



Client I.D. Number

Claimant's name(s) and family name(s)

Personal Information Form (PIF)

(for persons claiming refugee protection in Canada)

Date stamp (for IRB office use)	RPD file number (for IRB office use)

IMPORTANT: Instructions for completing your Personal Information Form (PIF) are located in the Annex at the end of this form. Please read these instructions carefully. The instructions will help you fill out the PIF and understand how it will be processed. Before sending your original PIF and 2 copies to the IRB, **detach the Annex**. Also send any sheets of paper on which you have included additional information. **If the IRB has not received your form within 28 days after the date on which you received it, it may decide that your claim has been abandoned.**

Your information is confidential

The confidentiality of the information you provide in your PIF, as well as any other information the IRB may obtain about your claim, is protected by the *Privacy Act*. The information may be disclosed only under the terms of that Act and of the *Access to Information Act*.

Your information may be used in other claims

The information you provide in your PIF may be used in the proceedings of other claimants whose claims are related or similar to yours but are not joined with yours. Before disclosing this information to another claimant, the IRB will make reasonable efforts to notify you in writing. You may wish, therefore, to continue to notify the IRB of any change of address even after your claim has been decided. The IRB will not disclose the information if there is a serious possibility that it will endanger the life, liberty or security of any person or is likely to cause an injustice. If you object to the disclosure of your personal information, please provide your reasons on a separate sheet of paper and attach it to this PIF.

Personal Identity

1(a)	Given name(s)	1(b)	Family name(s)	
1(c)	Other names you have used or are known by (<i>Include birth name and aliases.</i>)		1(d)	Date of birth (<i>dd/mm/yy</i>)
1(e)	Place of birth (<i>village, town, city, county, district, province, country</i>)			
1(f)	Sex <input type="checkbox"/> M <input type="checkbox"/> F	1(g)	Nationality, ethnicity or tribe	
1(h)	Religion and denomination	1(i)	First language	
1(j)	Language and dialect you now speak most fluently	1(k)	Other languages or dialects you speak	
1(l)	Print and sign your given name(s) and family name(s) in your first language.			
	_____	_____		
	(printed)	Signature		

Citizenship

2(a)	Are you a citizen of any country? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, complete 2(b). If yes, complete 2(c).</i>			
2(b)	List each country in which you have lived since birth and indicate your status there.			
	Country	From (<i>dd/mm/yy</i>)	To (<i>dd/mm/yy</i>)	Status
(a)				
(b)				
(c)				
(d)				
(e)				
2(c)	List each country of which you are or have been a citizen.			
	Country	Present status	How citizenship was acquired (<i>e.g. by birth</i>)	Date citizenship was acquired (<i>dd/mm/yy</i>)
(a)				
(b)				
(c)				
(d)				
(e)				

Family Information

3. Indicate your marital history in chronological order. <i>Marital status includes married, separated, divorced, widowed, common-law and never married. It also includes same-sex relationships.</i>	Date status was acquired <i>(dd/mm/yy)</i>	Name of spouse or partner	
		Given name(s)	Family name(s)
(a)			
(b)			
(c)			
(d)			

4. List your relatives, living or dead, in the order below. Use an additional sheet if required.

- i. Present spouse(s), including common-law or same-sex partner(s)
- ii. Children, including children born outside of marriage and adopted children
- iii. Father, mother and any guardian if you are under 18 years of age
- iv. Brothers and sisters, including half brothers and half sisters

Given name(s)	Family name(s)	Relationship <i>(e.g. mother, son)</i>	Date of birth <i>(dd/mm/yy)</i> <i>(if date is unknown, provide approximate age)</i>	Citizenship(s)	Place and country of residence <i>(if person is deceased, provide date of death (dd/mm/yy))</i>
(a)					
(b)					
(c)					
(d)					
(e)					
(f)					
(g)					
(h)					
(i)					

5. List **all** relatives, including relatives listed in question 4, who have claimed refugee protection in Canada, at a Canadian office abroad, from the Office of the United Nations High Commissioner for Refugees (UNHCR) or in any other country.

Given name(s)	Family name(s)	Date of claim <i>(dd/mm/yy)</i>	Country or UNHCR	Result <i>(accepted, rejected, not completed)</i>	IRB file number and CIC client ID number <i>(if known)</i>
(a)					
(b)					
(c)					
(d)					

Education

6. Number of years of education and training you have: _____ years
 List all schools and educational and training institutions you have attended, beginning with the most recent.

From (dd/mm/yy)	To (dd/mm/yy)	Name of school or institution	Village, town, city, county, district, province, country	Level, degree, diploma or certificate obtained
(a)				
(b)				
(c)				
(d)				
(e)				
(f)				
(g)				
(h)				
(i)				
(j)				
(k)				

Work Experience

7. List all employment, including full-time, part-time, temporary and self-employment, beginning with the most recent.

From (dd/mm/yy)	To (dd/mm/yy)	Name of employer	Village, town, city, county, district, province, country	Type of work and title
(a)				
(b)				
(c)				
(d)				
(e)				
(f)				
(g)				
(h)				
(i)				
(j)				
(k)				

Military Service

8(a)	Is military service compulsory in your country or countries of citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No	8(b)	If yes, at what age?	8(c)	Length of required service	8(d)	Country		
8(e)	Were you ordered to do military service? <input type="checkbox"/> Yes <input type="checkbox"/> No	8(f)	If yes, did you comply with your order? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Attach a copy of your order to serve.</i>	8(g)		Date of order (dd/mm/yy)			
8(h)	If you did not comply with your order, explain why.								
8(i)	If you complied with your order, did you complete the period of service as required by law before leaving your country or countries of citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If not, explain why.</i>								
8(j)	Did you volunteer for military service? <input type="checkbox"/> Yes <input type="checkbox"/> No	8(k)	Did you serve in the armed forces of any country before coming to Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No						
8(l)	When did you serve? _____ to _____ (dd/mm/yy) (dd/mm/yy)	8(m)	Country	8(n)	In which military branch did you serve? (e.g. army, navy)	8(o)		What unit were you assigned to? (e.g. brigade, squadron)	
8(p)	Name of commanding officer at the conclusion of service			8(q)				Your rank at the conclusion of service	
8(r)	Did you participate in combat? <input type="checkbox"/> Yes <input type="checkbox"/> No	8(s)	If yes, when did you participate? _____ to _____ (dd/mm/yy) (dd/mm/yy)		8(t)				Where?
8(u)	Did you receive any special military training? (e.g. commando, covert, counterinsurgency, interrogation, intelligence training) <input type="checkbox"/> Yes <input type="checkbox"/> No	8(v)	If yes, when? _____ to _____ (dd/mm/yy) (dd/mm/yy)		8(w)				Type of training
8(x)	Did you receive any paramilitary or security training not part of regular military service? (e.g. national guard, border guard, intelligence training) <input type="checkbox"/> Yes <input type="checkbox"/> No	8(y)	If yes, when? _____ to _____ (dd/mm/yy) (dd/mm/yy)		8(z)				Type of training

Arrests and Criminal Offences

9(a)	Have you ever been sought, arrested or detained by the police or military or any other authorities in any country, including Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No							
9(b)	By whom?	9(c)	Country	9(d)	Period detained _____ to _____ (dd/mm/yy) (dd/mm/yy)	9(e)		Why?
10.	Have you ever committed or been charged with or convicted of any crime in any country, including Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>List all crimes, including those for which you were not charged. If you were charged, include those crimes for which you were acquitted, discharged or pardoned. Add a sheet of paper if there are more than 2 crimes, charges or convictions or to explain the circumstances of any acquittal, discharge or pardon.</i>							
	Location	Nature of crime or offence		Date of charge (dd/mm/yy)		Result and date (dd/mm/yy) (convicted, acquitted, other)		
(a)	_____	_____		_____ to _____		_____ to _____		
(b)	_____	_____		_____ to _____		_____ to _____		
	If convicted, what was the sentence?			Prison term served (dd/mm/yy)				
(a)	_____			_____ to _____				
(b)	_____			_____ to _____				

Residence

11. List all places of residence for the past 10 years, beginning with your current address.

From (dd/mm/yy)	To (dd/mm/yy)	Address (village, town, city, county, district, province)	Country	Status in country
(a)				
(b)				
(c)				
(d)				
(e)				

Travel and Other Documents

12. List all countries to which you have travelled in the past 10 years. *Include any previous travel to Canada.*

From (dd/mm/yy)	To (dd/mm/yy)	Place, country	Purpose of travel
(a)			
(b)			
(c)			
(d)			
(e)			

13. List all passports and travel documents issued to you by any country in the past 10 years. *See the Annex for examples of travel documents.*

Type of document	Name on document	Country	Serial number	Date of issue (dd/mm/yy)	Date of expiry (dd/mm/yy)
(a)					
(b)					
(c)					
(d)					
(e)					

14. List passports, travel documents and other identity documents you used to travel to Canada, including those that are not genuine or that were improperly obtained.

Type of document	Name on document	Country	Serial number	Date of issue (dd/mm/yy)	Date of expiry (dd/mm/yy)	Specify: genuine, not genuine, improperly obtained
(a)						
(b)						
(c)						
(d)						
(e)						

Travel and Other Documents (cont'd)

15. If you came to Canada through the United States of America, what travel documents did you present when you entered the United States of America?

Type of document	Name on document	Country	Serial number	Date of issue (dd/mm/yy)	Date of expiry (dd/mm/yy)	Specify: genuine, not genuine, improperly obtained
(a)						
(b)						
(c)						
(d)						

16. Indicate where each document listed in questions 14 and 15 is now located.

Type of document	Location	If it has been lost, destroyed or disposed of, state when and where.
(a)		
(b)		
(c)		
(d)		

17. If you did not obtain a passport or travel document, explain why.

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18(a) Did you require an exit visa or special permission to leave the country or countries of your citizenship?
 Yes No

18(b) If yes, when was it issued?
 (dd/mm/yy)

18(c) If not obtained, explain why.

19(a) Did you apply for a visa to Canada?
 Yes No

19(b) If yes, date applied
 (dd/mm/yy)

19(c) At which Canadian office?

19(d) Application accepted?
 Yes No

19(e) Type of Canadian visa applied for
 Work Visitor Immigrant
 Student Other

19(f) Date of visa issue
 (dd/mm/yy) and duration

19(g) Date of visa refusal
 (dd/mm/yy)

19(h) Reason for visa refusal

20(a) Did you apply for a visa to the U.S.?
 Yes No

20(b) If yes, date applied
 (dd/mm/yy)

20(c) At which U.S. office?

20(d) Application accepted?
 Yes No

20(e) Type of U.S. visa applied for
 Work Visitor Immigrant
 Student Other

20(f) Date of visa issue
 (dd/mm/yy) and duration

20(g) Date of visa refusal
 (dd/mm/yy)

20(h) Reason for visa refusal

21(a) Have you been refused an entry visa by any other country or ordered to leave any country? Yes No

21(b) Country

21(c) When?

21(d) Why?

22. What other identity documents do you have or could you obtain? See Annex for types of identity documents.

Type of document	Where is the document?	If you do not have it, when can you get it? (dd/mm/yy)
(a)		
(b)		
(c)		
(d)		

Travel to Canada and Claims for Refugee Protection

23. State the route you used to come to Canada.

Place and country from which you departed	Date of departure (dd/mm/yy)	Method(s) of transportation	Place and country where you arrived	Date of arrival (dd/mm/yy)
(a)				
(b)				
(c)				
(d)				
(e)				

24(a) State where and when you arrived in Canada. _____
Place of arrival (dd/mm/yy)

24(b) Indicate where and when you made this claim for refugee protection in Canada.
 Airport Inland office U.S.–Canada border _____
City (dd/mm/yy)

25(a) Have you returned to the country or countries against which you are claiming refugee protection since making this claim for refugee protection in Canada? Yes No
You must notify the IRB if you return to any such country after completing this form.

25(b) When did you leave Canada? (dd/mm/yy)	25(c) What country did you return to?	25(d) Why did you return to that country?	25(e) When did you come back to Canada? (dd/mm/yy)
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26. List all claims for refugee protection you have previously made in Canada, at a Canadian office abroad or in any other country, including any application for recognition as a refugee by the Office of the United Nations High Commissioner for Refugees (UNHCR).
Attach copies of all documents issued with regard to those claims.

Country or UNHCR	Date of claim (dd/mm/yy)	Result		
		Accepted (dd/mm/yy)	Rejected (dd/mm/yy)	Other (specify)
(a)				
(b)				
(c)				
(d)				

Why You Are Claiming Refugee Protection in Canada

27. List the country or countries against which you are claiming refugee protection.

(a)	(c)
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(b)	(d)
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REFER TO THE DEFINITIONS IN THE ANNEX TO THIS FORM.

28. I am claiming protection as a Convention refugee because I have a well-founded fear of persecution for reasons of *(check only those that apply)*

<input type="checkbox"/> race	<input type="checkbox"/> membership in a particular social group
<input type="checkbox"/> religion	<input type="checkbox"/> political opinion
<input type="checkbox"/> nationality	

29. I am claiming protection as a person in need of protection because I face a risk to life or a risk of cruel and unusual treatment or punishment.

Yes No

30. I am claiming protection as a person in need of protection because I face a danger of torture, as defined in Article 1 of the Convention Against Torture.

Yes No

31. Narrative

- On the following 2 pages, set out in chronological order **all the significant events and reasons** that have led you to claim refugee protection in Canada. Indicate the measures taken against you and members of your family, as well as against similarly situated persons, and by whom these measures were taken. Include dates wherever possible.
- Provide details of any steps you took to obtain protection from any authorities in your country and the result. If you did not attempt to obtain protection, explain why.
- Provide details of any steps you took to find refuge by going to another part of your country. If you did not attempt to seek refuge in another part of your country, explain why.
- State whether you have received any medical or psychological treatment or assessments in Canada or elsewhere relating to your claim.
- Attach copies of any medical, psychological, police or other documents to support your claim. Any additional documents you obtain must be received by the IRB **no later than 20 days** before your hearing or interview. Certified translations in English or French must accompany all foreign-language documents.
- If the narrative of a family member applies to you for purposes of this claim, you do not need to provide a narrative of your own. Indicate the name and file number of the family member:

Print or type your narrative in the space provided below. If you need more space, use separate sheets of paper (21.5 cm by 28 cm or 8.5 in. by 11 in.) and write on one side only. On each additional sheet, number each line and write your name and IRB file number in the top right-hand corner and the page number at the bottom.

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Where You Can Be Contacted in Canada		
Street number and name		
Room or floor, apartment number		
City	Province	Postal code
Telephone number including area code		
You must notify the IRB immediately of any change to your address. A special form is provided in the PIF kit for this purpose.		

Your Counsel		
Do you have counsel? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information.		
Name of your counsel		
Address		
City	Province	Postal code
Telephone number including area code	Fax number	E-mail address
Membership identification number: _____		
Check one.		
<input type="checkbox"/> Canadian Society of Immigration Consultants <input type="checkbox"/> Lawyer/notary (province): _____		
If you obtain counsel in the future or if you change counsel, you must notify the IRB immediately. A special form is provided in the PIF kit for this purpose.		

Language and Interpreter	
I request that my proceedings before the IRB be held in <input type="checkbox"/> English <input type="checkbox"/> French	
I request an interpreter for my proceedings in the following language and dialect (if applicable):	
_____	_____
Language	Dialect

Interpreter's Declaration

I, *(print full name clearly)* _____, hereby declare that I have accurately interpreted the entire content of this form and all attached documents to the claimant from the English language to the _____ language *(state dialect if applicable)*. I am proficient in both these languages and was able to communicate fully with the claimant. **The claimant has indicated that he/she fully understands the entire content of this form and all attached documents and the answers provided, as interpreted by me.**

Interpreter's signature

Date (dd/mm/yy)

Your Declaration as a Claimant

If you **DID NOT** require the assistance of an interpreter, you must complete **DECLARATION A**.

If you **DID** require the assistance of an interpreter, you must complete **DECLARATION B**.

Declaration A

I declare that the information provided in this form and all attached documents is complete, true and correct. I declare that I am able to read English and that I fully understand the entire content of this form and all attached documents. My declaration has the same force and effect as if made under oath.

Your signature

Date (dd/mm/yy)

Declaration B

I declare that the entire content of this form and all attached documents has been interpreted to me. I declare that the information I have provided in this form and all attached documents is complete, true and correct. My declaration has the same force and effect as if made under oath.

Your signature

Date (dd/mm/yy)



Annex

Instructions for Completing Your Personal Information Form (PIF)

Making your claim

The purpose of this form is to present your claim for refugee protection to the **Refugee Protection Division** of the Immigration and Refugee Board (IRB). Under the *Immigration and Refugee Protection Act*, refugee protection is given to a person who has been determined by the IRB to be a “Convention refugee” or a “person in need of protection”. (The definitions of these terms are provided at the end of these instructions under the heading *Definitions*.) Claims of family members are joined and processed together, but each member of the family must complete a separate PIF.

If you are a claimant under 18 years of age

For children 6 years of age and under whose claims are joined to that of a parent, questions 1 and 2 on the PIF must be completed and the PIF must be signed by a parent or designated representative. For children 7 to 17 years of age, the PIF must be completed in full and signed by a parent or designated representative. For unaccompanied children, regardless of their age, the PIF must be completed in full and signed by the designated representative.

The IRB must receive your PIF within 28 days

The IRB must receive the original and 2 copies of your completed PIF no later than 28 days after the date on which you received it. You may deliver the forms in person or send them by mail to the IRB office indicated in your *Notice to Appear*. You may not fax or e-mail your PIF to the IRB. **If your form is not received within 28 days, the IRB may decide that your claim has been abandoned.** If you have counsel, it is **your** responsibility to ensure that your counsel complies with this 28-day requirement.

The information in your PIF must be complete, true and correct

Your PIF will be used as evidence to decide your claim for refugee protection. You will be questioned about the information you provide in the form. Therefore, the information must be complete, true and correct. Answer all questions, marking “N/A” (not applicable) for those that do not apply to you. If you need more space, use separate sheets of paper (21.5 cm by 28 cm or 8.5 in. by 11 in.) and write on one side only. Give details for all the answers you provide, including dates and names of places and people. It is important that you understand the instructions and the questions in this form. If you do not understand a question, ask for clarification before answering it.

The PIF is available in English and French and must be completed in one of these languages. If you do not understand English or French, use the services of an interpreter. Make sure that all the questions in the form are interpreted to you and that the interpreter understands your answers. You must sign the form. The interpreter must also sign the form. Making false statements or withholding relevant information may result in your claim being rejected. If your information changes, you must notify the IRB and provide 3 copies of the amended pages of your PIF with the changes underlined and the pages signed and dated. The IRB must receive these pages no later than 20 days before your hearing or interview.

You must provide your travel, identity and other documents

You must establish your identity. If you do not have identity documents, you should make every effort to obtain them immediately. If you are unable to obtain them, you must explain the reason for this at your hearing and show that you took reasonable steps to obtain them.

Identity documents can include a birth certificate, school certificates, transcripts, a national identity card, a driver's licence, military documents, political or professional membership cards, medical reports or any other document that bears your name. Travel documents can include your passport, visas, and airline, train or bus tickets.

Attach to this PIF 3 copies of all identity and travel documents in your possession, including documents that are not genuine or that were improperly obtained, and 3 copies of any other relevant documents that support your claim. If the documents are not in English or French, you must attach a certified translation. The originals of these documents must be brought to the hearing or interview, or provided earlier if the IRB requests them.

If you obtain any additional travel, identity or any other documents, provide 3 copies of each to the IRB no later than 20 days before your hearing or interview.

Definitions

“Convention refugee” is defined as follows in section 96 of the *Immigration and Refugee Protection Act*:

A Convention refugee is a person who, by reason of a well-founded fear of persecution for reasons of race, religion, nationality, membership in a particular social group or political opinion,

- (a) is outside each of their countries of nationality and is unable or, by reason of that fear, unwilling to avail themselves of the protection of each of those countries; or
- (b) not having a country of nationality, is outside the country of their former habitual residence and is unable or, by reason of that fear, unwilling to return to that country.

“Person in need of protection” is defined as follows in subsection 97(1) of the *Immigration and Refugee Protection Act*:

A person in need of protection is a person in Canada whose removal to their country or countries of nationality or, if they do not have a country of nationality, their country of former habitual residence, would subject them personally

- (a) to a danger, believed on substantial grounds to exist, of torture within the meaning of Article 1 of the Convention Against Torture; or
- (b) to a risk to their life or to a risk of cruel and unusual treatment or punishment if
 - (i) the person is unable or, because of that risk, unwilling to avail themselves of the protection of that country,
 - (ii) the risk would be faced by the person in every part of that country and is not faced generally by other individuals in or from that country,
 - (iii) the risk is not inherent or incidental to lawful sanctions, unless imposed in disregard of accepted international standards, and
 - (iv) the risk is not caused by the inability of that country to provide adequate health or medical care.

Article 1 of the Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment states as follows:

1. For the purposes of this Convention, torture means any act by which severe pain or suffering, whether physical or mental, is intentionally inflicted on a person for such purposes as obtaining from him or a third person information or a confession, punishing him for an act he or a third person has committed or is suspected of having committed, or intimidating or coercing him or a third person, or for any reason based on discrimination of any kind, when such pain or suffering is inflicted by or at the instigation of or with the consent or acquiescence of a public official or other person acting in an official capacity. It does not include pain or suffering arising only from, inherent in or incidental to lawful sanctions.

Exclusion from protection

Section 98 of the *Immigration and Refugee Protection Act* states as follows:

A person referred to in section E or F of Article 1 of the Refugee Convention is not a Convention refugee or a person in need of protection.

Sections E and F of Article 1 of the United Nations Convention Relating to the Status of Refugees state as follows:

E. This Convention shall not apply to a person who is recognized by the competent authorities of the country in which he has taken residence as having the rights and obligations which are attached to the possession of the nationality of that country.

F. The provisions of this Convention shall not apply to any person with respect to whom there are serious reasons for considering that:

- (a) he has committed a crime against peace, a war crime, or a crime against humanity, as defined in the international instruments drawn up to make provision in respect of such crimes;
- (b) he has committed a serious non-political crime outside the country of refuge prior to his admission to that country as a refugee;
- (c) he has been guilty of acts contrary to the purposes and principles of the United Nations.