



Application for an in-person hearing

Use this form to request an **in-person hearing** at the Refugee Protection Division (RPD) as set out in the Immigration and Refugee Board of Canada's (IRB) [Practice Notice: Scheduling of virtual and in-person hearings at the IRB](#). You do not need to use this form to request to come to an RPD office to use the RPD's equipment to participate in the hearing virtually. Instead, you may contact the appropriate RPD Registry.

Tell us who this request is for	
Who is making this application? (select one)	
Claimant / protected person	Minister
What are the names of the individuals (claimants or protected persons) who are subject to the proceeding?	
Name: _____	RPD file number: _____
Name: _____	RPD file number: _____
Name: _____	RPD file number: _____
Name: _____	RPD file number: _____
Name: _____	RPD file number: _____
If there are more than five (5) individuals subject to the proceeding, please attach an additional page with their names and RPD file numbers. If you do not know your RPD file number, please contact Registry.	
Name of Counsel: _____	I have no one to represent me (lawyer, consultant, other)
Date of scheduled proceeding (yyyy-mm-dd): _____	



Section 1: Situations where you do not have to provide reasons for your request

If one or more of the following situations apply to you, you do not have to provide reasons in Section 2 of this form. The RPD will grant your request for an in-person hearing, subject to operational limitations. Check all that apply:

I am unrepresented (without legal counsel)

I have previously been granted, or have requested procedural accommodations under Chairperson's Guideline 8

I am detained

I am an unaccompanied minor

The RPD told me that my hearing is a special proceeding on abandonment

Section 2: Tell us the reasons you are requesting an in-person hearing (if applicable)

The IRB will grant requests for an in-person hearing upon determining that it is necessary for reasons of fairness and natural justice. In addition, the IRB may, subject to operational considerations, grant a request for an in-person hearing for other compelling reasons.

Use the sections below to provide the reasons why you are requesting an in-person hearing. **You must provide the reasons** why you are making this request, including why a virtual hearing is not appropriate in your circumstances.

1. Tell us why you are requesting an in-person hearing (check all that apply):

it is necessary for reasons of fairness and natural justice

it is necessary to protect the health, safety, or security of a participant

there are compelling reasons, such as to accommodate vulnerabilities not otherwise addressed or for reasons of hearing complexity or duration

other (specify): _____

2. Provide additional details to support your reasons. 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.



3. If your hearing is scheduled in fewer than 10 working days, you must explain why you did not make the request sooner.

Submit your form

You can submit this form to the RPD as follows:

- via My Case Portal (available to counsel only)
- via email irb.RPDapplications-DemandesSPR.cisr@irb-cisr.gc.ca (for individuals without counsel only)
- If you are unable to submit the application via email (individuals without counsel only), telephone the RPD Registry to get information about other available methods. To find the RPD Registry telephone number for your region, consult <https://irb.gc.ca/en/contact/Pages/contact3.aspx>.

To be filled out by the claimant or protected person:

You must also submit this form to the Minister if they intervened in your claim. If this is the case, you would have received a Notice of Intention to Intervene.

1. Has the Minister told you they are intervening? Yes No
2. If yes, did you send a copy of this form to them? Yes No
3. How did you send it? (email, fax, etc.) _____

To be filled out by the Minister (if applicable):

Indicate how you sent a copy of this form to the claimant/protected person or counsel (email, fax, etc.).

This form was completed by _____ on _____
(please print name of claimant/protected person or counsel) Date (yyyy-mm-dd)