



Notification of Client Contact Information

To be completed by the individual appearing before the Immigration and Refugee Board of Canada (IRB).

Name	Date of birth (mm-dd-yyyy)
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MY CONTACT INFORMATION

Street number, street name and apartment number		City
Province	Postal code	Country (if outside of Canada)
Landline telephone number (____) Area Code Phone Number	Cellphone number (____) Area Code Phone Number	
Fax number (____) Area Code Fax Number	Email address	
Effective date of the contact information (mm-dd-yyyy)		

IMPORTANT INSTRUCTIONS

Providing your contact information:

You must provide your contact information in writing to the IRB division handling your case no later than the time limit set out in the rules of that division. If you have proceedings before more than one IRB division, you do not need to complete a separate form for each division; at the top of this form, simply indicate any IRB division before which you have a proceeding, and provide your IRB file number for each division.

Changing your contact information:

If any of your contact information changes, you must complete a new form without delay and provide it to the IRB office handling your case.

You must also inform Immigration, Refugees and Citizenship Canada and/or the Canada Border Services Agency, depending on which organization(s) you have matters with, of any changes to your contact information.

Changing the location of your proceeding:

If you have moved and you wish to submit an application to change the location of the proceeding, you must complete an *Application to Change the Location of a Proceeding* form or follow rule 53 of the *Refugee Protection Division Rules*, rule 42 of the *Immigration Division Rules*, rule 47 of the *Immigration Appeal Division Rules* or rule 66 of the *Refugee Appeal Division Rules*. Please note that an application to change the location of a proceeding will be allowed only in certain circumstances. If you have not received a response from the IRB, you must appear for the proceeding at the location set and be prepared to start or continue the proceeding.

Notice: The confidentiality of the information you provide in this form is protected by the *Privacy Act*. Your personal information may be disclosed only in circumstances where such disclosure is permitted under the terms of the *Privacy Act* and the *Access to Information Act*.