



Application to extend the time limit to submit the Basis of Claim Form

Use this form to request extra time to submit your Basis of Claim (BOC) Form to the Refugee Protection Division (RPD).

Important information

- Submit this form to the RPD at least three (3) working days before your BOC Form due date.
- If the RPD accepts your application, the RPD will notify you of the new due date for your BOC Form. If the RPD does not accept your application, you must provide your completed BOC Form by the original due date.
- If you do not provide your completed BOC Form on time, and you do not apply for extra time, then the RPD will hold a special hearing called an abandonment hearing. If the RPD decides that your claim has been abandoned, your claim will not be heard, and you will not be allowed to make another refugee protection claim in the future. You may be required to leave Canada.
- You can contact Registry if you do not know your BOC Form due date or the date of your abandonment hearing.
- If you have questions, please contact the RPD Registry. To find the RPD Registry for your region, consult <https://irb.gc.ca/en/contact/Pages/contact3.aspx>.

Tell us who this request is being made for

Provide the first and last names of all claimants making this application and their RPD or UCI file numbers. If your group has more than five (5) individuals, please attach an additional page with the remaining names and RPD or UCI file numbers.

Name: _____ RPD or UCI file number: _____

Name: _____ RPD or UCI file number: _____

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Contact the RPD Registry if you do not have the RPD or UCI file numbers. To find the RPD Registry telephone number for your region, consult <https://irb.gc.ca/en/contact/Pages/contact3.aspx>.

Name of Counsel: _____

I have no one to represent me (lawyer, consultant, other)



Provide your reasons for making this request

Use the sections below to provide the reasons why you cannot submit your BOC Form on time, including the date you expect to be able to submit your completed BOC Form.

Indicate the reason why you need an extension of time by checking the appropriate box, and then provide an explanation in the space given below (select one or select all that apply). You may also attach additional pages or documents to support your reasons, but it is not required. If you are attaching documents, you should explain why they are attached.

Medical reason

Explain how your medical condition has prevented you from completing your BOC Form.

Need to hire counsel

Explain what efforts you made to find a counsel.

Counsel only recently hired

Explain why you only recently hired your counsel.

Unable to find interpreter

Explain what efforts you made to have an interpreter help you.

Vulnerability

Explain your vulnerability and how it affected completing your BOC Form.

Other

Explain these other reasons.

Use this space to explain your reasons. You may also attach additional pages or documents to support your reasons, but it is not required.

Tell us what date you expect to submit your BOC Form to the RPD (yyyy-mm-dd): _____



Submit your form

You can submit this form to the RPD as follows:

- Via email irb.RPDapplications-DemandesSPR.cisr@irb-cisr.gc.ca (preferred, for individuals without counsel only)
- Via My Case Portal (preferred, available to counsel only)
- Via in-person, fax or mail to the RPD Registry
 - To find the RPD Registry for your region, consult <https://irb.gc.ca/en/contact/Pages/contact3.aspx>.

This form was completed by: _____ on: _____
(print name of claimant or counsel) date (yyyy-mm-dd)