 years of age or older:

By signing below, you agree to all points identified in the Declaration and Authorization of Candidate, Spouse/Common-Law Partner and Dependents 18 Years or Older section above.

Dependant's Name (print):

Signature of Dependant:

Date Signed (yyyy/mm/dd):

Dependant's Name (print):

Signature of Dependant:

Date Signed (yyyy/mm/dd):

Dependant's Name (print):

Signature of Dependant:

Date Signed (yyyy/mm/dd):

Declaration of Representative

By signing and submitting this form, I confirm that I am the Candidate's authorized representative, and that:

1. I explained, translated, or obtained a translation of all points that were unclear to the candidate on this application.
2. I acknowledge and accept that I am the person appointed by the candidate to conduct business on the candidate's behalf with officials of the Alberta Advantage Immigration Program.
3. I acknowledge that this appointment is made in accordance with Section 84 of the Freedom of Information and Protection of Privacy (FOIP) Act.
4. I acknowledge that the Alberta Advantage Immigration Program reserves the right to contact the candidate directly regarding this application, regardless of the use of a representative.
5. I have clearly indicated at all times and in all materials that I act as an independent agent, and that I do not represent in any way the Government of Alberta or any of its departments, including the Alberta Advantage Immigration Program.
6. I advised the candidate that an application to the Alberta Advantage Immigration Program does not require them to use a representative, prior to their signing a contract with me or my firm.
7. I advised the candidate that they are free to communicate directly with the Alberta Advantage Immigration Program on their own even while represented by me.
8. The information and documents I have provided for this application are, to the best of my knowledge, truthful, complete, and correct.
9. I advised the candidate of the requirement that applicants under the Alberta Advantage Immigration Program have a bona fide intent to reside and work or do business in Alberta.
10. I will be truthful in all forms of communication and media and will refrain from misleading statements, exaggerations or innuendo.
11. I have advised the candidate that there is no preferential treatment given to representatives by the Government of Alberta, and that the Government of Alberta has no special arrangement or relationship with representatives, that would guarantee acceptance or faster processing of an application made to the Alberta Advantage Immigration Program by using a representative.
12. I will relay any correspondence received from the Alberta Advantage Immigration Program about the candidate's file directly to the candidate without modification or undue delay, and I will provide the candidate with complete and accurate information regarding the Alberta Advantage Immigration Program and immigration matters.
13. I will act responsibly, with due diligence and in a timely manner for the candidate.
14. I will not engage in any unlawful activity personally or on behalf of the candidate.
15. I will not act for a candidate until all charges, fees and services have been fully disclosed to the candidate and are fair, reasonable and agreed upon without duress and in accordance with the Fair Trading Act of Alberta.
16. I acknowledge that I must be an unpaid representative or a paid representative who is a member in good standing of a provincial law society or bar, the Chambre des notaires du Québec, or the College of Immigration and Citizenship Consultants (CICC), and that if I am not a member in good standing with any of these organizations that the application may be returned or declined by the Alberta Advantage Immigration Program.

As the representative, if you are a lawyer, by signing below, you agree to adhere to points 1 through 11 and 16 identified in the Declaration of Representative section above. Points 12 through 15 are not applicable to lawyers who are practicing members in good standing, as provincial law societies in Canada provide equivalent obligations in their respective Codes of Conduct.

Lawyer's Signature:

Date Signed (yyyy/mm/dd):

As the representative, if you are not a lawyer, by signing below, you agree to adhere to all points identified in the Declaration of Representative section above.

Other Representative's Signature:

Date Signed (yyyy/mm/dd):
