



Accreditation services

Requirements, checklists and tips (version: November 2025)

In this document, the expression “mission” means a high commission, an embassy, an international organization or other office enjoying privileges and immunities under the [Foreign Missions and International Organizations Act](#) or [Privileges and Immunities \(North Atlantic Treaty Organisation\) Act](#). Consulates are expected to channel their request via their mission.

The Office of Protocol issues two types of documents to foreign representatives and eligible family members as part of their accreditation: a [Government of Canada Identity Card \(ID\)](#) and an acceptance counterfoil (to be affixed in their passport). A valid acceptance counterfoil is a prescribed document to enter, or board a flight bound for, Canada, per section 190(2) of the *Immigration and Refugee Protection Regulations* of Canada. This section of the Regulations states that “a foreign national is exempt from the requirement to obtain a temporary resident visa if they (a) hold a passport that contains a diplomatic acceptance, a consular acceptance or an official acceptance issued by the Chief of Protocol for the Department of Foreign Affairs and International Trade on behalf of the Government of Canada and are a properly accredited diplomat, consular officer, representative or official of a country other than Canada, of the United Nations or any of its agencies, or of any international organization of which Canada is a member”.

All accreditation requests must be emailed to xdc-accreditation@international.gc.ca. This email address is monitored daily, except for weekends and statutory holidays. The following sections explain how to complete the various types of accreditation requests. All email service requests must be formulated as per the template in annex to this document. To complete the application process, missions will need a high-resolution scanner to create electronic copies of documents and photos. If you’re having trouble opening a specific PDF form contained in this document, first save it on your desktop, then locate the saved PDF and double-click the file to open it using Adobe Reader 8 or higher.

If the Office of Protocol determines that a mission did not submit all required documents or did not submit them in the proper format, it will not process the application and will send a Notification of non-compliance to the mission providing guidance. Please note that processing time begins when a complete/accurate request is received and put in queue.

Passports must not be submitted to the Office of Protocol unless the mission has received written instructions to do so from xdc-accreditation@international.gc.ca. Also, accreditation requests submitted to other Office of Protocol units or Global Affairs Canada (GAC) units, such as the department’s geographic divisions, will delay processing times.





Preparing for arrival in Canada: mandatory pre-arrival notification

While incoming foreign representatives and eligible family members can only be accredited once they arrive in Canada, we ask for certain information prior to their travel so that we can commence the paperwork in order to accredit them as quickly as possible on arrival. Missions should provide this information **ideally three weeks before their arrival**. The service request must be entitled “Pre-arrival notification” and contain the following:

1. The complete [accreditation and registration form](#) (PDF format) containing the appropriate [position title](#); the form must be signed by the head of mission (in the case of a bilateral mission) or designated authority (in the case of an international organization or office)
2. The foreign representative’s curriculum vitae (PDF format), in the case of a bilateral mission/post only; a detailed CV (including dates of work history, previous positions and education) must be provided for each diplomatic agent, consular officer, administrative and technical staff member, and consular employee. Brief biographies will not be accepted
3. A copy of the passport biographical page (PDF format); if the biographical page does not specify the type of passport (e.g., diplomatic, official service), please include a copy of the passport cover page
4. One [passport size colour photo](#) (JPG format, 200 dpi)
5. One signed [signature card](#) (JPG format, black and white, 200 dpi)
6. Proof of full-time admission acceptance and full-time registration in [a designated learning institution \(DLI\)](#) course or program of study in or outside Canada, in the case of children aged 19 to 25; the letter of acceptance/admission must specify the duration of the program (please see “about tuition fees” below).

Pre-arrival requests are given processing priority. All new accreditation requests submitted following arrival in Canada must include a justification for pre-arrival omission. Pre-arrival requests submitted less than three weeks from the person’s arrival in Canada will not be considered as priority processing and may result in post-arrival accreditation processing delays.

We remind missions that accredited representatives must reside full-time in the region where their mission or post is, per Canada’s policy on the [Lieu of Residence and Detachment of Members of Diplomatic Missions Outside the National Capital Region \(international.gc.ca\)](#). It follows, to cite one example, that a diplomatic agent cannot be attached to a mission in Ottawa while residing in Toronto or in Montréal. Heads of mission and other accredited members of an embassy or a high commission may establish their official and personal residences in the broader National Capital Region, which straddles the provinces of Ontario and Quebec.

Family members are defined through the following policies: [Members of the family forming part of the household: the case of spouses and unmarried conjugal partners \(international.gc.ca\)](#) and





Members of the family forming part of the household: the case of children, parents and in-laws (international.gc.ca).

About tuition fees: tuition fees are set by educational institutions and/or the provincial government. While some educational institutions and learning establishments may choose to provide a rebate or preferential tuition rate to children of foreign representatives while they are accredited, Global Affairs Canada has no control over these rates. Global Affairs Canada has no ability to instruct or ensure that any rebates or preferential rates remain available to children of foreign representatives after they are no longer accredited to Canada. Should you have further questions regarding tuition, these questions are best addressed directly with your educational institution.

About non-residents: Accreditation documents will only be issued following a first travel/arrival in Canada. After submitting your pre-arrival service request, please send a separate email to the dedicated accreditation box specifying the representative's anticipated travel to Canada. Instructions regarding passport submission will follow. Read also: [Non-resident accreditations \(\[international.gc.ca\]\(http://international.gc.ca\)\)](#).

After arrival in Canada: completing the accreditation process and other general information

Upon the arrival in Canada of a foreign representative and family member and domestic worker, missions must promptly email supplementary documents to complete the accreditation process. Please send an email service request entitled "Post-arrival notification" along with the following:

1. A notification of arrival, providing details of the travel itinerary, such as the date of arrival, the Canadian port of entry and the method of transportation; the Office of Protocol will only process the accreditation requests for a non-resident foreign representative if the person has entered Canada and physically remains in the country during the process
2. A notification of the predecessor's end of functions and/or departure from Canada, if not previously submitted
3. A copy of the D1 or O1 Temporary Resident Visa (TRV) used for the first entry into Canada (PDF format).

Unless a mission is instructed otherwise, the Office of Protocol allows a 10-day period of overlap between foreign representatives, except for heads of mission and consuls general. All requests for an overlap period exceeding 10 days must be emailed to xdc-accreditation@international.gc.ca prior to the successor's effective arrival in Canada.





Once the Office of Protocol finalizes an accreditation request, it will send detailed instructions to your mission on where/how to submit passports to affix the acceptance counterfoil. The confirmation will also provide details regarding the mailing of the ID.

Please note that children who have reached their 16th birthday qualify for an ID, as do children between the ages of 14 and 16 who have been authorized to work. All other children, including those born in Canada and children studying abroad, only receive an acceptance counterfoil. Children of [non-resident foreign representatives](#) are not eligible for accreditation in Canada.

Missions seeking a work authorization for an accredited “member of the family forming part of the household” are asked to read Canada’s policy on the [Employment of family members of foreign representatives](#) and submit related requests directly to the Privileges and Immunities Unit of the Office of Protocol at xdc-pi@international.gc.ca.

How to renew accreditation documents

NEW	Photos - Please note that passport size photos for accreditation renewals and transfers are required every four years, and no longer every two years.
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Renewing an acceptance counterfoil and ID is simpler than applying for a new one. Requests should be submitted ideally 90 days prior to the expiry date of the documents. For each foreign representative, family member and domestic worker, missions need to provide the following as part of their email request:

1. The approximate residual posting period (for all postings exceeding five years)
2. The successor’s name if known
3. A new [passport size colour photo](#) (JPG format, 200 dpi), if the last one is more than four years old
4. Proof of full-time admission acceptance and full-time registration in [a designated learning institution \(DLI\)](#) course or program of study in or outside Canada, in the case of children aged 19 to 25; the letter of acceptance/admission must specify the duration of the program.

The postings of members of the service staff cannot exceed five years, per Canada’s policy on the [Policy on the accreditation of service staff](#). Missions/posts must plan accordingly. Reminder also that guards, messengers, caretakers (e.g., cleaners, janitors, etc.), household personnel (e.g., butlers, chefs, maids, etc.) on appointment from the foreign ministry are automatically classified as members of the service staff.





In the case of all other foreign representatives whose posting is prolonged beyond five years, the Office of Protocol will seek a note of confirmation of continued posting from the sending State's ministry of foreign affairs. A note from the local mission will not be accepted.

Missions are responsible for checking the expiration dates of accreditation documents. We ask that all accredited persons, when travelling outside of Canada, carry a valid passport that contains their valid acceptance counterfoil. A new physical valid acceptance counterfoil must be affixed to the holder's passport prior to any international trip. Airlines are also responsible for ensuring that each traveler has a valid and appropriate travel document. Accredited foreign representatives who choose to travel with a passport that does not contain their most recent valid acceptance counterfoil are asked to obtain a new TRV from Immigration, Refugees and Citizenship Canada (IRCC) prior to their return. Should you have questions regarding specific cases, please contact xdc-accreditation@international.gc.ca, copying xdc-ircc@international.gc.ca.

With respect to spouses/partners and any child who exchange their diplomatic, official or service passport for a regular one during the posting period, the sending ministry of foreign affairs will need to provide a statement to xdc-accreditation@international.gc.ca acknowledging that the person, if accredited by Canada, will enjoy the privileges and immunities normally granted to "members of the family forming part of the household" under the Vienna Convention on Diplomatic (or Consular) Relations, or other applicable treaty; and that it assumes the related responsibilities for such privileges and immunities. This includes children who are automatically ineligible for a diplomatic, official or service passport upon reaching a certain age (e.g., 18 years old). On a general note, we ask that you refrain from seeking an extension accreditation in favour of any child for whom the sending ministry of foreign affairs is not (or no longer) seeking privileges and immunities as a "member of the family forming part of the household". The Office of Protocol can, at any time, ask for written confirmation the ministry of foreign affairs that a child remains on the principal's travel order.

How to transfer an acceptance counterfoil to a new passport

NEW

Photos - Please note that passport size photos for accreditation renewals and transfers are required every four years, and no longer every two years.

For each foreign representative, family member and domestic worker seeking to transfer an existing acceptance counterfoil to a newly issued passport, missions need to provide the following in their email request:

1. A copy of the new applicant's passport biographical page (PDF format); if the biographical page does not specify the type of passport (e.g., diplomatic, official service), please include a copy of the passport cover page





2. One [passport size colour photograph](#) (JPG format, 200 dpi), if the last photo is more than four years old.

If the transfer to a newly issued passport is occurring six months prior to the accreditation expiry date, please submit a request for accreditation renewal based on the section above.

How to apply for a new accreditation due to a transfer to another location in Canada

For each foreign representative who will be transferred from a diplomatic mission to a consular post, or vice versa, the mission needs to provide the following at least one month ahead of the transfer:

1. An email or electronic Note from the sending Ministry of foreign affairs confirming the prospective date of transfer
2. A new [accreditation registration form \(PDF format\)](#) containing the appropriate [position title](#); the form must be duly signed by the head of mission (in the case of a bilateral mission/post)
3. The updated foreign representative's curriculum vitae (PDF format)
4. One [passport size colour photograph](#) (JPG format, 200 dpi), if the last photo is more than four years old
5. A [notification of the predecessor's end of functions and/or departure from Canada](#), if not previously submitted.

Notifying a promotion

When a foreign representative has received a promotion that does not entail a change of designation (e.g., a First Secretary is promoted to the rank of Counsellor), the mission must notify the promotion to xdc-accreditation@international.gc.ca. For any other promotion, including those that entail a change of designation (e.g., a Member of the Administrative and Technical Staff is promoted to the rank of Attaché), we ask that you first contact xdc-accreditation@international.gc.ca for guidance.

Requesting an increase in the number of staff (bilateral missions only): a pre-visa pre-nominee process

To obtain approval for a new position or one that has been vacant for more than 5 years, the mission is required to send an email to xdc-accreditation@international.gc.ca and include the following:





1. An official position title that conforms to Canada's [Policy on designations](#)
2. A detailed job description preferably in the form of a bulleted list of roles and responsibilities (a simple summary of responsibilities will not be accepted)
3. A detailed justification for the new position with all relevant supporting information for a staff increase which reflects the mission's needs, including an explanation on whether locally recruited staff was considered
4. An organizational chart that clearly shows the new position's reporting relationships within the mission/post and the specific section (e.g., political, commercial, etc.) to which the incumbent will be assigned.

An increase in staff is considered a pre-visa and pre-nominee process. The proposed nominees' name should not be shared with the Office of Protocol, nor should the mission make any commitment with such person until the reception of a TRV approval. During the TRV process for an incoming representative, if no predecessor is identified, the visa processing authority will assume that the foreign representative will occupy a new position, and the applicant will be requested to provide documentary proof of the Office of Protocol's approval for its creation. If documentary proof cannot be provided, the TRV application will not be processed.

Births in Canada

Per the webpage [Birth in Canada of children of foreign representatives](#), the Office of Protocol reminds missions that when a child of any accredited foreign representative is born in Canada, the mission is required to notify the name in writing to xdc-accreditation@international.gc.ca, along with a copy of the Live Statement of Birth or other relevant documentation. This should be done within thirty (30) days of the birth. It is not necessary to notify the birth when the father or mother is a Canadian citizen or Permanent Resident of Canada at moment of birth as the child is himself or herself Canadian.

Missions and international organizations should also submit a request for the accreditation of the newborn as soon as possible based on the same process applicable to foreign representatives, along with a certified copy of the Long Form Birth Certificate.

End of functions and departure notifications, and the attestation of IDs destruction

Mission must notify xdc-accreditation@international.gc.ca of the end of functions and final departure dates from Canada of accredited representatives, family members and domestic workers. Notifications must be submitted within 24 hours of the principal's end of functions and include the following information:





1. Name and title
2. Date and port of departure
3. Date of end of assignment (if this occurred prior to the departure)
4. Names of all members of the family accompanying on their departure
5. Method of transportation, including detailed itinerary for each person
6. Names of all members of the family remaining in Canada with an explanation (e.g., a family member received a study permit)
7. Name of successor (if available)
8. An attestation that all identification cards have been destroyed (read below).

About the attestation: We ask that missions do not return Government of Canada identification cards to the Office of Protocol unless instructed otherwise in writing. Simply provide an attestation that the cards have been destroyed. You can batch these notifications (i.e., send one email with a list of cards that have been destroyed from multiple households). To safeguard against the abuse of privileges and immunities, the identity cards of family members of departing foreign representatives who are staying in Canada to pursue studies must also be destroyed.

Whenever possible, advance notification of the end of functions and final departure should be given.

Once a notification of end of functions is received, the Office of Protocol will electronically void their acceptance counterfoil and notify Immigration, Refugees and Citizenship Canada (IRCC) accordingly. It will also de-list the principal from the [Foreign Representatives in Canada](#) webpage. In the specific case of those covered by the Vienna Convention on Diplomatic/Consular Relations, all privileges and immunities, if any, enjoyed by the principal foreign representative and his/her family members in Canada cease upon their departure or 10 calendar days after the date upon which the principal's assignment ended (read the meaning of "reasonable period" below).

Additional requirements for heads of mission: With respect to ambassadors and high commissioners, missions are reminded to notify xdc-accreditation@international.gc.ca, copying xdc-hom@international.gc.ca, **well ahead of their end of functions and final departure**, and include the date of departure of any accredited domestic worker. This notification must include:

1. The appointment of a chargé d'affaires, a.i. or acting high commissioner in keeping with [Canadian policy](#) (signed by the outgoing ambassador or high commissioner prior to the end of their functions)

Please note that when the mission's notification of the chargé d'affaires, a.i. or acting high commissioner is submitted after the head of mission's effective end of assignment, a note of notification from the sending ministry of foreign affairs is





required; chargés d'affaires, a.i. and acting high commissioners are not self-appointed. Once such notification from the ministry of foreign affairs is provided and found to be in order, the Office of Protocol will publicly list the provisional head of mission and amend the [Heads of Missions](#) webpage.

2. Information as to whether the residential lease for the official residence will end, or whether the tenancy agreement will be maintained for the successor head of mission, as the case arises.

About family members: Whenever any person who is an accredited member of the family in Canada ceases to reside with the principal (other than a student attending school in a different city), such person ceases to be eligible for accreditation under Canada policy. Missions are asked to draw our attention to these situations and provide detailed information to xdc-accreditation@international.gc.ca.

Also, children wishing to remain in Canada as international students because their accreditation is scheduled to be withdrawn (e.g., due to the parent's end of posting, age or other factors) must apply online for an IRCC study permit; related instructions are available via xdc-irc@international.gc.ca. They must do this no more than 90 days before the end of their accreditation. It is not possible to apply for a study permit from within Canada after accreditation has been withdrawn.

In the case of accredited children eligible to apply for a Post-graduation work permit (PGWP), the mission must contact xdc-irc@international.gc.ca for instructions. An application for a PGWP cannot be submitted to IRCC from within Canada without the Office of Protocol's pre-approval.

Accredited spouses and partners are ineligible to apply for an IRCC study permit or PGWP from within Canada; they must first depart the country before applying.

Meaning of “reasonable period” (granted to leave the country) under the Vienna Convention on Diplomatic (and Consular) Relations

Individuals have a “reasonable period” following the termination of their functions to depart Canada. Per section 2(3) of Canada's [Foreign Missions and International Organizations Act](#),

The expression *reasonable period* in paragraphs 2 and 3 of Article 39 of the [Vienna Convention on Diplomatic Relations](#) and paragraphs 3 and 5 of Article 53 of the [Vienna Convention on Consular Relations](#) shall be read as a reference to a period, not exceeding ten days, commencing





- (a) in the cases of paragraph 2 of Article 39 and paragraph 3 of Article 53, on the day on which the functions of a person enjoying privileges and immunities have come to an end, which day shall be set out in a notice given to the Minister of Foreign Affairs by the foreign diplomatic mission or consular post with which the person was connected; and
- (b) in the cases of paragraph 3 of Article 39 and paragraph 5 of Article 53, on the day determined by the Minister of Foreign Affairs.

About two other processes

The appointment of military or defence attachés

With respect to the [Guidelines on the Appointment of Foreign Defence, Military, Naval and Air Attachés](#), all requests to appoint nominees must be emailed to the Office of Protocol via xdc-accreditation@international.gc.ca and include the following:

1. [The appointment form \(#2202E\)](#) duly completed and signed by the proposed nominee (PDF format)
2. A copy of the main page of the proposed candidate's passport containing the person's legal name (PDF format)
3. A statement from the nominating State according to which the nominee is not a Canadian citizen or Permanent Resident of Canada, along with a list of all other citizenships.

Requests submitted to other GAC units, such as the department's geographic divisions, or the Department of National Defence will delay processing times. Ensuing appointment approval, missions must then follow TRV, pre-arrival and post-arrival requirements. Please note, in the case of non-resident attachés, the issuance of their accreditation documents will only be provided upon entry in Canada.

Seeking accreditation (with derivative privileges and immunities) for parents and in-laws

If the foreign state's ministry of foreign affairs wishes to seek the accreditation of an accompanying parent and/or in-law pursuant to the Vienna Convention on Diplomatic (or Consular) Relations, the mission must email a service request to xdc-accreditation@international.gc.ca, preferably well in advance of a TRV application, and provide the following:





1. Documentary proof of the parent and/or in-law's financial dependency on the employee
2. Documentary proof that they were physically and principally living with the principal as a dependent prior to entry into Canada
3. Documentary proof of recognition as a dependent by the sending State (i.e. on the employee's travel orders)
4. A statement from the sending ministry of foreign affairs that it accepts that the parent and/or in-law will, once accredited, enjoy the privileges and immunities normally granted to "members of the family forming part of the household" under the relevant Vienna Convention, and assumes the related responsibilities
5. A written statement by the parent that they will not seek remunerated employment in Canada during the accreditation period.

For more information, please read section 4 of Canada's [Policy on Members of the family forming part of the household: the case of children, parents and in-laws.](#)





Annex - Service request template

This template serves as a model for your accreditation service requests that must be emailed to xdc-accreditation@international.gc.ca. **The size of your email message must not exceed 10 MB.** Use either a zip file or send in parts, clearly indicating this in the subject line, e.g., Part 1 of 3.

Each document (i.e. photo, registration form, signature card, passport copy, Note/Letter) must be labelled and attached individually to the service request. The subject line of your mission's email must clearly indicate the type of request and should read as follows:

ACCREDITATION SERVICE REQUEST (PRE-ARRIVAL/RENEWAL/POST-ARRIVAL): NAME OF MISSION, CITY – FOREIGN REPRESENTATIVE SURNAME, GIVEN NAME

For **urgent requests due to upcoming travel**, please add “urgent” to the subject line and include the person’s departure date.

In the body of your email, please briefly describe your request for service. Examples:

- Requesting accreditation for a foreign representative and accompanying family members;
- Requesting a transfer of acceptance counterfoil to a new passport; and
- **For urgent processing, you must inform the accreditation unit five (5) days in advance of the upcoming travel and add a detailed justification (e.g., professional-related travel, family emergencies and other official engagements).**

Also provide the following information for all clients concerned. Examples:

- Name: SURNAME, Given name
- Date of Birth: YYYY/MM/DD
- Position Title: (e.g., First Secretary, Embassy of XXX)
- Spouse: SURNAME, Given name
- Date of Birth: YYYY/MM/DD
- Child: SURNAME, Given name
- Date of Birth: YYYY/MM/DD

Finally, please list attachments. Examples:

- Diplomatic note (scanned)
- Accreditation applications for the foreign representative and family members
- Foreign representative’s CV

