



# Access to Information Request Form

Protected when completed

For official use only

## Access to Information Act

### Step 1

Determine which federal government institution is most likely to have the information you are seeking. Decide whether you wish to submit an informal request for the information or a formal request under the *Access to Information Act*. If you wish to make an informal request, contact the appropriate institution. The address can likely be found in **Info Source** publications which are available across Canada, generally in major public and academic libraries, constituency offices of federal Members of Parliament and most federal government public enquiry and service offices.

### Step 2

To apply for information under the *Access to Information Act*, complete this form or a written request mentioning the Act. Describe the information being sought and provide any relevant details necessary to help the institution find it. If you require assistance, refer to **Info Source (Sources of Federal Government Information)** for a description of program records held by the institution or contact its Access to Information Coordinator.

### Step 3

Forward the access request to the Coordinator of the institution holding the information. The address is listed in the "Introduction" to **Info Source**. Enclose a \$5.00 money-order or cheque payable to the Receiver General of Canada. Depending upon the type or amount of information being sought, you may be asked to authorize further charges.

### Step 4

When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Access to Information Commissioner should you believe that you have been denied any of your rights under the Act.

#### Federal Government Institution

Citizenship and Immigration Canada

#### Provide details regarding the information being sought

Please send me a copy of the following persons immigration record:

Name: \_\_\_\_\_ Alternate spellings: \_\_\_\_\_

Birth date and place: \_\_\_\_\_ Accompanying family members: \_\_\_\_\_

Ship: \_\_\_\_\_

Port of Entry: \_\_\_\_\_

Date of Entry: \_\_\_\_\_

#### Method of access preferred

☒ Receive copies of originals

☐ Examine originals in government offices

#### Name of applicant

Street, address, apartment

City or town

Province

Postal Code

Telephone number

This request for access to information under the *Access to Information Act* is being made by

☐ a Canadian citizen, permanent resident or another individual present in Canada, or

☐ a corporation present in Canada

Signature

Date

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act*.

Please email a digital copy to: \_\_\_\_\_

TBC 350-57 (Rev. 2000/06/19)



## Post-1935 Immigration Records

Records of immigrants arriving at Canadian land and sea ports from 1 January 1936 onwards remain in the custody of Immigration, Refugees and Citizenship Canada (IRCC). To request a copy of an immigration record, you must complete and mail this form to the under-noted office:

*Immigration, Refugees and Citizenship Canada  
Access to Information and Privacy Division  
OTTAWA, ON  
K1A 1L1*

OR

Submit online here:

<https://atip-aiprp.tbs-sct.gc.ca/>

Please note that the following conditions apply:

Applications for copies of documents must be submitted **by a Canadian citizen or an individual present in Canada**. You can give consent to a Canadian citizen or a person living in Canada to obtain the document for you by sending the Consent for Access to Information and Personal Information Request form found here:

<http://www.cic.gc.ca/english/pdf/kits/forms/imm5744e.pdf>

Fee: \$5.00, payable to the Receiver General for Canada

The request must be accompanied by **proof that the individual has been deceased at least twenty years**. Proof of death can be a copy of a death record, a newspaper obituary, funeral notice or a photograph of the gravestone showing name and death date.

Documents will be released for individuals deceased less than 20 years BUT who would be older than 110 years the year of the request. Proof of birth is required. IRCC will accept anything that indicates a birth year: birth or baptism record, headstone, obituary etc.

Please allow 90 days to receive a response to your request from Immigration, Refugees and Citizenship Canada.

For further information regarding the status of a request please contact Immigration, Refugees and Citizenship Canada directly at 1-888-242-2100 and leave a message.