

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
CONSULAR AFFAIRS							
C Consular							
	(a) Assessment of Honorary Consuls	Narrative	APR 15	MAY 15	JPP	CI 7.7	Annually; signed by HOM (covers FY period).
B	(b) Consular Report (COMIS) including Honorary Consul Reports	EXT 1064	5th working day of each month		JPO	CI 5 CD 02/87 5 JAN 87	Monthly.
B	(c) Financial Assistance	EXT 35 & EXT 454			MFFP	CI 2.6	Monthly with monthly financial returns.
	(d) Registration of Canadians (ROCA)	Computer			JPO	CI 8.5	Monthly, as required.
A	(e) Nomination for the SSEA award for Consular Excellence	Nomination Form		MAR 31	JPPT		Annually: to recognize outstanding consular service during the previous calendar year.
Passport							
A	(a) Accountability Report	Printout	5th working day of month	10th working day of month	JWD	CI, Vol.2	For automated missions only.
C	(b) Bad Record Report	Printout	5th working day of month	10th working day of month	JWD	CI, Vol. 2	For automated missions only.
B	(c) Monthly Register of Passport services	EXT 765	5th working day of month	10th working day of month	JWD	FM 23.12 CI, Vol. 2XI	Original to JWD. Attach copy to Mission Financial Return.
B	(d) Missions Passport/Label Inventory and Record of Issues	PPT 034	5th working day of month	10th working day of month	JWD	FM 23.12 CI, Vol. 2XI	Original to JWD. Attach copy to Mission Financial Return.

A = As required reports **B** = Reports which **ALL** missions must provide on a regular basis **C** = Reports which small missions are **NOT** expected to complete