



Privacy Act

Personal Information Request Form

Protected when completed

For official use only

<p>Step 1</p> <p>Determine which federal government institution is most likely to hold personal information about you. Decide whether you wish to submit an informal request for the information or a formal request under the <i>Privacy Act</i>. 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.</p>	<p>Step 2</p> <p>To apply for personal information about you under the <i>Privacy Act</i>, complete this form. 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 personal information banks held by the institution or contact its Privacy Coordinator.</p>	<p>Step 3</p> <p>Forward the personal information request form to the Privacy Coordinator of the institution holding the information. The address is listed in the "Introduction" to Info Source.</p>	<p>Step 4</p> <p>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 Privacy Commissioner should you believe that you have been denied any of your rights under the Act.</p>
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Federal Government Institution
Citizenship and Immigration Canada

I wish to examine the information ☒ As it is ☐ All in English ☐ All in French

Provide details regarding the information being sought
Please send me a copy of my immigration record.
My name at time of entry to Canada: _____
Birth date and place: _____
Ship: _____ Accompanying family members: _____
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 _____

I request access to personal information about myself under the *Privacy Act* as I am a Canadian citizen, permanent resident or another individual, including an inmate, 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 digital copy to: _____
TBC 350-58 (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. 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-

Scan and email your completed form to IRCC.ATIP-AIPRP.IRCC@cic.gc.ca

-OR-

Submit a request 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>

If requesting an immigration record for a living person in this manner, you will need to submit an Access to Information form and pay the \$5 fee.

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

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