



Checklist for the Appellant's Record Submitted to the Refugee Appeal Division (RAD)

1. Two (2) copies of the appellant's record (or only one copy if transmitted electronically).
2. Pages of the documents in the appellant's record are consecutively numbered and in the correct order.
3. If you submit more than one document, a list identifying each of the documents is provided.
4. Appellant's record is submitted within forty-five (45) days after the day on which you received the written reasons for the Refugee Protection Division's (RPD) decision.
If not, submit an [Extension of Time Request](#) at the same time you submit the appellant's record explaining why you could not submit it on time.
5. If you are presenting new evidence* in your appellant's record:

It is written in one of Canada's official languages, namely English or French.

If it is not, the evidence is translated in English or French and is accompanied by the declaration signed by the translator.

Your memorandum explains how this evidence meets the requirements set out in [subsection 110\(4\) of the Immigration and Refugee Protection Act \(IRPA\)](#) and how it relates to you.

6. If you are requesting that the RAD holds an oral hearing:

Your memorandum explains why the RAD should hold a hearing in accordance with [subsection 110\(6\) of the IRPA](#).

7. In case the RAD concludes that a hearing should be held:

You've indicated in which of Canada's official languages, that is, English or French, you want the hearing to be held.

If you need an interpreter, the language and dialect, if any, to be interpreted is indicated.

8. Your memorandum is not longer than thirty (30) pages if single-sided or fifteen (15) pages if double-sided.

Important reminder:

* All evidence that the RPD accepted as evidence is part of the RPD record and will be provided to the RAD by the RPD. Therefore, you do not have to include this evidence in your appellant's record.