**Temporary Resident Visa Instructions No. 2**

**Incoming representatives to foreign missions from visa-exempt countries**

All foreign representatives and their accompanying family members travelling to Canada to take up a posting with a bilateral mission or consular post are asked to obtain a Diplomatic or Official Temporary Resident Visa (TRV), which will be coded as either D-1 or O-1*.* This includes representatives from visa-exempt countries.

The TRV is issued by Immigration, Refugees and Citizenship Canada (IRCC), and will normally be valid for 6 months from the date of issuance, and will allow for entry and re-entry into Canada until Global Affairs Canada’s Office of Protocol issues an acceptance visa (aka accreditation), which will be valid for a longer duration.

This instruction document provides information on the TRV Application that is reviewed by both IRCC and Global Affairs Canada.

Please note:

* Diplomatic and Official TRV Applications for individuals with citizenship in visa-exempt countries must be submitted by email (“paper application”);
* Diplomatic and Official TRV applications are exempt from IRCC’s processing fee;
* Diplomatic and Official TRV applications are exempt from the biometric collection requirement.

**A note on family members:** The above exemptions apply to [members of the family forming part of the household](https://www.international.gc.ca/protocol-protocole/policies-politiques/circular-note_note-circulaire_xdc-0643.aspx?lang=eng) who qualify for accreditation, as determined by Global Affairs Canada. This link also provides additional information related to dependents who will turn 19, or will turn 25 during the course of the posting. Additional information related to parents, in-laws, and dependent children over the age of 25 can also be found at this link.

**Detailed instructions**

**Step One – Complete Forms**

* The principal applicant and each family member must complete, sign and scan the [Application for Temporary Resident Visa [IMM 5257] (PDF, 0.56 MB)](https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5257e.pdf);
* The principal applicant and each traveller over the age of 18 must also complete, sign and scan the [Family Information (IMM 5707 or IMM 5645)](https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5256-applying-visitor-visa-temporary-resident-visa.html#familyInfo).

If you are unable to open the application form in PDF format, please refer to the following [guidance](https://www.cic.gc.ca/english/helpcentre/answer.asp?qnum=660).

For assistance on how to complete these forms, please refer to this [Instruction Guide](https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/guide-5256-applying-visitor-visa-temporary-resident-visa.html), along with this video [Save Time: Send a Complete Application](https://www.canada.ca/en/immigration-refugees-citizenship/news/video/save-time-send-complete-application.html). Please ensure you provide a telephone number and email address and ensure that the personal history section includes details for the past 10 years, without gaps (list all periods of unemployment).

You may also wish to consult our [Help Centre](https://www.cic.gc.ca/english/helpcentre/index-featured-can.asp), which has Frequently Asked Questions regarding online applications. Requests for technical / IT assistance should be directed to IRCC, and not to Global Affairs Canada.

Please note:

* On the application form, provide a telephone number and email address where you can be reached ***directly***; and ensure that the personal history section includes details for the past 10 years***without gaps***;
* On the application form, in the field **‘Purpose of Travel’, select sub-field ‘Other’, and write “Accreditation”** in the space provided.

**Step Two – Gather supporting documentation**

* Mandatory documentation:
1. A TRV application must be supported by a Note verbale from the applicant’s ministry of foreign affairs. The Note Verbale must include all of the following information:
* [Position title](https://www.international.gc.ca/protocol-protocole/policies-politiques/circular-note_note-circulaire_xdc-1760.aspx?lang=eng#a2), location, posting duration, and tentative travel date of the principal representative;
* Predecessor’s name and intended departure date; noting there are limits to authorized overlap periods;
* Legal names, dates of birth, and passport numbers of accompanying [members of the family forming part of the household](https://www.international.gc.ca/protocol-protocole/policies-politiques/circular-note_note-circulaire_xdc-0643.aspx?lang=eng);
* A list of any children who are already in Canada under a different status (e.g., visitor or student) for whom the Ministry of Foreign Affairs will be seeking VCDR/VCCR status.
1. A copy of every family member’s diplomatic, official or service passport biographical page.
* Additional documentation that may be required:
* For [Members of the Administrative and Technical Staff and Consular Employees](https://www.international.gc.ca/protocol-protocole/policies-politiques/circular-note_note-circulaire_xdc-2684.aspx?lang=eng)
	+ Curriculum vitae
* For [Members of the Service Staff](https://www.international.gc.ca/protocol-protocole/policies-politiques/circular-note_note-circulaire_xdc-0457.aspx?lang=eng)
	+ Curriculum vitae
	+ Employment contract signed by the sending state Ministry of Foreign Affairs (a contract with the local diplomatic mission will not be accepted)
* For **applicants with any prior military and/or police service**, completion of the [Details of Military Service](https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5546e.pdf) table and/or [Details of Police Service](https://www.canada.ca/content/dam/ircc/documents/pdf/english/kits/forms/imm0150e.pdf) table;
* For **Ambassador-designates** and **Defence, Military and Naval Attachés**, a copy of the Note of Agrément issued by the Office of Protocol;
* **Police Liaison Officers** should clearly identify themselves to the Office of Protocol so additional guidance can be provided;
* For **dependents between 19-25**, proof of full-time acceptance in a Canadian designated learning institute (DLI). Dependents studying full-time outside Canada should notify the Office of Protocol for additional guidance; and
* For **new/incremental positions**, a copy of the approval message from Global Affairs Canada. Applications for new positions that do not have Global Affairs Canada’s prior approval will not be reviewed, and will be withdrawn. In order to request a new position, a request should be submitted to xdc-ircc@international.gc.ca, and include an acceptable position title, a detailed position description, and justification for the creation of a new position.

**Step Three – Submit application by email to IRCC and the Office of Protocol**

After you have filled all forms, please also prepare a scanned version of the original electronic IMM5257 generated by the system upon validating the form – that is, the “unprinted form”. Please ensure the scans are high quality, easy to read, and that the bar code page is not

compromised due to poor print/scan quality.

Now you may make an electronic copy of the entire application package using a scanner or a digital camera. When submitting a two-sided document, be sure to save both sides in one single document. If you do not have photo editing software, copy/paste and save both images into a Microsoft Word document. The following file formats are acceptable: PDF / JPG, TIFF, or PNG (image) / DOC or DOCX (Microsoft Word document).

Please send your complete application package to IRCC and the Office of Protocol:

To: IRCC.RROCDIPLO-CORRDIPLO.IRCC@cic.gc.ca

Cc: xdc-ircc@international.gc.ca

Subject: Accreditation Application: [INSERT FAMILY NAME/SURNAME]

**Additional information and tips:**

* **Please apply well in advance of the planned departure date and DO NOT finalize travel plans (e.g., purchase flight tickets) before TRVs are issued. Some TRV applications may take longer than one month to process.**
* **Visa Issuance**: once the TRV application is approved, the applicant will receive instructions by email regarding how to submit your passport for visa issuance.
* Requesting a TRV in a Note verbale is not considered to be an application. Furthermore, paper applications that are delivered to Canadian diplomatic missions or overseas visa offices will not be accepted.
* Additional documentation applies for any **family members not in possession of a Diplomatic, Official or Service Passport**. Please contact xdc-ircc@international.gc.ca for more information.
* **TRV Applications for parents and in-laws** should not be submitted without first reviewing the Office of Protocol’s policy regarding [members of the family forming part of the household](https://www.international.gc.ca/protocol-protocole/policies-politiques/circular-note_note-circulaire_xdc-0643.aspx?lang=eng), detailing additional documentation requirements.
* **Minor children not travelling by both parents** to Canada must have an [authorization to travel](https://travel.gc.ca/travelling/children/consent-letter) from the non-travelling parent, together with a copy of a signed identification document from the non-travelling parent.
* As per Canadian policy, **Canadian citizens and permanent residents of Canada** cannot take up a posting nor can they be accredited as a professional member of a diplomatic mission or consular post in Canada. If you were born in Canada, or if either of your parents were born in Canada, you may be a Canadian citizen. [Find out if you’re already a citizen](https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-citizenship/become-canadian-citizen/eligibility/already-citizen.html).
* **Disclosure of an applicant’s personal information** is administered in accordance with Canada’s [Privacy Act](https://laws-lois.justice.gc.ca/eng/acts/p-21/index.html). IRCC is not able to share application information or application status with a third party including Embassy Support Staff / Agents, unless the applicant submits an [Authority to Release Personal Information to a Designated Individual form.](https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides/release-information-individual.html) In the absence of a completed Authority to Release Personal Information to a Designated Individual form, IRCC will only communicate with the applicant about their file or via their declared email address.

Please email any questions to: IRCC.RROCDIPLO-CORRDIPLO.IRCC@cic.gc.ca

Cc.: xdc-ircc@international.gc.ca