

## Request to Submit Alternative Documentation Form

**Instructions:** This form is used to request approval to submit alternative documentation where required standard documentation cannot be obtained for reasons beyond your control.

- Complete all sections of this form in full.
- Incomplete forms will not be processed.
- Alternative documentation must be submitted with this form.
- Documents not in English or French must include a certified translation completed by a designated professional translator accredited by the Canadian Translators, Terminologists and Interpreters Council (CTTIC) or equivalent provincial bodies.

Submission of this form and any alternative documentation does not guarantee approval.

Prior to completing this form, please review Skilled Trades Ontario's [Alternative Documentation Policy](#).

### Section A – Applicant Information

Full Legal Name:	
Date of Birth (YYYY-MM-DD):	
STO Client / Application Number (if applicable):	
Trade(s) applied for (trade code and title):	
Email Address:	
Telephone Number:	

### Section B – Standard Documentation You Are Unable to Provide

List each required standard document you are unable to obtain:

- |   |  |
|---|--|
| <input type="checkbox"/> Identification document                | <input type="checkbox"/> Evidence of Trade Experience      |
| <input type="checkbox"/> Evidence of Self-Employment Experience | <input type="checkbox"/> Evidence of Qualifications earned |

### Section C – Circumstances Beyond Your Control

Tick the box that best describes the circumstances that prevent you from obtaining the standard documentation:

- Armed conflict, war, civil unrest, or political instability that has destroyed or made records inaccessible.
- Natural disasters such as earthquakes, floods, or wildfires that have permanently destroyed records.
- Forced displacement, refugee or asylum status, or statelessness where obtaining documents is impossible or may create unsafe situation for the applicant.
- Employers, training institutions, or credential-issuing authorities that no longer exist, are bankrupt, closed, or non-functional or no other institution inherited the archives or records or no longer retains historical records.
- Government ministries or record-holding authorities that refuse to release documents or impose indefinite or unreasonable delays.
- Situations where seeking documents may expose the applicant or their family members to harm or persecution.
- Documented loss or destruction of personal records through theft, fire, or accident.
- Records are subject to state-controlled or inaccessible archival systems, with prolonged or indefinite delays.
- Other circumstances.

If “Other” selected, please explain your personal circumstances not covered above:

Explanation (required):          
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[Attach additional pages if required]

**Section D – Efforts Made to Obtain Standard Documentation**

Describe the reasonable actions you have taken to obtain the standard documentation, including dates, institutions contacted, and outcomes. You must attach evidence of these efforts where available.

Explanation (required):

[Attach additional pages if required]

### Section E – Alternative Documentation Submitted

Check the alternative documentation you are submitting. Applicants must submit at least two forms of alternative documentation unless otherwise directed by STO.

- Sworn statutory declaration(s) from the applicant and/or referee(s)
- Photographs or videos demonstrating trade-related tasks
- Portfolio of work products, job logs, or task lists
- Training materials, unofficial transcripts, certificates, or course records
- Letters from employers, supervisors, or training instructors
- Union records, dispatch logs, or dues payment records
- Business records (e.g., purchase orders, payroll or bank records, job-site access logs)
- Letters from community organizations, NGOs, unions, or professional associations
- Apprenticeship registration, admission, or assessment records
- Other relevant documentation (describe below)

Other documentation description:

Explanation (required):

### Section F – Additional Information

Provide any other information that may assist STO in assessing your request, including context regarding your experience, skills, or training.

Additional information:
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**Section G – Acknowledgement and Declaration**

I declare that the information provided in this request is true, complete, and accurate to the best of my knowledge. I understand that:

- STO may request additional information or documentation
- STO may require interviews, knowledge tests, or practical demonstrations
- STO may verify information through third parties.

I acknowledge that providing false or misleading information may result in refusal of my application.

Signature:	
Date: (YYYY-MM-DD):	

**Submission Information:** Submit this completed form and all supporting documentation through one of the following methods:

- email to [assessments@skilledtradesontario.ca](mailto:assessments@skilledtradesontario.ca)
- mail to:  
Skilled Trades Ontario  
PO Box 2354 RPO SQ1 Shoppers  
Mississauga, ON L5B 3C8
- other method as specified by STO.

STO will acknowledge receipt of alternative documentation within 10 calendar days.

Decisions are generally issued within three months for international applications and within thirty business days for domestic applications, subject to application completeness and complexity.

Processing timelines may be extended where additional information, documentation, or verification is required.

The Registrar of Skilled Trades retains discretion to change this form and associated requirements as necessary.