

APPLICATION CHECK-LIST

Did you remember to include the following information with your application:

PERSONAL INFORMATION

- Your full name, address and telephone numbers
- Your date of birth
- Spouses/common law partner's name and date of birth (for conflict search)
- Ex-spouse/common law partner's or other parent(s)'s name, address and date of birth for family matters
- Complainant(s)'s and or co-accused(s)'s name and date of birth (for conflict search)
- Dependent(s)'s names and dates of birth. Please list all dependents whether or not they are part of this matter

LEGAL INFORMATION

- The type of matter you are applying for.
 - o FAMILY
 - Please indicate whether it is divorce, custody, access, CYFS matter, etc.
 - Please make note of any upcoming Court dates or other important dates
 - o CIVIL
 - Please indicate the nature of the matter
 - o CRIMINAL
 - Please specify charges, upcoming court dates, name(s) and dates of birth for any and all complainants and co-accused.

FINANCIAL INFORMATION

If you receive social assistance only, we do not require any proof of income or expenses. However, you must complete the Department of Advanced Education And Skills Authorization attached to the back of the application.

All other applications must include the following:

- Copy of most recent pay stub
- EI Statement
- Most recent Notice of Assessment from Revenue Canada (you can call 1-800-959-8281 to get this)
- Three (3) month's bank statements for ALL bank accounts
- Young offenders must include proof of parents' or guardians' income and expenses
- If you are on a youth program, a letter of confirmation from your Social Worker
- Rent receipt if renting
- Mortgage statement with balance owing in the case of a mortgage
- 12 month (or as long as you have lived there) print-out from NL Power or oil/wood receipts
- Most recent phone bill
- Most recent Cable/satellite/internet bill
- Car and house insurance policy showing yearly premium
- Receipts for any loans or charge accounts (VISA, MasterCard, etc.
- 12 month printout of any recurring prescription costs
- Copy of policy for any Life Insurance and proof of payment

PERSONAL PROPERTY

- Value of any household furnishings and appliances
- The year, make, value and amount owing on all vehicles

- Sign and date the application in the presence of a witness and have them sign it as well

IF THESE PROOFS ARE NOT PROVIDED WITHIN THIRTY (30) DAYS, YOUR APPLICATION WILL BE REJECTED.