



Instructions for diplomatic and official Temporary Resident Visas

Foreign representatives travelling to Canada for a posting (version: August 2024)

Global Affairs Canada's Office of Protocol is providing these instructions in coordination with Immigration, Refugees and Citizenship Canada (IRCC). If you qualify for a diplomatic or official Temporary Resident Visa (TRV) under these instructions, you are exempt from paying processing fees normally applied by IRCC. You are also exempt from providing biometric information.

Please review each step carefully.

Step One – Gather supporting and mandatory documentation

You must gather several documents before submitting the TRV application, listed below:

1. A diplomatic note from your ministry of foreign affairs (or letter in the case of an international organization) which includes the following, per Annex A:
 - a. Your legal name, date of birth, position title, location of assignment, anticipated posting duration, and tentative travel date;
 - b. Your predecessor's name and anticipated departure date (Canada normally allows an overlap of 10 days); if there is no predecessor, or if the position has been vacant for more than 5 years, you must append a copy of the note issued by the Office of Protocol approving your new position (this applies to bilateral missions only);
 - c. The legal names, dates of birth of your accompanying spouse/partner and members of the family forming part of the household;
 - d. A list of any member of the family who are already in Canada under a different status, e.g. visitor or student, for whom the ministry of foreign affairs (or international organization) will be seeking accreditation, and applicable privileges and immunities;
2. A copy of your diplomatic, official, service or other passport biographical page, and a copy of the passport for each member of the family applying for a diplomatic or official TRV; in the case of certain members of the family holding a regular passport, the principal may need to demonstrate that the ministry of foreign affairs accepts that such person, once accredited, will enjoy applicable privileges and immunities, and that it assumes related responsibilities;
3. A copy of the note of agrément issued by the Office of Protocol if you are appointed as a high commissioner, an ambassador or a military attaché;
4. A curriculum vitae if you are a member of the administrative and technical staff and consular employees or a member of the service staff;
5. Your employment contract signed by the ministry of foreign affairs if you are a member of the service staff (a contract with the local diplomatic mission will not be accepted)





6. The [details of military service](#) table and/or [details of police service](#) table if you have prior military and/or police service; police liaison officers should clearly identify themselves so additional guidance can be provided;
7. For children travelling with only one parent, a [consent letter](#) signed by the non-travelling parent along with a copy of a signed identification document;
8. Proof of full-time acceptance in a [Canadian designated learning institution](#) or other school (if planning to study in a location outside Canada) for each accompanying member of your family aged between 19 and 25.
9. The approval note issued by the Office of Protocol for any parent or in-law for whom the ministry of foreign affairs is seeking accreditation and applicable privileges and immunities, per section 4 of the following policy: [members of the family forming part of the household](#).

Step Two – Complete IRCC forms and submit the application

How you complete the next steps vary according to your citizenship and location where you apply.

Path A. If you are the citizen of a country that normally [requires a visa for entry to Canada](#), you must follow these steps to complete forms, upload documents and submit the TRV application online through the [IRCC portal](#):

1. ~~Register to receive an invitation for an IRCC portal account~~
2. ~~Follow the instructions contained in the email you received to create an IRCC portal account~~
3. ~~Sign in to your IRCC portal account~~
4. ~~Click on the link to 'apply to visit, study or work in Canada as a temporary resident'~~
5. ~~Create your personalized application by answering the questions as prompted~~
6. ~~Please ensure you answer the questions with the following:~~
 - a. ~~I want to apply for a "visitor visa"~~
 - b. ~~I need a visa to "take up a diplomatic posting in Canada"~~
 - c. ~~When prompted to indicate more about what you'll do in Canada, enter "accreditation"~~
7. ~~IRCC has indicated that certain sections do not need to be completed by incoming foreign representatives. Please therefore enter the information as follows:~~
 - a. ~~When prompted to indicate if you are a lawful permanent resident of the United States, enter "no" (do so even if you are)~~
 - b. ~~When prompted to indicate if you have held a Canadian visitor visa in the past 10 years, enter "no" (do so even if you have)~~
 - c. ~~When prompted to indicate if you held a valid US non-immigrant visa, enter "no" (do so even if you do)~~
 - d. ~~When prompted to indicate your national identity document number, enter "XXXXXX"~~





- e. When prompted to provide information regarding your education, enter "no"
- f. If prompted to provide financial information, enter \$0.00
- 8. You will be able to review your responses before submitting them
- 9. Upload all required supporting documentation, in addition to the documents listed above that corresponds to your position and family configuration (if you are prompted to provide proof of payment of fees, or proof of your exemption for the requirement to pay fees, you can upload your diplomatic note)
- 10. Submit the application

Path B. If you are the citizen of a country that is normally exempt from the requirement of a visa for entry to Canada, you cannot submit the TRV application online through the IRCC portal and must instead follow these steps and submit your application to 2 dedicated email addresses listed further in this document.

1. Download and complete the Application for Temporary Resident Visa Form (IMM 5257) for the principal applicant and each accompanying family member
2. Download and complete the Family Information Form (IMM5707) for the principal applicant and any family member over the age of 18

Please ensure that the personal history section includes details for your past 10 years without gaps, listing all periods of unemployment. Also, like in the case of Path A, you are not required to provide the following information when filling the forms:

1. Questions regarding a previous marriage or previous common-law relationship
2. Questions regarding language
3. Information regarding National Identity Documents
4. Information regarding US PR Cards
5. Questions regarding applicant's financial situation (\$0.00 can be indicated in the relevant field)

By leaving the sections above blank, this will prevent the form from "validating" at the end. However, you can still save and send the forms, ensuring that all other questions have been thoroughly complete. It is no longer necessary to provide an additional copy of the application with a wet signature, as electronic signatures are acceptable for these applications.

For both **Path A** and **Path B**, please double check your application for completeness and accuracy. You must also provide a telephone number and email address where you can be reached directly. If you encounter difficulties opening the application forms in PDF format, please read the following guidance: I can't open my application form in PDF format. What can I do? (canada.ca).

Requests for technical assistance should be directed to IRCC at IRCC.RROCDIPLO-CORRDIPLO.IRCC@cic.gc.ca.





Step Three – Send a notification email to both IRCC and the Office of Protocol

Path A. In order to prevent delays in the processing of the application, you are required to send a copy of the file number to IRCC and copy the Office of Protocol, as follows:

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

Cc: xdc-ircc@international.gc.ca

Subject: Posting to Canada: [INSERT FILE NUMBER, COUNTRY OR INTERNATIONAL ORGANIZATION, AND FAMILY NAME]

Path B. You must email the complete application package to IRCC and copy the Office of Protocol:

A complete application package comprises of the following items:

1. The completed application form and family information form
2. The diplomatic note (or letter in the case of an international organization)
3. Other supporting documents and passport copies

For applicants residing **in a country other than the United States of America**, the package must be addressed to:

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

Cc: xdc-ircc@international.gc.ca

Subject: Posting to Canada: [COUNTRY OR INTERNATIONAL ORGANIZATION, AND FAMILY NAME]

For applicants residing **in the United States of America**, the package must be addressed to:

To: WSHDCIMMIGRATION@international.gc.ca

Cc: xdc-ircc@international.gc.ca

Subject: Posting to Canada: [COUNTRY OR INTERNATIONAL ORGANIZATION, AND FAMILY NAME]

Attachments should not exceed 2 MB, with the preferred format of PDF; however, JPEG, TIFF, DOC, or DOCX formats are also acceptable.

Auto-replies are sent after submission of your notification messages to the above email addresses.





Step Four – Submitting your passport

Additional documents or statements may be required by IRCC to complete its assessment of your TRV application, in which case it will contact you by email. If the TRV is approved, IRCC will notify you by email and provide instructions on how to submit your passport (and passports of your members of the family) for TRV issuance.

You may be required to submit your passport through a “Visa Application Centre” and non-IRCC fees may be required for this transaction.

Disclosure of your personal information is administered in accordance with Canada’s *Privacy Act*. IRCC is not able to share application information or application status with a third party including mission staff, unless you submit an [Authority to Release Personal Information to a Designated Individual form](#). In the absence of this form, IRCC will only communicate with you via your email address.





Annex A - Template diplomatic note (this template can be adapted as a letter in the case of an international organization)



Ministry of Foreign Affairs of [Country]
Protocol and Assignments Division
Mystery City, [Country]

No. 2024/ABC/123

The Ministry of Foreign Affairs of [Country] presents its compliments to the Embassy of Canada in [Country] and has the honour to request for a diplomatic or official Temporary Resident Visa for **Ali RIVER** to take up a posting in Canada and the below listed dependents. Ali River is designated as Second Secretary (Political) at the Embassy of the [Country] in Ottawa for a period of 4 years and is tentatively travelling on September 1, 2024. Ali River will succeed Justin Case, Second Secretary (Political), who is scheduled to depart on September 5, 2024.

Details of the representative along with dependents:

- **RIVER, Ali** (DOB 1965/01/01), Passport **D12345** (diplomatic)
- Spouse: **STREAM, Carey A.** (DOB 1965/01/01), Passport **O12345** (official)
- Dependent Child 1: **RIVER-STREAM, Jett** (DOB), Passport **O12346** (official)
- Dependent Child 2: **RIVER-STREAM, Ryder** (DOB), Passport **P12345** (regular)
- Dependent Child 3: **RIVER-STREAM, Rain** (DOB), Passport **P12346** (regular)

The Ministry advises that Ray River-Stream already holds a valid Study Permit to Canada, which he independently obtained. As Ryder River-Stream and Rain River-Stream are travelling on regular passports, the Ministry accepts that once accredited, they will enjoy the privileges and immunities normally applicable to "members of the family forming part of the household" under the *Vienna Convention on Diplomatic Relations*. The Ministry also assumes the related responsibilities for such privileges and immunities.

The Ministry of Foreign Affairs of [Country] avails itself of this opportunity to renew to the Embassy of Canada [Country] the assurances of its highest consideration.

Mystery City, August 15, 2024

Official seal

