

## Canada Visa Application Centre (CVAC) Checklist for Mail-In Applications

You **must** ensure to follow all steps listed in the Mail-In procedure provided on the CVAC website (<https://www.vfsglobal.ca/canada/>) and complete the following before sending the Mail-In application to the CVAC:

1. Enclose all completed and signed forms and documents as listed in the IRCC Document Checklist relevant to your visa/permit application.	<input type="checkbox"/>
2. Enclose the completed and signed CVAC Consent form (available on the CVAC website) <b>Please note that the CVAC is not authorized to accept your application in the absence of completed and signed IRCC forms and CVAC Consent form</b>	<input type="checkbox"/>
3. Enclose CVAC Service Charge payment Or Enclose Proof of Payment of the CVAC Service Charges <b>Please refer to the "Services and Service Charge Schedule" page of the CVAC website for details on service charges and methods of payment</b>	<input type="checkbox"/>
4. For the return of your documents: Enclose Courier Service Charge payment or Enclose Proof of Payment of the CVAC Courier Service Charge or Enclose Prepaid Self-Addressed Courier Return envelope (ONLY in cases where the CVAC does not offer a courier return service for your location) <b>Please refer to the "Services and Service Charge Schedule" page of the CVAC website to check the availability of service, associated charges and methods of payment.</b>	<input type="checkbox"/>
5. Enclose <b>THIS</b> duly completed and signed Checklist for Mail-in Applications. Check <input checked="" type="checkbox"/> each box once you enclose the item in your envelope.	<input type="checkbox"/>
6. Kindly use the validity tool to confirm if you are required to submit biometrics. <a href="https://onlineservices-servicesenligne.cic.gc.ca/extapp/termsAndConditions?&amp;lang=en">https://onlineservices-servicesenligne.cic.gc.ca/extapp/termsAndConditions?&amp;lang=en</a>	<input type="checkbox"/>
7. If you have mailed in your paper application package to a visa application centre and have received a notification to schedule an appointment for Biometrics, please ensure to schedule and appear for appointment within 10 working days at the same VAC where you have sent your application.	<input type="checkbox"/>

### DISCLAIMER:

You must send a completed application to the CVAC: using the IRCC document checklist and following the other instructions provided in the Mail-In procedure.

If your application is found to be incomplete, the CVAC will make at least 3 attempts within 10 business days of the VAC receiving the Mail-In package, to contact you informing you of deficiency (ies) in your application. You must provide all the requested documents to the CVAC **within 5 working days** from the date of receipt of the email.

Or,

You will be required to provide the CVAC with your **written consent** to submit the application to the Canadian Visa Office with the deficiencies.

If you are unable to provide the **correct IRCC fees, correct CVAC Service Charge and/or the signed CVAC Consent form**, your **entire application will be returned to you AT YOUR OWN COST** using the courier charges paid by you for the return of your documents or using the prepaid self-addressed envelope provided by you. The Service Charges will not be refunded.

**I hereby confirm that I have followed all steps listed in the Mail-In procedure to complete my Mail-In application and I agree to the terms and conditions of service listed on the website and the disclaimer given above. I will be responsible for any deficiency in my Mail-In application and any impact that it may have on the decision on my application.**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date