



Checklist for the Appellant's Record Submitted to the Refugee Appeal Division of the Immigration and Refugee Board of Canada

1. Have you prepared two (2) copies of the appellant's record?

2. Are the pages of the documents in the appellant's record consecutively numbered and in the correct order?

3. Have you made sure that the Refugee Appeal Division (RAD) will receive the appellant's record within thirty (30) days after the day on which the appellant received the written reasons for the Refugee Protection Division's (RPD) decision?

4. Are you presenting evidence¹ referred to in section 110(4) of the *Immigration and Refugee Protection Act (IRPA)*? If you are presenting evidence, is this evidence written in one of Canada's official languages, namely English or French?
If it is not, you must have the evidence translated and provide an English or French translation and a declaration signed by the translator.

5. If you are presenting evidence, have you provided a written statement as provided for in subparagraph 3(3)(d)(i) of the *RAD Rules*?
Do you explain in your memorandum how this evidence meets the requirements set out in section 110(4) of the IRPA and how it relates to you?

6. Are you requesting that the RAD hold a hearing under section 110(6) of the IRPA?
If so, have you provided the written statement referred to in subparagraphs 3(3)(d)(ii) and (iii) of the RAD Rules? Do you explain in your memorandum why the RAD should hold a hearing in accordance with section 110(6) of the IRPA?

¹ All evidence that the RPD accepted as evidence is part of the RPD record and will be provided to the RAD by the RPD under rule 21 of the Refugee Appeal Division Rules (*RAD Rules*). Therefore, you do not have to include this evidence in your appellant's record.



Immigration and
Refugee Board of Canada
**Refugee Appeal
Division**

Commission de l'immigration
et du statut de réfugié du Canada
**Section d'appel
des réfugiés**

7. If the RAD concludes that a hearing should be held, have you indicated the language and dialect, if any, to be interpreted?
8. If the RAD concludes that a hearing should be held, have you indicated in which of Canada's official languages, that is, English or French, you want the hearing to be held?
9. Is the memorandum thirty (30) pages or less?