



# Employment and Social Development Canada

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## Hiring Live-in Caregivers and Nannies

The Live-in Caregiver Program (LCP) allows families to hire a foreign live-in caregiver, often called a nanny, when Canadian citizens and permanent residents are not available.

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### How to Apply

Employers who want to hire a temporary foreign worker (TFW) must submit the labour market opinion (LMO) application along with all the required supporting documentation to Employment and Social Development Canada (ESDC)/Service Canada.

In essence, employers are applying for an opinion on the impact that hiring a TFW would have on Canada's job market. As a result, it is important that employers follow all the necessary steps and submit all of the required documentation.

### Provincial/territorial variations to the application process

If the job is located in the province of:

- Alberta - Employers must provide the Employment Agency Business Licence (if applicable).
- British Columbia – Employers must register the foreign live-in caregiver with the [Domestic Registry at the BC Ministry of Labour](#).
- Manitoba – Employers must apply for a [Certificate of Registration](#) at Manitoba's Employment Standards Branch, Business Registration Unit, before sending the LMO application to ESDC/Service Canada.
- Nova Scotia – Employers must:
  - use the services of [licensed recruiters](#) (if using a recruiter);
  - obtain an Employer Registration Certificate from the province's [Labour Standards](#)
- Quebec – Employers must submit a copy of the LMO application, sent to ESDC/Service Canada, to the [Ministère de l'Immigration et des Communautés culturelles](#) (MICC), in addition to:
  - [Payment of fees](#) levied by the Government of Quebec for the assessment of the LMO application.
  - The [Application for Certificate of Acceptance \(CAQ\) for Temporary Work](#) completed and signed by the TFW. This form must be sent along with other supporting documents.
  - [Payment of fees](#) levied by the Government of Quebec for the assessment of the CAQ
  - A completed and signed [employment contract](#), required by MICC.

### Step-by-step – Checklist

Employers must follow the step-by-step checklist to ensure that all the documents required are submitted, otherwise there will be delays in the processing of the application.

1. [Download \(PDF 157 KB, 2 pages\)](#) or print this How to Apply page. Complete and submit this checklist as part of the application package.
2. Agree to all of the [Requirements](#) outlined in the Live-in Caregiver Program.
3. Agree to provide the [Wages and Working Conditions](#) required in the province/territory of

employment.

4. Undertake the required [Recruitment and Advertisement efforts](#).

**Complete, sign (where applicable) and submit the following documents:**

5. [LMO Application Form \(EMP5093\)](#).

**Note:**

- Employers must pay a processing fee of \$275 for each position requested. The LMO - Processing Fee Payment form is included in the application.
- If there is more than one live-in caregiver position available within the same household, the employer must submit a separate application for each position.

6. [Schedule A - Appointment of a Third Party Representative \(EMP5575\)](#) (if applicable).

7. [Employment Contract \(EMP5498\)](#).

**Note:**

- Employers in Quebec must submit the employment contract required by MICC only.

8. Live-in Caregiver [Bedroom Description \(EMP5579\)](#)

9. Copy of Canada Revenue Agency (CRA) Notice of Assessment.

10. Copies of advertisements, applicable in most cases.

11. Documentation that provides proof of one of the following:

- a. age and parentage for each child under 18 years old (provide one of the documents listed):

- copy of long form birth certificate
- adoption certificate
- official guardianship, or
- medical doctor's note confirming the pregnancy and due date;

- b. age for each senior, 65 years or older (provide one of the documents listed):

- copy of birth certificate
- passport, or
- old age security card;

- c. disability for each disabled person (provide one of the documents listed):

- copy of the [Medical Disability Certificate \(EMP5580\)](#) form, signed and dated by the physician, or
- physician's note attesting that the patient has a disability.

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**Send all documentation:**

**For positions located anywhere in Canada (including Quebec) – mail or fax applications to:**

Temporary Foreign Worker Program  
Service Canada - Centre of Specialization  
PO Box 6500  
Station Don Mills  
Toronto ON M3C 0L4

**Fax:**

416-954-3107  
1-866-720-6094 (toll-free)

**For assistance - phone:**

Within Canada and the United States: 1-800-367-5693 (toll-free)  
Outside Canada and the United States: 506-546-7569

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