



## CONSENT FOR AN ACCESS TO INFORMATION AND PERSONAL INFORMATION REQUEST

Complete this form if you authorize the Access to Information and Privacy (ATIP) Division at Immigration, Refugees and Citizenship Canada (IRCC) to release your personal information to someone other than yourself.

Please be advised that you must submit a separate consent form for each individual in your file over the age of 18 if you wish to receive their information as well.

### SECTION A - You must clearly write your name and date of birth

<b>1 Your full name</b>		
Family name (surname)	Given name(s)	Date of birth (YYYY-MM-DD)
_____ Signature		_____ Date (YYYY-MM-DD)

### SECTION B - If you are also seeking the information of your spouse or common-law partner in your ATIP request, you must indicate their name and signature

<b>2 Your spouse or common-law partner's full name (if applicable)</b>		
Family name (surname)	Given name(s)	Date of birth (YYYY-MM-DD)
_____ Signature		_____ Date (YYYY-MM-DD)

### SECTION C - You must write your designated individual's contact information

<b>3</b>		
Family name (surname)	Given name(s)	Telephone number
Business or Organization Name (if applicable)		
Immigration Consultants of Canada Regulatory Council (ICCRC) number (if applicable)	E-mail address	

### SECTION D - If the applicant is under 18 years of age, the parent or guardian must complete this section

<b>4</b>			
_____ Name of parent or guardian (please print)	_____ Relationship	_____ Signature	_____ Date (YYYY-MM-DD)

**NOTE: This consent is only valid for one time use. A new consent form must be filled out for every request that you submit.**

The information you provided on this form is collected under the authority of the *Access to Information Act* and the *Privacy Act* and will be used to administer these acts, as well as to process and respond to requests. This information may also be used during consultations with other government institutions during investigations by the Office of the Information Commissioner and the Office of the Privacy Commissioner and during court reviews. It will be retained in Personal Information Bank CIC PSU 901 – Access to Information and Privacy Requests. It may also be shared with other organizations in accordance with the consistent use of information as per paragraph 8(2) of the *Privacy Act*. Pursuant to the *Access to Information Act* and the *Privacy Act*, individuals have the right to the protection of and access to their personal information. Details of these matters are available at [infosource.gc.ca](http://infosource.gc.ca) and through the [Immigration, Refugees and Citizenship Canada web site](http://Immigration, Refugees and Citizenship Canada web site).