

Instructions to complete the consent form

1. Print the consent form on pg. 2 of this document.
2. Complete a new form before ordering on our website. Any forms that you have used on other websites to order your notes will be returned by ATIP causing unnecessary delays.
3. Do not enter any information in Section 1 – Representative Information. Please leave it completely blank.
4. Principal applicant should complete section 2.
5. Please complete the form in **blue ink** only. Digital signatures are not allowed.
6. If you have added your spouse and children to your visa application then add their information to section 2.1/2.2/2.3. Please mention the relationship to applicant for each individual.
7. If the child is 16 years old or above then they should sign in their own section. If the signature is missing then the form will be returned by ATIP without any refund.
8. For minor children 15 years old or under, consent from both parents is required. **Both parents** should sign for the minor children as shown below. The form will be returned without any refund if a parent’s signature is missing. If a parent cannot sign then please provide the sole custody document or death certificate of the parent (whichever is applicable).

2.2 Related Individual's Information			2.3 Related Individual's Information		
Family name (surname) Alex			Family name (surname) John		
Given name(s) Alex			Given name(s) Alex		
Date of birth (YYYY-MM-DD) 2015-05-25			Date of birth (YYYY-MM-DD) 2010-09-16		
Father's sign	Mother's sign	2021-01-01	Father's sign	Mother's sign	2021-01-01
Signature (in blue ink)		Date (YYYY-MM-DD)	Signature (in blue ink)		Date (YYYY-MM-DD)
Relationship to applicant Daughter			Relationship to applicant Son		

9. Please complete an extra copy of the consent form to add more family members.
10. **There is no refund once we process the order.** ATIP does not provide any refund.
11. Please do not print this instruction page. You are only required to print and upload the consent form from pg. 2.



Save

Reset Form

Print Form

CONSENT FOR AN ACCESS TO INFORMATION AND PERSONAL INFORMATION REQUEST

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If your spouse or common-law partner, children 16 years of age or older, or any other individuals whose information could be contained in the requested records wishes to release their information to the designated representative, they must sign in the space provided. Information about minors will only be released with the consent from both parents or a valid Canadian court order indicating that the applicant is permitted to obtain their information. Obtaining consent from all parties will permit Immigration, Refugees and Citizenship Canada (IRCC) to release their information and will provide you with more information in response to your request.

By signing this form, you authorize IRCC to release your information to the designated representative. Only original handwritten signatures signed in blue ink will be accepted. Missing signatures may delay the processing of your request.

1. Designated Representative's Information

Family name (surname)		Address	
Given name(s)		City	Province/Territory
Firm/organization		Country	Postal Code
Telephone number	Other telephone number	Email Address	

2. Applicant's Information

Family name (surname)		Family name (surname)	
Given name(s)		Given name(s)	
Date of birth (YYYY-MM-DD)		Date of birth (YYYY-MM-DD)	
Signature (in blue ink)	Date (YYYY-MM-DD)	Signature (in blue ink)	Date (YYYY-MM-DD)

2.1 Related Individual's Information

Relationship to applicant	
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2.2 Related Individual's Information

Family name (surname)		Family name (surname)	
Given name(s)		Given name(s)	
Date of birth (YYYY-MM-DD)		Date of birth (YYYY-MM-DD)	
Signature (in blue ink)	Date (YYYY-MM-DD)	Signature (in blue ink)	Date (YYYY-MM-DD)

2.3 Related Individual's Information

Relationship to applicant	
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This consent is valid for one year from the date appearing next to the Applicant's signature.

The information provided is used to record consent for IRCC to disclose personal information to a designated representative in response to an ATIP request, and is collected under the authority of section 6 of the *Access to Information Act* and sections 8(1) and 13 of the *Privacy Act*.

The requested information is required to validate your consent. Your information may be used internally to administer the ATIP request, and for planning and evaluation purposes. 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.

You have a right of access to, correction, and protection of personal information under the Act, and should you have any concerns with the management of your personal information, you have a right to file a complaint to the Privacy Commissioner. The management of your information is described in the standard personal information bank Access to Information Act and Privacy Act Requests (PSU 901) and can be found in [Info Source](#).