



# Instructions – Use of a Representative

## Complete this form if you are:

- appointing a representative; or
- cancelling a representative's appointment.

## About representatives

A representative is someone who has your permission to conduct business on your behalf with Citizenship and Immigration Canada (CIC) and the Canada Border Services Agency (CBSA).

When you appoint a representative, you also authorize CIC and CBSA to share information from your case file to this person.

You are not obliged to hire a representative for immigration matters. The Government of Canada treats everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention nor can you expect faster processing or a more favourable outcome.

The representative you appoint is authorized to represent you only on matters related to the application you are submitting along with this form. If you have already submitted your application, you must specify which application you want your representative to represent you on (question 3 on the form).

You can appoint only **one** representative for each application you submit.

## There are two types of representatives:

### Unpaid representatives

- friends and family members who do not charge a fee for their advice and services
- organizations that do not charge a fee for providing immigration advice or assistance (such as a non-governmental or religious organization)
- consultants, lawyers and Québec notaries who do not, and will not, charge a fee to represent you

### Paid representatives

If you want us to conduct business with a representative who is, or will be charging a fee to represent you, he or she must be authorized. Authorized representatives are:

- immigration consultants who are members in good standing of the Canadian Society of Immigration Consultants (CSIC)
- lawyers who are members in good standing of a Canadian provincial or territorial law society and students-at-law under their supervision
- notaries who are members in good standing of the *Chambre des notaires du Québec* and students-at-law under their supervision

If you appoint a paid representative who is not a member of one of these designated bodies, your application will be returned.

**You must notify us if your representative's contact information changes or if you cancel the appointment of a representative.**

## How to complete the form

### Section B.

#### 5. Your representative's full name

If your representative is a member of CSIC, a law society or the *Chambre des notaires du Québec*, print his or her name as it appears on the organization's membership list.

#### 8. Your representative's declaration

Your representative must sign to accept responsibility for conducting business on your behalf.

### Section D.

#### 10. Your declaration

By signing, you are authorizing us to complete your request for yourself and your dependent children under 18 years of age.

If your spouse or common-law partner is included in this request, he or she must sign in the box provided.

If you have dependent children aged 18 years or older, they must complete their own copy of this form if they have a representative.

**Warning!** It is a serious offence to give false or misleading information on this form.

## Where to submit the form

### If you have not yet submitted your application:

Send this form along with your application to the office listed in your respective application kit.

### If you have already submitted your application:

Send this form to the office where you submitted your original application.

## Release of information to other individuals

To authorize CIC and CBSA to release information from your case file to someone other than a representative, you will need to complete form *Authority to Release Personal Information to a Designated Individual* (IMM 5475).

The person you designate will be able to obtain information on your case file, such as the status of your application. He or she will **not** be able to conduct business on your behalf with CIC and CBSA.

The form is available on our [Web site](#) and from Canadian embassies, high commissions and consulates abroad.

## Contact Information

- **For more information** on using a representative or to find out if your representative is a member in good standing, visit our Web site at [www.cic.gc.ca](http://www.cic.gc.ca).
- **If you are in Canada**, you may contact our Call Centre at 1-888-242-2100.  
(If you use a text telephone, dial 1-888-576-8502)
- **If you are outside Canada**, contact a Canadian embassy, high commission or consulate as listed on our Web site.