

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/tts/>) 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) 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	<input type="checkbox"/>
3. Enclose CVAC Service Charge payment Or Enclose Proof of Payment of the CVAC Service Charges Please refer to the "Services and Service Charge Schedule" page of the CVAC website for details on service charges and methods of payment	<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) 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.	<input type="checkbox"/>
5. Enclose THIS 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. https://onlineservices-servicesenligne.cic.gc.ca/extapp/termsAndConditions?&lang=en	<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