

Document Checklist

You (and your spouse 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.

Identification: <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 <input type="radio"/> Primary Identification Documents (provide front and back copies of one of the following): <ul style="list-style-type: none"> ▪ BC Driver's License and Services Card (Combined Card) ▪ BC Services Card (Photo Card) ▪ BC Identification (BCID) card ▪ Canadian Driver's License ▪ Passport ▪ Secure Certificate of Indian Status (SCIS) ▪ Federal offender identification card ▪ Original Canadian citizenship papers or immigration documents with photo, for example the Canadian Citizenship Certificate (wallet card with photo) issued prior to February 1, 2012 		<input type="radio"/> Secondary Identification Documents (one of the following, different from Primary Identification): <ul style="list-style-type: none"> ▪ A second item from the Primary Identification list (must be different from the document used as Primary Identification) ▪ BC Services Card (Non-Photo Card) ▪ Birth Certificate ▪ Older versions of the Certificate of Indian Status (CIS) issued by AANDC (Laminated Certificate of Indian Status, Certificate of Indian Status "All-in-One," or Certificate of Indian Status "Pilot Project") <input type="radio"/> a photograph of your face that realistically demonstrates your appearance (a "selfie") <input type="radio"/> other			
Living Arrangements: <input type="radio"/> Renting or Room and Board Submit document(s) confirming your current address and current rental or room and board amount. <ul style="list-style-type: none"> ○ A copy of your tenancy agreement ○ Rent receipts from your landlord ○ Bank statement(s) showing payments to your landlord ○ Proof of utility expense (e.g. hydro, phone, fuel for cooking or heating, water, garbage disposal) in your name for current address <input type="radio"/> Other		<input type="radio"/> Home Owners Submit document(s) confirming your current address and current housing costs. <ul style="list-style-type: none"> ○ Mortgage Statements ○ Bank statements showing mortgage payments (may also include insurance payments) ○ Property and insurance statements ○ Annual property tax statement ○ Proof of utility expense (e.g. hydro, phone, fuel for cooking or heating, water, garbage disposal) in your name for current address 			
Income / Assets: <input type="radio"/> Proof of income from each of the following (for all those applicable): <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Employment ▪ Rental property ▪ Room and board property ▪ Spousal support ▪ Assistance from a First Nations band </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Canada Pension Plan (CPP) ▪ Private pension plan ▪ WorkSafe BC benefits ▪ Student funding ▪ Investments </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ▪ Trusts ▪ Old Age Security ▪ Guaranteed Income Supplement ▪ Employment Insurance ▪ Any other sources of income </td> </tr> </table>			<ul style="list-style-type: none"> ▪ Employment ▪ Rental property ▪ Room and board property ▪ Spousal support ▪ Assistance from a First Nations band 	<ul style="list-style-type: none"> ▪ Canada Pension Plan (CPP) ▪ Private pension plan ▪ WorkSafe BC benefits ▪ Student funding ▪ Investments 	<ul style="list-style-type: none"> ▪ Trusts ▪ Old Age Security ▪ Guaranteed Income Supplement ▪ Employment Insurance ▪ Any other sources of income
<ul style="list-style-type: none"> ▪ Employment ▪ Rental property ▪ Room and board property ▪ Spousal support ▪ Assistance from a First Nations band 	<ul style="list-style-type: none"> ▪ Canada Pension Plan (CPP) ▪ Private pension plan ▪ WorkSafe BC benefits ▪ Student funding ▪ Investments 	<ul style="list-style-type: none"> ▪ Trusts ▪ Old Age Security ▪ Guaranteed Income Supplement ▪ Employment Insurance ▪ Any other sources of income 			
<input type="radio"/> 60 day bank statement for each of your bank accounts <input type="radio"/> Bank profile or summary listing all accounts, holdings, and lines of credit held jointly or individually, and statements for all open accounts and any closed accounts within the last 60 days <input type="radio"/> Other		<input type="radio"/> Proof of any other assets (e.g. real estate, investments, RRSPs, Life insurance policy(s) showing cashed surrender values, etc.) <input type="radio"/> Other			
<input type="radio"/> Proof of work search activities for the last 3 weeks <input type="radio"/> Records of Employment (if employed in the last 60 days) <input type="radio"/> Electronic Funds Transfer (Direct Deposit) form or voided cheque		<input type="radio"/> Other <input type="radio"/> Other <input type="radio"/> Other <input type="radio"/> Other			