



Application to submit late disclosure to the Refugee Protection Division

Use this form to submit late evidence (disclosure) for a proceeding at the Refugee Protection Division (RPD).

Important information

- You must submit your disclosure no later than ten (10) days before your hearing; or five (5) days before your hearing if you are providing the document in response to evidence disclosed to you by the RPD or another party (for example, the Minister).
- If you have documents that you did not submit on time, you must use this form to make an application for the RPD to accept these late documents as evidence for the proceeding.
- The RPD will consider all relevant factors, including:
 - each document's relevance and probative value (for example, why the document is important);
 - any new evidence or information the document adds to the proceeding; and,
 - whether you could have provided the document on time.
- If your late disclosure includes country conditions evidence that is in excess of one hundred (100) pages), the RPD requires you to also complete and submit an [Application to Submit Voluminous Disclosure](#) along with this application.
- The RPD will let you or your counsel (if applicable) know if your application is allowed or refused. If your application is refused, you will not be able to use the late disclosure in your hearing. You must still come to the hearing and be ready to proceed. If you do not receive a response from the RPD before the date scheduled for your proceeding (for example, if you sent your request close to the scheduled date), you must appear and the member will grant or refuse your application at the start of your proceeding. If the member refuses your application, you will not be able to use the late disclosure in your hearing.

Tell us who this request is for		
Who is making this application?	Claimant / protected person	Minister
Provide the first and last names of all claimants or protected persons who are subject to this proceeding and their RPD or UCI file numbers. If there are 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: _____	_____
Name: _____	RPD or UCI file number: _____	_____
Name: _____	RPD or UCI file number: _____	_____
Name: _____	RPD or UCI file number: _____	_____
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)

Date of scheduled proceeding (yyyy-mm-dd): _____

Provide your reasons for requesting to submit late disclosure

Use the sections below to explain each document's importance for your hearing and why it is being submitted late.

You must fill out a section for **each document**. If you are submitting more than two (2) documents, please attach additional pages to explain the title, author, date, number of pages, relevance of each document, and why the document is late. You may also attach additional pages, if you need more space.

1. Type of document, author and title (if applicable):

Date of document: _____ Number of pages: _____

a. Tell us why this document is important for the hearing of your case and what new evidence it brings to your case.

b. Tell us why this document is late, including what efforts you made to submit the document on time.



Date of document: _____ Number of pages: _____

- a. Tell us why this document is important for the hearing of your case and what new evidence it brings to your case.
- b. Tell us why this document is late, including what efforts you made to submit the document on time.

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>.



To be filled out by the claimant or protected person:

1. Is the Minister a party? They are a party if you have received a Notice of Intention to Intervene (refugee claims only) or if the Minister made an application to cease or vacate. Yes No
2. If yes, you must send this form to the Minister as well. Tell us how you sent a copy of this form to the Minister (fax, mail, 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: _____
(print name of claimant/protected person or counsel) date (yyyy-mm-dd)