



Instructions – Use of a Representative (IMM 5561)

Complete this form if you:

- used the services of a representative to help you prepare or submit your application; or
- are appointing a representative; or
- are cancelling a representative's appointment.

About representatives

A representative is someone who has provided advice, consultation, or guidance to you at any stage of the immigration application process, or in an immigration proceeding. If someone represented or advised you to help you submit your application, then that person is your representative.

A representative is also 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.

CIC and CBSA will only conduct business with your representative on immigration 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:

Family, friends, and non-profit groups often help applicants who feel the need for support and advice on immigration matters. You can appoint a representative who **does not** charge fees or receive any other compensation for providing immigration advice or services to represent you before CIC or the CBSA.

Uncompensated representatives include:

- friends and family members who do not, and will not, charge a fee or receive any other consideration for their advice and services;
- organizations that do not, and will not, charge a fee or receive any other consideration for providing immigration advice or assistance (such as a non-governmental or religious organization);
- consultants, lawyers, paralegals, Quebec notaries, and students-at-law under their supervision, who do not, and will not, charge a fee or receive any other consideration to represent you.

Compensated representatives

Compensated representatives charge a fee or receive some other form of consideration in exchange for the advice and representation that they provide. If you want us to conduct business with a compensated representative then they must be authorized by CIC.

It is important to know that anyone who represents or advises you for payment - or offers to do so - in connection with immigration proceedings or applications is breaking the law *unless* they are an authorized representative or they have a specific agreement or

arrangement with the Government of Canada that allows them to represent or advise you. This applies to advice or consultation which happens before or after an immigration application is made or a proceeding begins.

Authorized representatives are:

- immigration consultants who are members in good standing of the Immigration Consultants of Canada Regulatory Council (ICCRC);
- lawyers and paralegals 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 compensated representative who is not a member of one of these designated bodies, your application will be returned. **For more information** on using a representative, visit our website: www.cic.gc.ca.

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 the ICCRC, 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.

Contact Information

For more information on using a representative or to find out if your representative is a member in good standing, visit our [website](#).