

## **4. Foreign Domestic Servants**

### **4.1. Form of Understanding for Employment**

Diplomatic and consular personnel who wish to employ a foreign domestic servant must submit a completed Form of Understanding to either the Office of Protocol of the Department of External Affairs or the Canadian diplomatic or consular mission abroad where the foreign domestic servant is required to apply for an official visa. The issuance of an official visa will not be considered until the Form of Understanding has been submitted and approved. The Form of Understanding outlines the responsibility of the employer, sets out the terms and the conditions of employment for the employee, and encourages adherence by the employer to Canadian labour standards. In the interests of the employer and the employee, an employment contract or agreement should be concluded. The employer must ensure the departure from Canada of the employee on completion or termination of the employment.

Diplomatic and consular personnel also have the option of engaging foreign domestic servants under the Foreign Domestic Movement Program administered by the Canada Employment and Immigration Commission.

### **4.2. Application for an Official Acceptance and an Identity Card**

For each foreign domestic servant the diplomatic mission must submit a completed form EXT-231, Application for Acceptance, in duplicate, three passport-size photographs, and the passports of the foreign domestic servant and his/her dependents to the Office of Protocol of the Department of External Affairs to obtain an official acceptance and identity card.

The identity card issued shall be given immediately on receipt by the diplomatic mission to the employee. Once the official acceptance has been granted, the diplomatic mission should return the passport to the employee.

### **4.3. Termination of Employment**

When a foreign domestic servant ceases to be employed, the diplomatic mission shall notify the Office of Protocol of the Department of External Affairs without delay. Failure to report the change of employment status may lead to the automatic cancellation of the official status of the foreign domestic servant and may constitute a contravention of the Immigration Act (Canada). A foreign domestic servant is required to leave Canada on the termination of his/her employment.