

The application must bear the signature of the head of the diplomatic mission and must be accompanied by the appropriate number of photographs:

- Ambassadors and High Commissioners: 8 photographs.
- Chargés d'Affaires and Ministers: 8 photographs
- Foreign Representatives residing in Ontario: 4 photographs
- All other applications: 3 photographs.

The same number of photographs are required for the spouse as for the representative.

N.B. Identity cards must be returned to the Department when the holder relinquishes his appointment.

3. Admission of foreign servants

Foreign representatives who wish to employ on their domestic staff a person coming from abroad must forward to the Department of External Affairs the completed form of understanding (example in Annex II). They must also submit through their mission an application for an identity card for each such person in their service. When a domestic employee ceases to be employed the Department should be notified immediately. Failure of the employee to have his or her changed employment status reported to the immigration authorities could lead to a contravention of the Immigration Act.

Unless special arrangements have been made with the Canadian authorities, foreign servants should leave the country at the termination of the post of their employers.

4. Diplomatic Couriers (meeting of)

Members of Embassies and Consulates wishing to meet couriers or incoming diplomatic or consular personnel in restricted areas of the Mirabel International Airport should first call at the RCMP office at the Airport and ask to speak with the Airport Duty Manager who will be able to provide them with an escort or a security pass.

5. Lists of Members of Missions

Over and above the normal notification procedure for arrivals and departures (see Part II (a) 1.), foreign missions are periodically requested to provide detailed information on the members of their staff. These lists are strictly for administrative purposes and enable the Department of External Affairs to check, up-date and complete its records.

6. Births in Canada

Foreign missions are expected to notify the Department of any additions to the families of diplomatic, consular, and foreign-based