



## Application to send documents using another electronic method

If you want to send documents to the Refugee Protection Division (RPD) or the Refugee Appeal Division (RAD) using an electronic method that is **not** currently allowed, you must use this form to make your request. Include the documents you want to send. Permission is granted in **exceptional circumstances only**.

For more information on the electronic methods that are allowed, see the practice notice: [irb-cisr.gc.ca/en/legal-policy/procedures/Pages/pn-providing-documents-rpd-rad-electronically-or-fax.aspx](http://irb-cisr.gc.ca/en/legal-policy/procedures/Pages/pn-providing-documents-rpd-rad-electronically-or-fax.aspx).

### Important information

- If you're **counsel or a designated representative**, you're expected to use the My Case portal to send documents electronically.
- If you're **self-represented (with no counsel)**, you may use email to send documents until you receive an invitation to register for My Case.
- If you send documents using an electronic method that is not allowed and do not include this form, the Registry will not accept or process your documents.
- The relevant division will tell you or your counsel (if you have one) if your request has been accepted.

### Who is making this request

Claimant / Appellant / Protected person	Counsel	Designated representative
Provide the first and last names of those who are subject to this proceeding and their IRB file number or Unique Client Identifier (UCI). If there are more than 5 individuals, attach an additional page with the remaining names and file numbers or UCIs.		
First name:		Last name:
_____		_____
File number or UCI:		
_____		
First name:		Last name:
_____		_____
File number or UCI:		
_____		
First name:		Last name:
_____		_____
File number or UCI:		
_____		



First name:	Last name:
_____	_____
File number or UCI:	
_____	
First name:	Last name:
_____	_____
File number or UCI:	
_____	

**Which electronic delivery method are you requesting to use**

Email      Other electronic method (specify): \_\_\_\_\_

**Provide your reasons for making this request**

Explain why you are asking to submit documents using another method of electronic delivery.

**Send your form**

Send to the Registry office for your region. See IRB [irb.gc.ca/en/regions](http://irb.gc.ca/en/regions) for contact information.

**Questions?**

Call an IRB representative at **1-833-931-5121**.