



Counsel Contact Information

To be completed by counsel!

Providing the following information to the Immigration and Refugee Board of Canada (IRB) will allow the divisions to verify that counsel is an authorized representative pursuant to the *Immigration and Refugee Protection Act*.

Given name and surname				
Law firm or company				
Street number and street name	Suite #	City	Province	Postal code
Landline telephone number ()		Cellphone number ()		
Fax number ()		Email address		
<p>Membership of a professional body</p> <p>Check one</p> <p><input type="checkbox"/> Lawyer / paralegal / notary: _____ Province Membership identification number _____</p> <p><input type="checkbox"/> College of Immigration and Citizenship Consultants Membership identification number _____</p>				

IMPORTANT INSTRUCTIONS

You only have to provide this information to the IRB once and you do not need to complete a separate form for each proceeding.

However, if there is any change to your contact information, please complete a new form and provide it to the IRB without delay.

Where the rules of the IRB division reviewing your client's case allow for limitations on your retainer, you must also notify the division in any proceeding where this applies.

Notice: The confidentiality of the information you provide in this form is protected by the *Privacy Act*. Your personal information may be disclosed only in circumstances where such disclosure is permitted under the terms of the *Privacy Act* and the *Access to Information Act*.