



Application to vary conditions of release

Important instructions and information

Who should use this form: Persons who have been ordered released by the Immigration Division (including counsel), bondspersons and the Canada Border Services Agency.

What is the purpose of this form: If you have been released by the Immigration Division, you must obey the conditions of release. If you believe there is a reason why the conditions of release should be changed or cancelled, you may use this form to make the request. Until you receive written confirmation from the Immigration Division that the application has been granted and the conditions have been changed or cancelled, the existing conditions of release remain in place. If you have retained counsel, you may wish to consult with counsel before submitting the completed form to the Division.

Supporting documentation: Please be sure to attach any relevant documentation that supports your application, for example a letter of offer or pay stub to show evidence of employment or a notice of decision from the Refugee Protection Division to show that your refugee claim has been accepted.

How to submit a completed form: Please send your completed application below and any supporting documentation to the Immigration Division and the opposing party (i.e. Canada Border Services Agency or counsel for the person concerned, if applicable). Bondspersons should send the completed application to the Immigration Division and both parties (i.e. Canada Border Services Agency and counsel for the person concerned, if applicable). The Immigration Division accepts applications sent by fax, email, courier or that are hand delivered. Contact information for each regional office may be found on the IRB website: irb-cisr.gc.ca/en/contact/Pages/contact3.aspx. Please contact the Canada Border Services Agency directly to obtain their fax number or mailing address.

What happens after the Immigration Division receives your form: Once received by the Immigration Division, your application will be reviewed and a decision taken based on your request and any submissions received from the Canada Border Services Agency. If the Canada Border Services Agency makes submissions, they are required to share them with you, at which point you will have three (3) days to provide additional information to the Immigration Division in response to their concerns, should you wish to do so. The Division will then make a decision. In doing so, it will consider any relevant factors in determining whether a change in the conditions of release is justified, including for example a change in your immigration status in Canada; a change in your personal circumstances, such as the securing of employment or enrolment in a treatment program; a consistent track-record of compliance with conditions; or a change in the financial or personal circumstances of a bondsperson. The Division may contact you if the decision-maker has questions. You will be advised in writing of the Division's decision.

Privacy: The privacy and the protection of your personal information is important to us. The collection, use and disclosure of information you provide is protected under the *Privacy Act* and other applicable federal legislation. Under the *Privacy Act*, you have the right to access your personal information and request changes if the information is incorrect. In limited instances, we can share your information without your consent, but will do so only where permitted by law.



Application to vary conditions of release

ID file number:

UCI / Client ID file number:

Applicant's information

Date of application (YYYY-MM-DD):

First name:

Last name:

Mailing address:

Street name and number:

Apartment number:

City:

Province:

Postal code:

Daytime telephone (with area code): Email:

Person concerned

First name:

Last name:



What conditions on the release order do you wish to change or cancel? (Please list each condition and indicate whether you wish for it to be changed or cancelled).

Why do you wish to have these conditions changed or cancelled? (Please outline in detail the reasons why you believe the Immigration Division should change or cancel the conditions of release).



If requesting to change the frequency and/or method of reporting, please specify the reporting frequency (e.g. weekly, bi-weekly, monthly) and/or method (e.g. in-person, voice) you are asking for.

Statement of service

I hereby confirm that a copy of this application was provided to:

The Canada Border Services Agency, by: Fax Mail Hand-delivery

The counsel for the person concerned, by: Fax Mail Hand-delivery Email