



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, hybrid, and in-person hearings at the IRB](#).

You do not need to submit any other documents with this form. If we require additional information, we will contact you.

Tell us who this request is being made for

Provide the name of each individual requesting an in-person hearing:

Name: _____ RPD file number: _____

Name: _____ RPD file number: _____

Name: _____ RPD file number: _____

I have no one to represent me (lawyer, consultant, other)

Provide your reasons for making this request

In its Practice Notice, the IRB indicated that it 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 explanation, 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. You may also attach additional pages or documents to support your explanation, but it is not required. If you are attaching documents, you should explain why they are attached.

Submit your form

You can submit this form to the RPD as follows:

- via MyCase Portal (counsel only)
- via email irb.RPDapplications-DemandesSPR.cisr@irb-cisr.gc.ca (for claimants without counsel only)
- If you are unable to submit the application via the MyCase Portal (counsel only) or by email (claimants without counsel only), contact the RPD Registry. To find the RPD Registry for your region, consult <https://irb.gc.ca/en/contact/Pages/contact3.aspx>

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.) _____.

This form was completed by _____ on _____ .
(please print name of claimant or counsel) (date)