



Appointment of a Designated Representative for Accompanied Minors

The Immigration and Refugee Board of Canada appoints a designated representative for minors (children under the age of 18). When a minor is accompanied by a parent, legal guardian, or other close family member, it is the Refugee Protection Division's (RPD) standard procedure to appoint this person as the designated representative, unless a review of the file indicates that this person may not be able to fulfill the duties of a designated representative. **If you have any minor children accompanying you in your claim, please sign below to indicate your acceptance or refusal of the role of designated representative and submit this form to the RPD when you submit your Basis of Claim Form.** Please note that only one parent needs to sign this form. Generally, it is the parent who completes the minor's Basis of Claim Form.

As the designated representative, you must be 18 years of age or older, you must understand the nature of the proceedings, you must act in the best interests of the minor, you must attend any hearings or other proceedings related to the claim and you must not have any interests that conflict with those of the minor claimant.

Being the designated representative does not mean acting as counsel. The responsibilities of a designated representative include, but are not limited to:

- Deciding whether to retain counsel and giving instructions to counsel, if applicable;
- Making other decisions regarding the case or assisting the minor claimant to make those decisions;
- Informing the minor claimant about the various stages and procedures in the processing of their case;
- Helping to get evidence to support the case and/or being a witness at the hearing if necessary;
- Protecting the interests of the minor claimant and putting forward the best possible case to the RPD;
- Informing and consulting the minor claimant when making decisions about the case; and
- Filing and perfecting an appeal to the Refugee Appeal Division, if applicable.

For more information regarding the role responsibilities of the designated representative, please consult the [Designated Representative Guide](#).

Please note that the appointment of the designated representative is at the discretion of the RPD and the RPD may change the designation at a later date.

Yes, I, _____, **agree** to act as the designated representative for:

Name of minor	Date of birth of minor	Relationship to minor

(add additional pages if there are more minors)

No, I, _____, **refuse** to act as the designated representative for the minors accompanying me.

Claimant's signature: _____ **Date:** _____

Interpretation: I did not require an interpreter This form was interpreted from English to _____
by _____ Interpreter's signature: _____