

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
<b>CONSULAR AFFAIRS</b>							
<b>Consular</b>							
B	(a) Consular Report (COMIS)	EXT 1064	5th working day of each month		JPDC	CI 5.9 CD 02/87 5 JAN 87	Form being revised to match new electronic format (Consular Operations Management Information Program - COMP) in COSMOS. SIGNET missions will input directly and non-SIGNET missions will continue to provide manual reports.
B	(b) Consular Services Assessment	EXT 1701	APR 11	MAY 15	JPP	CI 7.7 CI 7F	Annually; signed by HOM (covers FY period).
B	(c) Financial assistance	EXT 1703			SBFM/ JWD/ JPDA	CI 2.6	Ad hoc. Form EXT 1703 replaces EXT 35 and EXT 454, and will be available in the COSMOS CAMANT Program in fall 1996. New form includes application and receipt and promise to repay portions. SIGNET missions will electronically transmit completed form in COSMOS and follow-up with signed hard copies with monthly financial reports. Non-SIGNET missions will complete form EXT 1703 and forward to HQ with monthly financial reports.
B	(d) Registration of Canadians (ROCA)	COSMOS or EXT 217			JPO	CI 8.5	Every 2 months or more frequently as required. Form EXT 217 has been redesigned to match ROCA screen in COSMOS. SIGNET missions to input directly and non-SIGNET missions to send Registration Cards to HQ or supervising mission for input into ROCA.
<b>Passport</b>							
B	(a) Missions Passport - Label Inventory and Record of Issues	PPT 034 (95-09)	5th working day of month	10th working day of month	JWD	FM 23.12 CI, Vol. 2XI	Generated in electronic format automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions and JWD. Non-SIGNET missions must continue to provide manual reports.

Types of reports: **A** = As required reports  
**C** = Reports that small missions are **NOT** expected to complete

**B** = Reports that **ALL** missions must provide on a regular basis  
**D** = Reports to be completed by the Hub