



INSTRUCTIONS
FOR THE GUIDANCE OF OFFICERS
PERFORMING CONSULAR DUTIES

DEPARTMENT OF EXTERNAL AFFAIRS
CANADA

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FOR THE GUIDANCE OF OFFICERS

PERFORMING CONSULAR DUTIES

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DEPARTMENT OF EXTERNAL AFFAIRS

CANADA

JANUARY 1, 1956

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AMENDMENT RECORD SHEET

Amendment No.	Date	Replacing	Containing
26	10. 1.56	Chapter XI with Annex "A"	Chapter XI with Appendices A to F (complete)
27	2. 1.57	Chapter XIX	Chapter VIII: Part I - A (including Annex "A" and Tables I and II)
28	26. 2.57		Amendments by hand to Chapter VIII, Part I
29	1. 3.57	Chapter VII	Chapter IV with Appendices A to G (complete)
30	1.10.57	Appendix E to Chapter XI	Appendix E to Chapter XI (revised)
31	30.12.57	Chapter XXIV (complete)	Chapter XV (complete)
32	1. 3.58	Chapter VIII - Immigration (See Note to Amendment No. 27) and Chapter IX - Non-Immigrant Entry	Chapter III - Immigrant and Non-Immigrant Admission (complete)
33	11. 3.58	Table I to Annex A of Chapter VIII (Amendment No. 27 of January 2, 1957)	Amended Table I to Annex A of Chapter VIII
34	7. 5.58	Chapter XIII (complete)	Chapter IX (complete)
35	16. 6.58	Chapter XXIII - Fees	Chapter XIV - Fees
36	11. 8.58	Chapter X - Protection of Canadian Citizens and Canadian Corporations	Chapter V - Protection of Canadian Citizens and Canadian Corporations (complete)
37	18. 8.58	Chapter XXII - Protection of Estates of Deceased Persons and Property Left to Nationals	Chapter VII - Protection of Estates of Deceased Canadian Citizens and of Property Left to Canadian Citizens (complete)
38	10. 9.58	Chapter XII - Registration of Canadians Resident Abroad (complete)	Chapter X - Registration of Canadian Citizens Abroad (complete)
39	1.10.58	Chapter XIV - Schedule B Part I (Amendment No. 35, June 16, 1958)	Chapter XIV - Amended Schedule B Part I
40	3. 3.59	Chapter XV - Forms Sections 15.08 - 15.16 (Amendment No. 31, December 30, 1957)	Chapter XV - Forms Amended Sections 15.08 - 15.16
41	12. 3.59	Chapter VIII - Army, Navy and Air Force, Part I - Navy, A - Visits by Ships of the Royal Canadian Navy. Sections 8.39 - 8.42 (Amendment No. 27, January 2, 1957)	Chapter VIII - Army, Navy and Air Force, Part I - Navy, A - Visits by Ships of the Royal Canadian Navy. Amended Sections 8.39 - 8.42

AMENDMENT RECORD SHEET

Amendment No.	Date	Replacing	Containing
42	13. 3.59	Chapter XIV, Fees - Shipping, Seamen and Matters Related Thereto - Sections 201 - 228. (Amendment No. 35, June 16, 1958)	Chapter XIV, Fees - Schedule C, Part I, Shipping, Seamen and Matters Related Thereto - Amended Sections 201 - 228
43	31. 3.59	Chapter XX Notarial Acts (complete)	Chapter VI Notarial Acts (complete)
44	15. 5.59	Chapter XV - Forms Section 15.33	Chapter XV - Forms Sections 15.33 - 15.34
45	3.12.59	Chapter XIV - Fees Sections 14.14 - 14.31 (Amendment No. 35, June 16, 1958)	Chapter XIV - Fees Amended Sections 14.14 - 14.31
46	12. 7.60	Chapter XI - Relief and Repatriation of Distressed Canadian Citizens. Sections 11.13 - 11.21 a. and Appendix F	Chapter XI - Relief and Repatriation of Distressed Canadian Citizens. Amended Sections 11.13 - 11.21 a. and Appendices F and G
47	25. 7.61	Chapter XI - Relief and Repatriation of Distressed Canadian Citizens. Section 11.22 a. and b. Chapter VI - Notarial Acts. Section 6.10 a. and b.	Chapter XI - Relief and Repatriation of Distressed Canadian Citizens. Amended Section 11.22 a. and b. Chapter VI - Notarial Acts, Amended Section 6.10 New Section 6.17 a. and b. INDEX
48	21. 9.61		Chapter VI - Notarial Acts (Amendment No. 47, July 25, 1961). Amendments by hand to articles 6.12, 6.13 (b) and 6.13 (d)
49	23.10.61	Chapter XI - Relief and Repatriation of Distressed Canadian Citizens. Section 11.27 and Appendix E	Chapter XI - Relief and Repatriation of Distressed Canadian Citizens. Amended Section 11.27 and Appendix E
50	8. 6.62	Chapter VI - Notarial Acts. Sections 6.16 and 6.17 and Appendix A - Alberta	Chapter VI - Notarial Acts, Amended Sections 6.16 and 6.17 and Appendix A - Alberta
51	16. 7.62	Chapter XI - Relief and Repatriation of Distressed Canadian Citizens. Sections 11.07, 11.09 c., 11.20 and Appendix F	Chapter XI - Relief and Repatriation of Distressed Canadian Citizens. Amended Sections 11.07, 11.09 c., 11.20 and Appendix F

AMENDMENT RECORD SHEET

Amendment No.	Date	Replacing	Containing
52	1. 8.62	Chapter I - General Chapter XIV - Representational - Duties Chapter XV - General Chapter XVI - Trade and Commerce Chapter XVII - British Consuls Chapter XVIII - Tourism	Chapter I - General Duties (complete)
53	25.10.62	1. Frontispiece, dated January 1, 1950, Amendment No. 20, February 17, 1953 2. Delete all amendment sheets at front of Manual 3. Consular Regulations (list of chapter titles I - XXIV inclusive, Amendment No. 18, March 26, 1952) 4.	1. Frontispiece, dated October 25, 1962 (insert Copy No. and Name of Post or Division) 2. Amendment Record Sheet 3. Table of Contents (list of chapter titles I - XV inclusive) 4. INDEX for Chapters IV, VIII, XI, XV <i>N.B. Pending distribution of the new Chapter II, National Status, old Chapter VI, National Status, should be retained and renumbered Chapter II.</i>
54	5. 11. 62	<i>Chapter I General Duties Section 1.22C</i>	<i>Chapter I - General Duties. Amended Section 1.22.C.</i>
55	8.11.65	<i>Chapt. III Immigration & Customs Insolvency</i>	<i>Secs. 3.210, 5 Secs. 3.386</i>

AMENDMENT RECORD SHEET

Amendment No.	Date	Replacing	Containing

DEPARTMENT OF EXTERNAL AFFAIRS
CANADIAN CONSULAR INSTRUCTIONS

Amendment No. 55

August 17, 1965

Containing:

**Chapter III
Immigrant and Non-
Immigrant
Admission, amended
Section 3.21 a and b. and
Section 3.38 b**

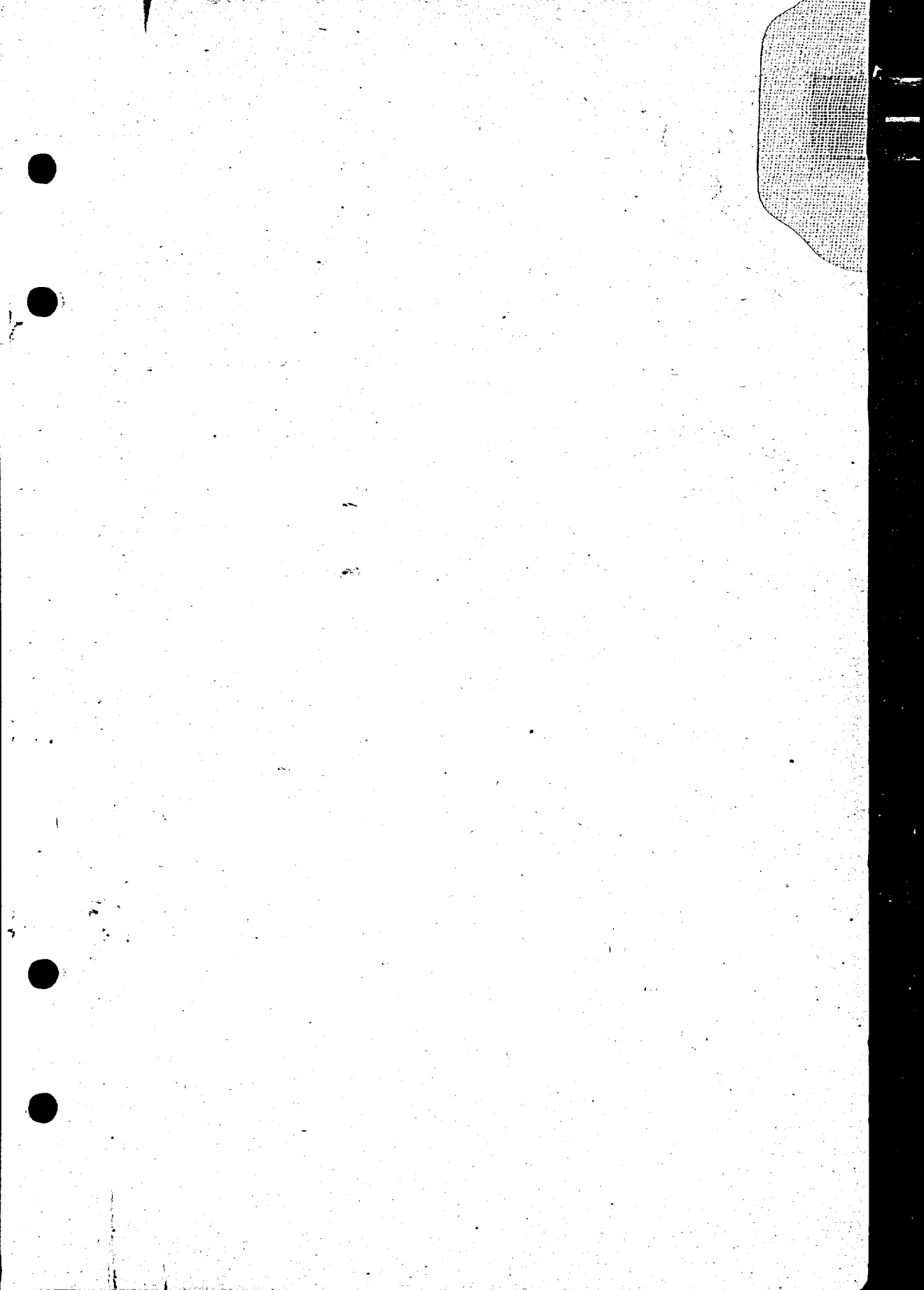
Replacing:

**Chapter III
Immigrant and Non-
Immigrant
Admission,
Section 3.21 a and b. and
Section 3.38 b**

N.B. This page for insertion at front of Manual.

AMENDMENT RECORD SHEET

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GENERAL DUTIES

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CHAPTER I

GENERAL DUTIES

1.01 The Instructions for the Guidance of Officers Performing Consular Duties are issued under the authority of the Secretary of State for External Affairs vested in him by P.C. 1391 of June 21, 1909 which provides that the "Administration of consular matters and the use of passports...be conducted through the Department of External Affairs".

Authorization
of Consular
Instructions

1.02 a. In these instructions the term "consular officer" includes consuls-general, consuls, vice-consuls, members of Canadian diplomatic missions, High Commissioners' Offices and Trade Commissioners' Offices performing consular duties, and honorary consular officials appointed to carry out consular duties.

Terminology

b. The term "consulate" means the Office of the consular officer, including when appropriate an officer at a diplomatic mission performing consular duties.

c. The term "Department" means the Department of External Affairs of Canada.

d. The term "consular district" means the area within which a consular officer is entitled to exercise his functions.

1.03 a. The correct designation of a Canadian consular office is: "Canadian Consulate (General)", "Consulat (Général) du Canada".

Designations

b. The correct designation of the head (whether man or woman) of a Canadian consular office is: "Consul (General) of Canada", "Consul (Général) du Canada".

1.04 a. When the Department decides to recommend the appointment of a consular officer, a Submission to Council is prepared specifying the name, designation, consular seat, and consular district and recommending that a Commission of Appointment (Consular Commission) be issued under the Great Seal of Canada. When the Order-in-Council is passed, the appointment is announced in the *Canada Gazette* and the Commission is prepared by the Department of the Secretary of State affirming the appointment of the consular officer in the name of the sovereign.

Procedure for
Appointment of
Consular Officers

b. Consular officers may begin to exercise their functions in the receiving state when authorized by the author-

(1.04 b. Cont'd)

ities of that state. The act (or the formal document) whereby the receiving government admits a consular officer to the performance of consular functions in its territory is termed an Exequatur. In some instances, the government of the receiving state is asked to grant provisional recognition before the Consular Commission is available and occasionally before the consular officer arrives at his post. Whether or not provisional recognition has been requested, the Consular Commission, when received, is sent to the Foreign Ministry of the receiving state with a request for an Exequatur.

c. A consular officer may enter upon his duties as soon as an Order-in-Council has been passed appointing him and provisional or other recognition has been granted by the foreign government.

d. Variations in the above procedure occur where there is no Canadian diplomatic office in the receiving country, where the appointee is not a career consul, where there is delay for some reason in the issuance of the Consular Commission, and in other cases. When an officer is to function both in a diplomatic and a consular capacity and the foreign country does not recognize concurrent diplomatic and consular appointments, the foreign government is not asked to recognize the consular appointment. The officer is issued a Consular Commission and, provided his diplomatic status has been accepted, performs consular functions in the foreign country although his consular status is not formally recognized by the country concerned.

1.05 - 1.07 - Spares

**Privileges
and Immunities**

1.08 a. In the absence of a formal consular agreement, privileges and immunities are accorded to consular officers as a matter of international courtesy rather than of right. Generally, privileges are granted on the basis of reciprocity. For example, certain tax exemptions and customs and mailing privileges are extended to consular officers, but these vary with each country. Foreign governments may accord Canadian consular officers approximately corresponding privileges to those enjoyed by foreign consular officers in Canada. In this connection, it may not be appropriate to claim that one particular privilege should be granted by the foreign government because that privilege was granted in Canada; rather the applicable concept is that a fair aggregate balance of reciprocity should exist. The departmental document "Privileges Granted in Canada to Representatives of Other Governments" dated August 15, 1955, which has been sent to all posts, provides a frame of reference against which privileges accorded Canadian consular officers abroad may be assessed.

b. Immunities accorded to consular officers derive from customary international law or from consular conventions concluded between two or more countries. In general, consular officers are immune from local jurisdiction in respect of acts performed as part of their official duties; they are not, however, immune from criminal or civil proceedings in respect of personal acts as distinct from official acts. In most countries, the office premises (but not residences) archives and official correspondence of a consulate are considered to be inviolable.

c. If a consular officer is in doubt as to what privileges and immunities should be accorded to him or his staff, or if any question of waiving any such privileges or immunities arises, he should refer the matter to the head of the diplomatic mission or to the Department for decision. In their approach to their privileges and immunities, consular officers should be guided by the relevant sections of the Departmental Manual of Regulations and Instructions.

1.09 a. The main purpose of formal calls upon assumption of duties is to facilitate subsequent relationships which may be developed with the officials concerned. In principle, therefore, the Department favours such calls being made by the Head of a consular post upon his assumption of duties. On the other hand, in many parts of the United States where several Canadian consulates are now located, informality is the rule and official calls are often dispensed with, partially no doubt because of the size of the consular corps in the larger United States cities and because of the time which would be consumed by busy officials in returning formal calls. Hence a consular officer assuming charge of a post is authorized to use his discretion, being guided by local custom and practice.

Protocol

b. Subject to a. above, the Head of Post, whether consul-general or consul, should normally pay formal calls upon the municipal authorities of the area, such as the Mayor and, if customary, other local officials such as the Chief of Police. If the consular office is located in a state or district capital, the Head of Post should also call on the appropriate state or district officials. In federal states, calls should also be paid on such federal officials as the local army, navy, and air force commanding officers; and, if it is customary or desirable, on senior local officials of Customs and of Immigration. There is no objection to calls being made upon local religious dignitaries if this conforms to local usage.

c. In the case of consular officers who are not Heads of Post, contacts with local authorities may be made more

informally at the working level. When there is an overlap between an arriving and a departing officer, the latter may usefully introduce his replacement to local officials at suitable social occasions.

Relation to
Canadian
Diplomatic
Representatives

1.10 a. Consular officers are agents of the Government of Canada appointed to perform administrative and consular functions in foreign countries in order to promote and protect the interests of the Canadian Government and to protect and assist Canadian citizens. As such, the Head of a consular post who is admitted to the exercise of his functions by the appropriate authorities of the foreign country (frequently the Foreign Ministry) is to be distinguished from the Head of a diplomatic mission who is an accredited representative of the Sovereign to the Chief of State of a foreign country. By long tradition, consular officers have a wide sphere of independent responsibility in the exercise of their functions within their consular districts. The Head of the diplomatic mission, on the other hand, is the senior Canadian representative in the foreign country with general responsibility for the conduct of official business throughout the whole of its territory. Subject to the direction of the Department, the Head of the diplomatic mission is vested with overriding authority over consular officers within the same country. Consular officers should look to the Head of the diplomatic mission for guidance and support in carrying out their duties and should cooperate closely with the diplomatic mission on all matters involving questions of policy. In particular, they should seek advance guidance from the Head of the diplomatic mission or from the Department on any matter which may have broad policy implications.

1.11 - 1.12 - *Spare*s

Relation to
Authorities of
the Receiving
State

1.13 Consular officers have direct relations with the local authorities and, therefore, may deal directly with the authorities within their consular district concerning matters within the scope of their functions. If the problem to be dealt with requires the attention of the national authorities, consular officers should deal with the central government through the Canadian diplomatic representative, except when the consular office forms part of a diplomatic mission and the above procedure has been modified in accordance with practices approved by the Head of mission. In countries where there is no diplomatic representative, the senior consular officer may address the central government directly.

Post Record
Book

1.14 Officers performing consular duties should ensure that items of a consular nature are inserted in the Post Record Book at the post.

1.15 - 1.18 - Spares

1.19 a. The Impression Seal

Official
Seals and
Stamps



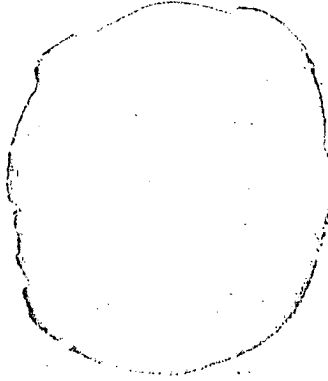
is ordinarily impressed on all legal documents to which consular officers have occasion to affix their signatures in their official capacity, such as affidavits, and statutory declarations, and is used on all documents bearing the photograph and signature of the bearer, such as Canadian passports, Emergency Certificates and Affirmations for Visas.

b. The brass-wheel dater or upright dater (containing the name of post and a changeable date) is used in passports in the section "Issued at..... date.....", for cancelling fee stamps, for observations and notations made in passports and other documents, and for renewal of passports.



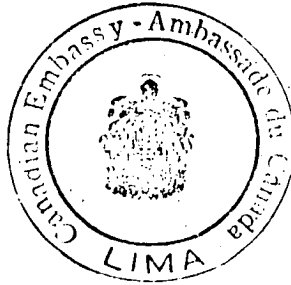
(1.19 Cont'd)

c. The brass seal (wax seal)



is used in joining two passports together and for legal documents which are joined together by a ribbon. It is also used on the tag for diplomatic bags, and on top secret and secret envelopes.

d. The Circular Office Stamp with Crest (rubber)



is used in documents or for observations therein where the brass-wheel dater would be used but where the date need not be inserted.

e. The Name and Place of Post Stamp (rubber)

**OFFICE OF THE
HIGH COMMISSIONER FOR CANADA
ACCRA**

**HAUT COMMISSARIAT DU CANADA
ACCRA**

may be used on documents of an administrative character where the risk of forgery of the impression is negligible.

(1.19 e. Cont'd)

f. All official seals and stamps must be treated as classified material.

1.20 a. The duties of consular officers may be conveniently grouped under the following broad headings, in order of importance:

Primary Functions
of Consular
Officers

- (a) Protection of the rights and interests of Canada and Canadian citizens and the provision of assistance and relief to distressed Canadians abroad;
- (b) Promotion of trade and tourism, and furthering the development of economic, cultural and scientific relations with the host country;
- (c) Provision of consular services to Canadian citizens and foreign nationals;
- (d) Providing information about Canada;
- (e) Representation;
- (f) Reporting.

b. The protection of the rights and interests of Canada and Canadians, the provision of assistance to distressed Canadians abroad and the rendering of consular services to Canadian citizens and to foreign nationals rank foremost among the duties of a Consulate. This work includes the issuance of passports, emergency certificates and visas, protecting Canadian citizens, corporations and property, performing various legal services, and other duties. These functions are dealt with in other Chapters of the Consular Instructions. Certain services not covered in those chapters are dealt with in sections 1.21 to 1.62.

c. In addition to providing the normal consular services described in b. above, Consulates are required to take initiatives to promote all the other purposes for which the post was established. Here, the Consulate will need to use discretion in determining how best to direct its efforts. The priorities established, in their detailed application, will depend on the particular circumstances existing at each post. As a general rule, while all duties of an active kind are important, emphasis should be placed (except where certain of the duties are performed by Canadian government offices other than the Consulate) first, on activities which result in material benefits to Canada (for example, the fostering of Canadian exports), secondly, on initiatives through information and representational work and tours of the area to create a better understanding and appreciation of Canada,

(1.20 c. Cont'd)

and thirdly, on regional reporting to the Department about developments in the consular district or matters affecting the relations between Canada and the country concerned. These duties are dealt with in sections 1.63 to 1.125 below.

Relations
with
Canadians

1.21 It is axiomatic that all personnel of a Consulate should treat all requests from Canadian citizens, no matter how apparently unreasonable, with courtesy and tact. It is a useful precept that every letter addressed to a Consulate deserves a reply. Whenever possible, all reasonable assistance should be provided to enquirers. When correspondence has become controversial, guidance should be sought from the diplomatic mission in the country or from the Department.

Whereabouts
of Missing
Persons

1.22 a. If an enquiry is received concerning the whereabouts of an individual whose whereabouts is known to the Consulate, the consular officer may inform the person being sought of the enquiry and invite him to communicate with the enquirer if he so wishes. The enquirer may then be informed of the action taken. Alternatively, the enquirer may be told that his message will be passed to the individual being sought who will be informed of the former's desire to get in touch with him. The enquirer should not be informed of the whereabouts of the individual without the latter's consent.

* b. Persons abroad enquiring about the whereabouts of relatives and friends in Canada should be advised in the first instance to direct their enquiry to their national Red Cross (or Red Crescent, or Red Lion and Sun) Society or to the International Tracing Service, administered by the International Committee of the Red Cross, in Geneva. These agencies, in turn, will communicate with the Canadian Red Cross Society. Alternatively, if the person being sought is a national of the country, the enquirer may be told to write to the mission in Ottawa of the country concerned because foreign missions often maintain registers of their nationals resident in Canada. Persons may also be advised to enquire of Canadian district postmasters or the local police, or to insert advertisements in local Canadian newspapers.

c. If use of these channels does not produce results, and provided the person whose whereabouts is sought is a close relative of the inquirer, the post may ask the inquirer to complete a Missing Person Inquiry Form (EXT. 371). The inquirer should be told that, if the whereabouts of the person sought is ascertained, that person will be given the name and address of the inquirer and asked to communicate with him; the inquirer will be informed when this has been done but he will not be given the address of the person being sought. The completed Missing Person Inquiry Form should then be sent to the Department.

(1.22 Cont'd)

d. Persons in Canada who write to a Consulate about the whereabouts of persons abroad, normally should be advised to direct their enquiry, to the National Enquiry Bureau of the Canadian Red Cross Society, 95 Wellesley Street East, Toronto, or (except in the case of a Sino-Soviet-bloc country), to the local police forces in the foreign country. They may also be informed of the names of major newspapers in the event that they would like to advertise for the missing person.

e. Persons in Canada who write to a Canadian Consulate in the United States about the whereabouts of a person in the United States may be advised to direct their enquiry to their local municipal police. The Canadian municipal police, on receipt of an enquiry, will get in touch with the United States municipal or state police at the last known address of the missing person, or with the R.C.M.P. Enquirers may be told that it is preferable to direct the enquiry to the United States police through the Canadian municipal police rather than through the Consulate since this ensures that the police will obtain from the enquirer all the information they need to carry out the search.

1.23 Communications or documents received, or information gained, by a consular officer or his staff in their official capacity, form part of the archives of the post and under international law are inviolate. Consular officials cannot be compelled to disclose such documents or information although, in certain circumstances, disclosure may be warranted and even desirable. Requests for interrogation or for disclosure of documents from the local governmental or welfare authorities or Courts of Justice should always be referred, together with the reasons for the request, to the Department for instructions. In the case of requests from the local police authorities, they should first be advised to seek the information through the RCMP at Ottawa. If this is not satisfactory to the local police authorities, their request together with the reasons therefor should be referred to the Department for decision. Where quick action is mandatory, a post may, in most exceptional cases, if circumstances warrant (for example, to apprehend a major criminal or a dope smuggler) release to the police authorities the particulars on file about an individual without approval of the Department, but should immediately inform the Department of the action taken. (See also 5.28 k).

Disclosure of Information or Production of Documents at the Request of Local Authorities or Courts of Justice

Disclosure of
Information or
Production of
Documents about
Alleged Offenders
at the Request of
Private Individuals

1.24 a. Requests for disclosure of information, communications or documents obtained by a consular officer or his staff in their official capacity, which have been received from private individuals who are attempting to locate persons who have committed an alleged offence or from creditors who are attempting to collect debts, normally should be declined. The enquirers may be referred to lawyers, the local police, collection agencies or other appropriate officials or organizations.

b. Derogatory information obtained from outside agencies about a person, for example information received from a Better Business Bureau, should not be released to a third person. Any information that a Consulate releases to a third person is no longer privileged, and consequently the danger of infringing the laws of libel should be present in the minds of consular officers when dealing with such matters. If a Consulate is aware that an outside agency, such as a Better Business Bureau, possesses information about an individual, it may advise the enquirer to communicate directly with that agency. (see also 10.28).

Custody of Funds
and Valuables

1.25 a. As a general rule, consular officers should not accept funds or valuables for safe-keeping. The enquirer should be directed to a local bank or similar organization which provides custodial services.

b. However, in cases of emergency, where no other course is reasonably open to the applicant, the Head of the Post may exercise his discretion in accepting funds or valuables for safe-keeping on behalf of a Canadian citizen. Currency should be counted in the presence of the owner. A fully itemized receipt should be signed in triplicate by the consular officer, countersigned by the owner of the funds or valuables and, if possible, signed also by an independent witness. In all cases, a signed statement, in triplicate, should be obtained from the person depositing the money or valuables, acknowledging that the deposit is made at the individual's own risk and recording his understanding that, in the event of loss arising from any cause whatsoever, he will not be indemnified by the post or the Canadian Government. A copy of each of the two statements mentioned above should be given to the depositor, a copy retained at the post, and a copy sent to the Department.

c. It should be clearly understood by all parties that if the owner does not claim his effects within a stated period

(1.25 c. Cont'd)

of time, varying according to the nature of the emergency but never extending beyond one year, the items may be handed over to the local authorities for disposition; if it should be possible to send them to the owner or agent, this should be done through normal channels and not by diplomatic bag.

1.26 a. Mail sent to private individuals in care of a post should be stamped with the date on which it was received at the post. If sent by registered mail, a receipt should be obtained from the addressee when he picks up the mail and the receipt placed on file. If the mail is not called for within a reasonable period, say six months, it should be returned to the sender. If the address of the sender is not on the outside of the envelope or parcel, nor among the records of a post, the mail may be opened in the presence of a witness. In the case of an opened letter, it should be returned to the sender if the address is found. If the letter does not contain the address of the sender, it should be placed on a file kept for the purpose. In the case of an opened parcel, or letter containing enclosures, if the address of the sender is found, the sender should be asked what disposition he wishes made of the contents (if the contents appear to have considerable value), or alternatively the contents may be returned immediately to the sender by registered mail. If the address of the sender is not available, the Department should be sent a list of the contents of the parcel or envelope and any information that the post may possess about the identity or whereabouts of the sender or addressee. The Department will then attempt to locate the interested parties, failing which it will instruct the post as to disposition of the opened mail.

Disposition of
Private Mail

b. The opening by a consular officer of any parcel or envelope belonging to a private individual should always take place in the presence of a witness. If the opened letter contains no enclosures, a statement to that effect should be signed by the consular officer, witnessed, dated, and placed on file. In the case of an opened parcel or letter with enclosures, a complete list and description of the contents should be prepared in duplicate, witnessed and dated; a copy should be transmitted to the sender if the mail is returned to him, and a copy placed on file.

1.27 a. Since a post should not perform a service for a private individual that would result in circumventing local or Canadian customs regulations, it should not accept envelopes or parcels from a private individual for transmission to another private individual by the diplomatic bag.

Use of Diplomatic
Bag for Private
Mail

b. The diplomatic bag normally should not be used to transmit the personal effects of a deceased person to the next-of-kin nor the proceeds of an estate to a beneficiary. When considered desirable, advice as to the method of disposition should be sought from the Department. (See also 11.32 and 7.18 - 7.25).

c. Personal items including wallets lost by Canadian citizens abroad and sent to a post for disposition should be returned to the owners by ordinary registered mail whenever practicable. Currency, however, should not be sent by mail, but should be taken to a bank for issuance of a draft in favour of the owner in Canada for the Canadian equivalent involved. If foreign exchange control regulations preclude the conversion of local currency or its export, the post should apply to the local authorities for a permit and on its receipt, should take the permit and currency to a bank for necessary action. However, if an owner of the funds has been given an advance by the post for relief and repatriation as a distressed Canadian, the Department should be consulted before the funds are disposed of. If the person concerned has not repaid the financial assistance rendered, the Department in certain circumstances may instruct the post to deposit the funds to its account and these may be applied to liquidate his indebtedness in whole or in part.

Cashing Canada
Savings Bonds

1.28 Canada Savings Bonds may be cashed at any chartered Canadian Bank. Persons enquiring where such bonds may be cashed should be informed that this can be done at any subsidiary of a chartered Canadian bank.

Enquiries
Concerning
Canadian
Customs
Regulations

1.29 Posts have available Department of National Revenue memoranda giving basic customs information for guidance in meeting enquiries. Consular officers should refrain from giving advice in customs and excise matters if they are uncertain of the accuracy of such advice. Incorrect advice may well cause the enquirer considerable inconvenience and expense. Whenever a consular officer is in doubt, he should refer enquiries to the Customs and Excise Division, Department of National Revenue, Ottawa.

Transmission
of Articles
to Canada
by Mail

1.30 For the benefit of enquirers, a list of the commodities which are not permitted to be sent through the mails to Canada will be found in the Canadian Almanac and Directory, under Postal Information - Prohibited Articles. Intoxicating liquors are among these items, but an exception is provided for samples of intoxicating liquors sent to the Provincial Liquor Commissions, or in their care.

1.31 - 1.35 - Spares

Commonwealth only

1.36 Arrangements exist between certain provinces and some countries for the reciprocal enforcement of court orders regarding the payment of money to maintain wives and children. If enquiries concerning the reciprocal enforcement of maintenance orders are received by consular officers, the Department should be consulted in order that accurate information may be obtained from the provincial authorities concerned. This information will be passed to the post for transmission to the enquirer who should then consult a private lawyer with a view to taking appropriate action.

Reciprocal Enforcement of Maintenance Orders

see also Circ Doc B. 10/54

1.37 a. Persons seeking the assistance of a post in cases involving the failure of the head of a family, residing in Canada, to support his family, residing outside Canada, may be advised to write to a local welfare agency or to the national Red Cross Society requesting it to present the problem to the International Social Service in Geneva, or to write directly to the latter agency. The International Social Service, in turn, will refer the non-support charge to the Canadian Welfare Council at Ottawa which will request a welfare agency in the district where the head of family resides to investigate the matter. This procedure may result in the head of family's agreeing voluntarily to fulfill his obligations towards his family.

Assistance in Cases of Non-Support

see also Circ Doc B. 10/54 Feb 19/54

b. If the person seeking assistance states that the International Social Service in Geneva has failed in its endeavours, the post may transmit the facts, including the address of the head of the family, to the Department. The Department may request the officials concerned in the Department of Citizenship and Immigration to interview the head of the family and endeavour to get his voluntary commitment to support his family. However, the person seeking assistance should not be encouraged to hope that an approach of this kind, if the Immigration authorities agree to make it, will be successful, or if temporarily successful, that it will be lasting.

c. Should the enquirer wish to place the head of family, residing in Canada, under legal obligation to support his family, the enquirer should be advised to consult a private lawyer with a view to obtaining a maintenance order from the local courts. The enquirer should ~~then~~ bring appropriate action in a Canadian court, through a private lawyer, to have the terms of the foreign court order fulfilled.

ms!

Foreign Orders are no value

Enquiries from
Abroad Regarding
Adoption of
Canadian
Children

1.38 Persons abroad who enquire concerning the conditions under which they may find and adopt Canadian children should be referred to the Directors of Child Welfare of the provinces, other than Quebec. Since in the Province of Quebec there is no central agency responsible for adoptions, enquirers may ask the Department of Social Welfare and Youth of the Quebec Provincial Government to advise them to which agencies they should write concerning the adoption of a child in their care.

Enquiries from
Canadians Abroad
Regarding
Adoption of
Non-Canadian
Children

1.39 a. Canadians abroad seeking to adopt foreign children should be guided by the relevant foreign law. While the adoption must be valid in foreign law, they should bear in mind, however, that foreign adoptions may not be recognized by the Canadian province in which the children will reside and that it may be necessary for the parents to apply for adoption again in a court of the Canadian province of residence on their return to Canada. It therefore is desirable for prospective adoptive parents to ascertain from the authorities of their Canadian province of residence, before adopting a child under foreign law, whether they would be eligible to adopt the child under Canadian provincial law. Information concerning the application of Canadian provincial law to adoption abroad, as well as copies of the Child Welfare Act of the province concerned, describing the prerequisites for adoptions in the province, may be obtained by parents by writing to the Director of Child Welfare of the province, or, for the Province of Quebec, to the Department of Social Welfare and Youth.

b. Children adopted abroad must satisfy the requirements of the Canadian Immigration Act and Regulations before they can be admitted to Canada. Such children are not regarded as "children" of the adoptive parents within the meaning of the Immigration Act and special Orders in Council are necessary to authorize admission. Adoptive parents should be advised, therefore, to consult the Department of Citizenship and Immigration or its officials abroad with respect to the admissibility of the child to Canada. They should be strongly counselled against attempting to bring the child to a Canadian port of entry before determining whether the child would be admissible. They should send the Immigration authorities complete information concerning the reasons for adoption, their own and the child's background, and their financial status as well as documentary evidence that a final legal adoption has been effected under the laws of the child's country of residence and that the province of residence of the child's adoptive parents recognizes the adoption as valid and having the same legal force as if contracted in that province. The purpose of this arrangement is to satisfy parents' natural desire for children

*See
Legal Tel.
L-164 Oct 21/63
9463-C-40
Fred Roger is
drafting an
amendment
to this
section
currently
KPL
12-11-63*

(1.39 b. Cont'd)

and not as an indirect means of securing admission to Canada of otherwise inadmissible immigrants, and, therefore, the adopting parents must satisfactorily establish that the child has not been adopted primarily to make him eligible for migration to Canada.

c. The Canadian Immigration Branch does not encourage the admission of children for adoption in Canada and only in specially meritorious or compassionate cases will admission of a child for this purpose be permitted. Such cases should be referred to the Canadian Immigration authorities well in advance of the intended trip to Canada in order that a possible refusal of the application should cause as little hardship and inconvenience as possible.

d. Children adopted abroad by Canadian citizens or brought to Canada for adoption should travel to Canada on the passports of the countries of their nationality. They should have with them evidence that their admission has been considered and approved in principle by Canadian Immigration and they must be able to comply with ordinary Immigration requirements including immigrant visa where applicable and the normal immigrant health requirements.

1.40 Posts normally should not obtain for Canadian citizens birth, baptismal, marriage, or death certificates. The persons concerned should be advised to write directly to the appropriate authorities whether in Canada or in the foreign country from which the documents may be obtained. However, posts in Sino-Soviet-bloc countries may find it desirable to assist Canadian citizens to obtain such documents from the national authorities of the country of their post.

Requests for
Birth, Marriage
and Death
Certificates

1.41 a. Consular officers should refer to the Department requests for official statements about, or information on, Canadian law for production in court or for the authorities where they are located.

Requests for
Statements
about Canadian
Law or for
Legal Advice

b. Other requests for statements of, or advice on, Canadian law, normally should be declined. However, there is no objection to consular officers merely calling the attention of enquirers to provisions of Canadian Statutes, or published regulations available at the post; there is also no objection to consular officers tendering informally, as part of their general duties to give assistance to Canadians, advice on a point of law with which they are familiar by virtue of their official work, for example in connection with the provisions of the Citizenship and Immigration Acts.

c. Although consular officers should be well acquainted with local laws and regulations that may affect the interests of aliens in general, and Canadians in particular, it would as a rule be preferable to decline to give advice about them or to attempt to interpret their meaning in specific instances. Where appropriate, however, consular officers should assist Canadian citizens by calling their attention to local statutes or published regulations.

d. Consular officers must refrain from extending legal advice (such as, for example, on marriage and divorce laws, wills and adoption laws and procedures) unless specifically authorized by the Department or by these Instructions. Thus, while extracts from Canadian Statutes may be supplied, no interpretation of them should be offered; and while an officer may sign as witness to a will, he must not advise on the form of the will nor as to the number of witnesses required to the signature. These are private legal matters and it should be suggested to the person making the enquiry that he consult a solicitor either locally or in Canada. If the name of a local solicitor is requested, the officer should supply the names of several well-known solicitors so that the enquirer may take his own choice. The officer should point out that the Canadian Government can assume no responsibility as to the competence or reliability of any of the persons named. In appropriate instances, consular officers should encourage enquirers to seek the advice of a solicitor, and should lend whatever assistance they can, providing they do not offer an opinion as to legal result. For example, a person contemplating remarriage may be advised to consult a lawyer in the Canadian province with which he is most closely connected, in order to determine whether a non-Canadian divorce would likely be considered valid by a Canadian provincial court. Similarly, if, from his knowledge, a consular officer knows that a will exhibited to him has been improperly executed, he should suggest to the enquirer that the advice of a local and/or Canadian lawyer be obtained.

Service of
Documents on
Consular
Officers
Destined for
Residents of
Canada

1.42 The laws of certain countries provide that when persons residing in foreign countries (e.g. Canada), have to be notified of certain legal proceedings, notices or other documents to that effect may be served on consular officers of the country in which they reside (e.g. on Canadian consular officers abroad), instead of these persons. Acceptance of these notices by consular officers might imply tacit acknowledgment of responsibility to advise the interested party in Canada. Because it is undesirable that consular officers should accept the service of documents on behalf of residents of Canada, they should decline to undertake such responsibility, and return the documents to the sender,

(1.42 Cont'd)

explaining that under their instructions and Canadian law, consular officers have no responsibility for seeing that the interested party is notified and have no authority to accept service.

1.43 a. Consular officers in the United States, the United Kingdom, the Republic of South Africa, Australia and New Zealand should decline to serve documents of any kind on residents of these countries and should advise enquirers to proceed through private channels. If, however, in the estimation of the senior consular officer at the post, special circumstances warrant an exception to this rule, direction should be sought from the Department.

Service of
Documents on
Consular
Officers
Destined for
Persons Outside
Canada

b. Consular officers in countries other than those listed above should not act upon direct requests for service of documents to persons in those countries without first seeking instructions from the Department.

c. When declining to act upon requests for service of documents, either by virtue of these instructions or upon advice from the Department, consular officers should not undertake to provide the names of lawyers. Enquirers should be referred to international legal directories.

see also
7.16

d. Consular officers in Sino-Soviet-bloc countries may transmit Canadian legal documents of a private nature to the addressees in accordance with local arrangements.

1.44 a. Unless otherwise specifically stated, the following procedures should be followed with regard to the service of judicial documents:

Procedure for
the Service
of Documents

- (i) The service of judicial documents of any kind on a Canadian citizen is effected by proceeding to the address of the person to be served, handing a copy of the document and showing the original if the person so requires; (Where the person or body to be served is not a Canadian citizen, partnership or company, and the proceedings have been commenced by an ordinary Writ or Summons, service is effected by leaving notice thereof rather than a copy of the Writ; if the proceedings have been started in any other way, by leaving a copy of the originating document).
- (ii) In no case should any alteration be made in the document to be served, even though it may contain obvious errors or misprints.

(1.44 a. Cont'd)

- (iii) If the recipient does not accept the copy, he should be told of its contents and it should be left in his immediate presence. However, no compulsion should be applied.
- (iv) The consular officer or person serving the document should fill in the certificate provided for him, certifying that he has either served the document or has failed to do so.

b. The person who has carried out the service must swear an affidavit to that effect before another consular or diplomatic officer. Where the papers were served by a member of his staff or a person in his employ, that person should swear the affidavit before the consular officer.

c. If personal service has proved impossible the consular officer should return to the Department a statement to that effect in the form at 15.34, along with the documents. Prior to this, however, three calls should have been made at reasonable hours on separate days and with due regard for the likelihood of the person to be served being present.

Use of
Consulate as
an Address
for Service
of Documents.

1.45 Requests from private individuals or legal or business firms to use a Consulate as an address in their endeavour to service a document should be declined.

Succession
Duties

1.46 a. As a general rule, consular officers should not attempt to explain or interpret to enquirers the federal or provincial succession duty laws.

b. Persons enquiring regarding the application of Canadian succession duty laws to inheritances in Canada should be advised either to obtain the services of a lawyer in Canada or write for information to the appropriate Canadian federal or provincial authorities. Enquirers may obtain information concerning the application of the federal Canadian Succession Duties Act from the Succession Duties Branch, Department of National Revenue (Taxation Division). Since the Provinces of Quebec and Ontario impose succession duties, persons enquiring about the application of the Succession Duty Acts of these provinces should be advised to write, for Ontario, to The Director, Succession Duty Office, Provincial Treasurer's Department, Parliament Buildings, Toronto, Ontario, and for Quebec, to The Collector of Succession Duties, Department of Finance of the Province of Quebec, Quebec City, Quebec - Percepteur des droits sur les successions et Conseiller juridique, Service du Revenu de la Province, Ville de Québec, Québec.

c. The Canadian Almanac and Directory gives a summary of the Canadian Succession Duty Act and of the Ontario and Quebec Succession Duty Acts. While enquirers may be shown these summaries, they should be cautioned that they are in no sense authoritative and that for precise advice they should address themselves to the federal or provincial authorities.

1.47 Consular officers should not undertake to act as special examiners for the purpose of taking evidence abroad, without seeking instructions from the Department.

Rogatory Commissions (Letters or Request)

1.48 a. Consular officers are not competent under the law of Canada to solemnize marriages.

Solemnization of Marriages

b. Consular officers may not allow the solemnization of marriages in the consular premises since solemnization on mission premises might imply assumption by the post of some responsibility for the validity of the marriage either in the law of the country abroad or in Canadian law. If in the judgement of the Head of the Post special circumstances exist warranting an exception to this rule, instructions should be sought from the Department.

c. Consular officers may at their discretion serve as witnesses to a marriage.

1.49 a. Consular officers are not competent to grant certificates to the effect that there exists no impediment relating to the capacity of a Canadian citizen or permanent resident of Canada to marry.

Certificates of Non-Impediment to Marriage

b. In countries where a certificate of this nature is a prerequisite to marriage, consular officers, when called upon to help a Canadian citizen or permanent resident of Canada, should seek from local authorities dispensation for him to produce such certificate on grounds of the extreme difficulty or impossibility of issuing one. If necessary, a consular officer may provide a substitute certificate that will be acceptable to the local authorities without placing himself in the position of vouching for the capacity of a person to marry.

1.50 Consular officers should not, without prior approval from the Department, issue certificates to the effect that a marriage solemnized in accordance with local laws will be recognized in Canada as a valid form of marriage. If, in order to assist a Canadian or permanent resident of Canada, a post requests the Department's agreement to issue such a certificate, complete details should be provided with respect to the local laws or regulations under which it is required

Certificats de Coutume - Relating to Marriage

See 9789-400
10616-H-1-40
Letter to Belgrade
Nov 12
No. C-

Certificates
of Existence

1.51 a. Whenever it is necessary for a Canadian citizen to establish his identity and the fact that he is still alive, a certificate may be issued for that purpose. These certificates are usually required in order to obtain continued payment of a pension. (See 15.20).

b. Before issuing a Certificate of Existence, the consular officer must be satisfied that the applicant has clearly and adequately identified himself as the person concerned.

Certificates
of Character

1.52 a. Consular officers should not provide certificates of character in a positive form when there is no basis on which such certificates can be issued. In declining to issue such certificates, the applicant should not be led to believe that doubts are cast on his integrity. A consular officer may provide, in a private capacity, a certificate of character to a person whom he knows personally and in whose integrity he has full confidence.

b. Canadian citizens may require, on occasion, some certificate of character for presentation to the local authorities for such purposes as immigration, issuance of driving and other licenses, etc. In such cases, after ensuring himself that the person's name is not on the Passport Control List, or the Immigration Look-out Notice if available, and that past records contain no adverse information about the person, a consular officer may issue a certificate of character in a negative form, stating that there is no information in the consular records to the detriment of the applicant.

c. No certificate of any kind may be provided to someone other than the subject of the certificate without the knowledge and consent of the subject.

1.53 - 1.62 - *Spare*

Pensions

1.63 a. Posts should assist Canadian federal or provincial government pension agencies in transmitting funds to pensioners residing abroad and ascertaining their continued entitlement to such benefits.

b. Pensions paid by Canadian non-governmental organizations normally should be dealt with by these agencies without the post's assistance.

1.64 - *Spare*

- 1.65 The promotion of Canadian export trade and the fostering of good commercial relations is a primary function of a Consulate. Promotion of Trade and Commerce
- 1.66 a. At Consulates where there is a commercial officer, that officer will be responsible primarily for trade promotional work. He will work under instructions from, and will report directly to, the Department of Trade and Commerce. Responsibility for Trade Promotion
- b. At Consulates where there is no trade officer, the Head of the Consulate will himself assume major responsibility for trade work or will assign prime responsibility to one of his officers who will be guided in this work by the instructions issued by the Department of Trade and Commerce and applying to officers of the Trade Commissioner Service.
- 1.67 On commercial matters, the Consulate will ordinarily correspond directly with the Department of Trade and Commerce from which Department instructions will be received on trade promotional matters. Where it is apparent that the information being communicated might be of interest to the Department of External Affairs, a copy should be sent to that Department. Correspondence with Department of Trade and Commerce
- 1.68 The Department of Trade and Commerce will provide Consulates with appropriate instructions, directories, records, and so forth, whether or not a trade officer is assigned to the post. Trade and Commerce Instructions
- 1.69 At Consulates where there is a trade officer, consular officers are expected to maintain close liaison with him to ensure that no opportunity is lost to promote Canadian export trade. When the Head of Post is an External Affairs officer, the maintenance of a close and cooperative relationship is particularly important in order to ensure that the special facilities and contacts available to the Head of Post are not overlooked in the promotion of trade. Similarly, while the trade officer's major function will be trade, his relationship with the rest of the Consulate should be such as not to exclude him from participating to a reasonable degree in the general activities and operations of the Consulate. Liaison Between Trade and Consular Officers
- 1.70 - 1.75 - *Spare*
- 1.76 Because the tourist industry has become a vital part of Canada's national economy (in monetary value, the tourist industry amounts to several hundred million dollars annually) and because of the benefits in the form of increased understanding and closer relations which result Promotion of Tourism

(1.76 Cont'd)

from a prosperous tourist trade, every effort should be made to foster tourist travel to Canada. Consular officers should be familiar with the principal tourist attractions in Canada, and do what they can to stimulate tourist interest.

Admissibility
of Tourists
to Canada

1.77 Tourists are admissible to Canada as non-immigrants, and visas, when necessary, may be granted without prior reference, except when special instructions exist to the contrary. (See Chapter III).

Travel Bureau
Services

1.78 a. The Canadian Government Travel Bureau, which is a branch of the Department of Northern Affairs and National Resources, maintains a staff of experts on various aspects of tourism. Inquiries concerning specific questions or particular areas may be directed to the Travel Bureau. For convenience in dealing with enquiries in the United States of America, branch offices are maintained at New York and Chicago. A close liaison is maintained with all Provincial Tourist Bureaux.

b. The Travel Bureau provides maps, still and motion pictures, and a number of publications descriptive of accommodations and recreational, sporting and other activities in various areas of Canada; these may be obtained by consular officers by direct application to the Travel Bureau at Ottawa.

1.79 - 1.84 - Spares

Information
Responsibilities

1.85 a. All Canadian information activities abroad, whether they are directed toward a specific and limited objective or to more general purposes, should serve a clearly recognizable Canadian interest. The expenditure of resources should be commensurate with the results achievable. Information activities over and above the provision of responsive or background information should be avoided when the clear Canadian interest is marginal and incidental.

b. The nature of information work performed at a Consulate should be determined by the general and particular objectives of the Consulate and should serve the attainment of those objectives. The nature of a Consulate's information work will also be affected by the importance of the available outlet through which its material can reach the public.

c. A Consulate should seek, as its general aim in information work, to increase understanding and appreciation abroad of Canada, its people, institutions, and policies. To this end, a Consulate should aim at presenting to the people living in its district a faithful picture of significant

(1.85 c. Cont'd)

aspects of Canadian life. The picture should not be limited to Canadian accomplishments but should also indicate Canadian hopes and aspirations both in the human and in the material fields. Also, advantage should be taken of opportunities to provide to the people in the area the Canadian viewpoint on any issues currently affecting Canada's relations with the country. (See also 1.91).

d. Every available opportunity should be taken in information work to promote the particular interests of Canadian government departments and agencies. Promotion of these interests, and in general all information work likely to bring material benefits to Canada, should have high priority among the objectives of any Consulate. When information facilities are used in common to promote varied governmental interests, they should be employed equitably with a view to giving maximum value to each interest.

e. The answering of reasonable requests for information from foreign agencies or individuals is an essential responsibility of all Consulates.

1.86 A supply of information material is provided for consular posts; the Department asks for an estimate of requirements each year. In addition, other information material to meet specific requests is supplied by the Department as the post requires it. Requests should be made well in advance of requirements.

Information Material

1.87 Posts have libraries of films provided by the National Film Board of Canada, and are encouraged, in accordance with existing regulations on the use of motion pictures, to seek the widest possible distribution for such films.

Films

1.88 a. Certain situations may call for a Consulate's sending material to persons controlling information media, as background information. Consulates should take every opportunity to influence by such means newspaper articles, editorial comment, and radio or television broadcasts. Situations may arise requiring letters to editors correcting misstatements or distortions, but controversial exchanges on matters of opinion should be avoided.

Relations with
Local Information
Media

b. Consular officers are expected to establish good relations with editors and publishers in their area and with the managers of the local radio and television stations. Personal contacts are more productive than the mere transmission of press releases and information material to publishers.

Press and
Radio interviews

1.89 a. A consular officer may be called upon to give press, radio, or television interviews. Normally, he will give an interview when he first arrives at his post or when he visits another city in his district. When giving an interview, a consular officer should base his remarks dealing with matters of government policy strictly on official public statements and speeches and he should not go beyond such official pronouncements.

b. A consular officer should avoid participating in panel discussions on broad international political issues.

Press Releases

1.90 Press releases may be issued on certain occasions by Consulates although they are issued most frequently by the Department or by diplomatic missions. The Department at times may request a Consulate to issue a press release. Press releases may be issued by a Consulate without authority from the Department or diplomatic mission when these are clearly required in connection with the operations of the Consulate, such as Canada Day publicity, naval visits, changes in a post's officer staff or publicity relating to an officer's visit to another city in his district. Press releases on matters of policy or on highly contentious issues require approval of the Department or diplomatic mission in the country.

Public Speaking

1.91 a. An important part of consular officers' responsibility lies in the field of public speaking. It is desirable from the Canadian point of view that consular officers should address representative gatherings.

b. Consular officers should be selective in determining their speech-making responsibilities. Speeches which are delivered to influential organizations or are deemed to advance Canadian interests in a specific field should be given highest priority. Every effort should be made to accept such speaking engagements. Invitations to speak which are made for prestige purposes or which offer little advantage to Canadian interests have a lesser claim on a consular officer's time. However, care should be exercised in declining speaking invitations, bearing in mind the adverse effect of refusals from a public relations standpoint.

Subject
Matter of
Speeches

1.92 In his speeches, a consular officer normally should deal with one aspect or another of the relations between Canada and the country in which he is posted. A consular officer, in his public addresses, must not formulate policy. When speeches relate to Canadian policy, they should be based exclusively on the official statements of policy already released. At the same time, care should be taken to avoid basing remarks about government policy on statements that are out of date.

1.93 a. If a consular officer considers that very special circumstances demand his speaking on contentious issues or on matters involving questions of policy that go beyond Canadian official pronouncements already publicly made, the approval of the senior Canadian diplomatic representative if available, or of the Department must be obtained.

Approval of
Speeches

b. Advice should also be obtained whenever a consular officer is in doubt about the propriety of accepting an invitation to speak before a given organization.

1.94 When a particularly important address has been made by the Head of a Consulate, it may be useful to release to Canadian newspapers the fact that an address has been made and the more important statements contained in it. The texts of any speeches which may be considered for this purpose should be sent in good time to the diplomatic mission or to the Department.

Announcement
in Canada
of Speeches

1.95 - 1.100 - Spares

1.101 Representational activities are of value insofar as they lead directly or indirectly to attainment of the objectives of the Consulate (see 1.20). Consular officers should determine the scope and nature of their representational activities by reference to this criterion.

Purpose of
Representational
Activities

1.102 a. Once the fields of major interest of the Consulate are determined, the friendship of the key officials in each of these fields should be cultivated by the officer or officers primarily concerned with the work involved. In addition to entertaining officials concerned with their field of work, consular officers should cultivate the goodwill of other representative members of the community. (See also 1.102 g). Entertainment should be commensurate with the allowances received.

Scope of
Social
Contacts

b. Since the particular objectives of Consulates will differ in detail, it follows that representational responsibilities will vary from post to post and may change to some extent with the passage of time as the objectives of the Consulate change. Also consular officers at any one post normally will have differing representational responsibilities corresponding to their special duties at the post.

c. Since there is a limit to the amount of entertaining that can be done, it follows also that consular officers will have to exercise discrimination in determining their representational duties. A reasonable balance should be maintained between entertaining which is designed to foster

contacts with persons directly involved in the fields of major interest of the Consulate, and purely social activities. As a rule, although every effort should be made to keep the range of social contacts as broad as possible, engagements having an operational utility or having a public relations aspect should be given preference over purely social functions.

d. Among activities having a public relations aspect are ceremonies and functions that are of particular importance to the public life of the Consular district. A Consulate should be represented, as far as time permits, at such functions, and also, of course, at functions that have special significance for Canada. The opportunity should be taken to entertain visiting Canadians in the company of local citizens. This is a valuable means of creating understanding and appreciation of Canada.

f. The Head of the Consulate has special representational responsibilities. To a greater degree than his subordinate staff, he should cultivate the acquaintance of the broad range of persons representative of the principal activities of the community or useful to the work of the Consulate. Only by conscientious performance of his representational duties will the Head of the Consulate ensure that essential doors will be open to him and to the other officers at the Consulate and, as a result, that the various aspects of the post's work will be facilitated.

g. The Consulate should establish working contacts with such persons and institutions in its district as the following: political leaders; dignitaries of religious faiths; officials of departments of city, province or state, and federal governments; officials of Chambers of Commerce, manufacturers' associations and other important business and professional associations; individual corporations likely to be concerned with Canadian exports; publishers, editors, programme managers, and other senior officials of leading newspapers; periodicals, radio and television stations; members of university faculties concerned with political, economic and cultural affairs, and other university leaders; officials of international affairs organizations, of major speakers' clubs, of school districts, and of such other cultural institutions as ballet and opera companies, symphony orchestras and art museums; officials of welfare and public service societies; any societies having a Canadian flavour; representatives of Canadian corporations; and other members of the Consular Corps.

1.103 a. If a Cabinet Minister or an important official pays a visit to the area which includes formal calls, attendance at ceremonies, wreath-laying, formal dinners and other functions, a programme of the visit (with times and locations) should be prepared, and distributed to local press, radio, television stations and any others interested. It should be in the hands of the press at least one full day, preferably two days, before the visitor is due to arrive.

b. If the responsible officer at the post judges, from the status of the visitor and the nature of the visit, that there may be enough press interest to warrant a press conference, he should raise the question with the Department in advance, so that the Department can ascertain whether the visitor desires, or will consent to hold a press conference. If he agrees, the conference should be listed in the programme.

c. If there is a convenient and sufficiently large room in the office, the conference may be held there, or in the sitting room of the visitor's suite in the hotel. If neither of these is large enough, it may be necessary to engage a suitable room in the hotel.

d. The officer at the post, being the person already known to the local press, should introduce the visitor, speaking very briefly. He should state whether the visitor intends to make an opening statement or whether questions are invited immediately. If there are cameramen present, he should suggest that they take their pictures during the first four or five minutes only. At the end, when he can sense that interest is diminishing, or in any case after about 30 minutes, he may close the conference. A good way is to suggest that two or three more questions can be accepted; this is preferable to an abrupt closure.

e. If the television officials wish to take a filmed and taped interview, there are two alternative techniques. They may be allowed to work from the back of the room during the conference (later, they will edit their film and tape and make selections). Or they may be given a few minutes to themselves, usually immediately after the main conference. Local custom may indicate which of these methods is preferable.

f. Private press interviews may not be necessary if a press conference is held, but may be granted to journalists intending to write feature stories. When there is no conference, requests for private interviews should be granted if the visitor consents and if time permits.

1.104 - 1.109 - Spares

Tours of
the Consular
District

1.110 a. The Head of the Consulate will find it desirable to tour his consular district. In planning his itinerary and the amount of time to devote to travelling, the Head of the Consulate should bear in mind that his principal objectives are to establish contacts which are likely to advance the work of the Consulate in such fields as trade, information, tourism, etc., and to publicize the existence of the Consulate and its responsibilities in the territory.

b. For any tours involving a substantial expenditure or an absence of some duration from the Consulate, prior approval should be obtained from the Department. Prior approval should also be obtained as prescribed in the Departmental Regulations, whenever a consular officer wishes his wife to accompany him on a tour and intends to claim reimbursement for her travelling expenses.

c. On arriving in any provincial or state capital in his territory, the Head of the Consulate should customarily pay visits to the Governor and other government officials, the mayor of the city, local business leaders (such as, for example, the President of the Chamber of Commerce) and the editors of the leading newspapers.

1.111 - 1.113 - *Spare*s

Regional
Reporting

1.114 Consulates should prepare reports on important regional affairs in their territory and, when occasion demands, on regional attitudes to national issues. These reports should be sent to the diplomatic mission if one is situated in the country and, if not, to the Department. The diplomatic mission itself often will give guidance to the Consulate on the topics to be reported. The Department may instruct a Consulate, on occasion, to report direct on specialized subjects which are matters of current negotiation between Canada and the country concerned.

1.115 - 1.125 - *Spare*s

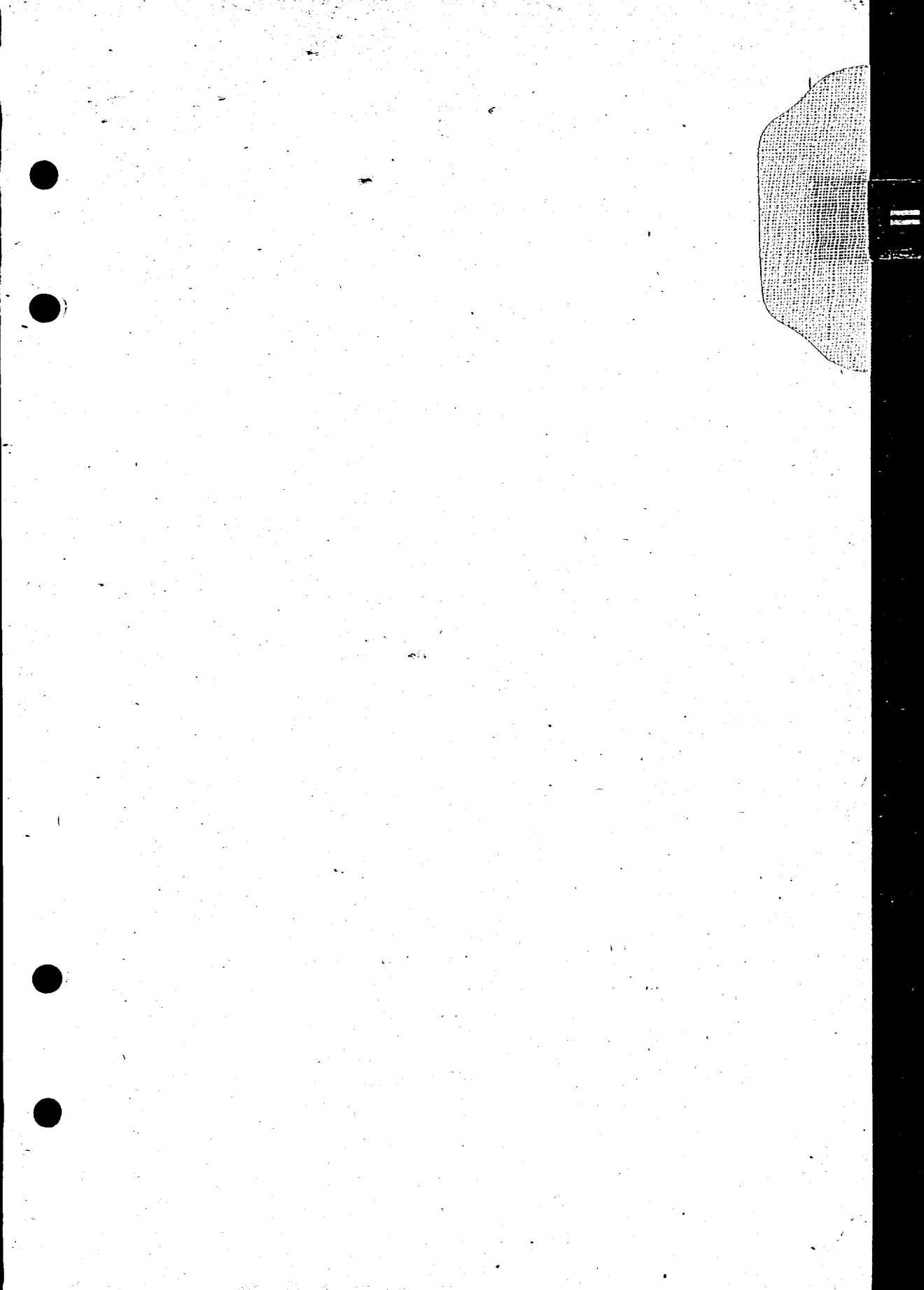
British
Consuls

1.126 a. In countries where there is no Canadian representative, British consular officers are under instructions to act on behalf of Canada. Normally they will refer Canadian applicants for passports or renewal of passports to the nearest Canadian passport issuing office. In cases of real urgency, they may issue a British passport to a Canadian citizen, made valid for six months, or may renew a Canadian passport for the same period. They may issue Emergency Certificates, or Affidavits or Affirmations in lieu of passports, as well as immigrant visas, and diplomatic courtesy and ordinary non-immigrant visas. They may also, on request, perform most other necessary services on behalf of

Canadian citizens. British consular officers are not, however, empowered to issue Canadian passports, to register births of children born abroad under the Canadian Citizenship Act, or to perform other functions under that Act such as the extension of Canadian citizenship.

b. In districts of a country where there is a British as well as a Canadian consular officer, the latter normally will perform all Canadian consular functions.

c. A British consular officer located in a district removed from the nearest city in which a Canadian diplomatic or consular post is located, will perform, on request of the Canadian post or by standing arrangement, certain Canadian consular duties. For example, he may, by arrangement, provide assistance to Canadian merchant seamen or, on request of the Canadian post, provide relief and repatriation to distressed Canadians.



II
CHAPTER VI

NATIONAL STATUS

(Marginal Notes refer to Sections of the Canadian Citizenship Act)

6.01 a. The Canadian Citizenship Act (1946, Chapter 15) is the principal Act defining the status of Canadian citizens. This Act repealed the Naturalization Act and the Canadian Nationals Act.

Canadian
Citizenship
Act

b. The Canadian Citizenship Act was amended by Chapter 6 of the Statutes of 1949 and by Chapter 29 of the Statutes of 1950.

Amendments

c. However, as the provisions of the Naturalization Act RSC 1927 c. 138 and of the Immigration Act RSC 1927 c. 93 (as these Acts read on 31st December, 1946) will continue for some years to affect the status of some persons claiming Canadian citizenship, all officers should be familiar with them.

d. This chapter is not intended to cover all the details of the above mentioned Acts or of any one of them. Reference should always be made to the original Act before making a decision.

6.02 From the point of view of determining national status, the Canadian Citizenship Act, as amended, is effective from 1st January, 1947 with the exception of Sections 6, 15 (2), 17 (2), 20 (1)(2)(3), 23, 34 (1)(j)(k)(l) and First Schedule which are effective 20th July, 1950. It should be noted, however, that Section 39 came into force on 1st April, 1949.

Effective
Dates

6.03 The description of the national status of a person as "Canadian citizen" in a passport is prima facie but not conclusive evidence of Canadian citizenship.

Holder of
Canadian
Passport
Section 18.

6.04 a. Consular officers may correspond direct with the Registrar of Canadian Citizenship, Department of Citizenship and Immigration, Ottawa, on routine matters which do not involve policy or political considerations.

Registrar of
Canadian
Citizenship:
Correspondence

(6.04 cont'd)

b. A copy of such correspondence should be forwarded to the Department. Consular officers should use their discretion in deciding whether or not copies of any enclosures referred to in this correspondence should also be forwarded to the Department.

c. As the Registrar does not hold the Government code, telegrams should be transmitted through the Department addressed "Following for Citizenship". Where the use of code would not result in any saving of telegraphic expenses, en clair telegrams may be addressed to "Citizenship Registration Branch" and copies sent to the Department by mail.

6.05 a. At the commencement of the Act persons coming within Sections 4 (a), 4 (b), 9 (1)(a), 9 (1) (b) and 9 (1)(c) became Canadian citizens automatically. When reading Section 9 (1), it should be noted that women, unmarried, married, widowed or divorced may qualify for Canadian citizenship under the provisions of paragraphs (a), (b) or (c), whichever may be most applicable in their particular case. For the purposes of Sections 4 and 9 the words "lawfully admitted to Canada for permanent residence" means that the person had, prior to 1st January, 1947, at any time been so admitted by the Canadian immigration authorities. Subsequent residence outside of Canada will not alter the fact that a person was lawfully admitted to Canada for permanent residence before 1st January, 1947.

Acquisition of
Citizenship

b. After the commencement of the Act, Canadian citizenship can only be acquired under Sections 5 (1), 7, 10 (1), 10 (2), 10 (3), 10 (4), 10 (5), 11 (2) and 11 (3).

c. Persons who ceased to be Canadian citizens can only regain their citizenship under Section 10 (1) unless they come within the special categories to which Sections 6 (2), 10 (2), 10 (4) or 20 (3) apply.

6.06 a. There are certain types of cases where the circumstances surrounding the applicant's national status require more than ordinary investigation or where circumstances of residence combined with national status raise considerations that call for more careful study. In addition, there are instances where persons would have their citizenship revoked or would be considered to have lost it if the full facts were known to the authorities in Ottawa.

Doubtful
cases to be
referred to
Registrar

b. Posts abroad should not, without reference to the Registrar of Canadian Citizenship, decide upon the national status of persons in the following categories:

- 1. Persons whose claim to citizenship rests on their Canadian domicile on 31st December, 1946 or that of their father (or mother) at the time of their birth, or on their lawful admission to Canada for permanent residence unless they submit documentary proof of such domicile or admission (See 6.32);
Sections: 4(b), 9(1)(b), 9(1)(c)
- 2. Persons other than natural-born Canadian citizens who, after 1st January, 1947, have been resident outside of Canada for six consecutive years and whose citizenship has not been extended under Section 18 of the Act (See 6.28);
Section 18
- 3. Persons granted Certificates of Naturalization who have been resident outside of Canada for six consecutive years, which may include a period prior to 1st January 1947.
Section 19

6:07 a. The general approach of the Naturalization Act was that "the wife of a British subject shall be deemed to be a British subject, and the wife of an alien shall be deemed to be an alien". Although this was subject to qualification, the general result in recent years has been that where a British woman married an alien, and by the law of his country acquired his nationality, she automatically lost her British status. In accordance with the general principle that women should be treated on a basis of equality with men for nationality purposes, this general approach has been discarded in The Canadian Citizenship Act. The marriage on or after 1st January, 1947, of a Canadian woman to a non-Canadian does not, of itself, affect her Canadian citizenship in any way, whether or not she acquired the national status of her husband by the fact of her marriage. The provisions of Sections 15 (1) and 16 of the Act should be carefully noted in this connection. Section 15 (1) excepts acquisition of foreign nationality by marriage from the general principle that acquisition of a new nationality causes loss of Canadian citizenship. Thus Canadian citizenship continues notwithstanding marriage on or after 1st January, 1947, to an alien and acquisition of his nationality. If, however, after such marriage and acquisition, the woman renounces her Canadian citizenship, she thereby ceases to be a Canadian citizen pursuant to Section 16. (See 6.27)

Marriage of a Canadian woman to an Alien

b. To ascertain the position of women who married aliens before 1st January, 1947, or whose husbands (being British subjects) were naturalized in a foreign country before 1st January 1947, it is nec-

Laws of Foreign countries concerning Married Women

essary to ascertain the relevant law of the country at the date of the marriage or naturalization. In cases of doubt it is normally necessary to consult the government or representatives of the country. Subject to changes which may have taken place in some cases during the war period, a woman who married an alien before January 1st, 1947, or whose husband (being a British subject) became naturalized in a foreign country before January 1st, 1947, lost her British status except in the following cases:

1. Armenia: Armenians may be of either Russian or Turkish nationality. In the case of Russian Armenians, the position is as set out in 12 below. In the case of Turkish Armenians, Turkish nationality is acquired except in cases of special decree of the Turkish Government. As a result, a British woman who married a Turkish Armenian is deemed to have retained British nationality only if her husband can produce evidence of the issue of such a decree at a date prior to the marriage.
2. Cuba: A woman who married a Cuban by birth or naturalization became a Cuban national, only if she renounced her Canadian citizenship.
3. Czechoslovakia: A woman who married a Czechoslovak citizen retained British nationality unless the woman made application to acquire Czechoslovak citizenship either to the Czechoslovak Ministry of the Interior or to a Czechoslovak diplomatic or consular Mission abroad, either prior to or within three months after the marriage.
4. France: A woman who married a French national before August 10th, 1927, acquired French nationality and lost British status. If the marriage occurred after August 10th, 1927, and before October 20th, 1945, she is deemed to have retained British nationality, unless before the marriage she made a formal declaration that she desired to acquire French nationality. A woman who married a French national on or after October

20th, 1945, acquired French nationality unless, prior to her marriage, she filed a declaration declining it. Such Nationality could, however, be taken from her by the French Government within six months after the date of marriage. In the absence of a declaration by the woman or by the French authorities, a woman who married a French national in the period from October 20th, 1945, to December 31st, 1946, will have lost British status. A British woman whose husband was naturalized in France after the 10th August, 1927, retained British nationality.

5. Honduras: A woman who married a Hondurian on or after the 15th April, 1936, retained British nationality.
6. Hungary: A woman of the Jewish race who married a Hungarian could not acquire Hungarian nationality by marriage.
7. Mexico: An alien woman who married a Mexican became naturalized by virtue of the law, provided she has or establishes a domicile in Mexican territory.
8. Portugal: A woman who married a Portuguese subject outside Portugal retained British nationality unless the marriage was registered in Portugal.
9. Roumania: A Roumanian woman who marries a foreigner does not lose her Roumanian nationality.

A foreign woman who marries a Roumanian national may retain her nationality if the laws of her country stipulate to that effect, i.e., Roumanian Nationality Decree No. 125, 7th July, 1948.

10. Spain: A woman who married a Spanish national after the 9th December, 1931, retained British nationality in the absence of option for Spanish nationality.
11. United States of America: If the marriage or naturalization took place after

22nd September, 1922, the woman retained her British nationality.

12. U.S.S.R.: A woman who married any Russian (whether a Soviet citizen or a "White" Russian) after 7th November, 1917, or whose husband was naturalized in the U.S.S.R. after that date, retains British nationality.

13. A woman who, before January 1st, 1947, married a national of any of the following countries retained British nationality:

Argentine	Morocco
Brazil	Palestine
Chile	Panama
Colombia	Paraguay
Ecuador	Uruguay
Guatemala	

14. A woman whose husband was naturalized before January 1st, 1947, in any of the following countries, retains British nationality:

Argentine	Guatemala
Brazil	Paraguay
Chile	Uruguay
Dominican Republic	Venezuela

c. A married woman does not change her national status upon becoming a widow or being divorced.

d. Proxy marriages performed outside of Canada are recognized, provided such marriages are valid according to the law in force at the place of celebration and provided that according to Canadian law neither party is under a legal incapacity to marry. In view of the difficulty of deciding on "capacity to marry" under Canadian law, each instance of this kind should be referred to the Registrar of Canadian Citizenship. (Of course, proxy marriages after 31st December, 1946, do not affect the national status of women under Canadian law.)

Proxy
Marriages

6.08 a. The procedure for the registration of the births of children born after the commencement of the Act is explained in Chapter XII, Part II. Consular Officers should be particularly aware at all

Children
Section 5 (1)(b).

times of the need to warn the parents of children registered abroad of the necessity of their children making declarations of retention of Canadian citizenship during their twenty-first year. It should be noted that the requirement of filing a declaration of retention must be fulfilled at the appropriate time, even though the person may have been issued with a Certificate of Proof of his Citizenship during his minority.

b. Section 6 (1) came into force on 20th July, 1950, and as a result the following points should be borne in mind in connection with Section 4 (b):

Sections 6 (1)
and 4 (b)

1. A person who was twenty-one years old before 1st January, 1947 and who had been admitted to Canada for permanent residence before that date need take no action under Section 6 to protect his Canadian citizenship.
2. A person who was admitted to Canada for permanent residence before 1st January, 1947 and who reached his twenty-second birthday before 20th July, 1950 need take no action under Section 6 to protect his Canadian citizenship. (Before Section 6 was amended, effective 20th July, 1950, such a person would have had to take no action to retain his Canadian citizenship before reaching his twenty-second birthday by reason of having been admitted for permanent residence prior to 1st January, 1947.)
3. A person who reached his twenty-second birthday between 1st January, 1947 and 20th July, 1950 and who was not admitted to Canada for permanent residence prior to 1st January, 1947 lost his Canadian citizenship upon reaching the age of twenty-two unless he filed a declaration of retention. In event of such loss, he would now have to file a declaration of resumption of Canadian citizenship (see 6.26).
4. A person who reaches his twenty-first birthday on or after 20th July, 1950 must file a declaration of retention before reaching his twenty-second birth-

day, even though he may have been admitted to Canada for permanent residence.

c. In the cases of birth out of wedlock within Canada, citizenship arises from the place of birth and the child is a Canadian citizen. Where, however, a birth out of wedlock occurs outside of Canada, the claim to Canadian citizenship must be based upon the national status of the mother. The nationality of the father is irrelevant for purpose of Canadian law.

Sections 4 (b)
and 5 (b)

d. Adoption and legitimation have been dealt with specifically under Section 11 (2) of the Act. Although persons in this category do not automatically become Canadian citizens, the Minister of Citizenship and Immigration may, under certain circumstances and in his discretion, upon application, grant Certificates of Citizenship to such persons. (It will be noted that as under Section 11 (2) there is no limitation as to effective date of adoption or legitimation, these persons need not necessarily be minors.)

Section 11 (2)

e. The provisions of Section 8 of the Act may be important where a child has been born abroad to the non-Canadian wife of a Canadian citizen. Where the father has died before the birth of the child (and there may be a number of such cases owing to war) the child is deemed, by virtue of Section 8, to have acquired Canadian citizenship from his father as he would if the father had been alive at the time of his birth. The normal provisions requiring registration of children born abroad will, of course, apply to the children born on or after 1st January, 1947.

Section 8

f. The national status of a child is not affected by the death of either parent or the divorce of the parents.

g. The national status of a child is not affected by the remarriage of its mother.

6.09 In any case where the annulment of a marriage is material to the determination of national status reference should be made to the Registrar of Canadian Citizenship.

Annulments

6.10 - 6.11 - Spares

6.12 a. Section 15 (1) provides for the loss of citizenship upon acquisition of another nationality or citizenship by a voluntary and formal act, other than marriage when outside of Canada. Loss of Canadian citizenship, however, is not recognized (Section 15 (2)) where the nationality or citizenship acquired is that of a country at war with Canada at the time of the acquisition. In such a case, the Minister of Citizenship and Immigration may, in his discretion, order that the Canadian citizen shall cease to be a Canadian citizen and he shall be deemed to have ceased to be a Canadian citizen either at the date of acquisition or at the date of the order as the Minister may direct.

Loss of
Citizenship.
Sections 15 (1)
and 15 (2)

b. Section 17 (1) provides that a Canadian citizen who, under the law of another country, is a national or citizen of such country and who serves in the Armed Forces of such country when it is at war with Canada, thereupon ceases to be a Canadian citizen. However, this does not apply to a Canadian citizen who became a national or citizen of such country when it was at war with Canada (Section 17 (2)).

Sections 17 (1)
and 17 (2)

c. Section 18 provides that persons other than natural-born Canadian citizens or Canadian citizens who have served in the Armed Forces of Canada in time of war and have been honourably discharged therefrom automatically lose their citizenship by residence outside of Canada for a period of at least six consecutive years subsequent to 1st January, 1947, unless they come within the exceptions contained in sub-sections (a) to (f) of Section 18 (see 6.28).

Section 18

d. Section 19 (1) provides for the revocation of the Canadian citizenship of any person other than a natural-born Canadian citizen on any of the grounds in sub-sections (a) to (d) inclusive of that Section. Residence outside of Canada prior to 1st January, 1947 may be included in the six-year period under sub-section (c) (see also 6.13).

Section 19 (1)

e. Section 19 (2) provides for the revocation of the Canadian citizenship of any Canadian citizen should he, whilst in Canada and not under a disability, acquire the nationality or citizenship of a foreign country by any voluntary and formal act other than marriage.

Section 19 (2)

(6.12 cont'd)

f. Section 20 (1) provides for the automatic loss of the Canadian citizenship of a minor child whose responsible parent ceases to be a Canadian citizen under Sections 15, 16 or 17, provided the child would not thereby become stateless.

Section 20 (1)

g. Section 20 (2) provides for the loss by order of the Governor-in-Council of the Canadian citizenship of a minor child whose responsible parent ceases to be a Canadian citizen under Sections 18 or 19 provided the child would not thereby become stateless.

Section 20 (2)

6.13 a. When the Department of Citizenship and Immigration considers that the citizenship of a Canadian citizen may be subject to revocation, a Notice of Intention to Revoke Citizenship together with a questionnaire is forwarded in duplicate to the appropriate Canadian post abroad for service on the person concerned.

Procedure for
Revocation of
Citizenship.
Section 19

b. Upon receipt of the Notice, the post will forward the original as well as the questionnaire, by registered mail, to the person concerned together with a covering letter requesting that the questionnaire be completed and returned to the post.

c. The post will forward the completed questionnaire, when received, to the Registrar of Canadian Citizenship. If the questionnaire is not returned to the post within the time limit set out in the Notice, steps should be taken to discover whether the Notice and questionnaire were, in fact, received by the person concerned. A report should then be made to the Registrar.

d. If the person indicates on the questionnaire that he does not wish his case to be referred to a Commission for Inquiry, the Minister of Citizenship and Immigration will decide on the evidence before him whether or not revocation should be recommended to the Governor-in-Council. The post will be informed of the decision.

e. If the person indicates on the questionnaire that he does wish his case to be referred to a Commission for Inquiry, a Notice of Hearing by the Commission will be forwarded, in duplicate, to the post which should transmit the original Notice of Hearing to the person concerned under a covering

(6.13 cont'd)

letter requesting an acknowledgment of receipt and explaining that:

1. He may be represented at the Hearing by a solicitor or a friend; and
2. He may submit further affidavits or statements for consideration by the Commission.

f. The person's reply should be forwarded by the post to the Registrar together with any original documents which may accompany his letter. It is of value if the post, when communicating with the Registrar, would provide any information at its disposal regarding its knowledge of the circumstances surrounding the case.

g. After the Commission for Inquiry has heard the case, the post will, in due course, be informed whether or not the Governor-in-Council has revoked the person's citizenship. In either event the post will receive a Notice for transmission to the person concerned.

h. The Certificate of Naturalization or Citizenship held by a person whose citizenship has been revoked should be impounded by the post and forwarded to the Registrar for cancellation.

Section 34 (k)

i. It should be noted that because of the effect of the amendments made to the Act by the amending Act of 1950, it is no longer possible for the Governor-in-Council to include the name of the wife of a Canadian citizen in the order revoking her husband's Canadian citizenship. In accordance with the general principle that women should be treated on a basis of equality with men for nationality purposes, such wives, if Canadian citizens other than natural-born are now served with a separate Notice of Intention to Revoke and the Department of Citizenship and Immigration follows the same procedure as in the case of a man.

In case of Wives

6.14 a. Naturalization Certificates were issued in Canada up to 31st December, 1946. Those in existence are of two kinds:

Certificates of Naturalization Section 9(1)(a)

1. Local Naturalization Certificates issued by County and Superior Courts under the Acts in force prior to 1st January, 1915. (It will be noted that as the

(6.15 cont'd)

c. A Certificate of Proof of Citizenship may be issued by the Minister of Citizenship and Immigration to any person who is a Canadian citizen by birth, by residence in Canada or by naturalization in Canada prior to 1st January, 1947, upon submission of a petition on Form J.

Certificates of Proof of Citizenship
Section 34(1)(i)

d. The lawful admission to Canada for permanent residence required under Section 10 (1)(b) need only have taken place prior to the actual filing of the Application for a Certificate of Citizenship.

Section 10 (1)(b)

e. An applicant for a Certificate of Canadian Citizenship who has served in the Armed Forces of Canada or who was employed outside of Canada in the Public Service of Canada or one of the provinces, otherwise than as a locally engaged person, may include periods of such service or employment as periods of residence in Canada when making application for a Certificate of Citizenship. This provision does not extend to the wife and children of a person who has so served or who has been so employed.

Qualifying Residence
Section 10 (6)

6.16 - 6.24 - Spares

6.25 a. Persons required to file Declarations of Retention of Canadian Citizenship under Section 6 (1) of the Act will use Form R and will renounce any other nationality or citizenship which they may hold, on Form J (2), appropriately amended. It should be particularly noted by Consular Officers that the renunciation of the other nationality is to take place under Canadian law and not necessarily under the law of the other country. (In this connection the procedure is similar to that under Section 10 (1) where Form G is used.)

Declaration of Retention
Section 6 (1)

b. The Registrar will issue a receipt for the Declaration of Retention which should be forwarded to the person concerned.

6.26 a. Persons wishing to regain their Canadian citizenship which they lost by not complying with the provisions of Section 6 (1) will, with the permission of the Minister of Citizenship and Immigration, file a Declaration of Resumption of Canadian Citizenship under Section 6 (2) of the Act on a form which will be provided by the Registrar and they will at the same time renounce any other nationality or citizenship which they may hold, on Form J (2), appropriately amended. (see 6.25 a.)

Declaration of Resumption
Section 6 (2)

(6.26. cont'd)

b. Persons wishing to regain their Canadian citizenship which they lost under Sections 20 (1) or 20 (2) will, with the permission of the Minister of Citizenship and Immigration, file a Declaration of Resumption of Canadian Citizenship under Section 20 (3) of the Act on Form T. It should be noted that no renunciation of their other nationality is required in this case and that this Section is not applicable to persons who have never been Canadian citizens.

Section 20 (3)

c. The Registrar will issue a receipt for the Declaration of Resumption which should be forwarded to the person concerned.

6.27 a. The only provision for the formal renunciation of Canadian citizenship under the Act is set forth in Section 16 and those persons who come within the categories noted in that Section, should they desire to renounce their Canadian citizenship, will file their declaration on Form S.

Declaration of Renunciation Section 16

b. The Registrar will issue a receipt for the Declaration of Renunciation which should be forwarded to the person concerned.

6.28 a. A person liable to suffer automatic loss of his Canadian citizenship under Section 18 who satisfies a Consular Officer, before the expiration of six consecutive years residence abroad (exclusive of any period coming within sub-sections (a) to (f)), that his absence from Canada is of a temporary nature and that he intends in good faith to return to Canada for permanent residence as a Canadian citizen, may have his citizenship extended for an initial period of not more than two years and for subsequent periods of not more than one year each by the Consular Officer who will endorse the Certificate of Citizenship of the person concerned (or, if there is no Certificate, the passport) as follows:

Extension of Citizenship Section 18 (f)

"Canadian citizenship of.....(name).....
Extended from.....(date).....to.....(date).....

Name of Embassy
Consulate, etc.

Signature of Officer"

and record the extension on Form U, in duplicate, the original being forwarded to the Registrar and the copy retained in the post's files.

b. No such extension is to be made before 1st January, 1952.

6.29 - 6.30 - Spares

6.31 a. Every Canadian citizen is declared by the Act to be a British subject and may also be known as a Commonwealth citizen.

British Subject
Sections 21
and 23(2)

b. Citizens of countries listed in the First Schedule are also declared, by Section 23 (2), to be British subjects under Canadian law. This is an important Section for persons whose Canadian citizenship has been revoked as, if they happen also to be citizens of another country listed in the Schedule, they continue to enjoy in Canada the status of British subjects rather than that of aliens.

Section 23 (2)

6.32 a. To enable the Department of Citizenship and Immigration to verify the admission of a person to Canada for permanent residence it is necessary to supply the following information:

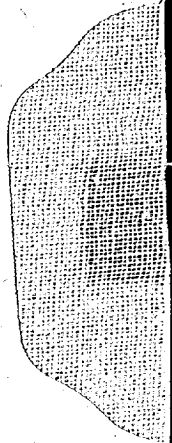
VERIFICATION OF
CANADIAN
DOMICILE &
LANDING

1. Full name (and any variation which may have been used at time of entry);
2. The port and date (or approximate date) of arrival and the name of the vessel on which he travelled;
3. If the person was a minor at the time of entry, the names of parents or any adult relation or guardian who accompanied him; and
4. The person's age at the time of arrival, birth place, racial origin and citizenship.

Immigration records of arrivals from 1920 have been indexed alphabetically. It is in many cases possible, therefore, to confirm landings without all the information called for above. However, in view of the existence of common names it is desirable to report all available particulars. This is especially true of arrivals before 1920 which can only be checked by reference to ship manifests.

b. When seeking confirmation of domicile, in addition to the information set forth above, the periods of the person's residence in Canada are required, his intention with regard to residence abroad at time of departure and any other details available which would have a bearing on Section 2 A (b) and (c) of the Immigration Act.

6.33 - 6.99 - Spares



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PUBLIC

CHAPTER III

IMMIGRANT AND NON-IMMIGRANT ADMISSION

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CHAPTER III

IMMIGRANT AND NON-IMMIGRANT ADMISSION

3.01 Admission to Canada is governed by the Immigration Act. Section 61 of the Act empowers the Governor in Council to make regulations respecting the prohibition or limitation of admission to Canada on such grounds as suitability and assimilability with regard to existing conditions in Canada and stipulating the documentation and other requirements pertaining to permanent and temporary admission. Under this authority the Immigration Regulations have been established by Orders in Council controlling and regulating immigration into Canada in accordance with government policy and specifying the documentation and other requirements with which immigrants or non-immigrants must comply to be admitted to Canada. Section 62 of the Act authorizes the Minister of Citizenship and Immigration to make regulations respecting the general procedures to be followed in carrying out the provisions of the Act. Authority

3.02 Persons admissible to Canada as non-immigrants are specified in Section 7 of the Act, provided they do not fall within the "prohibited classes" under Section 5 (see 3.06). Non-immigrants are subject to such regulations as may be promulgated by the Governor in Council or the Minister of Citizenship and Immigration (see 3.01). It will be noted that subsection 7(2) provides for the entry as non-immigrants of some persons who come within the "prohibited classes" under certain definite conditions. Non-Immigrants

3.03 There is no section in the Immigration Act which designates the admissible classes of immigrants in the same way that Section 7 specifies the admissible classes of non-immigrants. By inference, all persons not included within the "prohibited classes" in Section 5 are admissible to Canada as immigrants under the Immigration Act. The limitation and control of immigration into Canada, therefore, is regulated entirely by the Governor in Council under authority of Section 61. Immigrants

3.04 - 3.05 - Spares

Prohibited
Classes

3.06 a. Section 5 of the Act designates those persons, referred to as the "prohibited classes", who are not admissible to Canada. This statutory prohibition applies to the non-immigrant classes listed in Section 7, the immigrant classes designated in Sections 20 and 21 of the Immigration Regulations, and other immigrants whose admissions require approval of the Governor in Council.

Exceptions

b. It is to be noted that this general prohibition does not apply to:

- (i) persons specified in Section 7(2) of the Act who may be granted temporary entry under the stated conditions; (includes persons granted temporary entry under a Permit by the Minister of Citizenship and Immigration (Section 8 of the Act)); and
- (ii) Canadian citizens, who have the right to come into Canada, (Section 3(1)), and persons with Canadian domicile, whose coming into Canada is authorized by Section 3(2).

3.07 - 3.09 - Spares

Detailed
Instructions

3.10 a. Detailed instructions concerning the regulations and procedures governing immigrant and non-immigrant admission to Canada will be found in the Immigration Manual (Instructions for the Guidance of Immigration and Visa Officers), and Consular Circular Documents. In certain instances, special instructions may be sent by letter to individual posts on matters of direct concern only to such posts. As reference should be made to these sources of information on all matters pertaining to immigrant and non-immigrant admission, this Chapter is limited mainly to those instructions which apply only to External Affairs Posts and to Trade Commissioners' Offices which are classified as External Affairs Visa Offices. It also includes certain other specific items of a general nature which it is considered desirable to bring to their direct attention.

(3.10 continued)

b. The Immigration Manual is of importance in its entirety but the following sections should be given special attention:

Immigration
Manual

4.09, 4.10, 4.17, 4.19, 4.23, Chapter 6,
7.05, 7.07, 7.11, 7.37, 7.39, 8.21, 8.23 -
8.37, 8.95, 9.23, 9.31 and 20.49 - 20.65.

Attention is also directed to the confidential monograph "Preventive Aspects of the Functions of Visa Officers" inserted after Chapter 6. Chapter 23 should be found useful in correspondence with United Kingdom Visa Officers.

3.11 - Spare

3.12 a. The Immigration Branch maintains visa offices known as Canadian Immigration Visa Offices, in those countries which are the chief sources of immigration to Canada or from which it is desired to encourage a greater movement of immigrants to Canada. Canadian Immigration Visa Offices issue immigrant and ordinary non-immigrant and multi-entry visas only. In other countries, visa duties are assumed by External Affairs Posts or, where there are no such Posts, by the Canadian Government Trade Commissioners' Offices; in countries where there are no Canadian diplomatic, consular or trade representatives, these duties are handled by the United Kingdom representatives.

Visa Issuing
Offices

b. (i) External Affairs Posts and Canadian Government Trade Commissioners' Offices which exercise full visa functions are classified as External Affairs Visa Offices. Instructions and procedures applicable to these offices are so designated in the sources outlined in 3.10.

External
Affairs Visa
Offices -
Definition

(ii) External Affairs Posts and Canadian Government Trade Commissioners' Offices which perform partial visa duties are not classified as External Affairs Visa Offices. They will be guided by the instructions in 3.10 which will be modified in each case by specific directions from Ottawa or from the Canadian Immigration Visa Office or External Affairs Visa Office having jurisdiction in visa matters in the country in which situated.

3.13 - 3.14 - Spares

Allocation of
Visa Issuing
Duties Abroad

3.15 The issuance abroad of visas for Canada is allocated as follows:

Canadian
Immigration
Offices

- (1) Canadian Immigration Visa Offices (See Appendix A, Chapter 6, "A", Immigration Manual)

Visas issued: immigrant and non-immigrant including multi-entry but not including diplomatic, courtesy or laissez-passer.

External
Affairs
Posts

- (2) External Affairs Posts in countries where there are no Canadian Immigration Visa Offices (See Appendix A, Chapter 6, "B", Immigration Manual)

Visas issued: immigrant and non-immigrant including multi-entry and diplomatic, courtesy and laissez-passer.

Trade
Commissioners'
Offices

- (3) Canadian Government Trade Commissioners' Offices in countries other than those in (1) and (2) above (See Appendix A, Chapter 6, "B", Immigration Manual)

Visas issued: immigrant and non-immigrant including multi-entry, diplomatic, courtesy and laissez-passer.

NOTE: Some Trade Commissioners' Offices located in countries included under (1) and (2) above may exercise limited visa functions under direct instructions of the Immigration Visa Offices or External Affairs Visa Offices in those countries. They are not classified as External Affairs Visa Offices as in 3.12 b.

United
Kingdom
Consular and
Visa Offices

- (4) United Kingdom Consular and Visa Offices in countries other than those included in (1), (2) and (3) above (see Section 6.99, Immigration Manual). The term "United Kingdom Consular and Visa Office" is used in a general sense and may denote an embassy, legation, consulate, colonial office or an office of any United Kingdom representative authorized to issue visas.

(3.15 continued)

Visas issued: immigrant and non-immigrant including diplomatic, courtesy and laissez-passer but not including multi-entry.

NOTE: In countries not listed under Section 6.99, United Kingdom representatives would act on our behalf in visa matters by referring individual cases to Ottawa for instructions.

- (5) All External Affairs Posts including those not classified as External Affairs Visa Offices issue diplomatic and courtesy visas and laissez-passer.

External Affairs Posts other than Visa Offices

3.16 - 3.17 - Spares

3.18 Visa stamps for admission to Canada in use by posts abroad are:

Visa Stamps in Use Abroad

- (1) Canadian immigrant and ordinary non-immigrant visa stamps (see subsections 6.31(a), (b) and (c) - Immigration Manual) and visa extension stamps (see 6.41 - Immigration Manual) -

Immigrant, ordinary non-immigrant, and visa extension

Issued by the Immigration Branch to Canadian Immigration Visa Offices (3.15 (1)), External Affairs Visa Offices (3.15 (2) and (3)) (see also 15.03 - 15.05), and United Kingdom Consular and Visa Offices (3.15 (4)).

These stamps are identifiable with the post to which they were issued by a number which is prefixed with two letters indicating the type of office, i.e.,

"IM" - Canadian Immigration Visa Offices;
"EX" - External Affairs Visa Offices; and
"BR" - United Kingdom Consular and Visa Offices.

(See Sections 6.96, 6.98 and 6.99 - Immigration Manual).

(3.18 Continued)

Multi-entry
non-immigrant

- (2) Canadian multi-entry non-immigrant visa stamps -

Issued by the Immigration Branch to Canadian Immigration Visa Offices (3.15 (1)) and External Affairs Visa Offices (3.15 (2) and (3)).

These stamps carry the prefixes: "IM-ME" for Canadian Immigration Visa Offices, and "EX-ME" for External Affairs Visa Offices, followed by the same numbers as on the immigrant, non-immigrant and visa extension stamps allocated to the different offices. (See Section 6.97 - Immigration Manual).

Diplomatic and
courtesy

- (3) (i) Canadian diplomatic and courtesy visa stamps -

Issued by the Department to all External Affairs Posts and to Canadian Trade Commissioners' Offices classified as External Affairs Visa Offices. (3.15(2), (3) and (5)).

These stamps bear the name of the issuing office.

- (ii) United Kingdom Consular and Visa Offices (3.15 (4)) use their United Kingdom visa stamps. When used for entry to Canada these stamps are modified accordingly.

Laissez-
passer

- (4) (i) Laissez-passer issued by Canadian posts (3.15 (2), (3) and (5)) follow the form set out in 15.09.

- (ii) Laissez-passer issued by United Kingdom posts are in the form set out in Annex 13, Chapter XIII, Her Majesty's Foreign Service Instructions.

3.19 - Spare

3.20 a. Posts may communicate direct with the Immigration Branch concerning the issuance of visas (other than diplomatic and courtesy or laissez-passer) and on admissibility to Canada in matters of a purely routine nature not involving rulings, interpretations or political considerations.

Communications
with Immigration
Branch

b. Communications may be:

(i) by air mail letter addressed: "The Director of Immigration, Attention - Chief, Admissions Division, Immigration Branch Headquarters, Ottawa";

Method of
Communication

(ii) by letter forwarded by diplomatic bag where conditions warrant this method of transmission;

(iii) by cable addressed "IMADS Ottawa";

(iv) by telegram transmitted through the Department beginning "Following for Immigration"; or

(v) by alternative means and to such other addressees as may be authorized.

c. Copies of communications sent to Immigration Branch are to be referred to the Department only where there has been previous correspondence with the Department on the subject or case concerned. Such communications should be marked "Copy for External" without a covering memorandum.

Reference to
External

3.21 a. The cost of telegrams and cables between posts abroad and the Department or Immigration Branch concerning admission to Canada is to be absorbed by the Canadian Government. Telegraphic communications to other posts, the Department or Immigration Branch are considered an administrative expenditure by the sending post and a charge against its telegraph account.

Telegraphic
Charges

b. The following conditions govern the use of telegraphic communications for admission purposes:

(i) Officers are to use careful judgment in deciding whether a telegraphic communication is absolutely necessary and that an air mail letter would not serve equally well in any specific case.

(3.21 continued)

(ii) Officers should carefully assess the urgency of the means of communication of each case bearing in mind that its nature, the period of processing, the validity of the medical screening, the availability of transportation; etc., are all factors affecting his decision. Basically, telegrams should be used only in instances of an abnormal development which precludes the routine handling of the matter or when it is to the public advantage.

(iii) The above considerations apply although the applicants or other interested persons or groups may request or even insist on a telegraphic request and reply and offer to pay the costs.

Limitation of
Visa Issuing
Authority

3.22 External Affairs Visa Offices are authorized to issue ordinary non-immigrant visas, single or multi-entry, without reference to Ottawa. However, doubtful cases, such as persons who imply that they may possibly establish permanent residence in Canada, should be referred to the Director of Immigration, Attention - Chief, Admissions Division, Ottawa. External Affairs Visa Offices may not issue immigrant visas without specific authority from the Immigration Branch in each individual case.

Visa
Procedures

3.23 The regulations governing admission to Canada are contained in the sources mentioned in the Detailed Instructions (3.10 a. and b.) and reference should always be made to those instructions when dealing with admissions to Canada. The subsequent sections, therefore, do not attempt to outline the regulations in detail but only to summarize the general requirements and procedures involved in admissions to Canada. These requirements and procedures may be modified by special instructions applicable to any country or group of countries or for a stated area.

Travel
Documents--
Passports

3.24 a. (1) Every person seeking to enter or land in Canada must be in possession of a valid passport issued by the country of which such person is a subject or citizen.

(3.24 continued)

(2) A travel document (other than a passport) or a certificate of identification may be accepted in lieu of a passport for:

Alternative documents

- (i) a woman who has become a British subject by reason of marriage to a British subject domiciled in Canada; or
- (ii) a person who is stateless or is a refugee from his country of origin or of nationality and who is not in possession of such passport or is unable to obtain one but who establishes to the satisfaction of an immigration officer that he can return to the country which he leaves to seek to come to Canada or that he can go to some other country.

(3) A passport or other travel document issued by a government which Canada does not recognize is not to be visaed. In its place, when the issuance of a visa has been authorized, the post will prepare an Affirmation for Visa on post letter-head paper in the form set out in 15.17. When completing questions 2, 3, 5, 6 and 9 of the Affirmation, the visa-issuing officer should take special care not to make use of the formal title of the country or government which Canada does not recognize nor of the official position, if any, in the government or its agencies of the applicant. No fee is to be charged for this Affirmation. The applicant must have in his possession a valid passport or other travel document which guarantees his readmissibility to his own or a third country.

Affirmations for Visas

(4) Passports or other travel documents are not required in the following cases:

Exceptions

- (i) citizens of the United States of America seeking admission to Canada from any country; (See Immigration Regulation 18(12)) and
- (ii) permanent residents of the United States seeking admission to Canada from the United States or Alaska who hold U.S. Alien Registration Cards.

(3.24 continued)

NOTE 1 - Canadian citizens and persons with Canadian domicile who are permitted to come into Canada under the Act are not required to be in possession of passports or other travel documents. However, they should carry evidence of their Canadian status.

NOTE 2 - In the cases of refugees or stateless persons who are otherwise admissible but are unable to comply as in 3.24 a. (2) (ii), the Immigration Branch may obtain authority to waive the passport requirement.

Emergency
Certificates

(5) Emergency Certificates may be issued to Canadian citizens abroad for purposes of repatriation, deportation, etc. They are impounded by the Immigration officer at the port of entry to Canada - (see 4.66 a. C.C.I.).

Personal
Examination

3.25 Visas, whether immigrant or non-immigrant, except diplomatic and courtesy visas, may not be issued without a personal examination by the visa issuing officer unless he has received written authority from Ottawa to waive such examination in certain specific instances.

Confidential
Nature of
Visas

3.26 All information received on or in support of applications for visas is to be treated as confidential and divulged to no one including the applicant. Requests for such information should be refused except when the information is required by other Canadian Government departments to be used in the processing of the applications and the post has been given specific authority for its release in such cases. All other requests should be referred to Ottawa immediately. For exceptions in cases involving medical treatment required by immigrants certifiable on medical grounds, see 3.38 c. - Note 2.

3.27 - 3.29 - Spares

Permanent
(Immigrant)
Admission

3.30 a. The classes of persons admissible to Canada for permanent residence are listed in Immigration Regulations 20 and 21. In addition to these classes, the Minister of Citizenship and Immigration may decide that the admission of other classes or individuals is desirable and will recommend the acceptance of applications from such other classes or individuals. Authority for the permanent admission of

(3.30 continued)

these additional persons will be obtained by Order in Council. (See 3.03). A summary of the admissible categories from which immigrants may be selected will be found in the Immigration Branch Chart. (Section 4.99 - Immigration Manual).

b. Every person seeking permanent admission to Canada is required by Immigration Regulation 18(3) to be in possession of an immigrant visa with the exception of certain classes defined in Immigration Regulation 18(6) which are:

Immigrant
Visas
Required

- (i) British subjects by birth in the United Kingdom, Australia, New Zealand and South Africa;
- (ii) citizens of Ireland born in Ireland;
- (iii) citizens of France ^{Algeria or} born in France, including Corsica, or St. Pierre and Miquelon Islands;
- (iv) citizens of the United States of America;
- (v) persons legally admitted in the United States for permanent residence who come to Canada directly from the United States or Alaska.

Excepted
Classes

NOTE 1 - These categories which do not require visas must still comply with the medical requirements and they should be strongly advised to obtain advance medical clearance to minimize the risk of hardship following possible refusal at the port of entry on medical grounds.

NOTE 2 - Immigration Regulation 18(6) provides for the admission to Canada without visas of citizens of the United States only when coming directly from the United States or Alaska. However, as Immigration Regulation 18(12) permits the admission of United States citizens as immigrants without passports, and the Immigration authorities have ruled that persons not requiring passports do not require visas, United States citizens are admissible to Canada from any country without visas.

3.31 - 3.32 - Spares

Medical
Requirements

3.33 a. Every person seeking permanent admission to Canada must be medically examined to ascertain whether he is inadmissible on medical grounds under Section 5 of the Immigration Act. This requirement applies to non-immigrants who might conceivably become immigrants or who expect to remain in Canada for a year or more and includes students who intend to take a course of more than one year even though their entry in the first instance is only for the immediate academic year. Colombo Plan trainees must be medically examined even if the intended period of stay in Canada is less than one year. Citizens or permanent residents of the United States coming to Canada direct from the United States, providing they are in apparent good health and in possession of satisfactory X-rays and radiologist's reports, are exempted from this requirement. (See Section 8.11 - Immigration Manual). Non-immigrants requiring medical examination for whom prompt movement is essential may elect entirely at their own risk to be medically examined at the port of entry to Canada. Medical examinations for non-immigrants are at the expense of the applicants.

Nature of
Medical
Examination

b. The medical examination includes:

- (i) full medical check by a responsible physician who is to complete, in duplicate, the Preliminary Medical Examination Form, I.M.S. 17;
- (ii) an X-ray of the chest, (film approximately 14" x 19" or about 30 x 40 centimetres must be used in countries where this size of film is available) with a radiologist's report establishing freedom from tuberculosis. (See Section 8.45 - Immigration Manual). (In countries where this size of film is not available, film not smaller than 70 mm. may be used).

Exception: Children under 11 years of age are exempt except under certain conditions (See Section 8.43 b. Immigration Manual).

Validity

- (iii) The medical examination is valid for six months, i.e., the person concerned must present himself at a Canadian port of entry within that period.

c. Where there is any indication of trachoma, Trachoma active or cured, the following regulations apply:

If old trachomatous lesions are present, the examining oculist should describe in detail the lesions and should if possible obtain from the prospective immigrant a history as to when the disease occurred. If no history can be obtained he should then express an opinion as to the approximate time the disease has been cured. This should be roughly stated in terms of times, for example; cured at least three months; cured at least six months; cured at least one year or cured many years.

If there is definite evidence that the disease is old or has been cured for more than six months then cases of this type are usually acceptable for migration to Canada without certification.

Persons suffering from active trachoma are not acceptable. Such cases, following adequate treatment, which are considered as apparently cured must be under observation for six months from the date of the cure. During this observation period no treatment shall be given. If at the end of the six months observation period without treatment, and no re-activation of the lesions has occurred, then these migrants would be acceptable.

In cases of immigrants who had acute trachoma at the time of their initial examination, a detailed report as to subsequent treatment they received will be required. For prospective immigrants who have had trachoma and who admit to prior treatment, the type and duration of treatment should be specifically stated whenever possible. The oculist's report should describe all ocular defects including trachoma. His report should be in descriptive terminology and so detailed that a picture of the condition present can be formulated.

(3.33 continued)

Quarantine
Regulations

d. All persons arriving in Canada, including Canadian citizens, must comply with the Quarantine Regulations established by the Department of National Health and Welfare under the authority of the Quarantine Act to prevent the spread of contagious and infectious diseases. (See Section 8.93 - Immigration Manual).

Smallpox

e. Under the Quarantine Regulations, every person arriving in Canada from a country outside North America (excluding Mexico and Central America) shall be detained at a quarantine station for fourteen days unless he:

(i) furnishes evidence of immunity to smallpox through having had the disease or having been vaccinated within the preceding three years; or

(ii) submits to vaccination. (See Section 8.95 - Immigration Manual).

3.34 - Spare

Application
for Permanent
(Immigrant)
Admission

3.35 a. Persons desiring to immigrate to Canada fall into two categories; sponsored and unsponsored.

Sponsored
Applicants

b. Sponsored applicants are those persons whose permanent admission has been applied for by a Canadian citizen or a permanent resident of Canada who undertakes to provide suitable accommodation and, where necessary, employment, and to accept responsibility for their maintenance. They include applications by prospective employers who guarantee to provide employment.

Unsponsored
Applicants

c. Unsponsored applicants are those persons seeking permanent admission to Canada upon their personal applications. They include "capital cases" i.e., persons transferring sufficient funds to establish their own businesses, "open placement cases" i.e., persons with skills or trades in demand in Canada who are not coming to assured employment and who will require assistance by the Canadian authorities in obtaining employment, and persons who are coming to assured employment.

3.36 - 3.37 - Spares

3.38 a. Upon receipt of a provisionally approved Form IMM.55 - "Application for Admission of Nominated Immigrants" (see Section 4.19 - Immigration Manual) the visa officer will inform the proposed immigrants that they should proceed with their medical examination (see 3.33(b)) - At the same time, the visa officer should make local enquiries, where appropriate, from any available sources regarding the civil status of the intended immigrants, i.e., criminal record, character, etc., as well as carrying out any other instructions noted on the form. If there are no adverse reports, a nil report is not necessary.

Procedure -
Sponsored
Cases

b. The visa officer will forward by air mail the medical examination forms IMS 17 with the X-ray films and radiologist's reports under cover of a letter, in duplicate, for each individual or family unit direct to the Chief, Immigration Medical Service, Department of National Health and Welfare, Ottawa. Where preferable, posts may forward these documents by diplomatic bag addressed above. (See Sections 8.23 and 8.25 - Immigration Manual). All medical documents are to be forwarded at the same time. If medical reports are in a language other than English or French, an English translation should accompany them. The translation is to be obtained at the immigrant's expense from a reputable source; if prepared at the post, Consular Fee No. 73, Schedule A, will apply. The X-ray films are to be sent flat (not rolled) in reinforced envelopes; the Department of National Health and Welfare have a specially prepared envelope for this purpose (N.H.W. 86) which is carried in stock by this Department listed as "Catalogue No. X1223" and supplies may be obtained by requisitioning in the usual way. The cost of airmail postage for forwarding X-ray films and documents is chargeable to post accounts.

Medical
Pre-Screening

(3.38 continued)

Medical
Clearance

c. Upon receipt from the Immigration Branch of the original copy of Form I.M.S. 18, (which is the form used by the Department of National Health and Welfare to inform the Immigration Branch that the medical reports have been approved), on which the Immigration Branch has impressed its stamp of provisional approval, the proposed immigrants should be dealt with as persons who have been cleared for admission to Canada on medical grounds and the visa officer, provided all other requirements are met, is authorized to stamp the passports or travel documents of the prospective immigrants with his "medically pre-screened" stamp. He should inscribe his signature with the post stamp immediately below. The date to be recorded on the "medically pre-screened" stamp is that of the provisionally approved stamp on the Form I.M.S. 18. Where the names of more than one person are in the same travel document, the name or names of those persons who have been medically cleared should be written immediately adjacent to the stamp. It is normally the practice to insert the medical pre-screening stamp at the same time that the visa is granted. Medical clearance is valid for presentation at a Canadian port of entry for six months from the date of the "medically pre-screened" stamp.

Canadian
Medical
Officers and
Roster Doctors

NOTE 1 - In countries in which there is a Roster Doctor or where, by specific arrangement, medical reports are to be submitted to a Canadian Medical Officer in another country, approval by these doctors is to be treated as equivalent to clearance from Ottawa. The date to be inserted on the medically pre-screened stamp is the date of the covering letter, memorandum or form informing you that the medical reports have been approved.

Release of
Medical
Information

NOTE 2 - Although all information received on or in support of applications for visas is confidential (See 3.26), an exception is made where extracts from medical reports of the Immigration Medical Service of the Department of National Health and Welfare outlining their diagnosis and prognosis concerning an applicant for immigration are forwarded to posts with the medical examiner's decision on admissibility and, where the applicant is certifiable on medical grounds under Section 5(b), the

(3.38 continued)

treatment which he must have followed and the tests with which he must comply if, at a later date, he should reapply for admission. Only that information which is necessary to permit a prospective immigrant to undergo the required treatment or observation before he may be considered for admission to Canada should be divulged. This should be done by the medical doctor who performed the original examination.

d. The proposed immigrants should be asked to present themselves at the visa office for a visa examination. The purpose of the examination is to ascertain, as far as is possible, by questioning and visual appraisal that the persons comply with the facts stated in the application, i.e., that they are of the race, relationship and ages claimed, that they have the skills or trades specified, that they possess evidence of their ability to transfer any funds stated, that they appear to be desirable immigrants, etc. If the visa examination is satisfactory and there are no other reasons for delaying final action on the application, the visa officer is authorized to grant the immigrant visas.

Issuance of
Visas

e. The approval of settlement arrangements is valid for twelve months (six months for fiancé(e)s), from the date of approval of the application on form IMM. 55. If the proposed immigrant has not completed preparations which will enable him to leave for Canada within that period, the settlement arrangements must be re-affirmed. Requests for the re-investigation of settlement arrangements should be sent direct to the District Superintendent of Immigration for the area in which the application originated (See Chapter 30, pp 1 and 2, - Immigration Manual).

Settlement
Arrangements

3.39 - Spare

3.40 a. Un-sponsored persons desiring permanent admission to Canada who come within the admissible classes defined in 3.30 a. should be asked to complete Form IMM. O.S.8, Application for Admission to Canada, in duplicate. One copy of Form IMM. O.S.8 is to be completed for each family unit. The original

Procedure -
Un-sponsored
Cases

(3.40 continued)

copy is sent to the Director of Immigration, Attention - Chief, Admissions Division, Immigration Branch Headquarters, Ottawa; the duplicate is retained on the post file. Form O.S.8(a) has been abolished. The visa officer may attach a "curriculum vitae" of the proposed immigrant, and should give his personal observations and recommendations.

Issuance of
Visas

b. Upon receiving provisional approval from the Immigration Branch, the visa officer will follow the same procedure as for sponsored immigrants. (See 3.38 a. b. c. and d.).

3.41 - 3.44 - Spares

Temporary
(Non-Immigrant)
Entry

3.45 a. Persons admissible to Canada as non-immigrants are listed in Section 7 of the Immigration Act. The admissibility of any such persons is subject to their not being included within the prohibited classes (3.06 a.). It will be noted, however, that under Section 7(2) of the Immigration Act, some prohibited persons are permitted entry under certain defined conditions.

Non-Immigrant
Visas Required

b. Every person seeking temporary entry to Canada is required by Immigration Regulation 18(3) to be in possession of a non-immigrant visa with the exception of certain classes defined in Immigration Regulation 18(6) which are:

Statutory
Exceptions

- (i) British subjects by birth in the United Kingdom, Australia, New Zealand or South Africa;
- (ii) citizens of Ireland born in Ireland;
- (iii) citizens of France born in France (including Corsica) or St. Pierre and Miquelon Islands;
- (iv) citizens of the United States of America;
- (v) permanent residents of the United States of America who come to Canada directly from the United States or Alaska.

(3.45 continued)

c. By authority of Immigration Regulation 18(11), the Minister of Citizenship and Immigration has excepted the following additional classes of non-immigrants from the requirement of possessing non-immigrant visas:

Ministerial
Exceptions

- (i) British subjects other than those specified in 3.45 b. (i) above;
- (ii) *French Citizens other than those specified in 3.45 (b)(iii) above;*
Non-immigrants in the United States. These persons must be in possession of evidence of re-admissibility to the United States or to their own or a third country and have the means to effect departure thereto; (See 3.69 b.)
- (iii) Persons in direct transit through Canada to a country beyond Canada;
- (iv) Citizens of India, Pakistan and Ceylon;
- (v) Crew members and persons seeking entry to Canada as crew members;
- (vi) Members of the Armed Forces of member states of the North Atlantic Treaty Organization;
- (vii) Native-born nationals of Western Hemisphere countries.

d. Applicants for non-immigrant entry, unless otherwise authorized, must be:

Requirements
for Non-
Immigrant
Entry

1. bona fide non-immigrants under Section 7 of the Immigration Act coming to Canada for a mere temporary purpose. If they propose seeking employment in Canada or have arranged for employment, however temporary, prior approval for their entry must be obtained from the Chief, Admissions Division, Immigration Branch Headquarters, Ottawa;
2. in apparent good mental and physical health. While it is not normal practice for non-immigrants to be medically examined, the visa officer may require either a full or partial medical examin-

(3.45 continued)

ation if he has reason to believe such an examination is desirable. (See Section 8.13(a) - Immigration Manual). Non-immigrants who are uncertain whether they may become immigrants or who in the opinion of the visa officer are likely to become immigrants, or who intend to remain in Canada for a year or more, must comply with medical pre-screening as in 3.38 b. (See Section 8.13(b) - Immigration Manual);

3. of good character; not within the prohibited classes (See 3.06 a.);
4. in possession of, or holding satisfactory evidence of sufficient means to maintain themselves while in Canada and to effect their departure;
5. in possession of valid passports or travel documents valid for at least three months beyond the combined period of validity and period of stay in Canada.

Applications for
Non-Immigrant
Visas
Form IMM. 462

e. All applicants for non-immigrant visas, other than diplomatic or courtesy, and persons in special categories (Chapter 7 - Immigration Manual) are to complete the form "Application for Non-Immigrant Visa - IMM. 462". Only one copy of the form need be completed for each individual or family group; it is to be retained by the post. While the information requested on the form has been condensed into 19 questions, it is not intended that the visa officer should limit his personal examination to these questions only but that he should seek such further information as he deems necessary to properly assess the admissibility of the applicant. Certain information to be obtained by oral interview is covered in special instructions.

3.46 - 3.47 - Spares

Ordinary
Non-Immigrant
Visas

3.48 a. All classes of persons admissible to Canada as non-immigrants under Section 7 of the Immigration Act, who are required to be in possession of visas for entry to Canada (See 3.45 b. and c.), are granted ordinary non-immigrant visas (See 3.18(1)), with the exception of persons entitled to be issued multi-entry visas (see 3.49 a.) and those classes listed in subsections 7(1)(a) (see 3.57 a. and 3.58 a.), 7(1)(d) (See 3.51 a.) and 7(1)(f) (see 3.50 a.) of the Immigration Act.

(3.48 Continued)

b. The period of validity of ordinary non-immigrant visas, i.e., period during which visas may be presented at a Canadian port of entry, should allow the holders ample time to reach Canada in the light of available transportation facilities. Normally, the period of validity should not be more than three months but, in exceptional cases, a period of six months may be granted. Visas may not be granted with a period of validity of over six months unless authorized by Ottawa. (For extension of validity - see 3.62 a.).

Period of
Validity

c. The period of stay, shown on the visa as "For period of" commences on the date of arrival at a Canadian port of entry and should be for the period of intended stay in Canada but is not to be for over six months unless authorized by Ottawa.

Period of
Stay

3.49 a. Canada has entered into visa modification agreements with certain countries under which Canada undertakes to grant citizens of those countries gratis multi-entry visas valid for an unlimited number of entries to Canada within twelve months from the date of issue in return for concessions granted to Canadian citizens. These agreements or arrangements provided for the issuance of multi-entry visas only by the Canadian visa office in the country concerned but the Canadian Immigration authorities have unilaterally decided that they may now be issued by any Canadian visa issuing office.

Multi-Entry
Visas

b. Gratis multi-entry visas may be issued to citizens of the following countries:

Persons to
Whom Issued

Austria	Liechtenstein
Belgium	Luxembourg
Denmark	Monaco
(C.C.D.C. 31/58) → France FINLAND	Netherlands
Federal Republic	Portugal
of Germany	Norway
(C.C.D.C. 23/59) → Italy GREECE	Sweden
Japan	Switzerland
	Turkey
	VENEZUELA
	(C.C.D.C. 22/59)

Algeria and

NOTE 1 - As Immigration Regulation 18(6) waives the visa requirement for citizens of France born in France, including Corsica, and in St. Pierre and Miquelon Islands, the above decisions do not ~~normally~~ apply to the admission of ~~such~~ French nationals. However, if they should request visas to facilitate their journey to Canada, they may be granted gratis multi-entry visas.

NOTE 2 - Citizens of the above countries who derive their status by birth in a possession in the Western Hemisphere and who are residing in that possession continue to be admissible as non-immigrants without visas; however, if they should request visas to facilitate their journey, they may be granted gratis multi-entry visas. Such citizens who are no longer residing in the possession in which they were born as well as citizens by naturalization in any such possessions may be granted gratis multi-entry visas.

Requirements

c. Applicants for multi-entry visas must comply with the requirements outlined in 3.45 d.

Period of Stay

d. The period of stay in Canada permitted for each entry is the same as that of persons granted ordinary non-immigrant visas (3.48 c.) and should not be confused with the twelve month period of validity of the multi-entry visas. At each entry, the Immigration Officers at the port of entry to Canada will decide the period of stay to be permitted and will make a notation to this effect either on or below the visa.

Student Visas

3.50 a. Student visas are issued to students who have been accepted for full time courses at recognized institutions of learning in Canada. (See Section 6.63 - Immigration Manual).

Requirements

b. Applicants must comply with the general non-immigrant requirements (3.45 d.). They must have evidence of their acceptance by the institution and have a sufficient knowledge of the English or French languages to pursue their intended studies unless they produce letters from the institution indicating acceptance despite the language difficulty. The visa officer should use his own judgment in deciding what constitutes "sufficient knowledge".

(3.50 Continued)

However, if the primary purpose of their studies is to learn a new language, English or French, their knowledge of these languages may be nil but they may be permitted entry to Canada upon production of a letter similar to the above. For the medical requirements applicable to students who intend taking a course for more than one academic year, see 3.33 a.

c. Students must satisfy the visa officer that they have funds in their possession or available which are sufficient for tuition and other fees, board, maintenance and return transportation.

Funds
Required

d. Visas may be given a validity up to the date of the beginning of the academic year or term for which the applicants have been accepted by the institution provided it does not exceed six months. (For extension of validity - see 3.62 a.). Students who are citizens of countries with which Canada has a multi-entry visa arrangement (see 3.49 b.) are to be issued gratis multi-entry student visas valid for one year.

Period of
Validity

e. Students entering Canada in the autumn to attend an institution for one academic year are to be granted entry until July 15 of the following year; if they intend to remain for more than one academic year, they will be granted entry until October 15 of the following year. Students coming for shorter courses should be granted entry for an appropriate period. Students leaving Canada on holidays during the period for which they have been granted entry may be re-admitted on their original visas provided their return to Canada is within the period for which their prior entry had been granted. Students holding multi-entry student visas are re-admissible during the one year period of validity of the visas; where the period of stay granted on the prior entry extends beyond the period of validity of the visa, they are re-admissible up to the end of such extended period.

Period of
Stay

3.51 a. Persons passing in direct transit through Canada to a third country do not require visas. However, to facilitate their journey to Canada, a non-immigrant visa, marked "In-Transit" may be granted. No fee is chargeable for an In-Transit visa.

In-Transit
Visas

(3.51 Continued)

Requirements

b. Applicants should produce evidence of pre-paid transportation through Canada and to a third country to which they will be proceeding direct from Canada as well as proof of admissibility to such country.

Period of Validity

c. As applicants will be in possession of transportation through Canada and to a third country, the visa need be given only a sufficient period of validity to allow the holder ample time to reach Canada. (For extension of validity - see 3.62 a.).

Period of Stay

d. On the line "For period of....." in the visa, the words "In-Transit" should be inserted. While transit visas are issued only for continuous journeys through Canada and do not permit stop-overs, this does not mean that the holders are not allowed an over-night stay or even a stay of a few days if there should be a hold-up in their onward transportation. Normally, transit visas allow a maximum period of 48 hours in Canada but, for example, where the holder of a transit visa is proceeding from an Atlantic port to a Pacific port en route to the Far East, such holder would obviously be in Canada for a considerably longer period.

Returning Canadian Visas

3.52 "Returning Canadian" visas are not required but may be issued to Canadian citizens upon request to facilitate their journey to Canada. Applicants need only produce evidence of their Canadian status. The non-immigrant visa stamp is to be used on which the words "Sec. 7 - Art. 7" are to be struck out and in the space "For period of" the letters "RC" are to be inserted. The word "NON-IMMIGRANT" at top of visa is to be struck out. No fee is chargeable.

Canadian Citizen Visas

3.53 "Canadian citizen" visas may be issued to natural-born Canadian citizens, born abroad, who are proceeding to Canada for the first time. While not required, such persons are strongly advised to procure them in their own interests to ensure that there is a record of admission to Canada. Applicants need only produce evidence of their Canadian status. The non-immigrant visa stamp is to be used on which the words "Sec. 7 - Art. 7" are to be struck out and the letters "CC" are to be inserted in the space "For period of" . The word "NON-IMMIGRANT" at top of visa is to be struck out. No fee is chargeable.

3.54 "Returning Resident" visas are issued upon request to persons with Canadian domicile and to persons who have been admitted to Canada for permanent residence. Persons with Canadian domicile must satisfy the visa officer that they have acquired Canadian domicile (Sections 4(1) and (2) - Immigration Act) and that such domicile has not been lost (Sections 4(3) to (7) - Immigration Act). (See Section 9.29 - Immigration Manual). Persons claiming to be residents of Canada, other than persons with Canadian domicile, must satisfy the visa officer that they -

Returning
Resident
Visas

- (i) have been previously landed in Canada;
- (ii) have been absent abroad for a mere special or temporary purpose; and
- (iii) do not fall within the prohibited classes. (3.06 a.).

The non-immigrant visa stamp is to be used on which the words "Sec. 7 - Art. 7" are to be struck out and the letters "RR" are to be inserted in the space "For period of". The word "NON-IMMIGRANT" at top of visa is to be struck out. No fee is chargeable.

3.55 a. Special visas may be issued to persons who do not fully qualify as non-immigrants, including persons who, it is expected, will probably apply for landing after arrival in Canada. (See Sections 4.09, 6.45 and 6.59 - Immigration Manual).

Special Visas

b. The ordinary non-immigrant visa stamp is used (3.18(1)). Under the authority "Sec. 7 - Art. 7" there is to be inserted the Immigration Branch Headquarters file number or such other phrase as the Immigration Branch requests, followed by the letters "SPC".

Form

c. Special visas may be issued only when authorized by Immigration Branch Headquarters in Ottawa in each specific case.

Prior
reference

3.56 a. Group visas may be issued to members of organized parties and athletic teams holding collective certificates but not to unorganized groups or tourists. (See Sections 6.69 and 6.71 - Immigration Manual).

Group
Visas

(3.56 continued)

Form b. The ordinary non-immigrant visa stamp (3.18 (1)) is used with a single visa covering all persons included in the collective certificate. Only one fee is chargeable.

Prior reference c. Applications for group visas must be referred to Immigration Branch Headquarters in Ottawa and may be issued only when authorized by Branch Headquarters in each specific instance.

Diplomatic Visas 3.57 a. Diplomatic visas are usually granted only to persons holding national diplomatic passports. They are not, however, automatically granted to all persons who hold diplomatic passports.

To whom granted b. Diplomatic visas may be granted to persons coming within the categories enumerated below who will be proceeding to or are en route to Canada or who will be passing through Canada in transit:

1. Members of reigning houses and presidential families;
2. Members of diplomatic services of States;
3. Consular officers de carrière;
4. Cabinet ministers of national governments;
5. Accredited representatives of governments coming to Canada on missions of a diplomatic character;
6. Accredited representatives and officials of delegations of member States of the United Nations, and senior officers of the Secretariats of the United Nations and its Specialized Agencies;
7. The suites and families of persons included in categories 1, 2, 3, 4, 5 and 6, when they are accompanying such persons;
8. The servants of diplomats and consular officers de carrière when they are travelling with their employers;
9. Special cases, with prior approval from Ottawa.

c. Diplomatic visas are in the form shown in Form 15.07.

d. Diplomatic visas issued abroad are valid for a single journey to Canada only. Diplomatic visas are occasionally authorized for the specific purpose of attending a conference, convention, meeting, etc., in Canada and the period of stay is limited accordingly. In such cases, a notation should be inserted immediately below the visa stamp reading: "Valid for a stay in Canada of.....". It should be initialled by the officer signing the visa and the office stamp should be applied so as to partly cover both the signature on the visa and the initials on the notation. Multi-entry diplomatic visas are granted at Ottawa, subsequent to arrival in Canada, to persons having entitlement thereto, e.g., Commonwealth and foreign representatives posted to missions and posts in Canada and senior officers of the Specialized Agencies of the United Nations, with their families. Validity

e. Diplomatic visas are granted abroad only upon a written request by the Ministry of Foreign Affairs of the country to which the Head of Post is accredited or for which the post has jurisdiction in visa matters or by the Head, or Acting Head of a diplomatic or consular office of the country of citizenship of the person concerned. When granted

f. Diplomatic visas may normally be issued by missions without prior reference to Ottawa. Consular officers and Trade Commissioners designated as External Affairs Visa Officers also may normally issue diplomatic visas without prior reference but they should report the issuance of such visas immediately to the Canadian diplomatic mission if there is one in the country. However, if they harbour the slightest doubt regarding the bona fides of the applicant or his entitlement to such a visa, they should refer the application to the Canadian diplomatic mission if there is such a mission in the country; if there is no such mission, it should be referred to the nearest Canadian diplomatic mission or to Ottawa. Requests for diplomatic visas for personnel of new consular offices in Canada should be referred to Ottawa if there is any doubt that consent has been given for the opening of the new post. Reference to a diplomatic mission or Ottawa may be made by telegram when considered necessary and desirable. These regulations may be qualified for certain categories by Consular Circulars or by direct instructions to some missions and posts. Prior reference

(3.57 continued)

Privileges

g. Diplomatic visas entitle the holders to entry to Canada without customs or immigration inspection.

Fee

h. No fee is chargeable for a diplomatic visa.

Courtesy
Visas

3.58 a. Courtesy visas are provided for persons holding diplomatic passports who are entering Canada in other than a diplomatic capacity and to persons holding other than diplomatic passports whose entry to Canada it is desired to facilitate because of their official rank or position or the nature of their visit to Canada.

To whom
granted

b. Courtesy visas may be granted to persons coming within the categories enumerated below who will be proceeding to or are en route to Canada or who will be passing through Canada in transit:

1. Officials of foreign governments not holding diplomatic rank;
2. Members of the staffs of diplomatic missions and offices of consular officers de carrière established in Canada;
3. Members of the staffs of the Secretariats of the United Nations and its Specialized Agencies;
4. The families of persons included in classes 1, 2 and 3;
5. The suites and families of persons in 3.57 b. 1, 2, 3, 4, 5 and 6 not accompanying such persons;
6. The servants of diplomatic officers or consular officers de carrière when they are not travelling with their employers;
7. Special cases

Form

c. Courtesy visas are similar to diplomatic visas except that the word "Courtesy" is inserted in the blank space where the word "diplomatic" appears on diplomatic visas. For form, see 15.08.

d. Courtesy visas issued abroad are valid for a single journey to Canada only. Courtesy visas are occasionally authorized for the specific purpose of attending a conference, convention, meeting, etc., in Canada and the period of stay is limited accordingly. In such cases, a notation should be inserted immediately below the visa stamp reading: "Valid for a stay in Canada of". It should be initialled by the officer signing the visa and the office stamp should be applied so as to partly cover both the signature on the visa and the initials on the notation. Multi-entry courtesy visas are issued at Ottawa, subsequent to arrival in Canada, to persons having entitlement thereto, e.g., persons in classes 2 and 3 of this section, with their families, persons in class 6 of this section, and persons in 3.57 b. 7. who are not entitled to multi-entry diplomatic visas.

Validity

e. Same as 3.57 e.

When granted

f. Except for persons on posting to diplomatic or consular posts in Canada, which are to be referred to Ottawa, courtesy visas may normally be issued without prior reference. Consular officers and Trade Commissioners designated as External Affairs Visa Officers should refer requests for courtesy visas on which they have any doubts regarding the entitlement of the persons concerned to such visas to the Canadian diplomatic mission if there is one in the country; if there is no such mission, they should refer them to the nearest Canadian diplomatic mission or to Ottawa.

Prior reference

g. Courtesy visas facilitate entry to Canada but do not entitle the holders to freedom from customs and immigration inspection although, in practice, this privilege is usually accorded to them. Officers should avoid conveying the impression that no inspection will be made and, having the practice in mind, should exercise careful discretion in granting these visas.

Privileges

h. No fee is chargeable for a courtesy visa.

Fee

3.59 a. Laissez-passer are sometimes issued in lieu of diplomatic and courtesy visas to persons who are entitled to such visas but who do not wish to request them or where there is no diplomatic or consular post of the person's country of citizenship in the immediate area to make such a request as well

Laissez-Passer

(3.59 continued)

as to Canadian citizens or other persons whose entry to Canada it is desirable to facilitate.

To whom
granted

b. Laissez-passer may be issued to:

1. The categories enumerated in 3.57 b. and 3.58 b.;
2. Canadian citizens deserving of special consideration on entering Canada;
3. Official employees and members of the household staffs of members of Canadian diplomatic and consular offices;
4. Persons other than Canadian citizens whose entry to Canada, it is in Canada's interest to facilitate.

Form

c. Laissez-passer are typed on crested vellum in the form shown in 15.09. They are dated and numbered (See 3.63 a.) and the seal of the post (rubber stamp with crest) is affixed.

Validity

d. Laissez-passer are valid for one entry to Canada and are picked up by the Customs or Immigration Officer at the port of entry to Canada.

When
granted

e. Laissez-passer are issued at the discretion of a diplomatic or consular officer or Trade Commissioner designated as an External Affairs Visa Officer. They are to be used for classes 2. and 4. very sparingly and only when the officer is entirely convinced that it is in the Canadian interest to expedite the entry of certain persons as a matter of courtesy or as a gesture of international goodwill. There is no objection to issuing laissez-passer to persons in categories 3.57 b. and 3.58 b. in addition to their diplomatic or courtesy visas if so requested.

Prior
reference

f. Prior reference is not required. However, consular officers or Trade Commissioners should seek guidance from the Canadian diplomatic mission in the country, or, if there is none, from the nearest such mission, or from Ottawa, if they are in any doubt as to the advisability of issuing a laissez-passer.

(3.59 Continued)

g. Laissez-passer ensure the bearers all possible courtesies at the port of entry including preference in examinations which expedites clearance through the port. They do not, however, exempt the holders from Immigration and Customs examination although such examinations would probably be of a cursory nature and might, in some instances, be waived. For this reason, it is important that officers exercise the utmost discretion in the issuance of laissez-passer. Privileges

h. No fee is chargeable for laissez-passer. Fee

3.60 - 3.61 - Spares

3.62 a. When considered warranted, an External Affairs Visa Officer may extend the validity of a non-immigrant visa up to a period of six months from the date of issue. He may also extend the validity of an immigrant visa which had been issued at his office up to a period of six months from the date of the medical examination. He may not, however, extend the validity of an immigrant visa issued at any other office without prior reference to the Director of Immigration, Attention - Chief, Admissions Division, Immigration Branch Headquarters, Ottawa. (See Section 6.41 - Immigration Manual). Extension of Visas

b. The visa extension stamp (See 3.18(1)) is, where possible, placed immediately below the visa that is being extended. If the page has been filled with other stamps, it may be placed on another page below a notation giving the page number as well as the date and number of the visa that is being extended. Form

c. No fee is chargeable for the extension of a visa. Fee

3.63 a. All visas issued, whether immigrant or non-immigrant, including diplomatic and courtesy visas and laissez-passer, are to be numbered consecutively in a single numerical series. This series is to be continuous (not yearly); External Affairs Visa Offices are not to begin a new series because of a change in code letters or visa stamps. Visas cancelled after issue are to be entered in the monthly returns, (clearly marked "CANCELLED"), so that there will be no break in the numerical sequence. External Affairs Visa Offices will insert the code letters allocated to each office as a prefix to the visa number. (See Immigration Manual - Section 6.98). Numbering of Visas

(3.63 Continued)

- b. (i) When a number of persons who are to be issued visas are included in the same passport, one visa stamp should be used but each person coming forward should be given a separate visa number. These numbers should be listed in the space provided at "Visa No." followed by the number of persons, e.g., "CD162-3-4-5, Four (4) persons".
- (ii) When all persons included in a passport are not being visaed, the issuing office should, in addition to the notation in (i), list the numbers and names of those being visaed immediately below the visa, e.g.,

CD162 - John Doe
3 - Jane Doe
4 - Fred Doe
5 - Mary Doe

Visa
Register
and
Returns

3.64 a. All External Affairs posts including Trade Commissioners' Offices classified as External Affairs Visa Offices are to maintain a record of visas issued, renewed, cancelled and refused and make periodic returns to Ottawa listed below.

External
Affairs
Visa
Offices

b. 1. These offices will maintain a record of visas issued, renewed and cancelled on visa register pages, form Imm. 412, in duplicate. The original page is to be sent by air mail to: Chief, Central Registry, Immigration Branch Headquarters, Ottawa:

- (i) on the same day that the page is completed; and
- (ii) on the 25th day of each month whether or not the page has been completely used.

The duplicate is to be retained as a permanent office record. When a visa has been extended or cancelled, a notation to this effect should be recorded on the visa register page against the entry for the visa concerned. If the register page has been sent to Ottawa when the extension is granted or the visa cancelled, notification should be sent immediately by air mail to the Chief, Central Registry, BHQ, Ottawa. Nil reports are not required.

(3.64 Continued)

2. For immigrant visas, Columns 1 to 18 are to be completed; for non-immigrant visas, Columns 1 to 10 and Column 18 are to be completed - Column 10 should show the designation of the non-immigrant either by quoting the relevant subsection of Chapter 7 of the Immigration Act under which the visa was issued or by describing the status of the bearer, i.e., tourist, student, businessman, In Transit, etc. In column 4, the "TYPE" of visa should be indicated by the following standard abbreviations:

Completion
of Form
Imm. 412

IM - Immigrant
NI - Non-Immigrant
ME - Multi-entry
RC - Returning Canadian
CC - Canadian Citizen
RR - Returning Resident
DPL - Diplomatic
CO - Courtesy
LP - Laissez-passer

The abbreviations used in the heading of Columns 11 and 12 are for the following terms:

Column 11 - OP - open placement
SE - capable of self establishment
GP - group movement
SPD - sponsored
Column 12 - AP - assisted passage
- S.PAY - self payer

Officers should be guided by the following explanatory instructions in completing Columns 10, 14, 15 and 16:

- (i) Column 10 (occupation) - This column must show the intended occupation in Canada of all individuals and working members of families. Dependents who will not be gainfully employed in Canada will not be shown as having occupations, but will be described as housewife, child, student, retired, etc.
- (ii) Column 14 is to be completed for heads of families only, who have dependents examined at the same time as themselves but not visaed.

(3.64 continued)

- (iii) Columns 15 and 16 relate only to dependents who are granted visas whether accompanying heads of families or not. The symbols - "Acc." and "Aft" refer to members of families granted visas at the same time as the heads of the families. "P.E." refers to members of families examined at the same time as the heads of the families (at some time previously) and who are now given visas regardless of whether they are re-examined or not. "X" - others, normally should relate only to dependents, other than wives or children, joining relatives in Canada on whom they will be dependent, i.e. - aged parents, orphan nephews or nieces, etc.

3. A monthly report of visas refused should be sent by air mail to the Chief, Central Registry, Immigration Branch Headquarters, Ottawa, in the form shown in Annex "A". It is not intended that this report should include the names of persons who were refused non-immigrant visas because, for example, it was considered that they lacked sufficient funds, but only when the refusal was based on more substantial grounds. Similarly, persons refused immigrant visas because they obviously failed to qualify under the general immigration requirements for much the same reasons should not be included. The report would normally contain only the names of persons who were refused visas upon instructions from Ottawa. Nil reports are required.

External
Affairs
Posts
other than
Visa
Offices

c. 1. A record of diplomatic and courtesy visas and laissez-passer issued, extended or cancelled will be maintained at each post. A monthly report in the form shown in Annex "B" should be forwarded by air mail to the Passport and Visa Section, Department of External Affairs, Ottawa. Nil reports are required.

2. A monthly report of diplomatic and courtesy visas refused in the form shown in Annex "A" should be sent to the Passport and Visa Section, Department of External Affairs, Ottawa. Nil reports are required.

3.65 - 3.68 - Spares

3.69 a. Visas other than diplomatic and courtesy and laissez-passer are not issued in the United States. "Letters of pre-examination" are issued as required, in accordance with special instructions. Permanent admission to Canada from the United States is governed by special regulations applicable only to that country. (See 3.30 b., Note 2, i.e., exemption from visa requirements of United States citizens).

United States
- Special
Regulations
Applicable

b. The non-immigrant entry to Canada without visas of persons in the United States, other than citizens and permanent residents of the United States, is conditional upon their being re-admissible to the United States or to their own or a third country. (See 3.45 c. (ii)). The United States follows three types of visa procedures with countries other than the Soviet bloc:

Entry of
non-immigrants
in the
United States

(i) waives visa requirements;

(ii) issues multi-entry visas;

(iii) issues single entry visas.

Nationals of countries to which procedure (i) applies who wish to visit Canada and return to the United States should have no difficulty in entering Canada as they are obviously re-admissible to the United States; similarly, persons who are in possession of multi-entry visas as in (ii) should experience no difficulty. For nationals of countries to which procedure (iii) applies and with which there are in force reciprocal agreements between these countries and the United States for the issuance of single entry visas, United States Consuls have been authorized to issue, on request, visas good for two entries to the United States during the period of validity of the visa. This arrangement is not required to be reciprocal. When persons contemplating visits to the United States, who may also wish to visit Canada, come to your attention, they should be advised to request the United States Consul to issue them with a double-entry visa; nationals of countries under procedure (ii) should be advised to obtain multi-entry visas. The co-operation of the local United States representatives should be sought in having them enquire of prospective visitors to the United States whether they intend visiting Canada and, if so, issuing them with multi-entry or double-entry visas as applicable.

REPORT OF VISAS REFUSED

POST..... FOR MONTH OF..... 19

Date Refused 1	Surname 2	Given Names	Date and Place of Birth 3	National Status 4	Type of Visa Requested 5	Reason for Refusal and Remarks 6

ANNEX A

REPORT OF VISAS ISSUED, EXTENDED AND CANCELLED

POST..... FOR MONTH OF 19.....

Number of Visa 1	Date of Issue, Extension or Cancellation 2	Type of Visa 3	Surname Given Names 4	Date and Place of Birth 5	Sex 6	Marital Status 7	National Status 8	Details of Bearer and Remarks 9

CHAPTER III

APPENDIX 1

DUTY-FREE ENTRY OF EFFECTS
OF RETURNING RESIDENTS OF CANADA

Tariff Item 703 (c), as amended, provides that former residents of Canada who have resided abroad for more than one year may bring into Canada, duty-free, personal and household goods (including automobiles) which they have owned for six months prior to their return to Canada to resume residence. This Item reads:

"Goods (not including alcoholic beverages, cigars, cigarettes or manufactured tobacco) imported

(1) by members of the Canadian Armed Forces or by employees of the Canadian Government after an absence from Canada of not less than one year, or

(2) by former residents of Canada returning to Canada to resume residence therein after having been residents of another country for a period of not less than one year,

and acquired by them for personal or household use and actually owned abroad by them for at least six months before their return to Canada, under such regulations as the Minister may prescribe

Any such goods that are sold or otherwise disposed of within twelve months after importation are subject to the duties and taxes otherwise prescribed."

There are no ministerial regulations in effect at the present time.

Persons whose cases do not fall squarely within the provisions of the Tariff Item should be advised to address their enquiries to the Department of National Revenue.

CHAPTER III

APPENDIX 2

LIABILITY OF IMMIGRANTS TO INCOME TAX

Immigrants to Canada are not exempted from the payment of Canadian income taxes for any period following their arrival in Canada. The following information may be given to prospective immigrants:

- (i) Immigrants will be subject to income tax on income from all sources from the date of their arrival to take up residence in Canada.
- (ii) The deduction for personal exemption i.e. \$1,000.00 for a single person and \$2,000.00 for a married person, is for a full calendar year and claim may be made for a portion equivalent to the number of days in the year an immigrant has resided in Canada. Thus if arrival takes place on July 1st only one half of the normal exemption may be deducted from income.
- (iii) The income tax rates are applied to the amount of taxable income remaining after the deduction of the allowable portion of personal exemption.

CHAPTER III

APPENDIX 3

ELIGIBILITY OF IMMIGRANTS FOR FAMILY ALLOWANCES

Children born abroad, whose parents are not Canadian citizens or residents of Canada, become eligible for family allowance after continuous residence of one year in Canada. (See Section 15.31-Immigration Manual).

Family allowances are not paid for children residing abroad. This is offset, to a degree, through the parents being permitted to claim a larger exemption for income tax purposes.

FAMILY ASSISTANCE

The following extract from the Immigration Manual outlines the basis for the payment of Family Assistance:

- "15.33 (a) To assist in the early establishment of immigrants, the Department will pay Family Assistance, quarterly, at the rate of \$60.00 per year, for a maximum period of twelve months, to each child under 16 years of age, resident in Canada and supported by an immigrant, during the first year, while the child is not eligible for Family Allowance.
- "(b) To be eligible for Family Assistance the child must be a landed immigrant, a Canadian citizen or a returning resident, and must be admitted or re-admitted for permanent residence. Canadian citizens and returning residents are eligible only if they have not previously received Family Assistance."

CHAPTER III

APPENDIX 4

ENLISTMENT OF BRITISH SUBJECTS AND ALIENS IN THE CANADIAN ARMED FORCES

(See Section 9.48 - *Immigration Manual*)

The following classes of persons may be enlisted in the Canadian Armed Forces:

- (a) (i) Canadian citizens; or
 - (ii) other British subjects; or
 - (iii) Aliens with the approval of the Minister of National Defence in each individual case. Ability to speak either English or French is normally a requisite for such approval.
- (b) (i) All persons, including British subjects, who are not Canadian citizens shall produce evidence of having been legally landed as immigrants, normally shown in travel documents or on immigration landing cards marked either "L. I." or "Landed Immigrant".
 - (ii) Non-Canadians, other than British subjects or citizens of the United States, in order to be eligible for enrolment, as a general rule must have resided in Canada for a minimum period of two years immediately prior to the date of application for enrolment. The two-year residence clause may be waived in exceptional circumstances by the Chief of Staff when an applicant is considered to possess particular skills or qualifications needed by the Service concerned.

CHAPTER III

APPENDIX 4

Non-immigrant visas are not to be granted to persons who indicate that their purpose in coming to Canada is to enlist in the Canadian Armed Forces.

Any exceptions to the above regulations pertaining to the admission of British subjects or aliens will be cleared by application from the Department of National Defence to the Immigration Branch. The latter will forward specific instructions to the post concerned in each individual case.

A British subject or alien who desires to join the Canadian Armed Forces but who is not admissible as an immigrant or who wishes assurance of his acceptance before emigrating and who, in the opinion of the visa officer, has special qualifications which would be of value to one of the services, should be advised to send full details to the Department of National Defence, Ottawa.

CHAPTER III.

APPENDIX 5

EMPLOYMENT AND BUSINESS OPPORTUNITIES IN CANADA

Prospective immigrants seeking information on employment and business opportunities in Canada are not to be referred to the Department of Labour but are to be advised to address their enquiries to the Director of Immigration, Attention - Chief, Admissions Division, Department of Citizenship and Immigration, Ottawa, as, by so doing, it will be possible for the Immigration authorities to determine their status under existing legislation in addition to providing full information concerning opportunities in Canada.

This instruction is directed primarily to External Affairs Visa Offices as posts in countries where Canadian Immigration officers are stationed would, of course, refer prospective immigrants to them.

CHAPTER III

APPENDIX 6

OLD AGE ASSISTANCE AND SECURITY ACTS

OLD AGE ASSISTANCE

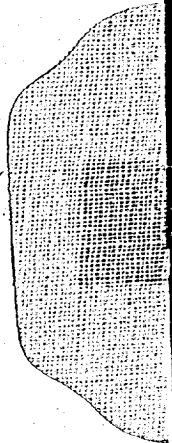
May be granted to residents of Canada upon reaching the age of sixty-five years provided they have been residing in Canada for ten years immediately preceding the date of application, or, if absent from Canada during that period, have previously lived in Canada for double the period of such absence or absences. The total income of applicants, including Old Age Assistance, may not exceed certain stated amounts.

OLD AGE SECURITY

May be granted to all residents of Canada upon reaching the age of seventy years provided they have been residing in Canada for ten years immediately preceding the date on which the application is approved or, if absent from Canada during that period, have previously lived in Canada for double the period of such absence or absences, and in either case, have resided in Canada for at least one year immediately preceding the date on which the applications are approved.

When a pensioner is absent from Canada for more than one month, the pension is suspended but may be resumed on his return. Where the absence is for not more than six months, the pension upon being resumed may be also paid for the period of absence provided the total period of absence does not exceed six months in any calendar year.

*See
C.D. Cons.
16/60
August, 1960*



IV

CHAPTER IV

PASSPORTS

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*Endorsements
4.50c*

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CHAPTER IV

PASSPORTS

4.01 Canadian passports are issued under authority of the Secretary of State for External Affairs in his exercise of the prerogative of the Crown respecting the issuance and control of passports. A Canadian passport which has been issued remains the property of the Government of Canada.

Authority for
Issuance

4.02 Canadian passports are issued by the following authorities:

Issuing
Authorities

1. The Passport Office, Department of External Affairs, Ottawa.
2. In countries of the Commonwealth, by the Offices of the High Commissioners for Canada.
3. In foreign countries, by diplomatic and consular posts of the Government of Canada.

Passports are also issued by Canadian Trade Commissioners at certain posts, as designated from time to time. In cases of real urgency where delay would be harmful, the United Kingdom Passport Officers may issue a United Kingdom passport to a Canadian citizen, in which he will be described as a British subject, or renew his existing Canadian passport. Such new passports or renewals can be made valid normally only for six months and the applicant is advised to obtain a new Canadian passport or further renewal from a Canadian Passport Office. Fees, in accordance with the United Kingdom scale, will be paid to the United Kingdom passport officer by the applicant.

4.03 Canadian passports may be issued by passport issuing officers only to those persons who can be recognized as Canadian citizens under the Canadian Citizenship Act.

Persons to whom
Passports are
Issued.

Types of
Passports

4.04 The types of passports issued by the Canadian Government are:

- (a) Ordinary passports: These are bound in blue covering and are numbered serially, the single digit of the serial number indicating the edition of the passport. The passport consists of a letter of request followed by a statement of the holder's citizenship and particulars of identity. The cover of the passport bears the Canadian coat of arms above which the word "Passport" appears and, below, the word "Canada".
- (b) Special passports: These are bound in green in the same format as ordinary passports except that the words "Special Passport" appears on the cover. The serial numbers are prefixed by the letters SP. These passports are issued only to those persons who qualify under Section 4.72 b.
- (c) Diplomatic passports: These are bound in red and the format resembles the ordinary passport except for the words "Diplomatic Passport". The serial numbers are prefixed by the letter D. This type of passport is issued only to those applicants who qualify under Section 4.72 a.

Nature of
the Passport

4.05 Passports are issued in the name of the Sovereign in the form of a letter of request to all those "whom it may concern to allow the bearer to pass freely without let or hindrance and to afford the bearer such assistance and protection as may be necessary". A passport also constitutes prima facie evidence of the Canadian citizenship and the identity of the holder. It follows, therefore, that an applicant for a passport is obliged to establish his national status and identity beyond all reasonable doubt.

Normal
Periods of
Validity

4.06 Unless otherwise provided, passports are valid for five years from the date of issue and are renewable for another period up to five years, to a maximum of ten years from the original date of issue of the passport. On the expiration of ten years from the date of issue, a new passport must be issued at the regular fee. At no time is the passport made valid beyond a period of five years.

(4.06 cont'd)

If the passport should be renewed in advance of the date of expiry of its original validity, it is to be renewed for five years from the date of renewal and not for five years from the first expiry date appearing in the passport. Normally, the passport is not to be renewed before six months from the expiry date.

4.07 a. A person seeking an extension of Canadian citizenship in accordance with Section 18 of the Canadian Citizenship Act, should have the period of validity of the passport limited to the term of extension of citizenship or, if an extension is not granted, to the date upon which the applicant would cease to be a Canadian citizen. This applies to passports already held, or which are being issued, or renewed. For a passport limited in validity under Sections 18 and 19 of the Citizenship Act, the prescribed fee is chargeable only for the issuance of the passport and for its first renewal on termination of the five-year period of validity. No fee is chargeable for any other extensions of the period of validity of the passport whether during the first or the second five-year periods of validity.

Restricted
Validity

b. In issuing a passport to a Canadian citizen born abroad who has attained the age of 21 years, the period of validity should extend only to the date of the applicant's 24th birthday unless his ordinary place of domicile is Canada or, if it is not, he has filed a declaration of retention of Canadian citizenship.

c. When the validity of passports is restricted, the reason for it should be inserted on page 6, with a reference when appropriate to the relevant section of the Canadian Citizenship Act.

4.08 Normally, the geographical validity of Canadian passports, when issued or renewed, extends to all countries. This endorsement, which appears on page four of the passport, is not to be modified by a passport issuing officer without the authority of the Department except in accordance with such special instructions as may be issued from time to time and in those instances when distressed Canadian citizens are repatriated at public expense and the passport is limited for travel to Canada and countries in transit. (See 11.22). If the passport issuing officer encounters special circumstances which would warrant restricting the travel of a bearer of a Canadian passport, he should telegraph the Depart-

Geographical
Validity

(4.08 cont' d)

ment a statement of his reasons, seeking the necessary direction (see also Duplicate Passports 4.52).

In entering an endorsement on page four of the passport restricting its geographical validity, the endorsement should take the following forms "Valid only for travel to --", "Valid only for travel to -- via --". When a passport has already been issued valid for "all countries", this notation should be deleted when a restrictive endorsement is inserted.

Refusal of
Passports

4.09 Issuance of passports will be refused by passport issuing officers only for serious reasons. Among such reasons are the following:

- (a) When insufficient information is presented to establish the applicant's identity or Canadian citizenship;
- (b) When it is obvious that a false declaration has been made by the applicant or guarantor;
- (c) When it is clearly evident that the passport is to be used to commit an unlawful act.

The refusal of a passport issuing officer abroad to issue a passport is subject to confirmation by the Department. In the instances noted above and in others where the officer considers such action warranted, the circumstances are to be reported to the Department by airmail or telegraph with a request for confirmation of the action taken.

Impounding

4.10 If there is reason to believe that a person is improperly in possession of a Canadian passport, the passport shall be impounded by the Consular officer and the circumstances reported to the Department with a request for instructions as to disposition. If the person refuses to give up the passport, this fact also should be reported so that the Department may consider what action could be taken to regain possession of the passport. The criteria, and the procedures, for refusing issuance of a passport reviewed in 4.09 apply equally to impounding passports.

4.11 - 4.12 - Spares

4.13 Applicants for the issuance or renewal of passports are required to complete the appropriate application form. Application should normally be made to the passport issuing office in the country in which the person is resident. In receiving applications from non-residents, the passport issuing officer should exercise exceptional care to ensure that the application is genuine and that the Canadian citizenship and identity of the applicant are proven.

Issuance of
Passports

4.14 The following application forms are provided in either French or English:

"A" Application for Canadian passport (For persons 16 years of age and over).

"B" Application for Canadian passport (For children under 16 years of age).

"C" Application for renewal of passport.

4.15 It is an indictable offence under the Criminal Code of Canada to make a false statement in applying for a passport, emergency certificate, or certificate of identity. Section 58 (Ch. 51 R.S.C. 1952) Criminal Code provides that:

False
Statements

"(1) Everyone who, while in or out of Canada for the purpose of securing a passport or visa thereof or an endorsement thereon for himself or any other person, makes a written or verbal statement that he knows is false or misleading is guilty of an indictable offence and is liable to imprisonment for two years.

(2) In this Section, 'passport' includes:

(a) A document issued by or under the authority of the Secretary of State for External Affairs for the purpose of identifying the holder thereof, and

(b) an Emergency Certificate authorized by the Secretary of State for External Affairs to be issued in lieu of the passport by a person duly authorized to issue passports outside of Canada."

4.16 Passports are to be despatched by registered mail and precaution exercised to ensure that the

Mailing of
Passports

passport is safely and expeditiously delivered to the applicant. All postal and other charges for the delivery of passports are to be paid from post funds.

Duplicate
Application
Forms

4.17 The application forms, A, B, and C are to be completed by the applicant in duplicate when applying abroad. The duplicate with one copy of the photograph is to be forwarded with the monthly passport office returns. The duplicate application form should bear the name of the post imprinted thereon by a rubber stamp on the upper right hand corner of page 2.

Guarantors

4.18 a. Applications require the declaration of a guarantor who has personally known the applicant for not less than two years, that the statements in the application are true to the best of the guarantor's knowledge and belief. The provisions of Section 58 of the Criminal Code referred to in 4.15 apply equally to the guarantor.

b. Guarantors may be drawn from the following groups:

Inside Canada:

Mayor, Police Magistrate, Police Officer, Postmaster, Collector of Customs, Minister of Religion, Barrister-at-law, Solicitor, Notary Public, Physician, Surgeon, Dentist, School Principal, Chartered Accountant, Manager of Bank or Trust Company.

Outside Canada:

Mayor, Police Magistrate, Minister of Religion, Barrister-at-law, Solicitor, Notary Public, Manager of Bank.

In the United Kingdom and Colonies a justice of the peace may act as guarantor.

c. In special circumstances, the passport issuing officer may, at his discretion, accept the declaration of a guarantor not included in the groups mentioned.

When
Guarantor
unobtainable

4.19 If, for valid reasons which he can establish, the applicant cannot provide a declaration by a guarantor, the passport issuing officer may accept a

statutory declaration signed by the applicant in lieu of a guarantor's declaration [see 15.10 a. (1957 Revision)]. Outside Canada, an affidavit signed by the applicant is required [see 15.10 b. (1957 Revision)].

4.20 a. An applicant already in possession of a Canadian passport must surrender it for cancellation before issuance of a new one (see Appendix D). After cancellation the old passport should be returned to the applicant.

Surrender of
old passports

b. When a new passport is required because the applicant's present passport is filled and the latter passport must be retained by the holder since it bears valid visas, the old passport should not be cancelled but should be securely attached to the new passport, both passports to be appropriately endorsed (see Appendix E).

4.21 In preparing a passport for issuance, the instructions provided in Appendix A "Guide for Use in Issuing a Passport" are to be followed. The columns on the application form for use of the passport issuing office are to be carefully completed on both original and duplicate copies. The passport issuing officer abroad should sign his name and rank at the bottom of page 4 of every passport issued.

Preparation of
Passports

4.22 The name of every person applying for passport facilities (or for financial assistance) should be checked against the Passport Control List before any action is taken. If the applicant's name appears on the List, his case should be referred to Ottawa for decision.

Passport Control
List

4.23 - 4.24 - Spares

4.25 Applicants for the renewal of passports are required to complete Form "C", Application for Renewal of Canadian Passport. An application for renewal should be examined with the same care as an application for a passport. Unless there is reason to doubt the validity of the original application for the passport or there is a possibility of loss of Canadian citizenship through the operation of Section 18 or 19 of the Canadian Citizenship Act, production of evidence of Canadian citizenship need not be required. In cases where the bona fides of the applicant is not in doubt or he is personally known to the passport issuing officer, the declaration by a guarantor, or the declaration or affidavit of the applicant in lieu thereof, may be dispensed with.

Renewal of
Passports

4.26. a. Passports are renewable from the date of expiration for any period up to a maximum of five years, provided that in no case shall the validity of any passport be extended beyond ten years from the original date of issue. On the expiration of that period a new passport must be applied for. Under no circumstances may additional sheets be attached to the passport. If, before the expiration of the ten year period, the passport is filled so that there is not sufficient space for further endorsements, a new passport may be supplied on payment of the usual fee (see 4.20 b.).

b. Renewal takes the form of the following endorsement in the passport:

"This passport is hereby renewed,
valid until....."

A date terminating the renewal period is inserted in the endorsement which, in no case, should be beyond five years from the date of renewal. If application for renewal is made in advance of the expiry date, the period of renewal is to commence from the date on which application for renewal is received.

c. The appropriate fee stamp is to be affixed and cancelled with the official stamp and also the date stamp.

Procedure
for Renewal

4.27 In renewing a passport, the instructions provided in Appendix B, "Guide in Renewing Passports" should be followed.

4.28 - 4.29 - Spares

Citizenship
Proof.
Applicants
in Canada

4.30 a. An applicant in Canada, other than natural-born, holding a certificate of Canadian citizenship or naturalization is required to forward the certificate in support of his application. An applicant who derives his Canadian citizenship through the naturalization of a parent or husband is also required to submit that certificate with his application.

b. If a certificate of Canadian citizenship or naturalization cannot be produced in support of a passport application, the following particulars are required for reference to the Citizenship Registration Branch:

1. Name under which the Canadian citizenship certificate or naturalization cer-

tificate was issued. If the applicant's name is included in a naturalization certificate, full name and full name of parent or husband appearing thereon.

2. Date and place of issuance of the certificate.
3. Particulars of residence in Canada, i.e., addresses and dates.
4. Date and place of birth.
5. Particulars of admission to Canada, i.e., name of ship, airline, or transportation company, date and place of entry.

4.31 Outside Canada, evidence of Canadian citizenship is required from all applicants, either natural-born or other than natural-born. The following documents submitted with the application will normally be satisfactory:

Citizenship
Proof:
Applicants
Abroad

1. Natural-born Canadian citizens:

a) Born in Canada: Certificate of birth, certificate of infant baptism, or Canadian citizenship certificate.

b) Born abroad:

(i) If born after December 31, 1946: Certificate of registration of birth abroad issued by the Registrar of Canadian Citizenship.

(ii) If born before January 1, 1947: Applicant's birth certificate and evidence of his legal parent's birth in Canada;

If before the applicant's birth, his legal parent was naturalized in Canada, a British subject with Canadian domicile at the time of the applicant's birth, or a British subject who had his place of domicile in Canada for at least twenty years immediately before January 1, 1947, and was not, on that date,

under order of deportation: Applicant's birth certificate, and evidence of legal parent's claim to Canadian citizenship, i.e., citizenship or naturalization certificate (if available).

If applicant was not a minor on January 1, 1947: Proof of legal landing in Canada before that date.

All applicants born abroad whether before or after January 1, 1947, who are not domiciled in Canada cease to be Canadian citizens on attaining the age of 24 years unless they have filed a declaration of retention of Canadian citizenship between their 21st and 24th birthdays. In the absence of this declaration and providing, if born after December 31, 1946, their birth abroad has been registered with the Canadian Citizenship Registration Branch, passports may be issued limited in validity to the dates of the applicants' 24th birthday. Where the applicants produce evidence that their ordinary place of domicile has been in Canada between ages 21 and 24, they are not required to file declarations of retention.

2. Canadian citizens other than natural born: The Canadian citizenship or naturalization certificate, with proof of residence in Canada within the last six years; if included in a naturalization certificate, that certificate, with similar proof of residence in Canada. When the certificate cannot be produced, the particulars required in 4.30 b. should be referred to the Department with the addition of the date of departure from Canada and reason therefor.

Where the applicant has been for a period of not less than two years ordinarily resident in a foreign country of which he was a national or citizen at any time prior to his becoming a Canadian citizen or being naturalized in Canada, the particulars should be referred to the Department.

In the case of a married woman who claims Canadian citizenship through her marriage, before January 1, 1947, to a person born or naturalized in Canada, or to a British subject who had Canadian domicile at the time of the marriage, her Canadian citizenship certificate or, failing that, her marriage certificate, and evidence of her admission to Canada for permanent residence prior to January 1, 1947, and the birth, the naturalization, or the Canadian citizenship certificate of her husband, or evidence of his having had Canadian domicile at the time of the marriage should be produced. Doubtful cases should be referred to the Department.

4.32 Applications from Canadian citizens other than natural-born, who have resided outside Canada for more than six consecutive years are to be referred to the Department for authority to issue the passport. Those applications in which the claim to Canadian citizenship rests upon proof of Canadian domicile before or on January 1, 1947, or that of the legal parent or husband, or upon proof of legal landing in Canada before that date, are likewise to be referred.

Doubtful
Citizenship
Claims

4.33 a. On and after January 1, 1957, a Canadian citizen, other than natural-born, who, on that date or thereafter is resident outside Canada for an unbroken period of ten consecutive years, automatically loses his Canadian citizenship unless he has been granted an extension or he can establish that he is residing outside Canada for a reason set out in Section 18(2)(b) of the Canadian Citizenship Act or has served in the Armed Forces of Canada in the circumstances described in Section 18(2)(a)(ii) of that Act. Doubtful cases should be referred to the Registrar of Canadian Citizenship.

Automatic
Loss of
Canadian
Citizenship

b. If a person automatically loses Canadian citizenship under Section 18 of the Canadian Citizenship Act, he may complete a petition for resumption of Canadian citizenship under Section 18(4) of the Act (Form CR 13). This form should be sent through the mission to the Registrar of Canadian Citizenship, with notification to the Department.

Applicants
under
Revocation
Proceedings

4.34 Applications for passports or the renewal thereof received from persons under revocation proceedings pursuant to Section 19 of the Canadian Citizenship Act are to be referred to the Department. If issuance or renewal is authorized, which will be for limited validity appropriate to the circumstances, an endorsement is to be made in the passport, "Under revocation proceedings Section 19(1)() Canadian Citizenship Act". Posts should not renew passports containing this endorsement without authorization of the Department. If revocation proceedings are discontinued or not sustained the Department may authorize revalidation of the passport, gratis, for a term of five years from the date of issue and cancellation of the endorsement.

Dual
Nationals

4.35 Passports may be issued to Canadian citizens having the citizenship of another country and residing therein only on approval of the Department and when the authorities of that country do not object to the issuance of Canadian passports to such persons while within their jurisdiction. This should not be interpreted as a directive to ascertain the view of the local authority in advance.

Warning to
Dual
Nationals

4.36 The attention of dual nationals is to be drawn to the warning included in the "Notice to Travellers" issued with Canadian passports (see 4.37).

Notice and
Warning to
Travellers

4.37 a. Whenever a passport is issued, renewed or revalidated or passport services rendered, the applicant is to be given the following printed Notice and Warning which is to be affixed to the last page of the passport. The Notice and Warning also appears in the passport application form and the applicant is obliged to indicate that he has taken notice of the information therein.

NOTICE

Owing to difficulties which may be encountered by Canadian travellers abroad, holders of Canadian passports who intend to visit Albania, Bulgaria, Czechoslovakia, Hungary, Poland, Roumania, the Union of Soviet Socialist Republics, Mainland China, North Korea, North Vietnam, Outer Mongolia and East Germany are required, before undertaking such visits, to notify the Passport Office, 40 Bank Street, Ottawa, or the nearest Canadian diplomatic or consular officer abroad of their travel plans and of the length and purpose of these visits.

On arrival in any of the countries named, Canadian travellers are required to furnish to the nearest Canadian or United Kingdom diplomatic or consular officer who may be stationed in the country, the following particulars: full name, permanent address in Canada, address in the country of temporary residence, number of the passport, date and place of issue, and the details of the planned itinerary. If possible, this information should be furnished in person by a visit to the appropriate Canadian or United Kingdom office. The travellers should keep in close touch with that office, and should notify it when leaving the country. The addresses of the diplomatic or consular offices to which Canadian travellers should report are: in the U. S. S. R.: Canadian Embassy, 23 Starokonyushenny Pereulok, Moscow; in Czechoslovakia: Canadian Legation, Krakovska 22, Prague; in Poland: Canadian Legation, Ulica Katowicka 31, Saska Kepa, Warsaw; in Roumania: The United Kingdom Legation, 24, Strada Jules Michelet, Bucharest; in Hungary: The United Kingdom Legation, V. Harmincad utca 6, Budapest; in Bulgaria: The United Kingdom Legation, Blvd. Marshal Tolbuhin 65-67, Sofia; in Mainland China: The United Kingdom Embassy, British Embassy Compound, 1, Hsing Kuo Lu, Peking; in North Vietnam: The United Kingdom Consulate General, Hanoi.

Canadian travellers to any of the countries named in which there is no Canadian or United Kingdom representative (Albania, East Germany, North Korea, and Outer Mongolia) are required to furnish the same information to the nearest Canadian or United Kingdom representative in the country from which they enter. If they leave by way of a different country, they may notify the nearest Canadian or United Kingdom representative in the country through which they depart.

Failure to comply with these requirements may result in withdrawal of passport facilities.

WARNING

Canadian citizens born abroad, or whose parents were born abroad, are warned that they may be considered by the governments of the countries of their origin or birth to be nationals of these countries, although by Canadian law they are citizens of Canada. They should bear in mind, therefore, that when they are within the boundaries of these countries, it may not be possible for Canada to give them effective protection.

b. Posts abroad should report to the Department by numbered letter (giving this section as the reference) the names, passport numbers and itiner-

(4:37 b. cont'd)

aries of all Canadian citizens who provide the information required in the first and second paragraphs of this notice.

c. When United Kingdom posts located in the same country as a Canadian post provide the latter with information received from Canadian citizens in accordance with the second paragraph of the notice, the Canadian post should send the Department a report similar to that required by paragraph b. above.

Married
Women

4.38 a. A married woman who has been a party to a former marriage or marriages prior to 1st January, 1947, may have changed her national status by the former marriage. In such circumstances, possible changes in her national status because of her marriage should be checked. [See Chapter III, (1957 Revision)].

b. A married woman who already holds a passport in her maiden name or her name by previous marriage must make a new application in the ordinary manner to obtain a passport in her new married name. Passports cannot be amended or endorsed in such instances.

c. A married woman requires her own passport. Joint passports for husband and wife are not to be issued.

Divorced
Women

4.39 a. Passports may be issued in the maiden name of a divorced woman, omitting the prefix "Mrs." or "Miss", providing that the application is supported by a copy of the final decree of divorce. Reversion to the maiden name need not be specified in the decree. If it is necessary that the passport be issued before the divorce has become final the maiden name in the passport is to be followed by "also known as Mrs.".

b. If the names of children are to be included in a passport, the applicant must supply a copy of the decree of divorce awarding custody of the children. If the husband has been granted access to the children by the court, a letter of consent for the inclusion of children's names in the passport is required from him.

4.40 a. A woman who intends to be married and to proceed outside the country immediately after the marriage ceremony may complete an application in the name she will bear after marriage, the photographs being also certified in the future married name. The applicant must furnish the name and address of the clergyman or civil marriage official who is to officiate at the marriage ceremony, and date of the proposed marriage. The passport will be dated as of the day of the ceremony and will be forwarded to the person performing the marriage for delivery to the woman at the conclusion of the ceremony. The clergyman or civil marriage official is required to confirm delivery of the document to the applicant or to return it to the issuing authority.

Women
Contemplating
Marriage

b. If, in lieu of a declaration by a guarantor, the applicant is obliged to produce a statutory declaration or affidavit in the form given in 15.10 a or b. (1957 Revision), the form should be amended by inclusion of the following:

"I make this affidavit (or declaration) in contemplation of my marriage with
..... to take place on
at"

(signature in present name)

4.41 a. Children under the age of sixteen may be included in the passports of either parent or guardian if desired. If the child is to travel separately from the parent or guardian, a separate passport must be held.

Inclusion of
Children's
Names

b. If an application is made for inclusion of a child's name in a passport already issued to a parent, guardian, or adoptive parent (where Passport Application Form A has been previously submitted), the birth certificate should be requested. No fee is chargeable. If a separate passport for a child is desired, Application Form B should be submitted. In considering an application for inscription of a child's name in a passport, the same considerations apply as in an application made for a passport on behalf of a child.

4.42 A child who is a British subject but not a Canadian citizen, and a child who is an alien other than a United States citizen, is required to travel to Canada on a passport issued by the country of

Non-Canadian
Children

which he is a citizen. (For visa requirements, see Immigration Regulations). If it is impossible for such a child to receive a passport from the country of his nationality, if the child is stateless and cannot obtain a travel document, or if very serious inconvenience would result from attempting to obtain a national passport or other travel document for the child, his case should be referred to the Department to determine whether his name may be included in the Canadian passport of a parent, adoptive parent, or guardian. The Department should be informed of the circumstances which prevent the child from receiving, or submitting application for, a travel document of the country of his nationality or residence. Inscription of the non-Canadian child's name in the passport of a parent, adoptive parent, or guardian may be permitted by the Department if the following additional conditions are fulfilled: first, that the parent or guardian is bringing the child to Canada for permanent residence; secondly, that if a parent is applying, the consent of the other parent is obtained in writing; or if an adoptive parent, prospective adoptive parent, or guardian is applying, proof of legal adoption, evidence of probatory adoption proceedings, or proof of legal guardianship, respectively, are submitted.

If authority is granted to inscribe a child's name in the Canadian passport of a parent or guardian, an observation should be made on page 6 of the passport. If the child is a British subject but not a Canadian citizen, the observation should state that "The child, ... (name), whose name appears in this passport is a British subject but not a Canadian citizen." If the child is an alien, an observation should be made that "The child, ... (name), whose name appears in this passport is not a Canadian citizen." The monthly passport returns should contain the notation that such an observation has been made in the passport. If the request for the inclusion of a child's name in the passport is not granted, this fact should be noted on the monthly passport returns. Non-Canadian children included in the Canadian passport of a parent or guardian should not be issued with Canadian visas, since these cannot be affixed to Canadian passports. In dealing with these requests, it should be noted that subsequent marriage of a widowed or divorced mother does not affect the Canadian nationality of a child by previous marriage.

(4.42 cont'd)

Where a non-Canadian child has been allowed to enter Canada for permanent residence without a national passport, it will be necessary for the Department of Citizenship and Immigration to obtain, subsequently, authorization of admission by Order-in-Council.

4.43 - 4.44 - Spares

4.45. a. If an application is made for passport facilities for a child who has already been adopted, legal evidence of such adoption must be provided.

Applications
on behalf of
Canadian
Children
by Persons
other than
Natural
Parents

b. If an application is made for passport facilities for a child on adoption probation, legal evidence of such probationary adoption must be produced.

c. When the applicant represents that he is the legal guardian, he shall be required to produce legal evidence of his status and of his right, vis-à-vis the parents, to travel with the child.

d. When the applicant is not within any of the classes described in a., b., or c. above, he shall be required to state the capacity in which he makes application for a passport. The passport issuing officer should bring the application to the attention of the Department for a decision.

e. When an application for a passport is made by a person within the classes described in a., b., c., or d. above, the passport issuing officer shall, if he thinks it advisable, ask the Department to investigate the bona fides of the applicant.

f. If a child has been legally adopted, the passport will be issued in his adoptive legal name. If a child has not been legally adopted, the passport will be issued in his original name.

4.46 On attaining the age of sixteen, children's names are to be deleted from the parent's or guardian's passport, in which they are inscribed. The names may also be deleted at any time on request of the passport holder. If a request for deletion is

Deletion of
Children's
Names

(4.46 cont'd)

received from other than the holder of the passport or his representative, it is to be referred to the Department.

4.47 - 4.48 - Spares

Dependants,
Canadian
Armed Forces
Abroad

4.49 Dependants of members of the Canadian Armed Forces posted for duty abroad and who are accompanying the head of the family at public expense may be issued an "entitled dependants" passport valid for all countries for a period of two years without payment of fee. These passports may be renewed without charge for additional periods of one year provided written evidence is produced that the persons concerned have not lost their status as entitled dependants. The validity of these passports lapses automatically if the status of the bearer changes, in which case an ordinary passport against payment of the usual fee may be issued when the invalid passport is surrendered. Passports of "entitled dependants" should be returned to the Passport Office when the head of the family is reposted to Canada.

Applicants for
Relief or
Repatriation

4.50 a. The passport of a person who is being repatriated at public expense should be limited in the period of validity to the date of expected arrival in Canada. It should also be made valid only for those countries which the bearer is obliged to traverse en route to Canada, i.e., "Valid only for a single journey to Canada via". The observation is to be inserted "Not to be re-validated without reference to Ottawa". The applicant is to be informed that the Canadian Immigration officer at the port of entry will be instructed to withdraw the passport and forward it to the Department of External Affairs.

b. An Emergency Certificate may be issued gratis if the applicant has no Canadian passport or, if his Canadian passport has expired, it may be renewed without fee within the limitations stated above.

c. If relief or repatriation is afforded, a handwritten endorsement should be made in ink on the last page of the passport "seen at (name of post and date)". If relief or repatriation is refused, the endorsement should read "seen by (name of post and date)".

*See also
11.229*

4.51 Persons indebted to the Government for expenses of relief or repatriation may not be granted passport facilities again until they have made satisfactory arrangements for payment. In cases where satisfactory repayment arrangements have not been made, however, passport facilities may be granted to persons so indebted if they are:

Applicants
Indebted for
Repatriation
Costs

- (a) Persons (such as missionaries, businessmen, etc.) who are proceeding abroad in the performance of their occupations or whose livelihood depends on their freedom to travel;
- (b) Persons who are ill and proceeding abroad to obtain medical treatment;
- (c) Persons who can establish that there are strong humanitarian reasons for their travel abroad;
- (d) Persons who satisfy the Department of External Affairs that special circumstances exist which justify the granting of passport facilities.

The issuance or re-issuance of passports in such cases does not in any way diminish the obligation of the persons concerned to repay their original relief and repatriation debts.

4.52 a. Certain countries refuse to visa passports which carry visas of countries whose Governments they do not recognize. In such cases, a second passport may be issued gratis valid for these latter countries for a period of not more than one year. The usual application form and photographs are required. It may be necessary to issue a third passport for reasons similar to those mentioned above and this may be issued gratis subject to these same conditions. Each additional passport issued is to be regarded as a departure from normal practice and should be brought to the attention of the Passport Office by appropriate comment in the "Remarks" column of the monthly returns.

Duplicate
Passports

b. A person granted a second or third passport must undertake to return it to the first Canadian mission at which he can conveniently call after leaving the country or countries for which it was granted, or, if returning immediately to Canada, to

Disposal of
Duplicate
Passports

(4:52 b. cont'd)

send it to the Passport Office, Ottawa, upon arriving in Canada. The passport will be retained on file and may be re-issued as required to the person named therein upon his application either in person or in writing. The passport may be revalidated for periods not exceeding one year for the normal life of a passport (10 years).

Lost
Passports

4:53 a. When the loss of a passport is reported the person should be advised, unless it is certain that the passport has been destroyed, to refer the matter to the local police authorities and to take all reasonable steps to recover the document. Passport issuing offices are to report the loss to the Department immediately, giving all available details of the passport. A consolidated list of passports will be circulated by the Department from time to time. Posts may make the lists available on request to local authorities, banks, and travel agencies.

b. A passport in replacement may be issued on submission of a new application, and photographs, payment of the usual fee, and completion of a statutory declaration or affidavit stating:

1. Name, present address and address in Canada.
2. Passport number and date of issue (if possible).
3. Date and circumstances of loss.
4. Action taken by the applicant to recover the passport.
5. Applicant's undertaking to return the old passport, if loss not through destruction, immediately it is recovered to the nearest Canadian post or Canadian Trade Commissioner.

The new passport is to be endorsed "In replacement of lost Canadian passport No. Issued at:". (Passport number to be included if available).

Inaccessible
Passports

4:54 Should a passport become inaccessible to the person to whom it was issued a new passport valid for not more than six months may be issued subject to the conditions mentioned in the preceding section and if there is no doubt concerning the applicant's bona fides.

4.55 A passport which is damaged or mutilated to such an extent that it is no longer presentable or has been materially altered by unauthorized additions or changes is to be replaced by a new passport. The applicant must comply with the conditions relative to the issuance of a new passport, including payment of the prescribed fee, and the old passport is to be destroyed by the passport issuing office. If valid visas, necessary to the applicant, are in the old passport, the instructions regarding filled passports in Appendix E are to be followed.

Damage or
Unauthorized
Additions

4.56 a. Special care is to be exercised in verifying the citizenship and the identity of those applicants who have made a change of name. If a passport is required in the new name the application must be supported by a certified copy of the legal instrument which conferred the change in name. If the change in name has been legally made, the former name need not be shown in the passport.

Change of
Name

b. If the change was not made by legal instrument, the applicant must submit, with the application, affidavits of two persons to the effect that he uses the new name exclusively, has so used it for a stated period of time, and is known by such name in the community in which he resides. In such cases, page 1 of the passport will show the former name as well as the name in which the application is made, in the following manner, the acquired name being indicated first:

"Mr. Henry Smith

also known as Henry Schmidt"

c. Whenever it is considered desirable to indicate in a passport an alternative name by which the holder may be known, the name of the holder on page one should be shown as follows:

"Sister Mary Theresa

also known as Miss Helene Trudeau

or

George William Troop

also known as Georgius Traporic."

d. The passport of a woman married to a man who has changed his name after the marriage should bear the following observation:

"Wife (widow or former wife) of....."

.....formerly known as....."

e. Whenever an observation is required in a passport to indicate that a woman has reverted to the use of her maiden name or any other surname, the observation should be in the following form:

"Bearer was previously known as....."

Spoiled
Passports

4.57 When a blank passport has been inadvertently spoiled in the course of being written, the fact should be duly noted on the register sheet and the spoiled passport destroyed.

Destruction
of Passports

4.58 a. Passports which have been cancelled, spoiled, mutilated or damaged should be destroyed locally.

b. When the passport so destroyed is from new blank passport stocks, a certificate of destruction must be included in the next monthly return of passports issued.

Amendment
of Passports

4.59 a. Whenever necessary, passport issuing officers may amend passports. Such amendments should be made by crossing out the particulars concerned and inserting "See page....." where an observation embodying and explaining the amendment is to be inserted.

b. Each amendment must be initialled by the officer making the change, dated and marked with the office stamp.

Fees

4.60 Fees for the issuance, renewal and servicing of travel documents are as scheduled in Chapter 14, (1957 Revision), and as from time to time prescribed by Order-in-Council.

Monthly
Reports to
the Department

4.61 Monthly passport reports are to be made to the Department consisting of the following:

1. Passport Register Sheets showing passports issued during the month. This list is to include ordinary, diplomatic, and special

(4.61 cont'd)

passports, and emergency certificates. Nil reports are required. Separate register sheets should be prepared for each type of document issued. If a new passport is issued within the normal period of validity of the previous passport (10 years), an explanation should be placed on both copies of the passport application form and also reported in the "Remarks" column on the Passport Register Sheet. If a new passport is issued within the normal period of validity of the previous passport (10 years), an explanation should be placed on both copies of the passport application form and also reported in the "Remarks" column on the Passport Register Sheet.

2. Passport Renewal Register Sheets showing passports renewed during the month. This list is to include ordinary, diplomatic and special passports and Certificates of Identity. Nil reports are required. Any passports in which endorsements, observations or amendments were made without renewal are to be shown on the Passport Renewal Register Sheets. Separate sheets should be prepared for each type of document renewed.
3. Inventory of Passports (EXT. 121)
4. The duplicate copy of application forms with photographs stapled thereto in respect of all passports and Emergency Certificates issued during the month and the duplicate Passport Renewal Application Forms in respect of all passports renewed during the month.

4.62 Applicants who are also citizens of Australia, New Zealand and the Union of South Africa are not permitted by the passport regulations of those countries to hold, in addition, the passport of a second Commonwealth country. These applicants are obliged to surrender their passports to the Canadian authorities before issuance of a Canadian passport. Passports surrendered in these circumstances are to be forwarded to the nearest passport issuing office of the Commonwealth country concerned or, if not conveniently located, to the Department of External Affairs for onward transmission. When a dual Common-

Surrender of
Commonwealth
Passports

wealth citizen who holds a Canadian passport applies for a passport of Australia, New Zealand, or South Africa, he is required to return his Canadian passport to the Canadian authorities before being issued the passport of one of these countries.

Newfoundland
Passports

4.63 Newfoundland passports remain valid until the date of expiry as far as the Government of Canada is concerned. As the life of a Newfoundland passport is ten years, such passports as are now issued will terminate their validity by March 31, 1959. Meanwhile, holders of Newfoundland passports, who are Canadian citizens, may obtain replacement of their passports by issuance, without charge, of a Canadian passport valid for the remaining life of the Newfoundland passport which it replaces. The usual application form (Form A) and photographs are required along with the Newfoundland passport which is to be cancelled and returned to the applicant. The following endorsement is to be made in the Canadian passport:

"This passport is issued in replacement of Newfoundland passport No. issued at on which was renewable until "(here insert a date ten years from the original date of issuance of the Newfoundland passport).

Certificates
of Identity

4.64 a. Canadian Certificates of Identity may be issued to aliens, legally landed and permanently resident in Canada, who are stateless or who, for a valid reason, do not apply for passports of their countries of origin.

b. Certificates of Identity are issued only in Canada and are made valid for a period up to two years. They may not be renewed, amended, or endorsed outside Canada without prior approval of the Department. Certificates of Identity do not confer upon the bearers the right to re-enter Canada. Should the question of re-admissibility arise, the applicants or bearers should be referred to the nearest Canadian Immigration office or to the Director of Immigration at Ottawa.

4.65 - Spare

Emergency
Certificates

4.66 a. An emergency Certificate may be issued by a Canadian office abroad to a person who requires a travel document for a direct journey to Canada.

Application must be made on a form of application for Canadian passport. As the bearer must establish his right of admission as a Canadian citizen with the Canadian Immigration officials at the port of entry, there should be no doubt about the applicant's claim to Canadian citizenship. Such a Certificate is issued for the sole purpose of providing the holder with a temporary travel document in lieu of a national passport. As soon as the holder reaches Canada, it ceases to be valid and must be surrendered to the Immigration authorities at the port of entry. Normally, Emergency Certificates should only be issued to persons when it is not feasible to issue them with Canadian passports - such as to merchant seamen who have been left behind by their ships and persons who have both lost their passports and are repatriated at Government expense.

b. The Certificate should be issued in the form in Section 15.16, (1957 Revision). A copy of the Application Form with photograph should be sent to the Department with the Monthly Passport Report together with any necessary explanation.

4.69 Collective Certificates, also known as group passports, may be granted only by the Passport Office, Ottawa, to groups of Canadian citizens proceeding from Canada and travelling together abroad; e.g. members of a naval or merchant crew joining a ship, parties of the armed forces destined to their units abroad, athletes taking part in an internationally recognized competition abroad and returning as a group to Canada, orchestral groups, choirs. Collective Certificates are not granted for the purpose of touring.

Collective
Certificates

4.70 - 4.71 - Spares

4.72 a. Diplomatic passports are to be issued or renewed only on authority of the Department. They may be issued to persons within the following categories, provided that every such passport shall be surrendered by the holder upon termination of his official status or upon termination of the duty for which he was issued the passport, as the case may be:

Diplomatic
Passports

- (1) the Governor General;
- (2) the Prime Minister;
- (3) the Chief Justice of Canada;

- (4) members of the Cabinet;
- (5) Lieutenant Governors of the Provinces;
- (6) Speakers of the Senate and House of Commons;
- (7) the Leader of the Opposition;
- (8) Deputy Ministers of Departments of the Government of Canada;
- (9) Ambassadors, Ministers, High Commissioners, and Officers of diplomatic rank, Attachés, Trade Commissioners, and Consular Officers serving the Government of Canada abroad;
- (10) representatives and delegates of the Government of Canada to international governmental organizations and international conferences of a diplomatic character;
- (11) officers of the Government of Canada, not otherwise provided for, proceeding abroad on a mission of a diplomatic character;
- (12) private citizens duly nominated as official delegates of the Government of Canada to international conferences of a diplomatic character;
- (13) members of the immediate family of a person to whom a passport has been issued under sections (1) to (12) whose normal place of residence is with such person and who are travelling with such person or proceeding to join such person abroad;
- (14) diplomatic couriers.

Special
Passports

b. Special passports may be issued or renewed with the prior approval of the Department to persons within the following categories, provided that every such passport shall be surrendered by the holder upon termination of his official status or upon termination of the duty for which he was issued the passport, as the case may be:

(4.72 b. cont'd)

- (1) members of the Privy Council, not being members of the Cabinet;
- (2) Premiers of the Provinces;
- (3) Puisne Judges of the Supreme Court of Canada;
- (4) the President of the Exchequer Court of Canada and Puisne Judges of the Exchequer Court of Canada;
- (5) members of the Senate and House of Commons;
- (6) members of Provincial Cabinets;
- (7) persons employed by the Government of Canada in a non-diplomatic capacity proceeding on an official mission or to a post abroad;
- (8) private citizens employed in senior positions by international governmental organizations of which Canada is a member;
- (9) private citizens duly nominated as official delegates to international conferences of a non-diplomatic character;
- (10) private citizens, duly nominated as official advisers or experts, forming part of delegations of the Government of Canada to international conferences of either a diplomatic or non-diplomatic character;
- (11) members of the immediate family of a person to whom a passport has been issued under sections (1) to (10) who reside with such person and who are travelling with such person or proceeding to join such person abroad.

4.73 a. The usual passport application and photographs should be submitted by applicants for diplomatic and special passports. Diplomatic and special passports are issued and serviced gratis.

Applications,
Diplomatic
and Special
Passports

(4.73 cont'd)

b. Passport issuing officers abroad must, before issuing or renewing a diplomatic or special passport, be satisfied that the applicant is entitled to such a document and, except for members of the staff of the post, obtain the prior approval of the Department.

c. Applications for special passports for private citizens employed in senior positions by international governmental organizations recognized by Canada should be accompanied by a letter from a senior official of the international organization giving a full statement of the applicant's appointment, duties, and status. Diplomatic passports will be issued only to persons occupying very senior positions in international governmental organizations, with the approval of the Department, if that organization does not issue travel documents of its own. For example, a Canadian member of the International Court of Justice would qualify for a diplomatic passport.

Persons serving with the North Atlantic Treaty Organization are entitled to diplomatic or special passports in accordance with the Agreement on the Status of the North Atlantic Treaty Organization, National Representatives and International Staff. The persons so entitled are listed in Appendix G which also lists those to whom diplomatic and courtesy visas may be issued.

d. Diplomatic and Special passports which are returned to missions in accordance with Section 4.72 a. and b., should be forwarded to the Passport Officer, Ottawa, without delay.

Dependants,
Retention
of
Diplomatic
and Special
Passports

4.74. The retention of diplomatic passports issued in accordance with Section 4.72 a. (13) of these instructions is permitted only while the bearer maintains residence within the household, or the bearer's name appears on the diplomatic list issued by the Foreign Ministry authorities at the post concerned. At the termination of such residence or status, the diplomatic passport is to be withdrawn by the Canadian post and an ordinary passport issued on submission of the usual application and payment of the required fee.

(4.74 cont' d)

The term "members of the immediate family" includes wives, children and, in special circumstances and with the approval of the Department, first degree relatives who are permanently residing in the household. This instruction applies equally, as appropriate, to the retention of special passports issued in accordance with Section 4.72 b. (11) of these instructions.

4.75 a. Holders of diplomatic or special passports and members of their families may use these passports, while abroad in an official capacity, for holiday travel. They should not, however, expressly request (though they may accept) diplomatic or courtesy visas for the countries which they will be visiting.

Non-official
Travel on
Diplomatic
and Special
Passports

b. Daughters of officers and employees stationed abroad if they have been issued diplomatic or special passports, may continue to use them while in school or college whether in a country other than the one in which the father is stationed or in the same country, so long as their father is still stationed abroad. The same rule applies to sons under 19 years of age. If a son of 19 years of age or over is to attend college in a country abroad which is not the country in which his father is stationed, his case should be referred to the Department.

4.76 Examples of observations and endorsements to be used in completing diplomatic and special passports are given in Appendix F.

Endorsements

4.77 When the holder of a diplomatic or special passport returns to Canada, or completes the duty abroad for which the passport was issued, diplomatic and special passports held by himself and the members of his family and household are to be returned to the Department. These passports will be held uncanceled at the Passport Office, Ottawa, until such time as they are again required.

Surrender of
Diplomatic
and Special
Passports

4.78 Canadian diplomatic and special passports do not entitle their holders to customs privileges in Canada.

Canadian
Customs



CHAPTER IV

APPENDIX A

GUIDE FOR USE IN ISSUING A PASSPORT

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
Entire application form	Make quick examination of entire application to ensure form fully completed, that guarantor appears qualified and that photos are acceptable and properly certified (If abroad: duplicate forms and three photos, Birth Certificate or other supporting documents, i.e., Naturalization Certificate, etc.) See that correct form has been used - "A" for age 16 and over - "B" for children under 16 - "C" for renewals. (See 4.22)	Obvious errors and omissions can be seen immediately.
1. (a) Name of applicant	<p>Separate / Names / by / oblique / strokes / and <u>underline surname.</u></p> <p>Write in Mr., Mrs., or Miss. above name in block letters on form.</p> <p>Underline for guidance of passport writer the applicant's <u>Maiden Name</u>, if applicable.</p>	The surname of the holder of a passport should always be <u>underlined</u> on the application and in the finished document. (There is information on the form which is necessary in deciding for or against the issue of a passport. All this information does not go into the passport itself. Underlined

APPENDIX A

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
<p>(a) Name of applicant (Continued)</p> <p>(b) Mailing address</p>	<p>Check for clarity.</p> <p>Check covering correspondence to see if passport to be mailed to a different address.</p> <p>Application should be declined if from another country where we have a Mission. The applicant should be referred to the appropriate Canadian passport issuing office.</p>	<p>items are for the guidance of the passport writer who may or may not be the same person who examines the application.</p> <p>Passports should not, if possible to avoid, be mailed across international boundaries. The Mission in the country concerned is better able to check on guarantors or request additional information.</p>
<p>2. (a) Date of application.</p> <p>(b) Signature of applicant.</p>	<p>Check to see if given.</p> <p>If not on form, application cannot be accepted.</p>	<p>This signature forms part of the declaration, by the applicant, that the contents of the form are true.</p>

APPENDIX A

3

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
2. (c) Permanent address.	Note if permanent address is shown in Canada or abroad. If in Canada, <u>underline Canada</u> for passport writer.	In the case of Canadian citizens by Naturalization or Citizenship Certificate, this may have a bearing on consideration of Section 18 or 19 of the Citizenship Act and the withholding or limitation of a passport.
3. & 4. Place and date of birth.	Ensure clarity and <u>underline</u> for passport writer. If abroad and birth or baptismal certificate seen, make appropriate notation on page 3 of form under "Documents seen".	To ensure accuracy and completeness of particulars in passport.
5. Occupation of applicant.	<u>Underline</u> portion of occupation to be written in passport. It is sometimes necessary to condense to one or two words.	There is limited space in the passport for this notation and therefore, long titles must be contracted.
6. Height.	<u>Underline</u> for writer.	To ensure completion of passport particulars.
7. Colour of Eyes.	<u>Underline</u> for writer.	do

APPENDIX A

4

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
8. Colour of Hair.	<u>Underline</u> for writer.	do
9. Sex.	See if shown.	
10. Weight.	See if shown.	
11. Visible distinguishing marks.	See if mark described is type that should be included and re-word to agree with accepted method of description.	Marks which do not show when wearing normal clothing are not noted, nor are impermanent marks. Accepted methods have been devised for describing marks and scars or missing members in order not to cause embarrassment. (See Addendum).
12. Marital Status.	If woman and married, widowed, or divorced, see that Part 2 is correctly completed.	Important to determine whether woman applicant is entitled to passport.
13. Name and address of person to notify in case of emergency arising abroad.	See that this is correctly completed.	Of great assistance if bearer becomes ill or destitute and requires assistance from Mission.

APPENDIX A

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ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
14. If applicant not born in Canada, date of legal landing.	See if date of legal landing shown. If since 1927, this must be checked with Immigration before Passport can be issued. If abroad, all claims to Canadian Citizenship by residence in Canada must be verified with Ottawa.	This has a bearing on claim to Canadian Citizenship under Sections 4, 5 or 9 of Canadian Citizenship Act.
15. Periods of permanent residence in Canada.	See if shown.	This has a bearing on claim to Canadian Citizenship under Section 9-1-A, 9-1-B or 9-1-C of Canadian Citizenship Act.
16. Applicant claims possession of Canadian Citizenship Certificate or Naturalization Certificate.	<p>See that Certificate has been enclosed for inspection.</p> <p>Check details on Certificate against details given on application form.</p> <p>Write in column at left of page 2 the description of national status derived from Certificate of Naturalization or Citizenship as a guide for the passport writer.</p>	Submission of Certificate is required by passport regulations and is requested on application form.

APPENDIX A

6

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
17. Claim to Canadian Citizenship through father. Father's Name. Country of Birth. National Status. Claim to Canadian Citizenship. National status at time of applicant's birth.	Check for completion and ensure that appropriate documentary evidence is submitted.	Persons born abroad may have forfeited Canadian citizenship under Section 4(2) of the Canadian Citizenship Act. Section 5(1)(b)(ii) of the Canadian Citizenship Act requires birth to be registered before citizenship is acquired.
18. Change of name.	See if legal document re change of name is enclosed or affidavits from two persons to effect that assumed name is used. If affidavits are submitted, the fact that applicant is "also known as" must be indicated on form, for writer.	If name not changed by legal process, both the true name and assumed name <u>must</u> appear on page 1 of passport. The assumed name should be given first, the true name inserted after "also known as".
19. Previously issued Passport.	Examine and compare with present application.	To ensure accuracy of passport details.

APPENDIX A

7

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
<p>19. Previously issued Passport. (Continued)</p> <p>Passport lost.</p>	<p>Check for valid visas.</p> <p>See if old passport renewable.</p> <p>See that statutory declaration is submitted.</p>	<p>Passport containing valid visas should not be cancelled but attached to new passport.</p> <p>Passport should be renewed if at all possible.</p> <p>To ensure that necessary steps have been taken to recover passport and that it will be turned in if found at later date.</p>
<p>20. Passport issued within last ten years.</p>	<p>See that it is completed, if applicable.</p>	<p>To permit verification when in doubt.</p>
<p>21. Applicant claims other nationality.</p>	<p>Check if applicant has lost Canadian citizenship.</p>	<p>See Sections 15, 16, 17, and 20 of the Canadian Citizenship Act.</p>
<p>22. - 28. inclusive. Applicant a married woman.</p>	<p>See that applicant has completed entire section at top of page three of Form "A".</p>	<p>In some cases, women have lost their claim to Canadian status by marriage before 1947 to a for-</p>

APPENDIX A

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ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
22. - 28. inclusive. (Continued)		eigner and have not regained their Canadian status by the husbands' subsequent naturalization.
29. Applicant a widow.	See if date of husband's death provided.	
30. Applicant a divorcee If divorcee, has she resumed maiden name.	See if legal instrument provides for custody of children (Canada - abroad). Omit Miss or Mrs. at Item 2B above.	This may save embarrassment for applicant if there are children.
31. Marriage before 1947.	Check for completion, if applicable.	In some cases, women have lost their claim to Canadian status by marriage to a foreigner and have not regained their Canadian status.
32. Applicant married more than once.	Check for completion, if applicable.	Multiple marriages should be checked carefully for loss of citizenship.
33. - 35. inclusive. Children to be included.	Verify age as under sixteen.	If over 16, a separate passport must be obtained.

APPENDIX A

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ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
<p>33. - 35. inclusive. (Continued)</p> <p>Children to be included.</p> <p>Surname of child differs from parent.</p> <p>Adopted child.</p> <p>Application completed by mother when both are resident in Province of Quebec.</p>	<p>Spelling of children's names clear and underline for passport writer.</p> <p>Place and date of birth, and Certificate of Registration if child born abroad after January 1, 1947, to be indicated.</p> <p>If parents divorced or separated, custody documents must be seen.</p> <p>Write observations on form for passport writer to enter in passport.</p> <p>Adoption order must be seen.</p> <p>Request letter of authority from father authorizing mother to make application.</p>	<p>If over 14 and possibility of extensive travel for more than two years exists, suggest that child obtain a separate passport.</p> <p>If over 14 and child is going to the U.S.A. for permanent residence, separate passport must be issued.</p> <p>In Province of Quebec the father is the responsible parent except where legal evidence is submitted to the contrary.</p>

APPENDIX A

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ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
<p>33. - 35. inclusive (Continued)</p> <p>Child born outside of Canada on or after January 1, 1947.</p> <p>Child born out of wedlock.</p>	<p>Verify that birth abroad has been registered with Registrar of Citizenship (IMPORTANT: ensure that this information is entered on application form.)</p> <p>Check child's birth certificate to see if surname is same as the mother or the father. (If different from name of applicant, an observation must be written in explanation).</p>	<p>Some countries request birth certificates in support of visa applications. Difficulty could occur if there is no connection between the names shown in the passport and on the birth certificate.</p>
<p>PART 4</p> <p>Guarantor's Declaration.</p>	<p>Is declaration complete?</p> <p>Is guarantor acceptable as outlined on application form?</p> <p>Is applicant's name shown in declaration?</p>	<p>Partial completion invalidates declaration.</p> <p>Only in special cases may deviations be made.</p> <p>Omission of applicant's name invalidates declaration.</p>

APPENDIX A

11

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
<p>PART 4 (Continued)</p> <p>Specimen Signature (signed in blue or black ink).</p> <p>If applicant does not write.</p>	<p>Has guarantor known applicant for required period of two years?</p> <p>If guarantor has not known applicant for two years, then declaration in lieu of guarantor should be taken and attached to form.</p> <p>Compare with signature on page <u>two</u> of the form.</p> <p>If applicant cannot write, have applicant make his mark "X" and have it witnessed by guarantor, and make notation under photograph that "Applicant does not write". "Le requérant ne peut écrire".</p>	<p><u>Warning:</u> This forms a permanent part of the passport, when issued, and in no circumstances may any alterations be made to the signature during the life of the document.</p>
<p>Photographs.</p>	<p>Photographs should be:</p> <p>exact duplicates from same negative;</p> <p>showing full face view of head and shoulders (both ears visible);</p> <p>without head covering. <i>Exceptions:</i> Nuns, Rabbis, Doukhobor women, East Indians, etc.;</p>	

APPENDIX A

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ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
Photographs. (<i>Continued</i>)	<p>clear reproductions with plain or inconspicuous background and correct size (2 x 2½ inches);</p> <p>slot machine photos to be rejected;</p> <p>certified by guarantor - name must appear;</p> <p>when affixed to passport, official seal is impressed to partly cover photograph and specimen signature.</p>	
Passport Office Part of Form	<p>Check correct fee received and entered.</p> <p>Sign form as examiner.</p> <p>Check documents seen against list given on form.</p> <p>Passport writer should sign form.</p> <p>Enter number of passport.</p> <p>Enter date of writing.</p> <p>Enter date of expiry.</p> <p>Return passport and application to the examiner.</p>	<p>Passport may not be written until this is done.</p> <p>Information helpful if form to be re-examined at a later date.</p>

APPENDIX A

13

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
Passport Office Part of Form (Continued)	<p>EXAMINER SHOULD NOW:</p> <p>Check completed passport against form.</p> <p>Initial form that passport checked before despatch.</p> <p>Note any special despatching or mailing instructions and despatch passport.</p> <p><u>IF ABROAD</u>, ensure that duplicate form to be sent to Ottawa contains <u>ALL</u> information which appears on post copy.</p>	IMPORTANT.

CHAPTER IV

ADDENDUM TO APPENDIX A

DISTINGUISHING MARKS

In passport applications there appear various particulars regarding "Visible Distinguishing Marks".

Passport examiners are to amend these when necessary in accordance with the following directions:

- (a) only marks visible while wearing ordinary clothing are to be described.
- (b) only permanent marks are to be described, i.e. do not describe beards, moustaches, baldness, eyeglasses, tattoo marks or warts.
- (c) the descriptions must be brief and clear, e.g. scar on temple (right or left)
scar above ear " "
scar on eyebrow
scar on nose
scar on (right or left) Index finger
scar on (upper or lower) lip.
- (d) Use the word "near" when necessary, e.g. mole near chin, whereas the applicant might have said "large mole below left lip".
- (e) use the word "missing" rather than "amputated" or "cut off", e.g. left leg missing - right thumb tip missing.
- (f) use the word "artificial", e.g. artificial right eye - artificial left hand.
- (g) use the word "irregular" to describe deformities, e.g. stiff fingerjoints are written "left index finger irregular". A broken nose is described "nose irregular". A harelip is described "upper lip is irregular".
- (h) use the word "defective" to show an undeveloped arm, leg, foot, hand, or feature, e.g. "right thumb defective", "right ear defective".

CHAPTER IV

APPENDIX B

GUIDE IN RENEWING PASSPORTS

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
1. Entire application form "C".	Make quick examination of entire application to see that form fully completed, passport to be renewed is enclosed, correct fee has been submitted, and guarantor's declaration appears correct, and note special instructions by applicant. (See also 4:22)	Eliminates detailed checking if obvious errors and omissions are noted at once.
2. (a) Name of applicant. (b) If applicant is a woman recently married.	(a) Compare with name shown on page one of passport. (b) Passport to be cancelled and new one issued.	(a) All details of this nature in the application form should agree with details in passport to be renewed. (b) No amendment may be made to the name under which a passport is issued.
3. Address of applicant.	Compare with covering correspondence to see if special mailing instructions are given.	

APPENDIX B

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
4. Number of passport, place and date of issue.	Compare information with that in passport.	Number must agree and details of place and date of issue may help in deciding whether in certain cases Section 18 or 19 of Canadian Citizenship Act may be applicable.
5. Period of extension requested.	<p>(a) Ensure that in <u>no case</u> the passport is re-validated for a period in excess of five years from date renewal is granted; and,</p> <p>(b) Ensure that total life of passport is not extended beyond ten years from date of original issue.</p> <p>(c) Passport may not be renewed prior to six months before date of expiry.</p>	<p>(a) No Canadian passport may be valid for more than 5 years at any time.</p> <p>(b) The life of a Canadian passport is ten years only and may not exceed that period.</p>
6. (a) Description of Bearer.	<p>(a) See that this agrees with details given on page two of passport.</p> <p><u>Exception:</u> Occupation or Profession may be amended if requested and a suitable observation is placed on page six of passport.</p>	(a) This is the only amendment allowed on page two of a passport with the exception of the addition or deletion of the names of children (see item 7).

APPENDIX B

3

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
6. (b) Country of Permanent residence.	(b) Ensure that this is entered on form.	(b) This information is necessary if consideration is being given to action under Section 18 to 19 of Canadian Citizenship Act.
7. Particulars of children who are or are to be included.	<p>(a) See if children are already entered in the passport and check ages to see if separate passports should now be issued.</p> <p>(b) Check children to be included in same manner as described in Appendix A "Guide for use in issuing a passport".</p> <p>(c) If child born abroad after first of January 1947, ensure that birth has been registered with Registrar of Citizenship.</p>	<p>(a) Names of children who have reached age of sixteen should be deleted and passports issued to them. Separate passports may be issued to children under sixteen if lengthy travel is contemplated and child will be sixteen before travel is completed.</p> <p>(b) See particulars described in Appendix A "Guide for use in issuing a passport".</p> <p>(c) Canadian Citizenship Act Section 5(1) (b) (ii).</p>

APPENDIX B

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
8. Signature of applicant.	(a) See that this appears on form. (b) Compare signature with that appearing in the passport on page three.	(a) Application is invalid without this signature.
9. Guarantor's Declaration.	(a) See that declaration completed. (b) Check that guarantor is from acceptable group. (c) Ensure that applicant's name is shown in declaration. (d) Guarantor should have known applicant for at least two years. If not, a declaration or affidavit in lieu of guarantor should be taken and attached to form.	(a) Application invalid unless valid reasons established by applicant. (b) Only in special authorized cases may deviations be made. (c) Omission of applicant's name invalidates declaration.
10. Passport Office part of Form "C".	(a) Check that correct fee has been received and entered.	

APPENDIX B

5

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
10. Passport Office part of Form "C". (Continued)	(b) Sign form as examiner. (c) Check any documents seen against list on form.	(b) Passport should not be renewed until this is done. (c) Information helpful if form to be re-examined at a later date.
11. Renewal of Passport.	Renew passport by making suitable entry on page five of document. (If this page has been used for visas or stamps, renewal may be placed on page that is unused and a suitable note placed on page four drawing attention to the page concerned).	
12. Passport Office part of Form. "C".	(a) Person making renewal should initial form. (b) Enter date extension granted. (c) Enter date validity extended to. (d) Return passport and application to examiner.	

APPENDIX B

6

ITEM TO BE CHECKED:	WHAT TO DO:	REASON:
12. Passport Office part of Form. "C". (Continued)	EXAMINER SHOULD: (a) Check passport and renewal for errors. (b) Initial form that passport checked before despatch. (c) Note any special mailing instructions and despatch passport. (d) If abroad, ensure that duplicate form contains all information on Mission copy.	(d) IMPORTANT.

CHAPTER IV

APPENDIX C

DESCRIPTION OF NATIONAL STATUS

The following formulae are to be used on page one of passports to describe national status. The term "Canadian citizen" invariably is to be inscribed on the first line opposite "National Status" on page one of passports and, where so indicated, the term "Section _____" (to show the section of the Canadian Citizenship Act under which the person became a Canadian citizen) is to be inscribed on the last line opposite "National Status".

FACTS CONCERNING APPLICANT	DESCRIPTION OF NATIONAL STATUS IN PASSPORT	DESCRIPTION DU STATUT NATIONAL DANS UN PASSEPORT
1. Natural-born Canadian citizen.	1. Canadian citizen	1. citoyen canadien
2. Canadian citizen by virtue of Certificate of Naturalization.	2. Canadian citizen Section 9(1)(a)	2. citoyen canadien Article 9 (1)(a)
3. A British subject who had Canadian domicile on January 1, 1947.	3. Canadian citizen Section 9(1)(b)	3. citoyen canadien Article 9 (1)(b)
4. A British subject who was domiciled in Canada for at least 20 years immediately before January 1, 1947.	4. Canadian citizen Section 9(1)(c)	4. citoyen canadien Article 9 (1) (c)
5. A woman who before January 1, 1947, was married to a man who, if the Canadian Citizenship Act had come into force immediately before the marriage, would have	5. Canadian citizen Section 9(1)(d). (Do not use 9(1)(d) if Sections 9(1)(b) or 9(1)(c) may be used.)	5. citoyen canadien Article 9 (1)(d). (N'employez pas 9(1)(d) si les Articles 9(1)(b) ou 9(1)(c) peuvent être employés.)

APPENDIX C

2

FACTS CONCERNING APPLICANT	DESCRIPTION OF NATIONAL STATUS IN PASSPORT	DESCRIPTION DU STATUT NATIONAL DANS UN PASSEPORT
<p>been a Canadian citizen, provided that on January 1, 1947, she was a British subject and had been lawfully admitted to Canada for permanent residence.</p> <p>6. Canadian citizen by virtue of the grant of a Certificate of Citizenship.</p> <p>7. Canadian citizen on April 1, 1949, through birth, naturalization, or domicile in Newfoundland.</p>	<p>6. Canadian citizen (Sections 10, 11 (If possible, insert either Section 10 or Section 11 and the relevant subsection. Do not inscribe any section if the person is a natural-born Canadian.)</p> <p>7. Canadian citizen Section 39(1)() (Insert relevant subsection (b) or (c). Do not inscribe any Section in the case of Canadian citizens by birth in Newfoundland.)</p>	<p>6. citoyen canadien (Articles 10 - 11 (Si possible indiquez l'article 10 au l'article 11 et la sous-section correspondante. Omettez l'article si la personne est canadienne de naissance.)</p> <p>7. citoyen canadien Article 39(1)() (Indiquez la sous-section appropriée (b) ou (c). Omettez l'article dans le cas de canadiens par naissance à Terre-Neuve.)</p>

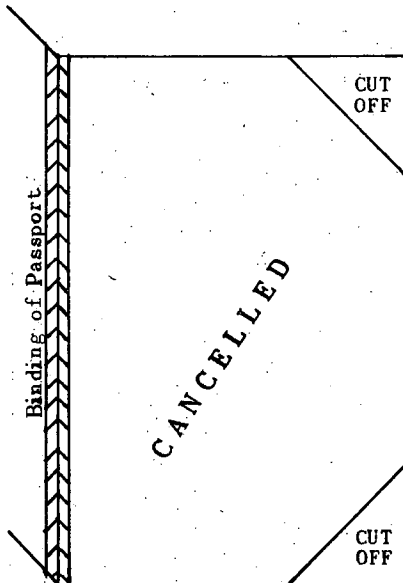
CHAPTER IV

APPENDIX D

CANCELLATION OF PASSPORTS

Cancellation of a passport is to be made in such a manner as to prevent this document being used again.

- (a) To cancel a passport the following steps should be taken:
 - (I) Each page should be marked "cancelled" with a rubber stamp provided for that purpose. The stamp should be placed diagonally in the centre of each page and in the inside of each cover.
 - (II) One inch of the upper and lower outer corners of the passport pages must be clipped off.



- (b) A cancelled passport may be returned to the bearer.
- (c) Foreign passports are never cancelled.



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CHAPTER I.V

APPENDIX E

FILLED PASSPORTS

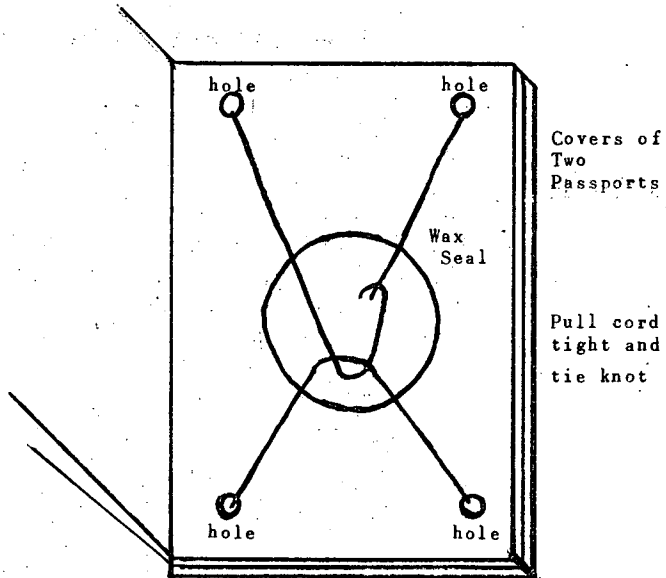
- (a) When all available space in an unexpired passport is filled by visas and border-crossing stamps, application must be made for the issue of a new passport, for which the full fee is chargeable.
- (b) If an unexpired passport, which has been replaced because its pages have been filled, still bears valid visas which the holder wishes to use before the termination of his journey, the old passport may be attached to the new passport. The method for attaching two passports together is as follows: (See diagram)

(I) Punch four holes in the front cover of the old passport and matching holes in the back cover of the new passport. These holes should be approximately one inch from each corner of the cover. (See diagram).

(II) Place covers together so that holes overlap and pass ends of narrow cloth tape or strong cord through holes in lower corners. Cross cord or tape and pass ends back through holes at top of covers. End of cord or tape should then be passed around loop at bottom of cover and firmly knotted at about the centre of the cover. The knot should then be sealed with wax and the office seal. (See diagram).

CHAPTER IV

APPENDIX E



(III) An observation reading "Passport No.
attached to Passport No. at
(Name of Mission)" should be written on
page 1 of the old passport and on page 6
of the new document.

(c) Detachment, cancellation of the old passport
and insertion of a new observation in the new
passport may be effected at a suitable future
date in any Canadian passport issuing office.

CHAPTER IV

APPENDIX F

OBSERVATIONS TO BE INCLUDED IN DIPLOMATIC AND SPECIAL PASSPORTS

1. The diplomatic passport of the wife of a Canadian Diplomatic Officer should read in part:

Page 1 - "The wife of an Officer of the Department of External Affairs."

Page 6 - Observation "The bearer is the wife of Mr. John Doe, First Secretary at the Canadian Embassy in France".

2. The diplomatic passport of a Service Attaché should read in part:

Page 1 - "Commander John Doe, O.B.E., D.S.C., R.C.N."

Page 1 - "An Officer of the Royal Canadian Navy."

Page 6 - Observation "The bearer is the Naval Attaché at the Canadian Embassy in the United States of America".

3. The special passport of a stenographer or a clerk appointed to a Mission abroad should read in part:

Page 1 - "A Member of the Department of External Affairs."

Page 6 - Observation "The bearer is a stenographer (or clerk) at the Canadian Embassy in Chile".

CHAPTER IV

APPENDIX F

4. The special passport of a Department of Labour official who is attending a conference at Geneva should read in part:

Page 1 - "An Officer (or Member) of the Department of Labour."

Page 6 - "The bearer is an adviser to the Canadian Delegation to the International Trade Organization Conference being held at Geneva, April, 1947."

5. Observations should be cancelled and replaced on page 6 or subsequent pages as changes in status or appointment occur.
6. On page 2 of diplomatic and special passports, "Canadian citizen" is the invariable description of national status.

CHAPTER IV

APPENDIX G

NORTH ATLANTIC TREATY ORGANIZATION
PASSPORTS AND VISAS

TYPES OF CANADIAN PASSPORTS TO BE ISSUED
TO CANADIAN CITIZENS ENGAGED IN DUTIES
CONNECTED WITH THE NORTH ATLANTIC TREATY
ORGANIZATION.

- | | |
|---|--|
| (i) Principal Canadian permanent representative to NATO and officers on his staff; Canadian representatives to NATO Council or subsidiary bodies including all advisers and technical experts of delegations. (see Articles 12 and 13 of Agreement) | Diplomatic |
| (ii) Canadian clerical staff of (i). (see Article 14) | Special |
| (iii) Canadian members of the International Staff and Canadian experts employed by the Organization. (see Articles 17, 20 and 21) | Diplomatic |
| (iv) Canadians employed as clerical staff by the Organization. | Special |
| (v) Canadian wives and minor children of (i) to (iv) provided they are travelling at the expense of the Canadian Government or the Organization. | Same type of passports as those issued to head of household. |

NOTE: Passports issued to the persons coming within the groups set forth above should not be made valid for periods longer than the duration of such status.

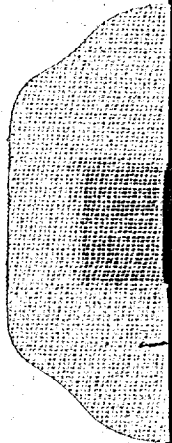
CHAPTER IV

APPENDIX G

TYPES OF CANADIAN VISAS TO BE ISSUED TO PERSONS ENGAGED IN DUTIES CONNECTED WITH THE NORTH ATLANTIC TREATY ORGANIZATION WHO ARE NOT CANADIAN CITIZENS.

- | | |
|--|---|
| Diplomatic | (i) Principal permanent representatives to NATO Council or subsidiary bodies including all advisers and technical experts of delegations. (see Articles 12 and 13 of Agreement) |
| Courtesy | (ii) Clerical staff of (i). (see Article 14) |
| Diplomatic | (iii) Members of the International Staff and experts employed by the Organization. (see Articles 17, 20 and 21) |
| Courtesy | (iv) Clerical staff employed by the Organization. |
| Same type of visa as granted to head of household. | (v) Wives and minor children of (i) to (iv) and their servants if requested by the Government of the head of household or local NATO authority, as appropriate. |

NOTE: Only single entry visas are to be issued unless otherwise authorized by the Department. Persons who do not require Canadian diplomatic or courtesy visas because they are nationals of countries having visa agreements with Canada, may nevertheless be granted them if particularly requested or, in lieu, laissez-passer may be issued. The latter document should be used in the event that Canadian citizens coming within group (iii) are carrying classified documents.



A

CHAPTER V

PROTECTION OF CANADIAN CITIZENS
AND CANADIAN CORPORATIONS

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CHAPTER V

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CHAPTER V

PROTECTION OF CANADIAN
CITIZENS AND CANADIAN CORPORATIONS

PART I

PROTECTION

5.01 Protection is the diplomatic and consular function of safeguarding the life, rights, interests, and property of Canadian citizens (and of other persons when provided for in these Instructions) when these are threatened or disregarded on the territory of a foreign state.

Definition

5.02 Protection cannot be demanded as a matter of right. It is a privilege which a Canadian citizen may request of a consular officer of his own country. This privilege may be withheld by the Secretary of State for External Affairs at his discretion.

Non-Entitlement to Protection

5.03 Protection may be granted as a rule only to Canadian citizens (see 5.04) and to Canadian corporations (see 5.10). In certain circumstances protection may also be granted to Canadian citizens who are dual nationals (see 5.05 - 5.07), and in special cases to persons who are not Canadian citizens (see 5.08 - 5.09).

Who may Receive Protection

5.04 In determining whether a person requesting protection is a Canadian citizen, consular officers should refer to the Canadian Citizenship Act and to Chapter II of these Instructions.

Canadian Citizens

5.05 Dual nationals, whether natural-born Canadian citizens or Canadian citizens other than natural-born, who are in a country other than that of their second nationality, are entitled to receive the same protection as ordinary Canadians. In practice this rule may suffer exception if, after careful consideration of the facts submitted with the petition, it is evident that the petitioner has not maintained substantial connection with Canada or is in process of losing Canadian citizenship; cases of this kind should be referred to the diplomatic mission in the country or the Department, except in situations of utmost urgency.

Dual Nationals in a Third Country

*See also
Hague
Convention
on Conflict
of Nationality
Laws
April 12/30*

"A state may not afford Diplomatic Protection to one of its nationals against a state whose nationality such person possesses."

Dual Nationals
in the Country
of their Second
Nationality

5.06 a. The extension of protection to dual nationals in the country of their second nationality, whether they are natural-born Canadian citizens or Canadian citizens other than natural-born, is subject to limitations and is conditioned by the possibility that the authorities of the country of second nationality may query the propriety of any intervention and assert their right to refuse to listen to representations. For this reason protection, if granted, as a general rule should be of an informal kind in that, depending on individual circumstances, consular officers may at their discretion use their good offices and make informal enquiries of the appropriate authorities.

b. Consular officers may not intervene, however, on behalf of dual nationals residing habitually in, or having proceeded for permanent residence to, the country of their other nationality or on behalf of those whose Canadian citizenship is in the process of being revoked or on the point of being lost unless the prior approval of the diplomatic mission or the Department has been received.

Dual Nationals
in Sino-Soviet
Bloc Countries

5.07 All requests for assistance to dual nationals in Sino-Soviet bloc countries should be referred to the Department for decision.

Stateless
Persons and
Refugees

5.08 Consular officers may extend assistance on a strictly informal basis to stateless persons or refugees who are legally landed and permanently resident in Canada, and use their good offices on their behalf, provided substantial connection has been maintained with Canada. However, assistance involving the spending of public funds should not be extended without the approval of the Department.

Landed
Immigrants

5.09 Consular officers may extend assistance to and use their good offices on a strictly informal basis on behalf of aliens who have the status of Canadian landed-immigrants and who have maintained substantial ties with Canada, in the event that, for these reasons, the diplomatic or consular representatives of the country of which they are nationals decline to afford them assistance or protection.

Corporate
Bodies

5.10 a. Protection may be extended to corporate bodies in a manner similar to that extended to individuals if the corporate body can be said to be Canadian.

(5.10 cont' d)

b. The decision as to whether a corporate body is to be treated as Canadian for the purposes of this Chapter must be made after a careful consideration of the particular facts in each case and by looking at the situation of the corporation as a whole. Incorporation in Canada, or the situation of the head office in Canada, may not be a satisfactory criterion by itself, because there exist in Canada many resident or non-resident owned investment corporations or foreign business or personal corporations. Likewise, a substantial Canadian shareholding, although a factor to be taken into account, may not be sufficient, as many of the larger corporations doing business in Canada are owned or controlled by non-Canadian interests. Possibly the most satisfactory test is incorporation in Canada plus the carrying on of active trading operations in Canada either itself or through one or more subsidiaries.

c. In order to avoid extending to a corporate body assistance or protection that could more properly be given by another country, confirmation should be obtained from the Department, except in cases of utmost urgency and clearest merit, that a particular corporate body may be regarded as Canadian.

d. Although it is not a strict requirement, consular officers should consider whether they should compile locally a list, with appropriate data, of corporate bodies within their district that may be entitled to be regarded as Canadian. Preparation of such a local list may be particularly desirable in areas where there is a possibility of an emergency situation arising.

5.11 - 5.16 - Spares

5.17 a. Requests for protection arise when persons claim they are suffering injurious treatment, discrimination, or denial of justice. They may be limited to requests for assistance or may involve protection in the full sense of the term. Complaints may take many forms, trivial or serious. A person may require assistance or protection in a civil proceeding, or in a criminal action. The case may or may not involve his arrest and imprisonment. The complainant may claim petty injury by a local official or may assert that he is being prevented from continuing his business abroad through discriminatory treatment, that his assets are being improperly con-

Types of
Requests for
Protection

(5.17 a. cont'd)

fiscated, that he is being unfairly taxed, or that he is being unjustly deported. He may claim that he has been improperly arrested, tried, or sentenced. He may charge, on his release, that he was subjected to unfair treatment by the local authorities and ask assistance in filing a claim for damages. He may complain that he is being discriminated against in the granting of parole. He may fear loss of life from persecution or mass violence.

b. Owing to the great variety of cases that may arise and the differences in conditions prevailing in each country, it is not possible to set forth rigid rules governing the granting of assistance and protection. The following instructions therefore are designed to provide general guidance and should not preclude deviation where warranted.

General Considerations

5.18 Consular officers should treat all requests for assistance, no matter how apparently unreasonable, with politeness. It is a useful precept that every letter addressed to a Consulate deserves a prompt and polite reply, and that when requested and when desirable, interviews should be granted. Consular officers should be prepared to offer, to the best of their knowledge, information and advice that is within their power to give. They should ensure that the post has available up to date data on local legislation, regulations, and practice which might affect the interests of aliens in general, and Canadians in particular.

Guiding Principles:
Status of
the Applicant

5.19 In deciding whether, and how, to extend assistance or protection, consular officers should bear in mind the following general considerations:

Entitlement
to Protection

a. There should be positive evidence that the applicant is entitled to protection as defined in section 5.03.

Reference to
the Department

b. The desirability, in certain circumstances, of obtaining the approval of the Department or the diplomatic mission before action is taken should be balanced against the possibility of serious injury to the applicant or denial of justice should it be delayed.

c. Assistance or protection should be considered, in the first instance, as a matter to be dealt with on a consular rather than a diplomatic level.

Intervention on
a Consular Level

d. Intervention by consular officers at any particular stage should be weighed against the alternative of independent action by the applicant. Frequently the applicant for protection should be required to exhaust the remedies open to him before seeking consular intervention. As a general rule, if a Canadian citizen received the benefit of the same laws, administration, protection, and means of redress for injuries which the foreign state affords to its own subjects or to nationals of any foreign country, there is no ground for complaint or representations on his behalf, unless the law applied in the particular instance falls below the international standard of civilized justice.

Action by the
Applicant

e. Nonetheless, occasions may arise when consular action will be justified before private remedies are taken or exhausted, or even in the absence of a request for intervention. Normally, whenever a Canadian citizen claims injury to his person or interests, an investigation of the circumstances is called for.

Investigations
by Consular
Officers

f. In certain types of requests for assistance, consular officers may find it desirable even when there is no evidence of discrimination against the applicant, to take judicious action on an informal basis on the person's behalf. Frequently it will be found that the complaint can be satisfactorily disposed of by giving advice to the applicant, or by informal enquiries or discussions with the appropriate local officials. Every effort should be made to resolve grievances and rectify injury by such informal means.

Informal
Intervention

g. If the complaint is of a particularly serious nature, or if the circumstances are such as to constitute *prima facie* evidence of discrimination or denial of justice, and when the consular officer is satisfied that local remedies open to the aggrieved person or to himself have either been exhausted or, if taken, would prove clearly insufficient, he should refer the matter to the diplomatic mission or to the Department, which will decide whether to send instructions for further action to the Consulate or to pursue the matter through diplomatic channels.

Formal
Representations

5.20 - 5.26 - Spares

Examples of
Requests for
Intervention
and Protection

5.27 As mentioned in section 5.17, a great variety of cases may arise where consular officers will be called upon to extend assistance and protection to Canadian citizens in their dealings with the local authorities or private individuals. Sections that follow relate to instances most likely to occur, but are not exhaustive. The carrying out of the advice given is subject, where applicable, to the general principles and instructions given in preceding sections.

Persons under
Arrest or in
Detention:
Preliminary
Investigations

5.28 a. Normally, if the applicant is a person entitled to protection (see 5.03), the consular officer should investigate the circumstances of arrest or detention. A consular officer may decide, in certain cases, that an investigation is not called for, as for example, when the petitioner is a habitual criminal and the standard of justice in the country is such as to give no reasonable ground for believing that the person will fail to receive fair treatment. An investigation, if undertaken, should be designed to reveal whether there has been discrimination or denial of justice, such as whether the person had been subjected to harsh treatment during his arrest, was being denied due process of law, was being discriminated against on account of his Canadian citizenship or for other reasons, or had received an excessive sentence. Consular action might extend to ensuring that the accused had the services of legal counsel, that he was in touch with relatives or friends, or that he had assistance in obtaining bail.

Informal
Intervention

b. Normally a person under arrest should rely on local judicial remedies. However, if circumstances warrant, consular officers may judiciously intervene before the authorities immediately concerned. Such informal intervention often results, in itself, in relief from the injuries or injustice complained of. When assistance is at the stage of informal intervention, care should be taken to avoid implying that the Canadian officials have already concluded that the prison authorities have maltreated the prisoner or the courts have not meted out justice.

c. The foreign authorities may themselves indicate that they are prepared to forego charges and release the Canadian prisoner, provided he promptly leaves the country. If a prisoner is to be released, a consular officer, after assuring himself that the person concerned is a Canadian citizen and admissible to Canada, may assist with arrangements for release of the prisoner and his transportation to Canada. Expenditure of funds requires the approval of the Department. The consular officer should not accept custody of the prisoner, however, nor undertake to be responsible for his departure from the country except in extraordinary circumstances.

Arrangements
with the Local
Authorities

d. Consular officers should report at once to the diplomatic mission or to the Department, instances where they are refused access to Canadians under arrest or in detention. Likewise they should report instances where Canadians under arrest are refused permission to communicate with them, in order that the diplomatic mission or the Department may decide whether to make representations at the diplomatic level.

Denial of Access
and Refusal to
Permit Communica-
tion with Consular
Officers

e. Consular officers should judiciously impress upon the appropriate police officials the necessity for interviews with persons under arrest or in detention, once allowed, being conducted privately, having regard of course to the necessary security precautions.

Interviews

f. If the Canadian citizen who has been arrested is destitute, the regulations in Chapter XI on Relief and Repatriation of Distressed Canadian Citizens may be applicable.

Persons under
Arrest who are
Destitute

g. A person seeking assistance in obtaining legal aid may be referred to the local Bar Association which will put him in touch with a lawyer. Consular officers may supply an enquirer with the names of a few lawyers, making it clear that no recommendation of these lawyers by the Consulate is implied. Names of lawyers may be obtained from the International Law List or Lawyers' Directory. If the enquirer is destitute, he may be referred to the Legal Aid Society or its equivalent, in his locality. In most countries, a person on trial who is destitute will be provided with legal counsel by the Court. In the event that free legal aid is not

Legal Aid

available, or if it is deemed undesirable for the Canadian citizen to avail himself of it, the Consulate, after checking the Passport Control List, may request the Department for authority to pay for legal aid. In exceptional circumstances, consular officers may procure legal services in connection with a request for protection, provided the amount does not exceed twenty-five Canadian dollars (see section 11.24). Such legal services might consist in making preliminary investigations in order to apprise the Consulate of the facts of a case, giving advice to the person seeking consular protection as to the steps open to him, and assisting him, if he is imprisoned, in securing his release on bail.

Purchase of
Court Records

h. When circumstances exist, which, in the estimation of the Head of Post, require immediate purchase of Court records, these may be purchased without Departmental approval if the cost does not exceed the equivalent of twenty-five Canadian dollars. The expenditure should be charged to the Relief and Repatriation Vote as recoverable from the person involved. It is in addition to the expenditures authorized for legal services.

Parole Boards

i. Consular officers should not make representations to, or appear before, parole boards without first seeking the approval of the Department.

Reports
by Local
Authorities

j. No requests should be made of the local authorities to have all arrests of Canadian citizens reported unless the approval of the Department has been obtained. If, however, the local authorities offer to do it, it should not be refused.

Appearance
in Foreign
Courts

k. If, in the course of their duties, consular officers are called upon to testify in a foreign court regarding matters involving Canadian citizens, they should consult the Department before accepting.

Reference
to the
Department

l. Consular officers should use their discretion as to whether, and at what stage, the case should be referred to the diplomatic mission in the country or the Department. (See 5.29). If the complaint is serious, or if there is clear evidence of discrimination or denial of justice, and if the informal assistance, if extended, has not resulted in redress of the grievances, the consular officer may seek instructions from the Department or the head of the diplomatic mission. (Consulates in the United States normally will seek instructions from the Department).

5.29 a. Whenever a Canadian citizen reports that he has been arrested or charged with an offence and asks for help, or whenever a consular officer decides that the circumstances of detention, arrest, trial, conviction, or sentence of a Canadian citizen are of sufficient importance to warrant consideration by higher authority, detailed information should be obtained and submitted to the Department or to the Canadian diplomatic mission in the country (or to both, in the case of Consulates in the United States). The information may be sought from the complainant, his lawyer, his family or friends, and the appropriate local police, court, prison, municipal, provincial or state authorities. The consular officer should use his judgment whether, in seeking the necessary information, he should communicate by correspondence or, in urgent cases of clearest merit, by personal interview or long distance telephone.

Information
Required by
the Department
in Cases of
Persons under
Arrest or in
Detention

b. The information to be obtained should include the following items, when they apply:

- (1) The basis of the person's claim to Canadian citizenship and evidence thereof. Whether he is also a citizen of the foreign country.
- (2) The specific complaint of the aggrieved person and evidence, if any, of discrimination or denial of justice.
- (3) The reason for the arrest, whether relatives or friends have been notified, the nature of the offence, the charge, the time-table of the legal proceedings, the name of the court, the defence facilities available to the accused, the possibility of release on bail, the sentence, the section of the code under which the accused was convicted, the comparative severity of the sentence in relation to the crime, the date of eligibility for release on parole.
- (4) When and why he came to the foreign country.

(5.29 b. cont'd)

(5) Whether he is financially able to defend himself.

(6) Any special circumstances having a bearing on a decision to grant or refuse assistance to the complainant, such as his age, health, family circumstances, possibility of deportation.

Information
Required for
Representations
prior to Parole

5.30 In considering what information should be sought, it should be borne in mind that the following circumstances might result in a decision that formal representations should be made prior to the consideration of parole:

(1) Discrimination against the accused during his trial or subsequently, which does not arise in cases involving nationals of the country where the trial takes place.

(2) Clear evidence of denial of justice to the accused on the basis of nationality or other grounds such as mental infirmity, which were not taken into consideration during the course of the trial.

Information
Required for
Representations
when Parole
is Considered

5.31 Circumstances such as the following might result in a decision that formal representations should be made at the time parole is considered:

(1) Indication that parole might be denied solely because the prisoner is a Canadian citizen.

(2) Comparative severity of the sentence.

(3) Age or health of the prisoner, or other factors relating to his general welfare.

5.32 - 5.34 - Spares

Persons
Involved
in Civil
Proceedings

5.35 Not infrequently Canadian citizens will assert that they have been subjected to injurious treatment at the hands of local professional men or businessmen or other persons and, as a result, have sus-

tained financial losses. Normally, these complainants should be told to seek redress through normal legal recourses and the Consulate should not get involved beyond the extent of suggesting a few names of reputable lawyers. However, in certain exceptional circumstances intervention by consular officers may not only be justified but also advisable if recourse to the local courts by the complainant is difficult, impossible, or useless. By making tactful and non-committal enquiries, consular officers will often find that either some misunderstanding exists or else that the mere fact of their appearing interested brings about a change of attitude on the part of the persons about whom a complaint has been received. Profitable use can be made of the governmental, semi-governmental or professional associations which can be found in most localities, such as the Better Business Bureau, the Chamber of Commerce, the Bar Association and the like. Even if these enquiries do not bring remedy, they can provide useful guidance as to what further steps the complainant may take.

5.36 a. Consular officers should refer to the diplomatic mission or to the Department representations of Canadian citizens claiming forcible conscription in the armed forces of foreign countries.

Canadians
in Foreign
Armed Forces

b. Requests for assistance from Canadian citizens in the United States Armed Forces should be dealt with locally by the Consulate or, when necessary, referred to the diplomatic mission or the Department, as appropriate.

Canadians in
United States
Armed Forces

5.37 When a Canadian citizen who is a patient in a mental institution asks for assistance, it will usually be found sufficient to write to the Medical Superintendent regarding the citizenship of the person, the circumstances leading to his commitment, his current state of health, the probable length of treatment, the names and addresses of any relatives or friends and whether the patient has been put in touch with them. If desirable and possible, interviews should be granted.

Canadians
in Mental
Institutions

5.38 - 5.43 - Spares

PART II

ASYLUM

When Asylum
may be
Granted

5.44 a. Consulates and diplomatic missions may not grant asylum on the premises of a post except in extraordinary circumstances.

b. Granting of temporary asylum on humanitarian grounds to a person, whether a Canadian citizen or not, may be justified only if he is in imminent personal danger to his life during political disturbances or riots; care should be taken to ensure that the humanitarian character of the mission's intervention is not misinterpreted.

c. Granting of asylum to a Canadian citizen may be justified if he is in imminent personal danger of loss of life or liberty where the normal civilized standards of justice and due process of law are found to be absent.

d. Granting of temporary asylum to a Canadian citizen may be justified if he is the subject of discriminatory action by the local authorities or if such action appears probable. The purpose of such protection would be to afford an opportunity for representations designed to ensure independent legal advice and a fair trial, not to avoid prosecution or deny the jurisdiction of the competent courts or to shelter a fugitive from justice seeking to evade the criminal laws of a state.

Action when
Asylum Granted

5.45 a. Once asylum has been granted, any efforts of the local or national authorities to enter the premises of the post by force should be opposed. Any such entry should be protested and reported immediately to the Department.

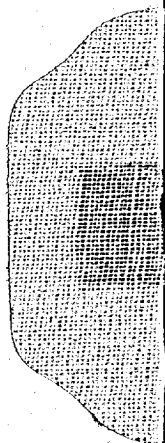
b. Before any person who has been granted asylum is released by the post, assurances should be sought of the safety of that person.

5.46 When a person has been granted asylum on the premises of the post, this fact and all relevant details surrounding it, should be brought immediately to the attention of the Department.

Reference to
the Department

5.47 A head of post, after consultation with the Department if time permits, may seek from the national authorities assurances of protection of Canadian citizens where there is danger that violent disorders are imminent and that police or armed forces protection may not be adequate. He may seek similar assurances where Canadian citizens are in imminent danger of persecution on account of their religious or political beliefs, racial origin, or citizenship.

Requests to
National
Authorities
for Protection



11



CHAPTER VI

NOTARIAL ACTS

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CHAPTER VI

NOTARIAL ACTS

6.01 a. A notary public is a public official who has power to draw wills, and to draw, pass, keep, or issue deeds, contracts, and commercial instruments of various kinds and to attest commercial instruments brought to him for public protestation. A lawyer is an officer of the Court whose business it is to be employed in the care and management of suits coming before the Court; he is also a person whose business is to give legal advice in any cause or matter whatsoever. A Commissioner for Oaths is a person empowered by statute to administer oaths or to take affidavits, solemn declarations, or affirmations.

Notaries,
Lawyers, and
Commissioners
for Oaths

b. In Canada, notaries public, as a distinct profession body, exist only in the Province of Quebec. There is in that Province a more distinct difference between the functions of a notary and those of a lawyer. In other Canadian provinces, while lawyers are usually designated notaries public, legal training is not a prerequisite for appointment as a notary.

6.02 The functions of a notary public are generally:

- (i) to give notarial certificates, recording the due execution of some deed, contract, or other instruments executed in his presence or to verify some fact or thing done;
- (ii) to note and protest bills of exchange, cheques and promissory notes;
- (iii) to make and certify copies of translations of legal documents or statements required for use in legal proceedings;
- (iv) to administer oaths and to take affidavits and declarations when authorized by statute;

Functions
of a Notary
Public

- (v) in certain provinces, it is also part of the functions of a notary public to advise upon and draw out in proper form deeds, contracts, and instruments of all kinds (including instruments related to real estate, testamentary and commercial contracts, such as charter parties, bottomry bond and powers of attorney).

6.03 - 6.04 - Spares

Notarial
Responsibilities of
Consular
Officers

6.05 Consular officers are from time to time called upon to discharge certain functions assigned to a notary public in Canada and in particular to administer oaths and take affidavits, declarations, and affirmations, and authenticate documents. In so doing, they are expected to display qualities of diligence and skill expected of notaries public and commissioners for oaths. Since consular officers are not necessarily qualified to act as notaries public, it is necessary to impose a limitation on what they may be authorized to do. Thus, a consular officer may only perform the acts authorized in this Chapter, unless he is specifically instructed by the Department to perform other notarial acts. Should the Department authorize a consular officer to perform a specific notarial act, full instructions on the procedure to be followed will be given.

Oath
Defined

6.06 An oath is an attestation or promise accompanied by an outward pledge that it is made under an immediate sense of responsibility to God.

Affidavit
Defined

6.07 An affidavit is a written declaration under oath made before some person who has authority to administer oaths. (See 15.21).

Statutory
Declaration
Defined

6.08 A statutory declaration is a solemn written statement in the form prescribed in statutes in attestation of the execution of any writing, deed, or instrument, or of the truth of any fact, or of any account rendered in writing. (See 15.23).

Affirmation
Defined

6.09 An affirmation, in practice, is a solemn and formal declaration that a statement is true, or that a witness will tell the truth, which declaration is substituted for an oath in certain circumstances. For example, Quakers and certain other religious groups who have conscientious scruples against taking an oath may make an affirmation in any mode which they may declare to be binding on their consciences, in confirmation of the truth of testimony which they are about to give.

6.10 a. From time to time documents may be brought to consular officers to be authenticated, i.e. the consular officer will be asked to issue a certificate for the purpose of establishing the genuineness or validity of the document, or its credibility, or to enable it to be known and identified, in order that it may be used in Canada.

Authentication
Explained

b. The only form of authentication which may be performed by a Canadian consular officer is the certification that a signature appearing on a document is genuine, i.e., that it is in fact the signature of the person whose signature it purports to be. Before such authentication is performed, the person whose signature is to be authenticated must establish his identity to the satisfaction of the consular officer and must either sign the document before the officer or acknowledge before the officer that the signature on the document is his own.

6.11 - Spare

6.12 When a consular officer performs notarial acts, he must do so in accordance with the law of Canada or the law of the Canadian province or territory in which the act is to be exhibited. He must also ensure that the act does not contravene the law of the foreign state.

Laws and
Conventions
to be
Observed

6.13 a. A consular officer should not draw affidavits (though he may swear them). The person presenting an affidavit is responsible to see that it is drafted in proper form when it is presented to the consular officer.

Practical
Rules for
Oaths,
Affidavits,
and Statutory
Declarations

b. Affidavits made before a consular officer must be sworn to. The officer administering the oath asks the deponent to sign the affidavit. He then asks the deponent to take such oath as is binding on the conscience of the deponent. If the deponent is a Christian, he will normally take the Holy Bible in his right hand and repeat "I swear that the statements made by me in this affidavit are true. So help me God". He then kisses the Bible. It should be remembered, however, that it is the intention of the deponent that is important. As

(6.13 b. Cont'd)

long as he indicates that he is telling the truth before God it does not matter whether he holds or kisses the Bible although it is desirable that he should touch the Bible. The officer then fills in and signs the jurat. The jurat must be followed by the signature of the officer who indicates his official appointment and affixes the seal of the post.

c. The jurat is the memorandum stating where, when, and before whom the oath was taken. The usual form of jurat is:

"Sworn before me at the
City of
in the State of
United States of America,
this day of
..... A.D. 1958".
"GEORGE BLACK"
Canadian Consul in.....
U.S.A.

"JOHN DOE"
Signature of
deponent

"Juré devant moi dans la
ville de
dans l'Etat de
des Etats-Unis d'Amérique,
ce jour
de 1958".
Le Consul du Canada à
Etats-Unis d'Amérique
"GEORGE BLACK"
(signature)

"JOHN DOE"
Signature du
déposant

d. A person having conscientious scruples about taking an oath may make a statutory declaration. A statutory declaration commences with the words: "I, A.B. do solemnly declare" and should usually end with the words: "And I make this declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath and by virtue of The Canada Evidence Act". The consular officer administering the declaration asks the declarant to sign the document. He then says: "Do you solemnly and sincerely declare that the contents of this, your declaration, are true"? The declarant answers in the affirmative. No Bible is used.

e. A specimen form of jurat for use on a statutory declaration would read:

"Declared before me at the
City of
in the State of
United States of America,
this day of
..... A.D. 1958".

"JOHN DOE"

Signature of
declarant

"GEORGE BLACK"

Canadian Consul in
U.S.A.

"Déclaré devant moi dans la
ville de
dans l'Etat de
des Etats-Unis d'Amérique,
ce jour

"JOHN DOE"

Signature of
deposant
The above is a true and correct copy of the original as presented to me and of a specimen of the same as required by the laws of the United States of America. However, I am not a local assessor.

(signature)

f. Every notarial act drawn up by a consular officer should contain the date and place of execution; the name of the consular officer and a statement that he is a consular officer, and his district and that the place of execution is within his district; the names, addresses and occupations of the parties and/or witnesses; the document or statement which is the subject of the act; the signatures of the parties and/or witnesses (signatures need not correspond exactly with the full name of the person signing as given in the document); the signature and seal of the consular officer.

g. The document which is the subject of the notarial act should be read over to the parties and should be approved by them, and in cases where a consular officer suspects possible feeble-mindedness or lack of understanding the act should contain a statement that this has been done.

h. Whenever a consular officer is required to attest or certify a document consisting of more than one sheet, the sheets should be bound together with

tape and the two ends of the tape should be united under a notarial wafer or sealing wax affixed to the sheet containing the official attestation or certificate, the official seal being impressed, thereafter, through the wafer or sealing wax and that part of the document upon which it is affixed.

i. All alterations or interlineations must be initialled by the parties and by the consular officer. All words erased should be rewritten in the margin under the word "erased" and then initialled by the parties and the consular officer. In cases where documents for the authentication of the signature or seal of a local official arrive without the alterations or interlineations having been initialled, the consular officer, although only responsible for certifying the signature or seal, should point out the omission to the parties concerned.

j. Witnesses to the execution of any instrument should be of full age and competent to act as witnesses by the law of the country where the instrument is executed. In general, all persons of full age and of apparently sound mind may be presumed to be competent witnesses. Local law may, however, provide special rules, e.g., that persons having an interest in a document are incompetent to witness it. A husband or wife should not be a witness of the execution of a document by the other party to the marriage. There should in general be two witnesses. A consular officer does not act as one of such witnesses where, in his official capacity, he has to certify or attest notarially either the document or an oath, affirmation or declaration of its maker; but where there is no notarial certification or attestation by a consul, he may act as a witness. The basis of the distinction is that the signature of an instrument as a witness is something that a private individual can do, whereas the giving of a notarial certificate or attestation is an official act which can only be performed by a person authorized to exercise the functions of a notary. Therefore separate witnesses should be obtained if the consular officer is to perform a notarial function.

k. A consular officer charges the fees fixed in Chapter XIV.

Form of
Authentication

6.14 a. When a consular officer authenticates a document by certificate, his signature, appointment,

(6.14 a. Cont'd)

and seal (or that of the Mission) should be affixed to the document with an indication of the date and place where the document was authenticated.

b. For ease of reference, an example of a consular certificate of authentication is given:

"I certify that Miguel Ponce is known to me to hold the office of Clerk of the Supreme Court in the province of State of and that the signature and seal affixed hereto are respectively the signature of the said Miguel Ponce and the seal of the said Supreme Court of

"PETER WHITE"

Canadian Consul General, Lisbon

Lisbon, Portugal,
March 7, 1958".

"Je certifie que M. Miguel Ponce est greffier de la Cour suprême à, que la signature apposée au présent document est bien celle dudit Miguel Ponce et que le sceau est celui dudit tribunal de"

Le Consul général du Canada à Lisbonne,

"PETER WHITE"

Lisbonne, Portugal,
Le 7 mars 1958".

6.15 The notarial acts that a consular officer may perform are reviewed in 6.16-6.19 below. (See also 6.10 b. above).

Notarial Acts
that may be
Performed

6.16 a. Before performing notarial acts destined for use in any Canadian province or territory, a consular officer must receive specific instructions from the Department, except for the acts mentioned in 6.16 b. and 6.17 below. (Authentications are dealt with separately in 6.18 and 6.19.)

Notarial Acts
for Use in
Canadian
Provinces

b. A consular officer may administer oaths or take affidavits, declarations or affirmations in accordance with the law of Canada or of the provinces.

Oaths, Affidavits,
Declarations and
Affirmations

**Certification of
True copies**

6.17 A consular officer may not certify true copies of documents for use in any province, and should inform the petitioner that the legislation of such province does not provide for the recognition of a consular officer's certificate of true copy. The consular officer may, however, undertake to authenticate the signature of a local notary who would certify the true copies, such certification being recognized by the provinces.

**Authentication of
Documents for
Use Abroad**

6.18 a. Foreign posts in Canada (rather than Canadian posts abroad) are generally responsible for the authentication of documents (or the taking of affidavits, oaths, declarations and affirmations) in Canada for use in their respective countries. Most of these posts find it possible under their country's law to authenticate the signatures of the Lieutenant-Governors of the Provinces and of the Commissioners for the Yukon and the Northwest Territories without having to request an additional authentication by the Governor-General or by the Department. Further, many foreign consular officers in Canada usually agree to authenticate the signatures of notaries public - without an intervening authentication - at least when the signature of the notary is known to them. Generally, it has been the practice of persons in Canada to have documents which are delivered under the hand and seal of a notary public certified by the Provincial Secretary, then authenticated by the Lieutenant-Governor, and finally sent to the post of the country in which the document is to be used. In the case of the Province of Quebec, it has been further advisable first to have the notary public's signature legalized by a Prothonotary of the Superior Court of that Province.

b. Canadian posts abroad may be requested from time to time to authenticate, for local use, documents executed, or to authenticate (or "legalize") affidavits, oaths, declarations, and affirmations taken in Canada. In such cases, in order to avoid unnecessary delays and reference to the Department of a document of a private nature, consular officers should inform inquirers abroad that such documents for use abroad usually should be certified by the representatives in Canada of the country in which they are to be used. Inquirers should normally also be advised to forward, at their own risk and cost, the document in question to Canada, either to a business associate, or a friend, or a private lawyer residing in Canada, in order to secure the neces-

(6.18 b. Cont'd)

sary authentication by the Lieutenant-Governor of the Province or the Commissioner for the Territory in which it was delivered, and by the representative of the country in which it is to be used. They should also make their own arrangements to have the document sent back to them.

c. When it is not found possible or desirable for inquirers abroad to ask for the authentication of the representative in Canada of the country in which the document is to be used, the consular officer should advise the inquirer that he should secure, as a minimum requirement, the intervening authentication of the Lieutenant-Governor of the Province or the Commissioner for the Territory in which the legal document was executed. Since all posts have been provided with specimens of the signature and seal of these Canadian officials, it will thus be up to the consular officer to decide, in a particular case, whether he should certify to the local authorities the authenticity of the Lieutenant-Governor's or Commissioner's signature.

6.19 a. Relevant legislation in most jurisdictions in Canada provides that affidavits sworn, oaths administered, declarations and affirmations taken, or documents executed outside Canada should be acceptable as valid for all purposes if they are attested locally by a notary public under his official seal, or any other official acceptable under the terms of the relevant legislation listed in Appendix A, who at the same time is empowered under the law of the foreign country to perform such functions. Hence the authentication of these or any other documents for use in Canada by a Canadian consular officer should not normally be necessary except insofar as it may be required under the Quebec law and the Canada Evidence Act as recorded in Appendix A. Therefore, as a general rule, applicants presenting documents to be authenticated for use in Canada should have their attention drawn to the provisions of the relevant legislation summarized in Appendix A. (Consular officers may find it desirable to have Appendix A translated for the information of applicants not able to read English.)

Authentication
of Documents
for Use in
Canada

b. If the applicant continues to request that documents be authenticated, a consular officer may agree to authenticate the signature and seal of a duly authorized person who produces satisfactory evidence of identity and competence or of a public official whose official position is known to him and a specimen of whose seal and signature he has on hand. In so doing, a consular officer

(6.19 b.Cont'd)

must take particular care not to certify expressly or implicitly the identity of any person unknown to him or any other fact not within his knowledge. It should be possible for him to select among the various forms listed under 15.31 the one which is, in his opinion, best suited for the particular purpose.

6.20 - 6.25 - *Spare*s

Canadian
Pension
Commission
Form

6.26 a. The Canadian Pension Commission form CPC 102, Life Certificate, may be declared before a Canadian consular officer even though there is no indication on the form that such an officer is qualified to complete the jurat thereon.

b. No fee should be charged for this service as provided for by item 18 of Schedule A, Part I, of Chapter XIV.

CHAPTER VI

APPENDIX A

LAWS RELATING TO THE TAKING OF AFFIDAVITS ABROAD

FEDERAL

The Canada Evidence Act, R.S.C. 1952, C. 307 provides:

PART III

The Taking of Affidavits Abroad,

48. This Part shall extend to the following classes of persons:

- (a) Officers of any of Her Majesty's diplomatic or consular services while exercising their functions in any foreign country, including ambassadors, envoys, ministers, chargés d'affaires, counsellors, secretaries, attachés, consuls general, consuls, vice-consuls, pro-consuls, consular agents, acting consuls general, acting consuls, acting vice-consuls and acting consular agents;
- (b) Officers of the Canadian diplomatic, consular and representative services while exercising their functions in any foreign country, or in any part of Her Majesty's dominions outside of Canada, including, in addition to the diplomatic and consular officers mentioned in paragraph (a), high commissioners, permanent delegates, acting high commissioners, acting permanent delegates, counsellors and secretaries;
- (c) Canadian Government Trade Commissioners and Assistant Canadian Government Trade Commissioners while exercising their functions in any foreign country or in any part of Her Majesty's dominions outside of Canada.

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49. Oaths, affidavits, affirmations or declarations administered, taken or received outside of Canada by any person mentioned in section forty-eight are as valid and effectual and are of the like force and effect to all intents and purposes as if they had been administered, taken or received in Canada by a person authorized to administer, take or receive oaths, affidavits, affirmations or declarations therein that are valid and effectual under this Act.

50. Any document that purports to have affixed, impressed, or subscribed thereon or thereto, the signature of any person authorized by this Part to administer, take or receive oaths, affidavits, affirmations or declarations, together with his seal or with the seal or stamp of his office, or the office to which he is attached, in testimony of any oath, affidavit, affirmation or declaration being administered, taken or received by him, shall be admitted in evidence, without proof of the seal or stamp or of his signature or of his official character.

SUPREME COURT OF CANADA

The Supreme Court Act, R.S.C. 1952, C. 259, contains the following provisions:

S. 86 The Governor in Council may by commission empower anyone to take affidavits, etc., in or out of Canada in any Supreme Court proceeding.

S. 87 Affidavits, etc., in any Supreme Court proceeding may be taken out of Canada before any of the following:

An English commissioner for oaths;

A mayor or notary public anywhere;

A superior Court judge in the Empire;

. . . any consul, vice consul, acting consul, pro-consul or consular agent of Her Majesty exercising his functions in any foreign place and certified under his official seal.

APPENDIX A

S. 88: Every such document purporting to have affixed the signature and official seal of any consul, etc., shall be admitted in evidence without proof of such signature or seal or of the official character of such person.

EXCHEQUER COURT OF CANADA

Ss. 60, 61 and 62 of the Exchequer Court Act, R.S.C. 1952, C. 98, correspond to the sections cited from the Supreme Court Act.

YUKON TERRITORY

S. 3 of C. 17 of the 1914 Consolidated Ordinances provides that the Commissioner of the Yukon may by commission empower anyone to take affidavits, etc., out of the Territory for use in the Territorial Court.

S. 46 of the Evidence Ordinance, C. 30, provides that affidavits, etc., for use in any Yukon Court, may be taken out of the Territory before any of the following:

A commissioner authorized by the laws of the Yukon Territory to take affidavits in and for any of the courts of this Territory;

A long list of British officials;

A mayor of any town;

A notary public;

Consul General, Consul, Vice Consul, Pro-Consul, or Consular Agent of Her Majesty exercising this function in any foreign place or any person acting as such ...

S. 46 also provides that any such document purporting to have affixed the official seal and signature of any Consul General, etc., shall be admitted in evidence without proof of such seal and signature or of the official character of such person.

APPENDIX A

NORTH-WEST TERRITORIES

S. 3 of C. 24 of the 1898 Consolidated Ordinances provides that the Lieutenant-Governor may by commission empower anyone to take affidavits, etc., out of the Territories for use in the Supreme Court of the Territories.

S. 58 of the Evidence Ordinance, C. 31, provides that oaths, affidavits, affirmations or statutory declarations administered, sworn, affirmed or made outside the Territories before

A judge, a magistrate or an officer of a Court of justice or a commissioner authorized to administer oaths in a Court of justice;

The mayor or chief magistrate of any city, borough, or town corporate certified under the seal of such city, borough or town corporate;

A long list of British officials;

A notary public;

Officers of the Canadian diplomatic, consular and representative services exercising their functions in any foreign country or in any part of Her Majesty's dominions outside of Canada, including, in addition to the diplomatic and consular officers mentioned above, high commissioners, permanent delegates, acting permanent delegates, counsellors and secretaries;

Canadian Government Trade Commissioners and Assistant Canadian Government Trade Commissioners exercising their functions in any foreign country or in any part of Her Majesty's dominions outside Canada;

are as valid and effectual and are of the like force and effect to all intents and purposes as if the oath, affidavit, affirmation or statutory declaration had been duly administered, sworn, affirmed or made in the Territories before a commissioner for taking affidavits therein, or other competent authority of the like nature.

APPENDIX A

PROVINCIAL

ALBERTA

S. 4 of the Commissioners for Oaths Act, R.S.A. 1955, C. 50, provides that the Lieutenant Governor in Council may by commission empower anyone to take affidavits, etc., out of Alberta, for use in any Alberta Court. Active commissioned officers in Her Majesty's military or naval forces are ex officio empowered to take such affidavits (s. 5).

S. 4 (i) of the Notaries Public Act, R.S.A. 1955, Chapter 222, provides that:

Every notary shall, during pleasure, have, use and exercise the power of administering oaths attested by his signature and seal, and the power of drawing, passing, keeping and issuing all deeds and contracts, charter parties and other mercantile transactions in the Province, and also of attesting all commercial instruments that may be brought before him for public protestation and all such other powers which customarily pertain to the office of notary, and may demand, receive, and have all rights, profits and emoluments rightfully appertaining and belonging to the calling of notary public.

S. 47 of the Alberta Evidence Act, R.S.A. 1955, C. 102 provides that affidavits, etc., taken out of Alberta before any of the following shall be valid for all purposes:

A long list of British officials;

A judge, mayor, or notary, of any country;

a commissioner authorized by the laws of Alberta to take such affidavits....

any consul, vice-consul, or consular agent of the Crown exercising his functions....

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Officers of the Canadian diplomatic, consular and representative services exercising their functions in any country other than Canada including, in addition to the diplomatic and consular officers mentioned above, high commissioners, permanent delegates, acting high commissioners, acting permanent delegates, counsellors and secretaries.

S. 48 of the Alberta Evidence Act provides that any such document purporting to have affixed the seal and signature of any consul, etc., shall be admitted in evidence without proof of such seal and signature or of the official character of such person.

S. 159 of the Land Titles Act, R.S.A. 1955, C. 170, provides that certain affidavits required in land transactions may be taken before:

Certain British officials in the Empire;

If made in any foreign country, before the mayor of any city or incorporated town, under the common seal of any such city or town, or before the British consul, vice-consul or consular agent residing therein, or before any judge of any court of record or a notary public under his official seal....

BRITISH COLUMBIA

S. 56 of the Evidence Act, R.S.B.C. 1948, C.113, provides that the Lieutenant Governor in Council may by commission empower anyone to take affidavits, etc., out of British Columbia, for use in any B.C. Court.

S. 60 of the Evidence Act provides that affidavits, etc., taken out of British Columbia before any of the following for use in any B.C. Court, shall be valid:

A long list of British officials;

A judge, mayor, or notary, of any country;

Officers of any of Her Majesty's diplomatic or consular services exercising their functions in any country other than Canada, including ambassadors, envoys, ministers, chargés d'affaires,

APPENDIX A

counsellors, secretaries, attachés, consuls-general, consuls, vice-consuls, pro-consuls, consular agents, acting consuls-general, acting consuls, acting vice-consuls, and acting consular agents;

Officers of the Canadian diplomatic or consular services exercising their functions in any country other than Canada, including, in addition to the diplomatic and consular officers mentioned in the clause above, high commissioners, permanent delegates, acting high commissioners, acting permanent delegates, counsellors, and secretaries.

S. 61 of the Evidence Act provides that any such document purporting to have affixed the seal (if any) and signature of any consul, etc., shall be admitted in evidence without proof of such seal and signature or of the official character of such person.

MANITOBA

S. 64 of the Manitoba Evidence Act, R.S.M. 1954, C. 75 provides that the Lieutenant-Governor-in-Council may by commission empower anyone to take affidavits, etc., out of Manitoba, for use therein.

S. 3 of the Manitoba Evidence Act, S.M. 1957, C. 21, provides that affidavits, etc., taken out of Manitoba before any of the following shall be valid for all purposes:

A commissioner for oaths without the province;

A judge, mayor, or notary, of any country;

An officer of any of Her Majesty's diplomatic or consular services, including an ambassador, envoy, minister, chargé d'affaires, counsellor, secretary, attaché, consul-general, consul, vice-consul, pro-consul, consular agent, acting consul-general, acting consul, acting vice-consul and acting consular agent;

An officer of the Canadian diplomatic, consular or representative services, including, in addition to the diplomatic and consular officers mentioned above, a high commissioner, permanent delegate, acting high commissioner, acting permanent delegate, counsellor, and secretary; or

APPENDIX A

A Canadian Government Trade Commissioner or an Assistant Canadian Government Trade Commissioner;

exercising his functions or having jurisdiction or authority as such in the place in which it is administered, sworn, affirmed, or made, is as valid and effectual to all intents and purposes as if it had been duly administered, sworn, affirmed, or made within Manitoba before a commissioner for oaths appointed under Part II.

S. 59(3) of the Manitoba Evidence Act provides that no proof shall be required of the handwriting or official position of, nor as to the authenticity of any seal used by, any person certifying as to any matter as to which he is by law authorized to certify.

NEW BRUNSWICK

S. 7 of C. 32, of the R.S.N.B. 1952 provides that the Governor in Council may by commission empower anyone to take affidavits, etc., out of New Brunswick, for use in any New Brunswick Court.

S. 9 of C. 32 provides:

In addition to the commissioners mentioned in section 7, the several officials and persons authorized by the Registry Act, to take the proof or acknowledgement of the execution of any conveyance out of the Province, may take and administer oaths and receive affidavits, statutory declarations and affirmations in or concerning any cause, matter or thing depending in or concerning any proceeding in any of the Courts mentioned in section 7, in the several places where they are authorized to take such proof or acknowledgement; provided that when a person takes or receives any oath, affidavit, declaration or affirmation under the authority of this section, his act shall be certified or authenticated in the same manner, and with the same formality in all respects as though such act were the taking by him of the proof or acknowledgement of a conveyance.

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S. 10

The following classes of persons are hereby empowered while exercising their functions outside of Canada to take and receive affidavits, statutory declarations, and affirmations for use in the Province:

- (a) Officers of any of Her Majesty's diplomatic or consular services exercising their functions in any foreign country, including ambassadors, envoys, ministers, chargés d'affaires, counsellors, secretaries, commercial attachés, consuls-general, consuls, vice-consuls, acting consuls, pro-consuls and consular agents;
- (b) Officers of the Canadian diplomatic and representative services exercising their functions in any foreign country, or in any part of Her Majesty's dominions outside of Canada, including, in addition to the diplomatic officers mentioned in paragraph (a), high commissioners, permanent delegates, acting high commissioners, acting permanent delegates, counsellors and secretaries;
- (c) Canadian Government Trade Commissioners and Acting Canadian Government Trade Commissioners exercising their functions in any foreign country or in any part of Her Majesty's dominions outside of Canada.

S. 16 of C. 32 provides that any affidavit, etc., made under C. 32 may be admitted in evidence without proof of any seal or signature or of the official character of the person before whom it is taken.

S. 50 of the Registry Act, R.S.N.B. 1952, C. 195 provides:

- (1) Before the registry of any instrument, the execution of the same shall either be acknowledged by the person executing the same, or be proved by the oath of a subscribing witness in the manner following, except as herein otherwise provided, that is to say:...

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if the execution of an instrument is acknowledged out of the Province, it may be taken by any of the following:

A mayor or notary of any country;

British judges;

A British Minister, Ambassador, Consul, Vice-Consul, Acting Consul, Pro-Consul or Consular Agent of Her Majesty, exercising functions in any foreign place ...

A Canadian Minister, Ambassador, Consul, Vice-Consul, Consular Agent;

A Canadian Government Trade Commissioner or Assistant Canadian Government Trade Commissioner, exercising his functions outside of Canada.

S. 50 requires that the signature of a British minister, etc., shall be accompanied by his seal of office.

NOVA SCOTIA

S. 6 of C. 201 of the R.S.N.S. 1954 provides that the Governor-in-Council may by commission empower anyone to take affidavits, etc., out of Nova Scotia for use in Nova Scotia Courts.

S. 60 of the Evidence Act, R.S.N.S. 1954, C. 88, provides that affidavits, etc., taken out of Nova Scotia before any of the following shall be valid for all purposes:

A Commissioner authorized by Nova Scotia law to take affidavits;

Certain British officials;

A judge, mayor, or notary, of any country;

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An officer of any of Her Majesty's diplomatic or consular services exercising his functions in any country other than Canada, including an ambassador, envoy, minister, chargé d'affaires, counsellor, secretary, attaché, consul-general, consul, vice-consul, pro-consul, consular agent, acting consul-general, acting consul, acting vice-consul and acting consular agent;

An officer of the Canadian diplomatic, consular or representative services exercising his functions in any country other than Canada, including in addition to the diplomatic and consular officers mentioned in the paragraph above, a high commissioner, permanent delegate, acting high commissioner, acting permanent delegate, counsellor and secretary;

A Canadian Government Trade Commissioner or an Assistant Canadian Government Trade Commissioner exercising his functions in any country other than Canada;

An officer holding a commission in Her Majesty's Navy, Army or Air Force and being on active service in Canada or abroad.

S. 60 also provides that any such document purporting to have affixed the official seal and signature of any consul general, etc., shall be admitted in evidence without proof of such seal and signature or of the official character of such person.

The Registry Act, R.S.N.S. 1954 C. 248 deals with the registration of instruments relating to land and provides that such acknowledgement may be taken or oath administered without the Province by any person or functionary named in Section 60 of the Evidence Act or by any person or functionary authorized by any law of the Province to administer an oath or take and receive an affidavit, affirmation or declaration without the Province for use within the Province.

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ONTARIO

S. 41 of the Evidence Act, S.O. 1954, C. 27 provides that affidavits, etc., taken out of Ontario before any of the following shall be valid for all purposes:

A mayor or notary of any country;

A commissioner authorized by Ontario law to take such affidavits;

An officer of any of Her Majesty's diplomatic or consular services, including an ambassador, envoy, minister, chargé d'affaires, counsellor, secretary, attaché, consul-general, consul, vice-consul, pro-consul, consular agent, acting consul-general, acting consul, acting vice-consul and acting consular agent;

An officer of the Canadian diplomatic, consular or representative services, including, in addition to the diplomatic and consular officers mentioned in the clause above, a high commissioner, permanent delegate, acting high commissioner, acting permanent delegate, counsellor and secretary; or

A Canadian Government Trade Commissioner or an Assistant Canadian Government Trade Commissioner.

S. 41 of the Evidence Act also provides that any such document purporting to have affixed the seal and signature of any consul, etc., shall be admitted in evidence without proof of such seal and signature or of the official character of such person.

APPENDIX A

PRINCE EDWARD ISLAND

S. 5 of C. 4 of R.S.P.E.I. 1951 provides that the Lieutenant-Governor in Council may by commission empower anyone to take affidavits, etc., out of Prince Edward Island for use in Prince Edward Island.

S. 3(1) of the Affidavits Act, 1951, C. 4 provides that:

- (a) Any affidavit, affirmation or acknowledgement for use within the Province may be sworn, affirmed or acknowledged without the (British) Commonwealth of Nations before any British or Canadian Ambassador, envoy, minister, chargé d'affaires, or secretary of embassy or legation exercising his functions in any foreign country, any British or Canadian Consul General, consul, vice-consul, acting consul, pro-consul, or consular agent exercising his functions in any foreign country or place, or before a Notary Public or a Commissioner appointed under the provisions of Section 5.
- (b) Any such affidavit, affirmation or acknowledgement if sworn, affirmed or acknowledged without the Province but within the (British) Commonwealth of Nations may be sworn, affirmed or acknowledged before any Judge of a Court of Record or before a Notary Public or a Commissioner appointed under the provisions of Section 5.
- (c) Every person holding a Commission as an officer in the Canadian Forces and being on full time service whether in Canada or outside of Canada, shall be empowered to administer oaths and to take and receive affidavits, declarations and affirmations within or without the province for use within the province, and the provisions of section 4 shall not apply thereto.

S. 14(1) provides that the signature and official seal of office of anyone properly qualified to take an affidavit shall be sufficient proof of the document to which they are attached without proof of the seal or of his signature or of his official character.

APPENDIX A

QUEBEC

Article 27 of the Code of Civil procedure provides that the Lieutenant Governor in Council may appoint competent persons residing outside Canada, as commissioners to receive affidavits for use in any court of the Province.

Article 30 of the Code of Civil Procedure provides:

Like force and effect are given to all affidavits received before a commissioner authorized by the Lord Chancellor to administer affidavits in England; or before a notary public, under his hand and official seal, or before the mayor or chief magistrate of any city, borough, or incorporated town in Great Britain or Ireland, in any of Her Majesty's colonies, or in any province of Canada, or in any foreign country, under the common seal of such city, borough or town; or before any judge of a superior court, in any of Her Majesty's colonies or dependencies, or in any province of Canada; or before any consul, vice-consul, temporary consul, pro-consul, or consular agent of Her Majesty exercising his functions in a foreign country.

SASKATCHEWAN

S. 3(1) of the Commissioners for Oaths Act, R.S.S. 1953, C. 75, provides that the Lieutenant-Governor-in-Council may appoint persons to administer oaths and take affidavits outside the province. S. 10 provides that commissioned officers on active service of the rank of Lieutenant (Navy), Captain (Army), of Flight Lieutenant (Air Force) may administer oaths and take affidavits outside the province.

S. 46 of the Saskatchewan Evidence Act, R.S.S. 1953, C. 73 provides that affidavits, etc., may validly be made outside the province before:

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.... a commissioner for oaths without Saskatchewan;

A list of British officials;

An officer of any of Her Majesty's diplomatic or consular services exercising his functions in any foreign country, including ambassadors, envoys, ministers, chargés d'affaires, counsellors, secretaries, attachés, consuls-general, consuls, vice-consuls, pro-consuls, consular agents, acting consuls-general, acting consuls, acting vice-consuls and acting consular agents;

An officer of any of the Canadian diplomatic, consular and representative services exercising his functions in any foreign country, or in any part of Her Majesty's dominions outside Canada, including, in addition to the diplomatic and consular officers mentioned above, high commissioners, permanent delegates, acting high commissioners, acting permanent delegates, counsellors and secretaries;

A Canadian Government Trade Commissioner or an Assistant Canadian Government Trade Commissioner exercising his functions in any foreign country or in any part of Her Majesty's dominions outside Canada.

.... a notary public and certified under his hand and official seal wherever made.

S. 46(2) provides that a document purporting to have affixed thereto:

The official seal and signature of such ... consul, vice-consul, consular agent, or notary public.

in testimony of an affidavit, shall be taken prima facie as genuine.

APPENDIX A

NEWFOUNDLAND

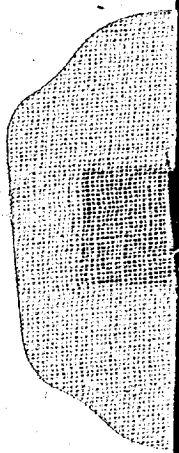
S. 51 of C. 83 of the Consolidated Statutes of Newfoundland (Third Series), provides that the Chief Justice of Newfoundland may by commission empower anyone to take affidavits, etc., out of Newfoundland for use in the Supreme Court of the Province and in proof of deeds or other documents for registration in Newfoundland.

S. 12 of C. 111 of the Consolidated Statutes of Newfoundland (Third Series), provides that acknowledgments of deeds and other documents may be taken or oaths administered without Newfoundland by any of the following:

- (1) A judge of a court of record, under the seal of such court;
- (2) The mayor or chief magistrate of any city or town, under the seal of such city or town;
- (3) A notary public, under his official seal;
- (4) Any one of Her Majesty's consuls or vice-consuls;
- (5) A commissioner of the Supreme Court of Newfoundland.

S. 12 also provides that it shall be unnecessary to prove or certify the signature or seal of any of the above-mentioned officials.

S. 17 of C. 91 of the Consolidated Statutes of Newfoundland (Third Series), provides that any document which is admissible in any British Court of Justice shall be admissible in any court of justice of Newfoundland.



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CHAPTER VII

PROTECTION OF ESTATES OF CANADIAN CITIZENS AND OF PROPERTY LEFT TO CANADIAN CITIZENS

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CHAPTER VII

PROTECTION OF ESTATES OF DECEASED CANADIAN CITIZENS AND OF PROPERTY LEFT TO CANADIAN CITIZENS

PART I

GENERAL: ESTATES OPENED ABROAD

7.01 Protection of estates is the consular function of enquiring in regard to, and if necessary taking measures for, the safeguarding of the estates of deceased Canadians or of the interests of Canadians in estates opened within the consular district.

Protection
Defined

7.02 Estate matters, like other private civil matters, if possible should be settled without the intervention of Canadian consular officers. Private individuals and judicial authorities should be encouraged to use ordinary channels of correspondence rather than deal through consular officers.

Use of Private
Channels

7.03 A consular officer, however, should render every assistance in his power for the protection of the property of deceased Canadian citizens or property due to residents of Canada. Normally consular intervention will be justified when difficulties are encountered in the settlement of the estate which might be overcome by consular assistance, or when Canadian interests would otherwise be jeopardized. A consular officer, however, should exercise caution in dealing with estate matters, particularly with a view to avoiding the possibility of involvement in law suits. See also section 7.09.

When Consular
Officers may
Undertake
Responsibility

7.04 a. In order to be able to fulfill his duties properly, a consular officer should acquaint himself with the local laws, procedures and administrative system governing the transfer of property upon death, with special attention to the rights, privileges, and role these may provide for consular officers.

Importance
of Having
Basic Data
on Local Laws

b. A consular officer should be aware that there are two predominant systems relating to the transfer of property on death. One or the other is found in various countries of the world and sometimes both with certain variations. Under one system, prevailing in those countries having an Anglo-Saxon heritage, the property of a person, upon his death, whether he leaves a will or dies intestate, does not immediately pass to the beneficiaries but passes to his personal representatives. This is for the purpose of ensuring the payment of his debts and the proper distribution of the property among the entitled persons. The term "personal representatives", generally speaking includes executors, or persons appointed by a testator in his will to administer his estate, and administrators, or persons appointed by the court for this purpose in the absence of such an appointment in the will or because the person died intestate. Where the legal system is based on the concepts of Roman Civil Law, as in the province of Quebec for instance, the entire property of a deceased person goes directly to his heirs "testate or intestate", or to his universal legatee, subject to their acceptance.

Real and Property
Convention with
the U.S.A.

7.05 a. By Article III of the Real and Personal Property Convention of 1899 between Great Britain and the United States, which was acceded to by Canada on October 21, 1921, when a Canadian citizen dies in the United States and there are no known heirs or executors in that country, the competent local authorities are required to notify the nearest Canadian consular officer, so that he may immediately forward the necessary information to the persons interested.

b. Under the Convention, the consular officer has the right to appear, personally or by delegate, in all proceedings on behalf of the absent heirs or executors until they are otherwise represented.

7.06 - 7.08 - Spares

Administration
of Estates

7.09 A consular officer should not undertake the duty of administering an estate except where the law of the country precludes any person other than a consular officer, even if duly authorized by Power of Attorney, from dealing with such estate. Prior approval to undertake administration of an estate should always be obtained from the Department.

Request to Local
Authorities for
Notification of
Deaths of
Canadians

7.10 A consular officer may not, unless authorized by the Department, request the local authorities to notify him of the deaths of Canadian citizens within his district. He should not, however, decline offers on the part of the local authorities to notify him of such deaths.

7.11 - 7.12 - Spares

7.13 A consular officer should co-operate with the local authorities in taking interim protective measures pending arrangements by the Canadian next-of-kin or presumed heirs to safeguard their interests. He should act likewise with respect to estates left in trust within his district to Canadian beneficiaries.

Estates Opened
in the Consular
District -
Interim Measures
Pending Action
by Next-of-kin or
Presumed Heirs

7.14 Under the laws of certain countries, notices may be served on a Canadian consular officer when the deceased was a Canadian or was born in Canada, or when, though not a Canadian, he left residents of Canada as next-of-kin or beneficiaries to his estate. Such notices may be in the form of a Petition for Probate of a Will, or a Petition for General Administration of the estate of a person having died intestate, or an application to court for an order involving the administration of the estate by the Executor or Administrator. It is possible that under the applicable foreign laws, these notices constitute a proper discharge by the notifier of his obligations towards the next-of-kin or heirs, thus placing the Canadian consular officer in the position of being subjected to criticism in the event of his neglecting or not being able to communicate with the beneficiaries. A consular officer, therefore, in his acknowledgement of these notices, should explain that under his instructions and Canadian law he is not responsible for ensuring that the interested parties are notified, and consequently cannot be held liable for any failure in that respect. At the same time he should indicate that he nevertheless will try to communicate with the interested persons.

Service upon
Consular
Officers
of Notices

7.15 When information is received from the local authorities, through a notice or otherwise, that there are Canadian beneficiaries to an estate opened within the district, or if the consular officer has reason to believe that the deceased has next-of-kin, he should immediately communicate with him directly if an adequate address is available. A form letter which may be adopted for use in such cases will be found in section 15.32. When the name or address is not given or is not sufficiently complete to enable the communication to be safely sent, the consular officer should, if possible, make enquiries with a view to obtaining information that may lead to the discovery of the complete names and addresses of the interested parties. If, after being sent, a notice is returned to the Consulate as undeliverable, it normally should be sent back to the court with a letter informing the court that the Canadian heirs

Communication
with Canadian
Beneficiaries
to an Estate

could not be notified and that, under Canadian laws, the Consulate has no responsibility for ensuring that the heirs are notified. At the post's discretion, however, and if the information available about the beneficiaries is sufficient to warrant the conclusion that a search for them would be successful, the Consulate may refer the case to the Department. The Department will attempt to locate the missing heirs through the Canadian Red Cross Society or the city police or, in exceptional circumstances, through the Royal Canadian Mounted Police.

Recommending
an Attorney

7.16 A consular officer may advise Canadian next-of-kin or possible heirs to an estate to consult the International Law List or some other Lawyers' Directory (such as Martindale Hubbell) for the names of foreign law firms which may protect their interests. If, as an exception, the names of foreign lawyers are transmitted, the consular officer should be careful to disclaim any responsibility on the part of the Canadian Government for the reliability or competence of the attorneys.

Enquiries from
Canadians about
Estates of which
they may be
Beneficiaries

7.17 A consular officer should act on requests from Canadian citizens for information about estates opened within the consular district in which they may have an interest. The report normally will be confined to confirming the opening of the estate, measures which have been taken to administer it, and the name and address of the executor or administrator.

Disposal of
Belongings
and Assets

7.18 Occasionally, the personal belongings and cash assets of a deceased Canadian may be forwarded by private individuals to the Consulate. This fact should be reported without delay to the Public Administrator or other competent local authority together with information available on possible heirs or next-of-kin, so that he may undertake the duty of administering the estate. If the Public Administrator or other competent local authority declines to act because the estate is too small or for any other reason, the consular officer should take *mutatis mutandis* the action indicated in section 7.25.

Transmission
of Proceeds

7.19 a. A consular officer may be asked to transmit the proceeds to designated heirs in accordance with the distribution made by the authorized local authorities. Although administrators and executors should be encouraged to use private channels, circumstances may exist where a consular officer will think it advisable to accept the request. In such cases, he

(7.19 a. cont'd)

should obtain a receipt and waiver in the Form given in section 15.33 and any fee which he is entitled to charge should be deducted from the remittance. In order to ensure that the person receiving the remittance will sign the waiver, the consular officer should send it through a bank which can get the waiver signed when completing the remittance

b. Proceeds may not be transmitted to heirs through the diplomatic bag or deposited in the post account without prior approval of the Department.

7.20 A consular officer may lend his assistance to Canadian beneficiaries of estates opened within his district, in their dealings with the foreign exchange control authorities to secure the export of the proceeds of the estate.

Foreign
Exchange
Control
Regulations

7.21 - 7.24 - Spares

7.25 a. In the case of a Canadian citizen who is domiciled abroad dying intestate and without known kin, his property and effects (after satisfaction of debts and funeral expenses) situate in the country in which he dies may, as *bona vacantia*, properly belong to the Government of the country.

Canadians
Dying
Intestate
and without
Known Kin

b. If, however, the proceeds of such an estate are tendered to a Canadian consular officer by the authorized local authority, the consular officer should not decline to accept them. The tender should be accepted, and the Department should be advised. The following information should be furnished:

- (1) List of all effects constituting the deceased person's estate;
- (2) List of debts and expenses;
- (3) Evidence that he died intestate;
- (4) Steps which have been taken to discover heirs and any information available about them;
- (5) Length of the deceased person's residence in the country of death.

c. Attempts will be made by the Department to pursue any information which might lead to the discovery of heirs or creditors in Canada and the post will be instructed what further action to take.

7.26 - 7.30 - Spares

PART II

ESTATES OPENED IN CANADA

Request from
Aliens with
Respect to
Estates
Opened in
Canada

7.31 Whenever foreign nationals request a Canadian post abroad for assistance in establishing their claim to an estate in Canada of which they are heirs, they should normally be advised to address themselves to their national authorities or to arrange to have a private lawyer act on their behalf in Canada. Only in very exceptional circumstances should the consular officer depart from this practice and undertake to transmit the enquiry to Canada. For example, an exception might be made when the foreign government authorities institute the enquiry or when the enquirer clearly satisfies the consular officer that all reasonable attempts to settle the matter through the channels mentioned above have failed.

Requests from
Canadian
Executors or
Administrators
to Locate Non-
Canadian Heirs
Abroad

7.32 a. Canadian executors or heirs may request the assistance of a consular officer abroad in locating the foreign heirs of estates which they are administering, and in establishing the relationship of these heirs to the deceased. Such enquiries normally should be regarded as private matters in which the consular officer should not become involved.

b. In answering enquiries concerning the whereabouts of foreign heirs, the consular officer should refer the enquirer in Canada either to the National Enquiry Bureau of the Canadian Red Cross Society at Toronto or to the police force of the city or province of last known residence of the foreign heirs, or to the appropriate diplomatic or consular mission in Canada.

c. In answering enquiries regarding the relationship of the foreign heirs to the deceased, the consular officer may recommend to the enquirer in Canada that he consult the appropriate foreign diplomatic or consular mission in Canada or that he obtain the services of a private lawyer. The enquirer may be referred to the International Law List or some other Lawyers' Directory for the names of foreign law firms. If, as an exception, the names of foreign lawyers are transmitted, this should be expressly subject to a disclaimer of responsibility.

d. Exceptions may have to be made to the above rules, especially when dealing with enquiries concerning heirs residing in Communist countries. Generally, when a consular officer knows that an enquiry from Canada cannot be dealt with effectively through private channels, or when all attempts to

deal with it through private channels have been exhausted, he may undertake to deal with the enquiry and transmit it to the local authorities concerned for action.

7.33 a. A consular officer may not, without prior approval from the Department, accept to transmit at the request of Canadian executors or administrators documents to, or for completion by, beneficiaries abroad of estates opened in Canada. The person concerned should be referred to the appropriate diplomatic or consular post in Canada or be advised to obtain the services of a private lawyer. If, in the estimation of the consular officer, special circumstances exist warranting acceptance of the documents, the Department should be consulted.

Requests for Assistance in Arranging for Documents to be Completed at Post at the Request of Executors and Administrators in Canada

b. A consular officer may of course witness the execution of such documents upon request from the beneficiaries.

7.34 - 7.36 - Spares

PART III

FEEES

7.37 When a consular officer is required to be the Administrator of an estate, Fee 35 is charged.

Fee for Administration

7.38 When it is necessary for a consular officer to take temporary charge of an estate, or to make arrangements for its custody pending a reference to the relatives of the deceased person, he will not charge Fee 35 but should charge Fee 32 for affixing his consular seal, if that is required.

Fee when Administration not Undertaken

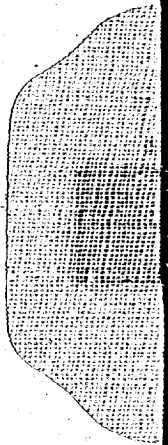
7.39 a. When it is merely a case of the distributive shares passing through the hands of a consular officer, the levy of a fee is not justified but all disbursements should be deducted before the money is forwarded.

Deduction of Disbursements

b. If the consular officer has found it essential to use the services of a lawyer, the latter's fee will constitute a disbursement to be deducted by the consular officer.

7.40 A consular officer is required to send with his quarterly accounts, a return showing all sums received on account of estates which are administered by him or which pass through his hands.

Returns



CHAPTER VIII

NAVY, ARMY AND AIR FORCE

PART I

NAVY

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CHAPTER VIII

NAVY, ARMY AND AIRFORCE

PART I

NAVY

A-VISITS BY SHIPS OF THE ROYAL CANADIAN NAVY

8.01 a. Diplomatic, consular and Trade Commissioner posts will give all possible advice and assistance, consistent with these regulations, to HMC Ships visiting any port in the country or consular district in which they are situated.

General
Functions
of Posts.

b. Posts will be consulted by their Department concerning the advisability of visits to ports in their territory, except for operational visits arranged by local notification procedure.

c. In case of doubt concerning their functions relating to a naval visit, posts should consult their Department.

8.02 a. Visits to ^{PORTS} ~~posts~~ abroad by HMC Ships are formally defined as follows:

Definition
of Visits

- (i) Formal visits are those of a formal nature requiring special honours and ceremonies to be rendered. These visits are normally made when important personages are embarked, when participating in National Ceremonies or on other special occasions.
- (ii) Informal visits are those involving participation in local ceremonies in which formalities normally are restricted to customary salutes or exchange of calls; they may, and usually do, include the objectives of operational visits.
- (iii) Operational visits are those made primarily for logistics, repairs, search and rescue, transport of personnel, passage through territorial waters, combined exercises,

(8.02 cont'd)

material trials, or in connection with other operational tasks. Calls and other formalities are restricted to those necessary.

b. These definitions are agreed for use with Australia, the United Kingdom and colonies, and the United States and possessions, except that the United States employs the term "visit of courtesy" instead of "formal visit". Many other countries recognize this or a similar definition of naval visits. All Canadian naval visits are given one of the above designations, but posts dealing with authorities of other countries in arranging for naval visits should exercise their discretion in the use of these designations.

c. Few visits are designated as formal. Normally when the primary objects of a visit are representation and the creation of good will for Canada, the visit is designated as informal. For operational visits, representational and other non-administrative arrangements should be kept to a minimum. Recreation for the crew (cf. 8.33) is normally an important aspect of all types of visit.

8.03 - Spare

Clearance
Procedures

8.04 a. For a formal visit to any port, or an informal or operational visit to a port outside the United Kingdom and colonies or United States and possessions, the concurrence of the government concerned will be obtained by the local Canadian diplomatic post or, in the absence of diplomatic representation, by the Canadian consular post. Where there is no Canadian diplomatic or consular post in the country concerned, concurrence will be obtained by the Department through the appropriate United Kingdom authority in the country. In seeking concurrence for a visit, posts will direct a note (or letter as appropriate) to the appropriate authorities of the country concerned. The note or letter should specify the dates of the visit, the designation of the visit (if appropriate), the names of the ships and their particulars, including whether or not they are saluting ships, the name and rank of the Flag or Senior Officer in command of the squadron, the name and rank of the Commanding Officer of each ship, and the authority (if other than the Canadian Flag Officer) under whose operational control the ships will be during the visit. When a reply is received, the Department should be informed by telegram.

*This information is supplied as Appendix "B" to C.R. Doc.
Consular No 9/57 of March 25/57

Canadian Consular Instructions, Amendment No. 27, January 2, 1957.

28/3/57

(8.04 cont'd)

b. It is important for posts to obtain clearance for visits without delay so as to leave adequate time for the detailed arrangements.

c. For informal or operational visits to ports in the United Kingdom or colonies, clearance will be obtained by local notification between the Canadian Naval Commander concerned and the Royal Naval Commander or the Colonial Secretary concerned.

d. For informal or operational visits to ports in the United States or US possessions, clearance will be obtained by local notification between the Canadian Naval Commander concerned and the US Naval Commander concerned.

e. When local notification is used to obtain clearance for visits, the appropriate Canadian diplomatic, consular or Trade Commissioner post will be made an information addressee on local notification messages, and will also be informed, if possible, by its Department.

f. In unusual circumstances HMC Ships may find it necessary to make operational visits without previous clearance. In these cases the Senior or Commanding Officer will send notification of his intentions direct to the authorities at the port concerned. He will also inform any appropriate Canadian or U.K. diplomatic, consular or Trade Commissioner post. The post should, when appropriate, immediately seek concurrence in the visit from the government concerned and report by telegram to the Department.

Other than those arranged by local notification which are unclassified from inception
8.05 a. Visits will normally be given the security classification Restricted or Confidential until the formal concurrence of the appropriate authorities is obtained.

Security
Classi-
fication

b. For administrative reasons, the Department will declassify certain operational visits before concurrence is obtained, if there appears to be no political or other objection to this being done. Posts which have agreed to this procedure for operational visits to ports in their territory should inform their Department if, at any time, it should appear to be no longer desirable.

c. In case of necessity, where no embarrassment could ensue with the local authorities, a post may correspond with the Senior or Commanding Officer by unclassified means before formal concurrence in a visit is obtained.

8.06 - Spare

Adminis-
trative
and other
Arrange-
ments

8.07 a. Except as noted in sub-paragraph (d), posts are responsible for ensuring that the necessary administrative and other arrangements are made for visits to ports in their territories. For this purpose the territory of a Trade Commissioner post is limited to the country or island in which the post is located. Since local conditions and requirements vary with different countries and ports, the administrative arrangements cannot be described in detail. Some points are mentioned in Section 8.10, but posts must exercise their discretion in determining what action is required.

b. Where a Consular or Trade Commissioner post is in a country in which there is also a diplomatic post, except as noted below, the diplomatic post is responsible for co-ordinating the activities of the two posts with respect to the administrative and other arrangements. As an exception, diplomatic posts will not exercise this co-ordinating function for visits being arranged by local notification procedure.

c. Where a Canadian diplomatic, consular or Trade Commissioner post is not near a port to be visited, and a U.K. consular officer is located there, the post responsible for ensuring that the administrative and other arrangements are made may request the U.K. officer to make or assist with these arrangements.

d. Where visits are arranged by local notification procedure, responsibility for co-ordinating arrangements is as follows:

- I. Operational visits - both administrative and non-administrative arrangements are made by the authority with which the local notification procedure is carried out.
- II. Informal visits - administrative arrangements are made by the authority with which the local notification is carried out, but the post will be responsible for non-administrative arrangements.

For either type of visit, the extent to which the post should become involved will depend on local circumstances.

8.08 a. As soon as possible after clearance has been obtained or before, if time is short, the Senior Officer of the Squadron or the Commanding Officer of the ship concerned will communicate with the appropriate authorities in the country to be visited. These are:

- (i) if there is a Canadian diplomatic, consular or Trade Commissioner post near the port being visited: the Head of that post; in addition, where the post near the port being visited is a consular or Trade Commissioner post, and there is a diplomatic post in the country, the Senior or Commanding Officer will communicate with the Head of the diplomatic post - this does not apply, however, to a visit being arranged by local notification procedure (cf. 8.07 a. and b.);
- (ii) if there are one or more Canadian posts in the country but not near the port being visited: the Head of the post responsible for ensuring that the arrangements are made and the U.K. consular officer at the port (cf. 8.07 c.);
- (iii) if no Canadian post in the country is near the port being visited and no U.K. consular officer is there: the Head of the post responsible for ensuring that the arrangements are made and the appropriate local authorities;
- (iv) if there is no Canadian post in the country: the senior U.K. representative in the country and either the U.K. consular officer in the port or, in the absence of such an officer, the appropriate local authorities;
- (v) where visits are arranged by local notification procedure: the authority to whom the local notification is sent and the authorities enumerated in sub-paragraphs (i) and (ii).

(8.08 cont'd)

b. In communicating with the authorities enumerated above, the Senior or Commanding Officer will ensure that they all know what action he has taken. He will also ensure that his communications take account of the responsibilities of the various authorities, as outlined in Section 8.07.

c. The communications from the Senior or Commanding Officer will contain the following:

- (i) estimated time of arrival with reference to a particular point;
- (ii) proposed salutes, if a saluting ship (cf. Annex "A");
- (iii) logistic requirements, with indications of any assistance required in meeting these requirements;
- (iv) any radio frequencies desired for use by the ships while within the country's territorial waters;
- (v) details of entertainment which the ship or ships would like to give; (this will be kept to a minimum for operational visits - cf. 8.34 b.);
- (vi) details of sports in which the ships would be able to participate or field a team;
- (vii) any publicity material which might be useful.

For an informal visit arranged by local notification, (ii), (iii) and (iv) are the responsibility of the authority with which the local notification is carried out, while (v), (vi) and (vii) are the responsibility of the post in whose territory the visit occurs (cf. 8.07 d.).

8.09 a. In replying to the communication from the Senior or Commanding Officer, posts should give as detailed information as possible concerning the arrangements being made. They should also advise concerning local conditions of which the Senior or Commanding Officer should know in advance of his arrival as, for example, any special customs or formalities which should be observed, any important

(8.09 cont'd)

event scheduled during the visit, or any situation or custom which, if not understood by crew members, could give rise to difficulties. Posts should also be prepared to brief the Senior or Commanding Officer on the above questions immediately on his arrival.

b. Posts must ensure that all affected parties are informed of what arrangements they are making, if confusion is to be avoided.

8.10 Some points which should be noted by a post responsible for the administrative arrangements for a visit are:

- (i) Berthing Arrangements. Unless otherwise requested, berths alongside should be arranged in preference to berths at anchor.
- (ii) Pilotage. The pilotage authority should be informed of the visit. Usually the port authority will do this.
- (iii) Fuelling Arrangements. Normally fuel requirements will be sent to the post by the Department, but these may be forwarded direct by the Senior or Commanding Officer concerned. If fuel is not available or is not of the required type, the authority who requested the supply of fuel should be informed immediately.
- (iv) The post should be prepared to recommend ships' chandlers and to assist ships' officers in any way possible in obtaining the best supplies. HMC Ships carry cash or bills of exchange, and will normally settle all bills before departure. In exceptional circumstances the Commanding Officer may request the post to deal with some bills, in which case the bills should be paid from local funds and appropriately coded in the monthly accounts for recovery from the Department of National Defence.
- (v) If HMC Ships are to be anchored, it may be necessary for local boats to

be hired. The post should be prepared to advise the Senior or Commanding Officer on this question.

Channels
of Commu-
nication

8.11 Before the arrival of HMC Ships, unclassified messages may be exchanged with them through commercial or local Naval wireless facilities, whichever are available. Normally the itinerary of the ship(s) will have been sent to the post, and, if the ship(s) cannot be reached at sea, messages can be sent to the Senior or Commanding Officer at an appropriate port. When the ship(s) cannot be reached by these methods, or classification is required, messages may be sent to the Department for re-transmission by naval channels.

8.12 - 8.14 - Sares

Attendance
from Posts

8.15 Attendance of the Head of Post and/or officers, including Service Attachés, from the post at a port where a naval visit is taking place, if this is not near the post, is at the discretion of the Head of the Post in the absence of specific instructions from the Department. This must be decided in the light of all the circumstances including the size of the force and the rank of the Senior Officer. As a rule, attendance by the Head of Post is necessary in the case of formal visits, and representation from the post is (a) desirable, in the case of informal visits, (b) normally unnecessary, in the case of operational visits.

Protocol

8.16 Protocol for naval visits will vary with the country concerned. Normally posts should be guided by these instructions, any special wishes of the Senior or Commanding Officer which do not conflict with these instructions, past experience and local custom, although advice may be sought from the Department, if necessary. Occasionally the Department may issue special instructions concerning the protocol for a visit.

Flying of
Canadian
Red Ensign

8.17 Heads of Post should normally hoist the Canadian Red Ensign at the Chancery, Consulate or Trade Commissioner's Office, and at their official residence, from sunrise to sunset, during the stay in port of one of HMC Ships, provided this does not conflict with local customs, regulations or requirements.

8.18 a. Formal calls are mandatory in the case of formal and informal visits, but are not required for operational visits. Formal or informal calls may be arranged in the case of operational visits as considered appropriate.

Formal and
Informal
Calls

b. The detailed ceremonial for the exchange of formal calls between Flag or Senior Officers in command and Heads of Canadian posts is contained in Annex "A".

Procedure
for Formal
Calls

c. On the arrival of HMC Ships, the Flag or Senior Officer in command calls first upon the Head of the Canadian diplomatic post (including Chargé d'Affaires) at or near the port of arrival.

d. Where there is no Canadian diplomatic post at or near the port of arrival, he calls on the officer in charge of the Canadian consular post when the latter has precedence in accordance with the following table:

Consuls General	Rank with but after:	Rear Admirals
Consuls	Rank with but after:	Captains
Vice-Consuls	Rank with but after:	Lieutenant- Commanders

(The officer in charge of a consular post during the absence of the titular incumbent assumes the latter's rank for the purpose of this table). When the Flag or Senior Officer in command has precedence in accordance with the above table, the officer in charge of the Canadian consular post will pay the first calls.

e. Where the senior Canadian official at or near the port of arrival is the Head or Acting Head of a Trade Commissioner post, he will call first on the Flag or Senior Officer in command.

f. After the above calls have taken place, the Head of Post, except as indicated in sub-paragraph (g), will accompany the Flag or Senior Officer in command on his calls upon:

(i) Local authorities.

(ii) When appropriate, Heads of Commonwealth diplomatic posts or, in the absence of

diplomatic posts, officers in charge of consular posts, if they have precedence in accordance with the above table.

g. Where the Head of Post is accompanied on these calls by his Service Attaché (cf. 8.25), it may not be necessary for the Head of Post to make all the calls. Where there is no Service Attaché, the Head of Post may delegate a civilian officer of the post to accompany the Senior Officer on certain calls, as appropriate.

h. Calling on local authorities is governed by the custom of the country or locality concerned. In some countries, especially in Latin America, it is customary to call on the President, Foreign Minister, Minister of National Defence and Chiefs of Staff of the Armed Forces when the port of arrival is at or near the capital. In other countries it is sufficient to call only on the Governor, Mayor and Commanding Officers of local service establishments. The post is responsible for arranging for these calls in conjunction with the Foreign Ministry (or External Affairs Department) in the case of a visit to the capital or with the local authorities themselves in the case of a visit to a port outside the vicinity of the capital if the post is situated at or near the port. When other ports are to be visited, the post is responsible for ensuring that arrangements are made for any necessary calls; the means by which posts carry out this responsibility must be left to their discretion in the light of the particular circumstances.

j. Calls on Commonwealth representatives, while generally desirable, are not mandatory and should be arranged at the discretion of the Head of Post. The order of formal calls should be determined by the local order of precedence of the Commonwealth representatives.

k. All the above calls should be arranged in advance of the arrival of the ships. The time of berthing will of necessity govern the amount of time available on the day of arrival for calls and other functions.

l. All calls are returned, if possible, within twenty-four hours. If it is not possible for the post, in advance of the arrival of the ships, to arrange times for return calls this should be done when the first calls are being made.

8.19 In addition to formal calls, there are, in many countries, other formal procedures which should be followed by visiting naval vessels during formal or informal visits, such as the laying of wreaths on national war memorials with or without the landing of a guard of honour and band. Posts should arrange with local authorities for the carrying out of these formalities but, in the case of informal visits, care should be taken to keep them to a minimum consistent with international courtesy; however, they should not be reduced in any way which would give rise to unfavourable comparison with visits of other foreign ships. Formalities of this kind should normally not be required during operational visits.

Additional
Formalities

8.20 The landing of guards of honour, the stationing of armed sentries on the jetty and the landing of shore patrols will require the concurrence of the local authorities.

Guards of
Honour,
shore patrols
and sentries

8.21 - 8.23 - Spares

8.24 In many countries the local Naval authority appoints a Liaison Officer to assist the visiting ships in any way possible. It is very useful for the post to have such an officer appointed in advance of the arrival of the ships in order that he may help to arrange with his own service for wireless communications, liaison with police authorities for shore patrols, etc.

Local
Liaison
Officer

8.25 When a Naval or other Service Attaché is on the staff of the post, many of the arrangements may be delegated to him. He should accompany the Head of Post on all official calls in connection with a visit (cf. 8.18 g.) and should assume a share of the entertainment comparable to that of the other officers at the post. He may also be delegated by the Head of Post to represent him, as appropriate (cf. 8.15 and 8.29 d.).

Functions
of Service
Attaché

8.26 If it is considered necessary or desirable, in the case of a formal or informal visit by a large squadron, a post may request the Department to arrange for the Senior Officer to send a liaison officer in advance of the squadron to assist with the arrangements. If the request must be made at the last minute, it should be directed to the Senior Officer of the squadron.

RCN Liaison
Officer

8.27 - 8.32 - Spares

Entertainment and Recreation

8.33 a. Local governmental, service and tourism authorities, the Canadian community and business organizations are usually prepared to do a great deal to make a visit by HMC Ships a pleasant occasion.

b. With the cooperation of the above groups, posts may be able to provide ships' companies with such things as programmes showing entertainment and recreation offered, maps of the city, transportation tokens, tickets for admission to movies, stage performances and sports events, etc. In countries which are not English-speaking, the maps and information on local conditions which can be attached to the programme have been found to be particularly useful.

c. It is desirable, from all points of view, that adequate entertainment should be available for the men, if possible. However, the amount of effort which posts and local groups should expend on working out a programme will depend on the type of visit and conditions in the port. Normally a minimum of such effort is necessary for operational visits.

Representational and Information Activities

8.34 a. Naval visits provide an important opportunity for the creation of goodwill for Canada, which posts should exploit as far as possible. However, the nature and extent of the representational and information activities in connection with a visit will depend on the designation of the visit and the conditions under which it is being carried out.

b. In general suitable entertainment for representational purposes will be necessary during formal and informal visits, whereas posts are not expected to provide such entertainment for operational visits.

c. Normally, for formal and informal visits, the Department will supply posts with pictures of the ships and Senior Officer, and information about them. Requests for additional information material will be given sympathetic consideration, but should be sent to the Department as far in advance of visits as possible.

8.35 - 8.38 - Spares

Expenses

8.39 a. Heads of diplomatic and consular posts are normally expected to meet the cost of entertainment in connection with naval visits from their repre-

sentation allowance. Only in exceptional circumstances would the Department consider seeking Treasury Board authority to assist a Head of Post financially.

b. Treasury Board authority exists to reimburse Acting Heads of diplomatic and consular posts for expenditures not exceeding \$500 on any one occasion to cover necessary entertainment expenses during a naval visit. The Acting Head of Post must submit detailed accounts of all his expenditures to the Department before he can obtain reimbursement; and he must, except in the most unusual circumstances, obtain authority to incur such expenses in advance of the visit.

c. Claims by members of diplomatic and consular posts for travel expenses in connection with naval visits should be submitted to the Department in the normal way. When time permits, authority to incur such expenses should be obtained in advance from the Department. Payment of travel expenses of the wife of a Head of Post, or of the wife of an officer acting on behalf of a Head of Post, is governed by Section 139.18 of the Departmental Regulations (as amended on April 6, 1956).

d. Where an officer, including a Service Attaché, is delegated by the Head of Post to represent him during a naval visit, the Head of Post is expected to make an equitable arrangement with the officer with respect to the representational expenses.

e. The Heads of Trade Commissioner posts, wishing to be reimbursed for representational expenses in connection with naval visits, must in all cases obtain authority in advance to incur such expenses from the Director of the Trade Commissioner Service.

8.40 The Commanding Officers of HMC ships have been issued instructions on the procedures to be followed if any person seeks refuge on board one of HMC ships while in foreign territorial waters or a foreign port.

Attempted
Refuge on
HMC Ships

8.41 - Spare

Report

8.42 Posts should send a report in duplicate to the Department on all formal and informal visits to ports in their territory, and should use their discretion in determining whether or not to report on operational visits. Reports should include reference to the calls made, representational activities, publicity arrangements, the programme for ships' companies and any general remarks considered desirable.

CHAPTER VIII

ANNEX A

CEREMONIAL DURING NAVAL VISITS

GUN SALUTES. The following HMC Ships are saluting ships:

- (a) Aircraft carriers.
- (b) Cruisers.
- (c) Other ships when so designated.

Gun salutes are divided into two categories:

- (i) National Salutes: are normally fired and returned on visits to foreign ports, at a mutually arranged location as the ship enters harbour.
- (ii) Personal Salutes: are fired in accordance with the attached tables.

EXCHANGE OF FORMAL CALLS. In order to facilitate the exchange of formal calls between the Flag or Senior officer in command and the Head of Post, and to supply the visiting ships with entertainment programmes and local information, a junior officer of the post should board the Flag or Senior Officer's ship as soon as practicable. In planning for the junior officer to go on board, the post should bear in mind that in naval ports it is customary for an officer of the guard, representing the Senior Naval Officer of the port, to board the ship as soon as possible. Liaison should therefore be established with the local naval authorities to ensure that the time of arrival of the junior officer does not interrupt the formalities for the officer of the guard.

A Head of Post who has been supplied with an official car should make it available to the Flag or Senior Officer in command for the purpose of calling upon the former. When there is no official car, suitable transportation should be hired. When carrying out formal calls the naval officer shall,

CHAPTER VIII

ANNEX A

if entitled, fly his flag or pendant on the official car, but not when he is present in the car with the Head (including Chargé d'Affaires) of a diplomatic post, when the Canadian Red Ensign shall be flown, or with the Head of a consular post who takes precedence over him in accordance with Section 8.18 c. In no case shall more than one flag be flown. The naval officer will enter the car before the Head of a diplomatic post (including Chargé d'Affaires), or Head of a consular post who takes precedence over him, and sit on the left side of the car, i.e. he will travel on the left of the Head of Post. When the naval officer has precedence over the Head of Post, the latter will enter the car first and sit on the left. If junior officers are accompanying the party, they may seat themselves in accordance with precedence or convenience but in no case on the right of the official whose flag is to be flown or senior officer or official present.

When calling on the Flag or Senior Officer in command, the Head of Post will wear morning clothes or the equivalent dress worn locally at diplomatic functions (e.g. in Cuba during the summer months: white suit and hat). The Head of Post, on going aboard, is met by one of the naval officers at the gangway, who will salute. This salute will be returned by the Head of Post raising his hat with his right hand. The Head of Post will be conducted to the Flag or Senior Officer in command (if, indeed, he is not also at the gangway) and salutes will once again be exchanged. The Flag or Senior Officer in command will then take the Head of Post to his quarters. Approximately fifteen minutes later the Head of Post should proceed ashore. Upon his departure from the ship, the Head of Post will receive a gun salute in accordance with the attached tables, if the ship is a saluting ship.

If the departure is by boat, the gun salute will be commenced as the boat leaves the ship's side. The person being saluted should stand in the boat in a conspicuous position, face the ship, remove his hat with his right hand and extend his right arm downwards for the duration of the salute.

CHAPTER VIII

ANNEX A

If the departure is in a vehicle, the gun salute will be commenced as the vehicle starts to move. The person being saluted should remove his hat and sit with it in his lap for the duration of the salute.

A Head of Post may be accompanied by a member or members of his staff, who should be clothed in the same manner as the Head of Post. They may be requested by the Flag or Senior Officer in command to accompany the Head of Post to the former's quarters.

The Quarterdeck, which is the afterpart of the upperdeck, is by tradition and usage considered sacrosanct. It extends from the stern to a position near the after superstructure and its foremost limit may be indicated by a narrow strip of metal counter-sunk in the deck. It is traditional for civilians to salute by raising their hat when reaching and leaving the quarterdeck. Therefore, in order that this custom may be observed, the hat should be worn when proceeding onto the quarterdeck from any other part of the ship.

TABLE I.

1 Item	2 Authority	3 Gun Salute	4 Bugle	5 Musical Salute	6 Pipe	7 FLAG FLOWN			8 Flags Dis- placed	9 Dress Ship	10 Guard	11 Occasion for Saluting (Table II)	12 Limits
						(A)	(B)	(C)					
						Flag	From	During					
1	H.M. the Queen	21	Alert	National Anthem or General Salute	Yes	Royal Standard Lord High Admiral Union Flag	Main Fore Mizzen	Visit or when embarked When embarked When embarked	All	Yes	Royal	A	None
2	H.R.H. the Prince Philip, Duke of Edinburgh	21	Alert	National Anthem or General Salute	Yes - if in Naval Uniform	Personal Standard	Main	Visit	None	Yes	Royal	A	None
3	H.M. Queen Elizabeth the Queen Mother	21	Alert	National Anthem or General Salute	No	Personal Standard	Main	Visit	None	Yes	Royal	A	None
4	Other members of the Royal Family	21	Alert	1st 6 bars of National Anthem or General Salute	Yes - if in Naval Uniform of Captain or above	Personal Standard	Main	Visit	None	Yes	Royal	A	None

(Continued on next page)

TABLE I

1	2	3	4	5	6	7			8	9	10	11	12
						FLAG FLOWN							
						(A) Flag	(B) From	(C) During					
Item	Authority	Gun Salute	Bugle	Musical Salute	Pipe	Flags Displaced	Dress Ship	Guard	Occasion for Saluting (Table II)	Limits			
5	Foreign Sovereigns, Presidents of Republics, Chiefs of State and Members of Foreign Reigning Families	21	Alert	Foreign National Anthem in Full or General Salute	Yes - if in Naval Uniform	National Ensign	Main	Visit	None	Yes	Royal	A	None
6	Governor General of Canada and Commonwealth Countries	21	Alert	1st 6 bars of National Anthem or General Salute	Only if in Naval Uniform of Captain or above	Governor General's Flag Appropriate Naval Board Flag	Main Fore	Visit or when embarked When embarked	All	Yes	Royal	B & C	Limits of jurisdiction
7	Ambassadors Extraordinary and Plenipotentiary and Nuncio	19	Alert	No	No	Ensign appropriate to the Country	Fore	Salute	None	No	No	E	None
8	Governor of North Ireland	19	Alert	1st 6 bars of National Anthem	No	Governor's Flag	Fore	Visit or when embarked	None	Yes	Yes	B & C	Limits of jurisdiction

(Continued on next page)

TABLE I

1.	2.	3.	4.	5.	6.	7.			8.	9.	10.	11.	12.
Item	Authority	Gun Salute	Bugle	Musical Salute	Pipe	FLAG FLOWN			Flags Displaced	Dress Ship	Guard	Occasion for Saluting (Table II)	Limits
						(A) Flag	(B) From	(C) During					
9	Envoy Extraordinary, Minister Plenipotentiary and Inter-nuncio	17	Alert	No	No	Ensign appropriate to the Country.	Fore	Salute	None	No	No	B & C	None
10	Governor or High Commissioner if Administering the Government	17	Alert	No	No	Red Ensign appropriate to the Country	Fore	Salute	None	No	No	B & C	Those of His Government
11	Secretaries of State for Air or War, Ministers of National Defence in Commonwealth Countries	17	Alert	Maple Leaf First Two and Last Two Bars of Chorus	No	-	-	-	-	-	Yes	D	Within the Commonwealth
12	Lieutenant-Governors of a Canadian Province	15	Alert	1st 6 bars of National Anthem or General Salute	Only if in Naval Uniform of Captain or above	Lieutenant-Governors	Fore	Salute	None	No	Royal	B.	Limits of jurisdiction

(Continued on next page)

TABLE I

1 Item	2 Authority	3 Gun Salute	4 Bugle	5 Musical Salute	6 Pipe	7 FLAG FLOWN			8 Flags Dis- placed	9 Dress Ship	10 Guard	11 Occasion for Saluting (Table II)	12 Limits
						(A) Flag	(B) From	(C) During					
13	Ministers - Resident	15	Alert	No	No	Red Ensign Appropriate to Country	Fore	Salute	None	No	No	H (2)	Country to which he is Accredited
14	Chargés d'Affaires	13	Alert	No	No	Red Ensign Appropriate to Country	Fore	Salute	None	No	No	H (1)	Country to which he is Accredited
15A	Consul - General	13	Alert	No	No	Blue Ensign Appropriate to Country	Fore	Salute	None	No	No	B	Only in Port of Consulate
15B	Consul or Consular Agents	7	No	No	No	Blue Ensign Appropriate to Country	Fore	Salute	None	No	No	B	Only in Port of Consulate
16	Government Diplomatic and Consular Officials not otherwise prescribed for	Honours Corresponding to Equivalent Canadian Positions											
17	Commonwealth Prime Ministers	-	Alert	-	-	-	-	-	-	-	Yes	-	None

(Continued on next page)

TABLE I

1	2	3	4	5	6	7			8	9	10	11	12					
						FLAG FLOWN								Flags Dis- placed	Dress Ship	Guard	Occasion for Saluting (Table II)	Limits
						(A) Flag	(B) From	(C) During										
18	Other Ministers of Cabinet Rank	-	Alert at Discretion of CO		-		-	-		-								
19	Lord Mayors and Mayors	-	Alert		-		-	-		-								
19A	Defence Council	19	Yes	1st and last 4 Bars of Chorus of "O Canada" or General Salute.	Naval Members only if in uniform		-	-		-	Yes	F	None					
20	(a) Board of Admiralty. (b) Naval Boards of Canada, Australia & New Zealand	(a) 19 (b) 15	Alert	1st and Last 4 Bars of Chorus of "O Canada" or General Salute	Yes - if in uniform	Appropriate Admiralty or Naval Board Flag	Main	Visit	All	No	Yes	F	None					

(5)

(Continued on next page)

TABLE I

1 Item	2 Authority	3 Gun Salute	4 Bugle	5 Musical Salute	6 Pipe	7 FLAG FLOWN			8 Flags Dis- placed	9 Dress Ship	10 Guard	11 Occasion for Saluting (Table II)	12 Limits
						(A) Flag	(B) From	(C) During					
21	Chief of the Naval Staff of Canada or Corresponding Australian or N.Z. Official	As appropriate to Rank	Alert	1st & Last 4 Bars of Chorus of "O Canada" or General Salute	Yes - If in uniform	None	-	-	None	No	Yes	-	None
22	Flag Officers and Commodores entitled to Fly a Flag or Broad Pennant	As appropriate to Rank	Alert	Senior Officers in Chief Command, and C-in-C's 1st & Last 4 Bars of "O Canada" otherwise 1st & Last 2 bars of Maple Leaf	Yes - if in uniform	-	-	-	-	-	Yes	-	-
23	Flag Officers and Commodores not entitled to fly a Flag or Broad Pennant (Received in same manner as shown in item 22 when making a formal inspection or attending a court martial as president or member.)	None	Alert	None	Flag Officers only. Yes, if in uniform	-	-	-	-	-	No	-	-

(Continued on next page)

TABLE I

1	2	3	4	5	6	7			8	9	10	11	12					
						FLAG FLOWN								Flags Dis- placed	Dress Ship	Guard	Occasion for Saluting (Table II)	Limits
						(A) Flag	(B) From	(C) During										
24	Heads of Engineering, Supply and Secretariat	-	Alert	1st & last 2 bars Maple Leaf	Yes - if in Uniform and a Commodore or above	-	-	-	-	-	Yes	-	-					
25	General Officer ^{senior} Commanding or Air Officer Commanding	As appropriate to rank	Alert	C'est L' aviron or General Salute	No	General Officers Flag or RCAF Ensign	Fore	Salute	None	No	Yes	H	None					
26	Field Marshal, Marshal of the Air Force	19	Alert	C'est L' aviron or General Salute	No	Canadian Red or RCAF Ensign	Fore	Salute	None	No	Yes	H	None					
27	General or Air Chief Marshal	17	Alert	C'est L' aviron or General Salute	No	Canadian Red or RCAF Ensign	Fore	Salute	None	No	Yes	H	None					
28	(a) Lieutenant General or Air Marshal	(a) 15	Alert	C'est L' aviron or General Salute	No	Canadian Red or RCAF Ensign	Fore	Salute	None	No	Yes	H	None					

(Continued on next page)

TABLE I

1	2	3	4	5	6	7			8	9	10	11	12
						(A)	(B)	(C)					
Item	Authority	Gun Salute	Bugle	Musical Salute	Pipe	Flag	From	During	Flags Displaced	Dress Ship	Guard	Occasion for Saluting (Table II)	Limits
28	(b) Major-General & Air Vice Marshal (c) Brigadier & Air Commodore	(b) 13 (c) 11) Alert)	C'est L'aviron or General Salute	No	Canadian Red or RCAF Ensign	Fore	Salute	None	No	Yes	H	None
29	Members of a Court Martial of Commanders Rank and Above.	-	No	No	Yes	-	-	-	-	-	Yes	-	-
30	Officers in Command of HMC sea-going Ships.	7 (as a return salute only)	No	No	Yes	-	-	-	-	-	Yes - if of Captains Rank	-	-
31	Officers in Command of Naval Establishments Commissioned as HMC Ship.	No	No	No	No	-	-	-	-	-	Received with a Guard if of Captains Rank and Flying a Pennant	-	-
32	Officer of the Guard with Pendant Flying	-	No	No	Yes	None	-	-	None	No	No	-	None
33	Officers of the Navy, Army or Air Force of Other Nations		Honours Corresponding to Equivalent Canadian Rank - Naval Officers of all Non-Commonwealth Countries, in Uniform, are piped at all Hours										
34	Officials or Officers of Other Nations not otherwise Prescribed for.		Honours at the Discretion of the Senior Officer Present, Such Honours Normally shall be those Accorded the Official or Officer when Officially Visiting a Ship of His Own Nation Except that a Gun Salute, if Prescribed shall not Exceed 19 Guns.										

TABLE I

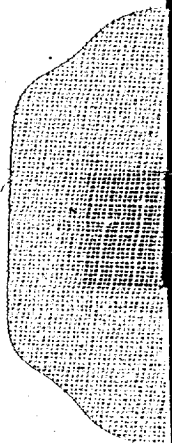
OCCASIONS WHEN GUN SALUTES ARE FIRED

(Refer to "Occasion" Column, Table 1)

Letter	Fired By	Occasions	Limits
A	All ships	(a) On going on board and on leaving. (b) On arrival and departure of the personage from the port.	
B	Ships being visited	Either on going on board or on leaving.	(a) Except for the Governor General of Canada, only once in each year by the ship visited. (b) By one ship only in the same port on the same day.
C	Ship in which taking passage	(a) When disembarking on first appointment. (b) When embarking on termination of appointment. (c) On proceeding on, or on return from, leave of absence.	
D	(1) Ship being visited. (2) Ship in which taking passage.	(1) Either on going on board or on leaving. (2) On going on board and on disembarking.	By one ship only in the same port on the same day.
E	(1) Ship being visited. (2) Ship in which taking passage.	(1) Either on going on board or on leaving. (2) On going on board and on disembarking.	

TABLE III

Letter	Fired By	Occasions	Limits
F	Ship being visited.	On going on board and on leaving.	By one ship only in the same port on the same day.
G	Ship in which taking passage.	(a) When disembarking on first appointment. (b) When embarking on termination of appointment.	
H	(1) Ship being visited officially (2) Ship in which taking passage.	Either on going on board or on leaving.	(a) By one ship only in the same port on the same day. (b) Unless the officer has received promotion (i) in Canada, only once in three years, or (ii) outside Canada, only once in each year.



CHAPTER IX

MERCHANT SHIPPING AND SEAMEN

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CHAPTER IX

MERCHANT SHIPPING AND SEAMEN

9.01 The Canada Shipping Act, as amended, authorizes Canadian consular officers to deal with Canadian merchant shipping and seamen.

Canada
Shipping
Act

9.02 Those Canadian posts which have been specifically designated by the Department will handle Canadian merchant shipping and seamen under the Canada Shipping Act at the ports at which they are situated or for which they have been designated as responsible.

Designated
Canadian
Posts

9.03 At a foreign port where, or for which, there is no designated Canadian post, the proper authority to deal with such matters is the United Kingdom consular officer at the foreign port. The authority for the action of United Kingdom consular officers and their Instructions are contained in paragraphs 32 and 33 of Chapter XXIII of the United Kingdom Foreign Service Instructions which read as follows:

United
Kingdom
Consuls

"32. The Canada Shipping Act of 1934, as amended in 1936, came into force on 1st August, 1936. The effect of this Act, in so far as Her Majesty's United Kingdom consular officers are concerned, is, in brief, to provide for the validity in Canada of services which consular officers perform under the authority of the Merchant Shipping Acts, provided that the services are of a kind contemplated by the Canadian Act and in a form recognized by it. Consular officers should, therefore, on request, perform the usual services for Canadian vessels under the United Kingdom Merchant Shipping Acts, charging the usual consular fees."

"33. Consular officers need not at present familiarize themselves with the provisions of the Canada Shipping Act and its divergencies, if any, from the United Kingdom Acts. Responsibility for deciding whether the service requested will be recognized in Canada because it is contemplated by the Canadian Act and is done in a form recognized by that Act will rest on the person requesting the service and not on the consular officer who performs it."

Commonwealth
Shipping
Matters

9.04 At a Commonwealth port where, or for which, there is no designated Canadian post, it is customary for the local Superintendent of the Mercantile Marine Office or the Shipping Master to deal with Canadian Merchant shipping and seamen.

Detailed
Instructions

9.05 As the responsibility for the administration of the Canada Shipping Act rests with the Department of Transport, consular officers performing shipping duties will be guided by such Instructions and Regulations as may be issued by that Department from time to time. These Instructions and Regulations should be kept separately and available for ready reference.

Conveyance
Orders

9.06 Under the "Canadian Distressed Seamen Regulations", consular officers may only issue Conveyance Orders for the passage of distressed seamen in Canadian ships. As Canadian vessels generally call infrequently at any given port abroad, arrangements have been made to enable distressed seamen to be transported to a proper return port in ships of United Kingdom registry. Consular officers should, therefore, in the absence of any Canadian vessel being, or likely to be, in port, request the United Kingdom Consul, in writing, to issue a United Kingdom Conveyance Order for the passage of a distressed seaman in a suitable United Kingdom vessel. The Canadian consular officer in such cases has, nevertheless, the full responsibility for deciding whether the distressed seaman is entitled to conveyance under the Canadian regulations and must carry out all the necessary procedure under the above noted Instructions and Regulations up to but not including the actual issuance of a United Kingdom Conveyance Order.

Communications

9.07 a. Consular officers performing shipping duties may correspond direct with the Director of Marine Services, Department of Transport, Ottawa, on routine matters which do not involve policy or political considerations.

b. A copy of such correspondence should be forwarded to the Department. Consular officers should use their discretion in deciding whether or not copies of any enclosures referred to in this correspondence should also be forwarded to the Department.

(9.07 cont'd)

c. The Department of Transport holds the Government Code which should be used for unclassified telegraphic communication. All classified telegrams should be sent through the Department.

9.08. a. Under the "Canadian Distressed Seamen Regulations", authorized by Order-in-Council P.C. 1954-2074 dated December 31, 1954, if three months have elapsed since a seaman left his last ship before he applies for assistance he is not ordinarily entitled to be regarded as a distressed seaman.

When Seamen
Cease to be
Distressed

b. When a Canadian citizen ceases to be entitled to assistance as a distressed seaman, the provisions of Chapter XI apply with respect to relief and repatriation, subject to paragraph 113 of the Instructions issued by the Department of Transport.

9.09. a. The fees prescribed for services rendered under the Canada Shipping Act appear in Schedule C to Chapter XIV (1958 Revision).

Fees

b. Consular fee stamps are to be used.

c. External Affairs missions will report revenues in accordance with Basic Financial Regulations; Trade and Commerce posts in accordance with instructions from their own Department.

9.10. Accounting procedure for External Affairs missions is set forth in the Basic Financial Regulations. Trade and Commerce posts will follow the procedure set forth in the instructions from their own Department.

Accounts

9.11 - 9.15 - Spares

9.16. Various matters relating to Canadian shipping have to be attended to by consular officers, at posts coming within 9.02, which are independent of the requirements of the Canada Shipping Act. These matters are mentioned in the Articles which follow.

Matters
Independent of
Canada Shipping
Act

**Ships in Port
Subject to
Local Law**

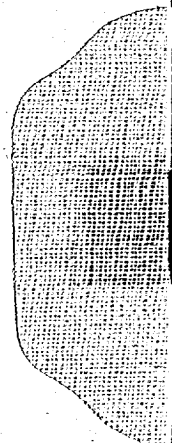
9.17 Canadian merchant ships and those on board are subject to the local law while in a port abroad. Such ships cannot afford asylum to any person, whether a member of the crew or not, who, according to the local law, is legally liable to arrest. Consular officers should, however, endeavour to arrange that local authorities, before proceeding on board a Canadian merchant ship in the exercise of their jurisdiction, shall notify them or the master so that they may, if necessary, attend to avoid the possibility of any untoward incident.

**Internal
Discipline**

9.18 Discipline on board a Canadian merchant ship while in a port abroad is usually regulated by the master of the vessel in conformity with Canadian law. Consular officers should however advise masters of any local regulations which may limit the masters' freedom of action in this respect.

**Changes in
Local Shipping
Conditions and
Regulations**

9.19 Consular officers should report any changes in port conditions, regulations, dues and other matters affecting Canadian shipping that may occur in ports within their districts, so that due notice thereof may be published for the information of shipping interests.



CHAPTER X

REGISTRATION OF CANADIAN CITIZENS ABROAD

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CHAPTER X

REGISTRATION OF
CANADIAN CITIZENS ABROAD

PART I

GENERAL

10.01 a. Registration of Canadian citizens abroad is entirely voluntary. It is nevertheless desirable that as complete a record as possible of Canadians resident in a consular district be maintained. Such a record ensures that accurate information is readily available in an emergency. It also provides data on the status of persons who may apply to posts for protection or assistance.

When Persons
are to be
Registered

b. All posts should advise Canadian citizens who plan to remain in a country for more than three months to register, except those posts which have been instructed not to do so. The latter posts, however, may accept registrations from persons who express a wish to register.

c. Whenever a service is rendered to a Canadian citizen, for example, the issuance of a passport, he should be advised to register, if he is planning to remain in the country for more than three months.

10.02 a. If there is reason to believe that the registration lists are not reasonably complete, it may be necessary to advise Canadian citizens to register by publishing appropriate advertisements, in English and French, in local newspapers. The following general form is suggested as suitable:

Advertisements

Notice to Canadian Citizens

The attention of all Canadian citizens, whether residing in -----(name of country) or visiting this country for more than three months, is directed to the desirability in their own interests of registering at ----- (title and address of post). Registration may be made in person or by mail.

(Name and Title of Head of Post)

(10:02 cont'd)

Avis aux Citoyens Canadiens

Tout citoyen canadien, qu'il réside ----- (nom du pays) ou soit en voyage pour une période de plus de trois mois, ferait bien, dans son propre intérêt, de s'inscrire à ---- (titre et adresse du poste). Il peut s'inscrire en personne ou par la poste.

(Nom et titre du chef de poste)

b. A copy of the tear-sheet from each advertisement in each newspaper should accompany the billing sent to the Department with the monthly accounts.

Registration Notice in Passport

10.03 The revised Canadian passport contains the following notice, among others, on the inside back cover:

Canadian citizens intending to reside for more than three months in a country abroad (other than the United Kingdom and the United States) are advised in their own interests to register at the nearest Canadian diplomatic or consular post or Trade Commissioner's office. If there is no such post in the country, registration may be made at a United Kingdom consulate. Changes of address or departure from the country of residence should also be notified to the post. It should be noted that registration constitutes the most effective means of enabling assistance to be granted to Canadian citizens in the event of an emergency.

Card Index

10.04 Registration records should be maintained by card index and for this purpose the "Registration Card for Canadian Citizens Abroad" form Ext. 217, should be used. (See Appendix A and sections 10.16 to 10.28).

Transients

10.05 Normally, Canadian citizens who will be remaining in a country abroad for a period of less than three months need not be registered. It is, however, desirable to maintain a visitors' book in which transients may record their names and local addresses. This book (X-1092) may be ordered through the Department.

Dual Nationals

10.06 Persons of dual nationality residing in the country of their other nationality may be registered. (For a discussion of protection of dual nationals see Chapter V).

10.07 Each applicant for registration should be required to prove Canadian citizenship by production of a Citizenship Certificate or other satisfactory evidence. A Canadian passport is sufficient evidence of Canadian citizenship for this purpose.

Evidence of
Citizenship

10.08 When there is no Canadian post in the country, provision has been made for Canadian citizens to register at the United Kingdom post in the area.

Registration
at United
Kingdom Posts

10.09 There is no fee for registration.

No Fee

10.10 - 10.15 - Spares

10.16 The form of the registration card is shown in Appendix A. The card when folded measures 7 3/8 x 5 1/2 inches and consists of two identical halves printed front and back, divided by perforations to allow the lower half to be detached. It fits into the regular passport envelope. When a card is sent out for completion, it should be accompanied by a self-addressed envelope.

Registration
Card, Ext. 217

10.17 a. Canadians seeking to register should be supplied with Registration Cards, in either English or French as appropriate, and asked to complete them, sending evidence of Canadian citizenship. They should be advised that they should review their registration annually. At that time, if any particulars have changed, they should complete a new card. They should also be advised to notify the post when leaving the country permanently or when proceeding to another country for a period exceeding three months.

Method of
Registration

b. When the completed card is received at the post, the name of the country is to be inserted by the consular officer in the space provided [marked (1) on the form shown in Appendix A], on both portions of the form.

c. The consular officer should verify the information given in the left hand columns on the front of the card. This may be done from Citizenship Certificates, passports, birth certificates, or from other information obtainable from the person registered or on file at the post. If there is any doubt concerning the status of the person concerned, reference should be made to the Department. When the information is verified, the word "verified" with date should be inserted in the space provided [marked (2) on the form shown in Appendix A] and initialled. When it is not possible to verify the information, the words "not verified" with date should be inserted, and initialled.

d. Every effort should be made to ensure that all Canadian adult members of a registered person's family or household living in the district also register in their own names on separate cards. Space is provided on the back of the card for the names of members of the person's family residing outside of Canada, except in the United Kingdom and the United States; their names should be inserted in this space even though they have completed separate registration cards.

e. All the children who are members of a registered person's family or household living in the district should also be registered on separate cards.

f. When a completed registration card is received and it is found that there are no cards for other members of the family, the post should proceed as follows:

1. In the appropriate space [marked (3) in Appendix A] "NR" should be inserted (for "not registered");
2. A blank card should be sent to the person not registered with a letter inviting him to register. At the same time the card on which NR has been entered should be marked [in space (3)] "S" (for "sent copy"), with date. If the card sent out in accordance with this sub-paragraph is returned completed, it should be processed in the usual way and the first card marked [in space (3)] "R" (for "registered"), with date;
3. The new card may show the name of the first person who registered, in which case it should be marked [in the appropriate space (3)] "R", with date on which the original registration took place;
4. If a new card is not received within one month after taking the action described at f(2), the first card should be marked [in space (3)] "NOR" (for "not otherwise registered"), with date;
5. The above applies only to persons in the area under the jurisdiction of the post.

(10.17 cont'd)

g. If a registration card shows that a member of the family is living abroad but not in the area under the post's jurisdiction, it should be suggested to the person registered at the post that he should let his relatives know about the desirability of registering in their own area if they have not already done so.

h. If certain information provided for in the card is not submitted, every effort should be made to obtain it from the person registered before the card is transmitted to the Department.

10.18 Registration cards should be filed alphabetically. If more than one country comes under the jurisdiction of the post, the cards for each country should be kept separately.

Filing
of Cards

10.19 When a registration card is received, the post, after ensuring that there are no omissions or discrepancies, should detach the completed lower portion of the registration card (i.e. the duplicate) and forward it to the Department.

Despatch of
Cards to the
Department

10.20 a. Cards must be reviewed at the end of each calendar year and anyone who has not been heard from within the previous twelve months should be asked, if he is in the country, to renew his registration and, if any particulars are different, to complete a new registration card.

Review of
Records

b. Whenever a service is performed for a Canadian resident abroad, advantage should be taken of the occasion to check his registration card and, if necessary, bring it up to date.

10.21 One year after registration, if the registration has been renewed and the particulars noted on the card have not changed, a new date should be inscribed on the card held at the post at the time of regular review. If any of the particulars have changed, the new card should be filed and the old card destroyed. The lower part of the new card should be detached and forwarded to the Department.

Subsequent
Registration

10.22 When a registered Canadian reports that he is leaving the country permanently, his card and those of his family or household (if applicable) should be taken from the index, marked "cancelled; left for -----; (date)" and forwarded to the Department. If he reports that he is leaving the country for a temporary period of more than three months, his card should be marked "left for ----- for -----months;

Departure
from the
Country

(10.22 cont'd)

(date)", and the card retained at the post. At the same time, if the registrant is proceeding for residence or a visit for more than three months to a country where there is a Canadian post, a notification should be sent to that post of the likelihood of his arrival and his intended address, if known. When this action is taken, if the card is sent to Ottawa, it should bear a notation (e.g. "Paris notified"). If the annual check reveals that a registered Canadian has left the country permanently without notifying the post, his card and those of his family or household (if applicable) should be marked "cancelled: left; destination unknown; (date)" and forwarded to the Department.

Dummy Registration Cards

10.23 A post receiving notification of the impending arrival of a Canadian likely to take up residence within the district for a period exceeding three months should complete a "dummy" registration card in the individual's name, clearly marked "advance notification; (date)" and the complete card should be filed. If the person makes no attempt to register within three months of the date advance notification was received and there has been no other positive indication of his arrival in the district, the post should mark this card "not registered": (date)" and forward the complete card (both parts attached) to the Department.

Registration for Temporary Stay

10.24 If the person intends to stay in the country for a temporary period exceeding three months and then return to another country in which he is already registered, his registration card in the country to which he has recently arrived should be marked (on both portions) "temporary registration for ---- months; (date). Also registered at ----(name of post)". The lower portion of the card should then be sent to the Department.

Notification of Previous Post

10.25 When a registration card is received at a post from an individual who indicates that he has previously registered at another Canadian post (e.g. Brussels) but from which the former post has received no advance notification, the post should send notification of the individual's new registration to the previous post (e.g. Brussels), with an indication whether the registrant plans to return to the country in which he was registered. The post receiving the notification will then amend its registration card in accordance with the procedure in 10.22. The post registering the person for the second time should make sure that, in this case, the card is marked (e.g. "Brussels notified") before forwarding the lower portion to the Department.

10.26 A post receiving a "dummy" card from the Department marked "query" should try to discover whether the individual is actually in the district. If he is found, he should be asked to re-register and normal procedure should be followed. If he cannot be found after a reasonable interval, usually three months, the "dummy" card should be marked "whereabouts unknown" and returned to the Department.

Queries from
the Department

10.27 When it is known that a registered person has lost his Canadian citizenship, the registration card should be taken from the index and marked "ceased to be Canadian; (date)". The same notation should be entered against that person's name on any other registration card on which his name appears. The card of the person concerned should then be forwarded to the Department.

Loss of
Canadian
Citizenship

10.28 a. Registration cards are the property of the Canadian Government, form part of the official archives of the post, and are in its official custody. The information contained in them is confidential and should not be disclosed to anyone without the consent of the persons having given it or without the prior approval of the Department.

Confidential
Nature of
Registration

b. There is however no objection to a post disclosing the fact that a person is or is not registered, (or that a certain service has been rendered, such as registration of a marriage or birth), if, in its estimation, the inquirer has valid reasons for requesting this information.

c. Inquirers seeking information on the whereabouts of a registered person should be advised that, if they so wish, the post will communicate with the Canadian citizen whose whereabouts are sought telling them the inquirer's name and where he can get in touch with the latter. If circumstances make preferable the use of telephone or telegraphic facilities, inquirers should be requested to defray the costs incurred after having been warned beforehand of the approximate amount.

d. Posts and inquirers alike might be saved annoyance if it were suggested to the latter to check first the local telephone books or other available directories for the names and addresses of Canadian citizens with whom they wish to communicate. (See also 10.43).

10.29 - 10.40 - Spares

PART II

REGISTRATION OF OTHER VITAL STATISTICS

Registers
of Vital
Statistics
Not Required

10.41 a. Because no central registry of vital statistics is maintained in Ottawa (except for births abroad) posts are not required to maintain registers of marriages, divorces, annulments of marriages, adoptions, changes of name, and deaths of Canadian citizens within their district.

b. Upon request, however, a record may be made, for possible future reference, of any such vital statistics, upon production of appropriate documents establishing that the marriage, divorce, etc. has been performed in compliance with local law. The supporting documents should also be listed.

Review of
Registration
Cards

10.42 a. When information is received that a person, registered at the post in accordance with Part I, has married or otherwise changed his status, he should be asked to complete a new registration card.

b. When information is received that a person, registered at the post in accordance with Part I, has died, his registration card should be appropriately marked and forwarded to the Department.

Confidential
Nature
of Vital
Statistics

10.43 The provisions of section 10.28 of Part I of this chapter apply *mutatis mutandis* to information received under this part.

Registration
of Births

10.44 For a discussion of registration of births, see Chapter II.

10.45 - 10.55 - Spares

PART III

CERTIFICATES

Issuance of
Certificates

10.56 Subject to the provisions of sections 10.28 and 10.43, posts may issue a certificate with respect to any of the matters referred to in Part I and Part II of this Chapter. The following general form is suggested as suitable:

(Name of Post)
(Place)
(Date)

This is to certify that on.....19...;
day month

.....
Mr. Mrs. Miss (Full Name)

residing at....., a Canadian

citizen, gave the following information to this office and requested that it be recorded:

(State here information given)

In support of this information.....
Mr. Mrs. Miss

produced the following documents:

(List here documents produced)

Office Seal

.....
Signature of issuing
officer and his capacity

(10.56 cont'd)

(Poste)
(Lieu)
(Date)

Je certifie que, le.....19 ,

M.....
(nom et prénoms)

domicilié(e) à.....
(adresse précise)

citoyen(ne) du Canada, m'a communiqué les renseignements suivants et a demandé qu'il en soit pris acte:

(énoncer les renseignements donnés)

Pour faire foi, M.....

a produit les documents suivants:

(liste des documents)

Sceau officiel
Signature et fonctions de l'agent

Canadian Consular Instructions Amendment No. 38, September 10, 1958.

REGISTRATION CARD FOR CANADIAN CITIZENS ABROAD

Ext. 217

(1)

SURNAME
(Block letters)

OTTAWA FILE

Christian or
Given Names

POST FILE

Each Canadian member of your family or household living with you should complete a separate card.

Place of birth	Occupation
Date of birth	ADDRESS ABROAD Business
Passport No.	Tel.
Date of Issue	Residence
Date of Renewal	Tel.
Certificate of Citizenship or Naturalization No. Series	ADDRESS IN CANADA (if any)
Date of Issue	Name and address of next of kin or other person to be notified in case of emergency.
Other Nationality or Commonwealth Status (if any)	
National Status (as shown on Page 1 of passport)	
Nationality of husband or wife	
(2)	Relationship to you, if any

APPENDIX A
(FRONT)

(SEE OVER)

(Perforation)

(Perforation)

Names and addresses of Canadian members of your immediate family or household outside of Canada (other than in United Kingdom or U.S.A.) and their relationship to you.

(3)	(3)	DO NOT WRITE ON THIS LINE	(3)

Names and addresses of close relatives in Canada and their relationship to you.

Date this card completed	Intended length of stay in this country
Date and place previous registration card completed	
Signature	

APPENDIX A
(BACK)

Canadian Consular Instructions Amendment No. 38, September 10, 1958.

CARTE D'INSCRIPTION À L'USAGE DES CITOYENS CANADIENS À L'EXTÉRIEUR		(1)
NOM (Lettres moulées)		DOSSIER (OTTAWA)
Prénoms		
		DOSSIER (MISSION)
Tout Canadien, membre de votre famille ou demeurant avec vous, doit remplir une carte distincte.		
Lieu de naissance	Emploi	
Date de naissance	ADRESSE À L'EXTÉRIEUR	Bureau
N° de passeport		
Date de délivrance	Tél.	
Date de renouvellement	Résidence	
Certificat de citoyenneté ou de naturalisation		
N°	Série	Tél.
Date de délivrance		
Autre nationalité ou statut dans le Commonwealth (s'il y a lieu)	ADRESSE AU CANADA (s'il y a lieu)	
Nationalité (celle qui est indiquée à la page 1 du passeport)	Nom et adresse du plus proche parent ou de toute autre personne à prévenir en cas d'urgence.	
Nationalité du mari ou de l'épouse		
(2)	Degré de parenté (s'il y a lieu)	

APPENDIX A
(FRONT)

(VOIR VERSO)

(Perforation)

(Perforation)

Noms et adresses des Canadiens, membres immédiats de votre famille ou demeurant avec vous en dehors du Canada (sauf au Royaume-Uni ou aux États-Unis) et leur degré de parenté avec vous.

(3)	(3)	NE PAS ÉCRIRE SUR CETTE LIGNE	(3)	(3)
-----	-----	-------------------------------	-----	-----

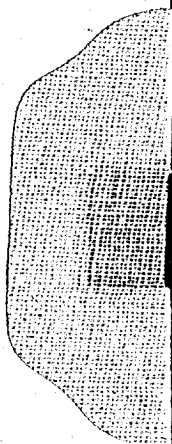
Noms et adresses de proches parents au Canada et leur degré de parenté avec vous.

Date où cette carte est remplie..... Durée de séjour prévue dans ce pays.....

Date et lieu où une carte d'inscription a déjà été remplie.....

Signature.....

APPENDIX A
(BACK)



CHAPTER XI

RELIEF AND REPATRIATION OF
DISTRESSED CANADIAN CITIZENS

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11.10
11.09a
11.11

CHAPTER XI

RELIEF AND REPATRIATION

OF

DISTRESSED CANADIAN CITIZENS

11.01 When Canadian citizens and their dependants fall into distress in Commonwealth and foreign countries and appeal for help to a Canadian post, it is a function of the officer performing consular duties to provide practical assistance and, if no other recourse is available, aid by an expenditure of public funds provided that guarantees of repayment are furnished. There is no legal obligation on the Canadian Government to render financial assistance to indigent Canadian citizens abroad through its diplomatic or consular posts and, consequently, Canadian citizens in Commonwealth and foreign countries have no claim to relief or repatriation at public expense as a matter of right. Accordingly, financial assistance when provided does not assume the character of a relief payment in the public assistance sense, but is, in fact, a recoverable advance made to or on behalf of the applicant. Departmental funds provided for the assistance of distressed Canadians abroad, therefore, are not available as an alternative to the public assistance which would ordinarily be afforded by governmental or private agencies of the country in which a Canadian has fallen into distress but are intended to serve as a last, not a convenient resort, when it is evident that there are no other existing means to alleviate the distress of the applicant. In most instances, accordingly, consular officers will be confronted with the various necessities of Canadian citizens who are temporarily in a foreign country and are, in consequence, not eligible to seek public assistance from the local authorities.

General

✓✓

or by his relations & friends
settled in Canada or abroad

not meant to cover "drifters" who are moving

Disbursements for the relief and repatriation of distressed Canadians abroad and their dependants are made from post funds and debited to a vote provided for the purpose in the Departmental appropriation. As the Department is charged with the administration of that vote and is accountable for all expenditures therefrom, it is incumbent upon the consular officer making the disbursement to ensure that the application for relief or repatriation is

any place except temporarily and who are neither bona fide tourists or residents of country in which about to leave home
most of 1st priority

refer drifters to British Police

and making on return with explanation of forms & Com. assistance cards etc.

(11.01 Cont'd)

bona fide, that the Consular Instructions pertaining thereto are fully observed, and that the proposed expenditure is of a nature that can be clearly charged to the vote.

The following instructions regarding relief and repatriation of distressed Canadian citizens abroad are designed principally to provide guidance to consular officers and are not devised to impose uniform and categorical direction in those unusual situations where practical humanitarian action demands a deviation from the normal procedure. Consular officers, therefore, are expected to interpret these instructions reasonably and intelligently with due regard to the public interest, bearing in mind that no attempt has been made to provide for necessary and self-evident exceptions.

Telegrams sent direct to relatives conveying bad news should, of course, contain an expression of regret.

Emergency
Evacuation

11.02 In case of conditions of local or international emergency affecting Canadian citizens visiting or resident within the area of responsibility of a post the provisions of this Chapter may be departed from in accordance with the special instructions issued.

Canadian
Citizens

11.03 a. Only Canadian citizens, as defined in the Canadian Citizenship Act, and their dependants, are eligible for assistance as distressed persons.

b. Natural born Canadian citizens, born abroad, whether or not previously admitted to Canada, who are dual nationals residing in the country of their other nationality are not eligible for financial assistance.

c. Canadian citizens, other than natural born, holding certificates of Canadian citizenship or certificates of naturalization are not eligible for assistance if normally residing in the country of their origin and if they are ~~they are~~ recognized by the local authorities as citizens of that country.

d. Canadian citizens who are normally resident in the country in which they are making application for relief or repatriation are not to be afforded financial assistance without the authorization of the Department. In such instances, it is to be established by the consular officer that the

1. c. including naturalized

(11.03 d. Cont'd)

applicant is not qualified to benefit by the forms of assistance provided by the local authorities and that there are no charitable organizations willing or able to alleviate the distress of the applicant.

11.04 Distressed Canadian merchant seamen are not to be dealt with in accordance with this chapter of Consular Instructions since provision for their assistance is made under "Distressed Seamen Regulations" pursuant to the Canada Shipping Act 1934, Part IV. Assistance will be provided to distressed Canadian merchant seamen only by those posts which have been designated to deal with merchant shipping and seamen. Other posts should refer distressed Canadian seamen to the nearest United Kingdom consular officer, or if at a post in the Commonwealth, to the Shipping Master or the Superintendent of the Mercantile Marine Office. Should it be found, however, that a seaman does not qualify for benefit under the United Kingdom regulations for distressed British seamen or the equivalent Canadian regulations, the Canadian Consul should treat the application as that of a distressed Canadian citizen. (See Chapter ~~XIII~~ and 11.09 d.).

Merchant
Seamen

IX 9.05a particularly
11.05 In considering applications for financial assistance from distressed Canadians consular officers should be familiar with the procedure to be followed and the measure of help a distressed Canadian may expect to receive from the local authorities or from charitable organizations. Before recommending or affording assistance from public funds, a consular officer should first assure himself that no assistance is forthcoming from these local sources, and that deportation arrangements, if any exist, are not appropriate in the circumstances.

Available
Local
Assistance

Information should be maintained at each post regarding the existence of the local arrangements for the relief and assistance of destitute persons either domiciled or resident in the area. This recorded information should include a description of the assistance ordinarily available from local governmental agencies in the form of relief, free medical and hospital treatment, unemployment insurance benefits, workmen's compensation, widows' and children's allowances etc. The local deportation procedures should likewise be recorded. There should also be a record of the charitable organizations whose aid could be sought for distressed or destitute Canadians.

*see also
11.29*

Financial
Assistance

11.06 Financial assistance afforded distressed Canadian citizens abroad falls within the following classifications:-

- (a) Emergency Relief
- (b) Interim Relief
- (c) Repatriation

Emergency
Relief

11.07 Emergency relief is granted to distressed Canadian citizens and their dependants who are temporarily stranded in a foreign country without immediate resources and where assisted repatriation is not required or appropriate. These instances generally concern the transient Canadian who is embarrassed by theft or loss of his funds or by delay in the receipt of funds from usual sources or who requires urgent hospitalization because of critical illness or accident. As such applications require immediate decision, the consular officer should at once make the necessary arrangements notifying the Department by telegram or air mail, as appropriate. The usual undertaking to repay should be obtained and the instructions regarding the provision of interim relief followed as applicable to the circumstances. Relief provided to persons financially embarrassed through theft, loss or delay in receipt of funds should be definitely limited at the outset to the interval necessary for the transfer of funds.

Where a consular officer is satisfied concerning the identity and bona fides of an applicant, it may generally be found expedient to cash, in local currency from the post funds, the applicant's cheque on his Canadian bank account in an amount sufficient to sustain him until he has arranged the transfer of funds. The cheque is to be made payable to the Receiver General of Canada and forwarded immediately to the Department with a covering letter giving full particulars and quoting the official receipt number. The transaction will be listed on the monthly Dollar Revenue Statement and reference made to the covering letter.

Telegrams despatched by consular officers on behalf of persons requesting the remittance of funds from private sources should specify that the funds be made payable to the post. At the time the money is received, applicants should be required to repay any interim assistance given by the post, but the costs of any telegrams or other communications will be borne by the Department.

11.08 Interim relief may be granted to applicants for assisted repatriation in payment of costs of their lodging and subsistence during the interval between reference of their application to the Department and the receipt of the Department's decision upon the application. Cash should be advanced only in exceptional cases and arrangements made for the provision of lodging, subsistence, clothing, medicines etc. In arranging hotel accommodation a per diem rate should be set with the hotel management to whom it should be explained that expenditures beyond that limitation without the authorization of the consular officer will not be honoured.

Interim Relief

Amend for countries who will cover interim costs
grant temp labour permit?

this should also be in 11.07 in a modified form

i.e. Cash should not be advanced unless necessary

the "necessary" arrangements more often than not should be dealt with hotel pending receipt of funds.

Any debts incurred by the applicant previously, whether for lodging and subsistence or for other reasons, should not be paid.

Where circumstances permit the applicant for repatriation should be required to obtain temporary local employment in order to provide for his immediate subsistence.

Provision of interim relief pending decision to repatriate should be avoided in those cases where, because of advanced age and association with present place of residence, ill health or other reasons, the applicant desires to remain in his present place of residence and his eventual willingness to be repatriated is doubtful. In such instances the Department has no financial authority for the payment of relief on a continuing basis.

PC 20/8 533
encl 49

11.09 a. Repatriation of distressed Canadian citizens and their dependants is assisted by the Department when it is established that their destitute circumstances cannot be alleviated by other means. This form of assistance is conditional upon the applicant completing a form of undertaking to repay all expenditures on his behalf, supported where possible, by a similar undertaking by a guarantor in Canada. Transportation and expenses of able-bodied males unaccompanied by dependants should not be paid beyond the port of arrival in Canada unless special circumstances exist which necessitate the applicant being returned to his last place of residence or to the province of domicile.

Repatriation

b. Expenditures or disbursements for repatriation are to be made only upon authorization by the Department except in those instances permitted by these instructions. (See 11.02 and 11.26).

(11.09 Cont'd)

c. In submitting requests for repatriation sufficient particulars should be conveyed to the Department to enable a decision to be made without further reference to the post. In eliciting information, Appendix A will serve as a guide in interviewing applicants. If it is decided to recommend the application, the air-mailed report to the Department should embody this information and supplement any necessary telegram. Whenever possible air mail should be used rather than telegrams. If the urgency of the situation makes it necessary to telegraph a request the following details are required:

1. Full name and names of accompanying dependants.
2. Canadian passport number (if any). Canadian address (if differing from that address when application was made for passport).
3. Date and place of birth. Name of father and maiden name of mother (if no passport).
4. Circumstances of distress, purpose and immigration status of applicant in the country concerned.
5. Names and addresses and telephone numbers of persons in Canada who will guarantee repayment or advance costs of repatriation.
6. Action recommended.
7. Estimated costs.
8. If applicant will be a public charge on returning to Canada, the municipality and province of domicile and dates of residence therein.

9. Note: If the applicant's passport is lost the following information is required for search of passport record:

- (a) Full name.
- (b) Place and date of birth.
- (c) Place of issuance of passport.
- (d) Approximate date of issuance.

For brevity in telegraphing this information reference is to be made to this section *seriatim*; e.g.

"Subject: Repatriation (or relief) requests"

1. "Mrs. John Robert Doe and infant son John Robert.
2. 4-537184.
4. Deserted last Monday by husband. Whereabouts unknown. On vacation trip. Without funds and return ticket.
5. Thomas James Atkins, father, 23 Melbourne St., Montreal, Harbour 2-8168.
6. Steamship passage Montreal.
7. \$300.00."

d. Able-bodied men, unaccompanied by dependants, will be expected to work their passage to Canada, if capable of doing so, when this type of transportation arrangement can be made.

11.10 a. In dealing with the repatriation of a family, except in extraordinary circumstances, the family should be moved as a unit in order to facilitate rehabilitation in Canada as a family group. If repatriation of the family is not made as a family unit, care should be taken to ensure that the proposed repatriation is not employed as a means of avoiding domestic difficulties or of evading parental responsibilities.

Repatriation
of Families

*Antonsen
(Remarks)*

b. In repatriating children or minors it must be clearly established that the person to whom they are destined is vested with legal custody. The local laws and regulations pertaining to the custody of children and minors should be ascertained and, if it appears that the local laws and regulations are likely to be transgressed, the Department should be immediately informed.

Repatriation
of Children

c. If necessary, exit permit procedures should be arranged with the local authorities. It is generally preferable to arrange exit permission after authority for re-admission to Canada is received. This is particularly applicable if the children are not Canadian citizens and must seek admission as immigrants.

Repatriation
of Non-
Canadian
Dependants

11.11 Before travel arrangements can be authorized for dependants who are not Canadian citizens it is necessary that their admission to Canada be first approved by the Department of Citizenship and Immigration.

Incapacitated
Persons

11.12 In repatriating distressed Canadians mentally or physically incapacitated who will become public charges on re-entering Canada, it is necessary that their claim to domicile in the province and municipality of destination be clearly established in order that they be appropriately directed to the institutional care of the province or municipality concerned. In some instances it may be difficult to establish proof of domicile in a province or municipality because of prolonged absence or where there is an unsettled history of residence in Canada. The Departmental vote for repatriation and relief cannot be employed for the assistance of such persons on re-admission to Canada. In such cases, therefore, it is essential that clear details of the history of residence in Canada be obtained and forwarded to the Department.

The report should include a statement of the special particulars of the case and a copy of any medical report which may be available. It should also be stated whether an attendant or attendants will accompany the patient and whether there are special circumstances which would make air travel necessary; i.e. whether air travel would obviate the necessity of an escort or the physical or mental condition of the patient renders it imperative. The estimated cost of the journey of the disabled person and the escort is to be stated.

Posts en route should be notified and, if necessary, their assistance enlisted.

Reception
Arrangements

11.13 In cases where reception arrangements in Canada by governmental or welfare agencies are necessary or arrangements are to be made for meeting on arrival by friends or relatives, the Department should be notified appropriately in advance of the

(11.13 Cont'd)

date, time and place of expected arrival together with the name of the ship or airline flight number. If this information is not available at the post initiating repatriation, arrangements should be made for this information to be supplied by an intermediate post in the country of trans-shipment or, if this is not possible, by the transportation company.

11.14 Transportation arrangements are not to be completed for persons known to be suffering from communicable diseases, although acceptable for passage by the transportation company, until arrangements have been made through the Department for their reception in Canada.

Communicable
Diseases.

11.15 In assisting distressed Canadians and their dependants abroad, as a general rule, transportation is provided only for return to Canada. In special circumstances and at the request of the applicant transportation may be provided to a country other than Canada if this procedure offers reasonable assurance of the applicant and his dependants becoming self-supporting without further assistance from public funds.

Destination
other than
Canada

In all such instances the report to the Department should fully establish the practicability of so dealing with the case. No transportation expenses are to be incurred or arrangements initiated without authority of the Department.

11.16 The granting of relief or repatriation is conditional upon the applicant completing a signed undertaking to repay the expenditures made on his behalf (See Appendix F). He should also submit where possible the name and address of a person in Canada from whom the Department can secure a guarantee of repayment or that portion remaining unpaid, should the applicant default.

Undertaking
to
Repay

The form of undertaking is not to be altered in any way which would qualify its conditions. Care should be exercised in ensuring that the Undertaking to Repay form is complete in all particulars. These particulars should be obtained before the applicant is given an advance of funds, since it is seldom possible to obtain them at a later date. In all cases the *bona fides* and identity of the applicant should be established beyond doubt. After the forms have been completed, it is the responsibility of the reviewing officer to ensure that they are complete in all respects.

In repatriating husbands and their wives, both parties are to sign jointly the undertaking to repay. Dependants over 21 years of age will complete a separate undertaking to repay.

Repatriation
Expenditures

11.17 Expenditures made for repatriation costs should take the form of non-transferable non-refundable transportation tickets and an allowance in cash sufficient only for meals and incidentals en route. Other contingent expenditures en route which may be necessary should be arranged whenever possible through the transportation company or international welfare agencies.

Repayments
Abroad

11.18 When expenses made for relief are repaid either to the initiating or to another post the Department should be informed immediately with copies of the letter marked for distribution to Treasury Office and to Passport Office.

Correspondence

11.19 Correspondence on repatriation and relief is to be forwarded in triplicate with the last two copies marked for distribution to Treasury Office and Passport Division. Copies of completed forms of undertakings to repay should be similarly marked for distribution to Treasury Office and Passport Division.

Telegraph
Costs

11.20 The cost of necessary telegrams and long-distance telephone calls will be borne by the Department. Telegrams should be sent only where airmail would not serve and their cost should be kept to a minimum. It should be noted that letter telegrams cost only half as much as those given precedence. As all telegrams are delivered within 24 hours, most consular telegrams should be sent "Routine".

When it is apparent that the costs of telegrams will exceed the amount of financial assistance required the consular officer may, at his discretion, make the necessary disbursement, notifying the Department immediately by air mail.

Transportation
Arrangements

11.21 a. When repatriation is approved, transportation should be arranged at minimum rates to the last place of residence in Canada except in those cases where the person would not be self-supporting or would become a public charge on re-entry to Canada. In the latter instances, he should be destined to the place where reception arrangements have been made either by friends or relatives or by the public welfare authorities. Normally, transportation will be provided to able-bodied males unaccompanied by dependants, only to the port of arrival in Canada. (See Sections 11.09 a., 11.09 d. and 11.26). Non-transferable, non-refundable transportation tickets should be supplied with a cash advance for meals and incidentals en route. Meal tickets should be supplied, if available, rather than cash. Sleeping car accommodation is supplied only in exceptional circumstances, i.e. health reasons, mothers with infants.

b. Where it is not possible to arrange transportation by direct route or through passage cannot be obtained or where the adoption of an indirect route would result in economy, journeys may be arranged via an intermediate Canadian post. The intermediate post should be notified appropriately in advance of departure and arrangements made for further financial and other assistance during any necessary stopover and for the continuation of the journey which should be resumed without delay.

c. Excess baggage, freight or storage charges for effects are not to be incurred without authorization from the Department.

11.22 a. Upon receipt of authority to advance funds, the passport of the applicant is to be impounded, and forwarded to the Department when the bearer has been repatriated, unless otherwise specifically instructed. A gratis Emergency Certificate is to be issued for the return journey to Canada (See 15.16).

Travel
Documents

b. When persons abroad obtain relief or repatriation at Government expense they may not be granted passport facilities again until they have repaid in full the advances made. In cases where the debt has not been repaid, however, passport facilities may be granted to persons so indebted if they are:

- (i) persons (such as missionaries, businessmen, etc.) who are proceeding abroad in the performance of their occupations or whose livelihood depends on their freedom to travel;
- (ii) persons who are ill and are proceeding abroad to obtain medical treatment;
- (iii) persons who can establish that there are strong humanitarian reasons for their travel abroad;
- (iv) persons who satisfy the Department of External Affairs that special circumstances

exist which justify the granting of passport facilities.

The issuance or re-issuance of passports in such cases does not in any way diminish the obligation of the persons concerned to repay their original relief and repatriation debts.

c. Visas necessary for the journey should be secured by the consular officer, the fees for which are chargeable to the applicant's repatriation account.

d. When interim or emergency relief is refused, an endorsement should be made on the last page of the passport "seen by (name of post)". Except in cases of vital emergency, no financial assistance is to be given when the passport carries such an endorsement without reference to the Department.

When put on (or offer to put on) interim assistance require deposit of passport against receipt ("held for return" - return stamp only)

11.23 When the assistance of the Department is sought to confirm the birth in Canada of a distressed Canadian citizen, the following particulars are required:

1. Date and place of birth, including parish and county where applicable.
2. Date and place of parish or baptism where applicable.
3. Name of father and maiden name of mother.

In seeking to confirm the Canadian citizenship of a Canadian citizen, other than natural born, the following particulars are required:

1. Name under which the Canadian citizenship certificate or certificate of naturalization was issued. If included in the certificate of naturalization, full name and the name of parent or husband appearing thereon.

Confirmation
of citizenship

see also
7-50c

(11.23 Cont'd)

2. Date and place of issuance of the certificate.
3. Particulars of residence in Canada; i.e., places and dates.
4. Date and place of birth.
5. Particulars of admission to Canada; i.e., name of ship, air line or transportation company, date and port of entry.
6. Date of departure from Canada and reason therefor. (See also Appendix B).

*also
see 6.32a
(~~see~~ in
Chapter II)*

11.24 If legal services are urgently necessary for a distressed Canadian citizen seeking relief or repatriation the head of post may, without consulting the Department, authorize an expenditure for such services in an amount not exceeding the equivalent of twenty-five dollars. (For amounts in excess of twenty-five dollars see 705.2.b. Departmental Regulations and Instructions). The costs of these services are to be charged to the relief or repatriation account of the applicant.

Legal
Services

11.25 The responsibility for interviewing applicants and disbursing relief is not to be delegated to charitable or other agencies.

even if case is not of "distress"

Consular
Responsibility

11.26 Consular posts in the United States may afford repatriation and relief without prior authority of the Department to distressed Canadian citizens, other than permanent residents of the United States, and their dependants. Transportation should ordinarily be provided to the Canadian city closest to the nearest port of entry to Canada. Repatriation is to be granted only when it is established that local charitable or relief agencies are not able or available to assist the applicant and it is evident because of the special merits of the case, that United States deportation procedures are not an appropriate alternative. Disbursements for repatriation are to take the form of provision to the applicant of a non-transferable, non-refundable transportation ticket of cheapest rate by the most direct route and a minimum cash allowance for meals and incidentals on the journey. Reports and undertakings to repay, with the requisite number of copies, are to be forwarded to the Department when repatriation or relief is granted. Reports are to include the place and date of birth of the applicant in order to provide particulars required for the Passport Control List.

Procedure
in the
United
States

Canadian
Indians

11.27 a. Canadian Indians, whether or not enfranchised, may be provided with assistance in accordance with the instructions in this section.

b. If it is found that an Indian applicant is a member of a band, a letter or telegram of enquiry should be sent to the Superintendent of the Indian Agency of which he claims to be a member. If the Agency Superintendent confirms that the applicant is entitled to per capita distributions, rentals, or other funds from which transportation costs can be paid, a relief or repatriation advance may be made provided an assignment is secured from the applicant in the form given in Appendix E. This undertaking should be forwarded to the Department to enable collection of the assignment from the Indian Affairs Branch of the Department of Citizenship and Immigration.

c. If the Indian applicant is not in receipt of distributions from band funds, or rentals, or other funds held in trust for him, he may be assisted as any other distressed Canadian in accordance with the instructions in this chapter.

United
Kingdom
Consuls

11.28 United Kingdom Consuls may provide relief or repatriation to distressed Canadian citizens in countries where there is no Canadian mission or, in countries where Canada is represented, when the United Kingdom Consul is so located that he can better deal with the applicant. The instructions given to United Kingdom Consuls for the relief and repatriation of Canadian citizens is shown in Appendix D of this chapter.

Deportation

11.29 When requested to do so by the authorities of a foreign state a consular officer will obtain from the Department confirmation of the Canadian citizenship of a proposed deportee or, if not a Canadian citizen, consent for his re-admission to Canada (See Appendix B). He should not assent to the deportation or commit himself upon the re-admissibility to Canada of the deportee until he has received confirmation and consent through the Department.

*see also
11.05*

No financial responsibility is to be undertaken with local authorities for the return to Canada of the person ordered deported.

If a travel document is required for the deportee an emergency certificate may be issued. The fee may be waived in accordance with Consular Instructions 23.06.

11.30 When a consular officer is informed of the death of a Canadian citizen abroad and it is necessary to notify the next of kin the Department should be informed of the necessary details by telegram. If, because of Sundays or statutory holidays, there would be delay in transmitting this information through the Department the next of kin may be notified direct. It will generally be found desirable to notify the next of kin through their local police authorities.

Deaths

11.31 When a consular officer is called upon to provide assistance in funeral arrangements for Canadians who have died abroad he should carry out such instructions as may be received from the next of kin. No expenditures other than when immediate burial is imperative, should be made until authorized by the Department. Undertakings to repay such expenditures should normally be obtained from available relatives either by the Department or the Post concerned before any expenditures are incurred.

Funeral Arrangements

At tropical posts where burial is required within limited time and reference to the wishes of the next of kin or to the Department is not therefore expedient, the consular officer may order burial within the time limit permitted by local usage, reporting the circumstances and costs to the Department by telegram.

If shipment of the body is to be made the procedure in Appendix C is to be followed.

11.32 In the absence of a relative or other responsible person qualified to take custody of the deceased's personal effects, the consular officer should make a complete inventory, duly witnessed,

Deceased Persons Effects

(11.32 Cont'd)

of all personal effects which were in the deceased's possession, one copy of which is to be forwarded to the Department. The personal effects are to be retained by the consular officer in his custody and should not be released until he is legally authorized to do so. The personal effects are not to be despatched out of the country without prior approval of the Department.

CHAPTER XI

APPENDIX A

INFORMATION REQUIRED IN CONSIDERING REQUESTS FOR RELIEF OR REPATRIATION

In interviewing applicants for relief or repatriation the following basis of questioning will provide guidance in eliciting the information generally required to establish the application and the bona fides of the applicant. Reference should be made to the passport control index to ensure that the applicant is not indebted for previous financial assistance. The items which are applicable are to be embodied in the report to the Department.

1. Full name.
2. Canadian passport number or evidence of birth in Canada. (If passport is lost, see Section 11.09 c.9)
3. Other nationality, if any. (See Section 11.03 b. and c.)
4. If of dual nationality, whether application has been made for financial assistance to a Consul representing the other nationality and the reasons for refusal.
5. Present address.
6. Permanent address in Canada.
7. Intended destination in Canada.
8. Municipality and province of domicile in Canada and dates of residence. (See Section 11.12)
9. Occupation.
10. Date and place of birth (if no passport, see Section 11.23).
11. Names and addresses of recent employers in Canada, dates and the nature of employment and the salaries therefor.

APPENDIX A

12. Marital status. If married, present location of wife or husband and dependants and if not at same address reason therefor.
13. Names, addresses and relationship of next-of-kin in Canada.
14. Names and addresses in Canada of persons who can advance costs of repatriation or relief or will guarantee repayment thereof.
15. Date of departure from Canada.
16. Transportation company and particulars of transportation; i. e., class and, if possible number of ticket voucher, return or single ticket.
17. Reasons for journey abroad.
18. Date of entry to the present country, purpose and immigration status therein and expiry date of visa.
19. Name of bank and address of branch in Canada at which applicant keeps his account and particulars of any other assets.
20. Reasons for application for assistance.
21. Type and approximate cost of assistance required. (If physically or mentally incapacitated see Section 11.12 and 11.13. If assistance also includes burial costs of relative or dependant, see Appendix C).
22. If applicant is a dual national in the country of his other nationality reasons why he cannot obtain assistance from local sources.
23. If permanently residing in the area reasons why he cannot obtain help from local authorities. (See Section 11.05).
24. Possibilities of local employment.
25. Local governmental or charitable agencies to which the applicant has applied for relief and the reasons for refusal.

APPENDIX A

26. Action which local police or Immigration authorities will take because of applicant's present circumstances.
27. If applicant can be deported reasons why this procedure should not apply. (See Section 11.29)
28. If appropriate arrangements can be made, capacity and fitness of applicant to work his passage home.
29. Particulars regarding any previous application for financial assistance to a Canadian or United Kingdom post or to any Department of the Canadian Government or of the United Kingdom.
30. Dependants:
 - (a) If applicant is not legal custodian of minor dependants, name, address and relationship of person having legal custody.
 - (b) Names, present address, dates and places of birth, municipality and province of domicile of dependants for whom relief or repatriation is also sought.
 - (c) Nationality of dependants included in application for relief or repatriation. If dependants are not Canadian citizens and have previously been admitted to Canada the information required in Appendix B should be forwarded as complete as may be possible in order to determine readmissibility from the records of the Immigration Branch, Department of Citizenship and Immigration. If available, refer to file number of Canadian visa previously issued.
 - (d) If dependants are Canadian citizens who have never been admitted to Canada, the certificate of registration of birth abroad is to be presented or, failing that, sufficient information to enable reference to records of the Canadian Citizenship Registration Branch, Department of Citizenship and Immigration.

CHAPTER XI

APPENDIX B

INFORMATION REQUIRED TO ESTABLISH
PREVIOUS ADMISSION OR DOMICILE
IN CANADA

If possible, submit documentary evidence to substantiate information given herein. It will expedite consideration of the application if as much information as possible is submitted.

1. Present Surname.....Given Names.....
2. Spelling of names used at time of admission to
Canada.....
3. Date of Birth..... Place..... Country.....
4. Address.....
5. Admission to Canada
(a) Date..... (b) Port.....
(b) Name of ship or trans. company.....
6. If applicant came to Canada through the United
States
(a) U.S. Port of Entry.....
(b) Date of landing.....
(c) Name of ship or trans. company.....
7. Names of relatives or friends who accompanied
applicant to Canada (exact spelling).....
8. Periods of residence in Canada (dates and home
addresses).....
.....

APPENDIX B.

9. Names and addresses of firms or organizations with whom applicant has been employed, in Canada or elsewhere, from arrival in Canada to date (in chronological order).....

10. Details of passports held since admission to Canada, including dates, places of issue and names of countries issuing.....

11. Absences from Canada

Date of Departure from Canada	Return to Canada		
	Date	Port	Name of ship or trans. co.
1			
2			
3			

12: Reasons for absences from Canada.....

13. Family or other connections maintained with Canada while abroad.....

14. Details of property or other assets left in Canada

15. While out of Canada did applicant register with U.K. or Canadian Consular Office? Yes No

Date..... Place..... Country.....

.....
Date

(Adapted from Form Imm. 436, Department of Citizenship & Immigration).

CHAPTER XI

APPENDIX C

SHIPMENT OF REMAINS OF PERSONS DYING ABROAD

The entry to Canada of the remains of deceased persons is governed primarily by provincial legislation. The only federal restrictions are those established under the Quarantine Act. The provincial regulations differ for the individual provinces but the following conditions are the maximum requirements demanded by any provincial regulations.

- | | |
|--|---|
| (1) The remains are to be embalmed and placed in a hermetically sealed, metal-lined, leak-proof casket or coffin which is enclosed in a strong outside wooden box. | Return of Remains

Maximum Requirements |
| (2) Shipping posters or labels furnished by transportation companies are to be properly completed and executed. A burial, removal or transit certificate issued by the proper authority of the place wherein the death occurred must accompany the remains. The certificate must show the causes of death. | Documentation |
| (3) (i) Where death has occurred from contagious or infectious diseases, the outside container must carry a Certificate stating that the Medical Officer of Health of the district concerned or other constituted authority is satisfied that precautions have been taken against contagion and that the remains are enclosed in a leak-proof metal or metal-lined coffin or casket that is permanently sealed to prevent re-opening. This Certificate is to be confirmed by the transportation company before accepting the remains for shipment. | Death from Contagious or Infectious Diseases. |

CHAPTER XI

APPENDIX C

Articles
accompanying
Remains..

(ii) Articles accompanying the remains of persons who died from contagious or infectious diseases must be certified by the competent health authorities to have been properly disinfected if they had been exposed to infection.

Death from
Quarantinable
Diseases

(iii) Section 48(a) of the Quarantine Regulations established under the authority of the Quarantine Act reads in part as follows: "The body of a person dead from cholera or smallpox shall not be allowed to pass through quarantine until one year has elapsed since death. The body of a person dead from typhus or plague may be permitted to pass through quarantine if free from vermin. If dead from yellow fever, no precautions are required

Remains in
transit via
United States

(4) Remains shipped in transit through the United States must be accompanied by a Certificate furnished by a United States Consular Officer certifying that he was present when the casket was closed and upon which he has affixed his consular seal, etc., in addition to the documentation outlined in 2 and 3 above.

Remains shipped
to United States
for trans-
shipment to
Canada

(5) When the remains of persons who are to be interred in Canada are shipped to the United States for trans-shipment to this country, the documentation required by the United States authorities should be ascertained from a United States Consular Office. The documents which would be required by the Canadian authorities are those listed in 2 and 3 above.

CHAPTER XI

APPENDIX C

- (6) Remains of persons who have died in the United States, when death has resulted from other than contagious or infectious diseases, are admissible under more simple conditions and enquiries should be made from the provincial authorities concerned in each such case.
- Death in the
United States

CHAPTER XI

APPENDIX D

ASSISTANCE TO CANADIAN CITIZENS BY UNITED KINGDOM POSTS

Relief or assisted repatriation may be provided by United Kingdom posts to Canadian citizens in accordance with the following directions contained in "General Instructions for His Majesty's Foreign Service, 1949" (Chapter 14 part 3 Canada)

"RELIEF

90. In a country in which there is no Canadian mission, a Foreign Service Officer may give relief in cash or otherwise to a distressed Canadian citizen in any case in which he would grant such relief to a citizen of the United Kingdom and colonies of clearly established United Kingdom origin and connections. General rules contained in Part 1 of this chapter should be followed. The Foreign Service Officer concerned should send a brief report on the case without delay to the Under Secretary of State for External Affairs, Ottawa. The above also applies in the case of distressed Canadian citizens who apply for relief to a Foreign Service Officer in a country where there is a Canadian mission, but no Canadian Consular representative. In such instances, however, the Foreign Service Officer should send his report on a case to the Canadian mission and not to the Department of External Affairs.

91. In the United States of America, even a post where there is no Canadian Consular Officer, Foreign Service Officers should refer applicants for relief to the nearest Canadian colleague, and should grant cash relief to a Canadian citizen only in the most unusual and urgent cases, sending a report without delay to the appropriate Canadian Consul.

CHAPTER XI

APPENDIX D

REPATRIATION

92. In a country in which there is no Canadian mission, a Foreign Service Officer may not repatriate a Canadian citizen without the expressed authority of the Department of External Affairs at Ottawa. The Foreign Service Officer may correspond direct with the Department of External Affairs in such cases. In a country in which there is a Canadian mission, Canadian applicants for repatriation should be referred to that mission.

GENERAL

93. The preceding regulations regarding repatriation refer to individual cases arising in normal, peacetime conditions. The question of mass repatriations in war emergency will be dealt with in separate instructions.

94. In the case of persons who are citizens of both the United Kingdom and colonies and of Canada, Foreign Service Officers should ascertain whether the applicant for relief or repatriation has maintained closer relations with Canada or with United Kingdom or with some part of the Commonwealth. Should there be any doubt on this point, the Foreign Service Officer should refer the matter without delay to the Foreign Office, giving the fullest possible particulars regarding the person concerned."

Note: Reimbursement of sums expended by United Kingdom Posts on behalf of Canadian citizens is made by the United Kingdom Post billing the Department direct, the Department then remitting the amount to the Foreign Office.

CHAPTER XI

APPENDIX E

**CANADIAN INDIANS ORDER
FOR RE-PAYMENT FROM BAND FUNDS**

I assign future trust fund distributions from the funds of the Band of Indians, and any rentals to which I may become entitled, to the Receiver General of Canada on behalf of the Department of Citizenship and Immigration, until charges amounting to \$ incurred in connection with my repatriation to Canada have been repaid.

Witnessed Signed

Band

Band No.

Place:

Date:

CHAPTER XI

APPENDIX F

APPLICATION FOR ADVANCE OF FUNDS

(To be completed in quintuplicate)

Post

Grid for Surname and Given Names

HOME ADDRESS IN CANADA (Street No.) (City)

LOCAL ADDRESS

OCCUPATION Unemployment Insurance No.

Date of Birth Place of Birth

Name and Address of present or last employer in Canada

Dates of last employment in Canada

EVIDENCE OF CANADIAN CITIZENSHIP (Passport, Citizenship Certificate, Birth Certificate, etc.)

DATE OF DEPARTURE FROM CANADA AND REASONS FOR JOURNEY

BANK ACCOUNTS OR OTHER ASSETS

Number and Place of Issue of Vehicle Operator's Permit, if any

RELATIVES OR FRIENDS IN CANADA (who may be asked to guarantee repayment)

Name

Address

Name

Address

REASONS FOR APPLICATION

Purpose for which money will be spent

UNDERTAKING TO REPAY

I hereby certify that the above statements are true and correct. In consideration of the sum herewith advanced, I hereby promise and agree to pay to the Canadian Government the sum of (\$..... Can.) on demand.

I understand that passport facilities may not be granted to me by the Canadian Government until such time as full repayment has been made for the above assistance, and during this interval I agree to inform the Department of External Affairs at Ottawa, in writing, of any and all changes in my mailing address.

Signed at this day of 19.....

Witnessed by (Signature)

Approved by

Title

DISTRIBUTION

- Copy 1) with monthly accounts
Copy 2) Consular Division
Copy 3) Passport Division
Copy 4) Post files
Copy 5) Applicant

CHAPTER XI

APPENDIX G

UNDERTAKING BY GUARANTOR TO REPAY

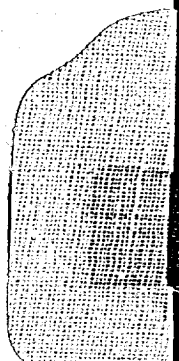
In consideration of the sums of money expended by the Department of External Affairs in providing assistance to, I (we) hereby promise to pay on demand to the Receiver General of Canada the costs incurred, or remaining balance thereof, for transportation, supplies, services, facilities or accommodation delivered or furnished on his (her) (their) behalf.

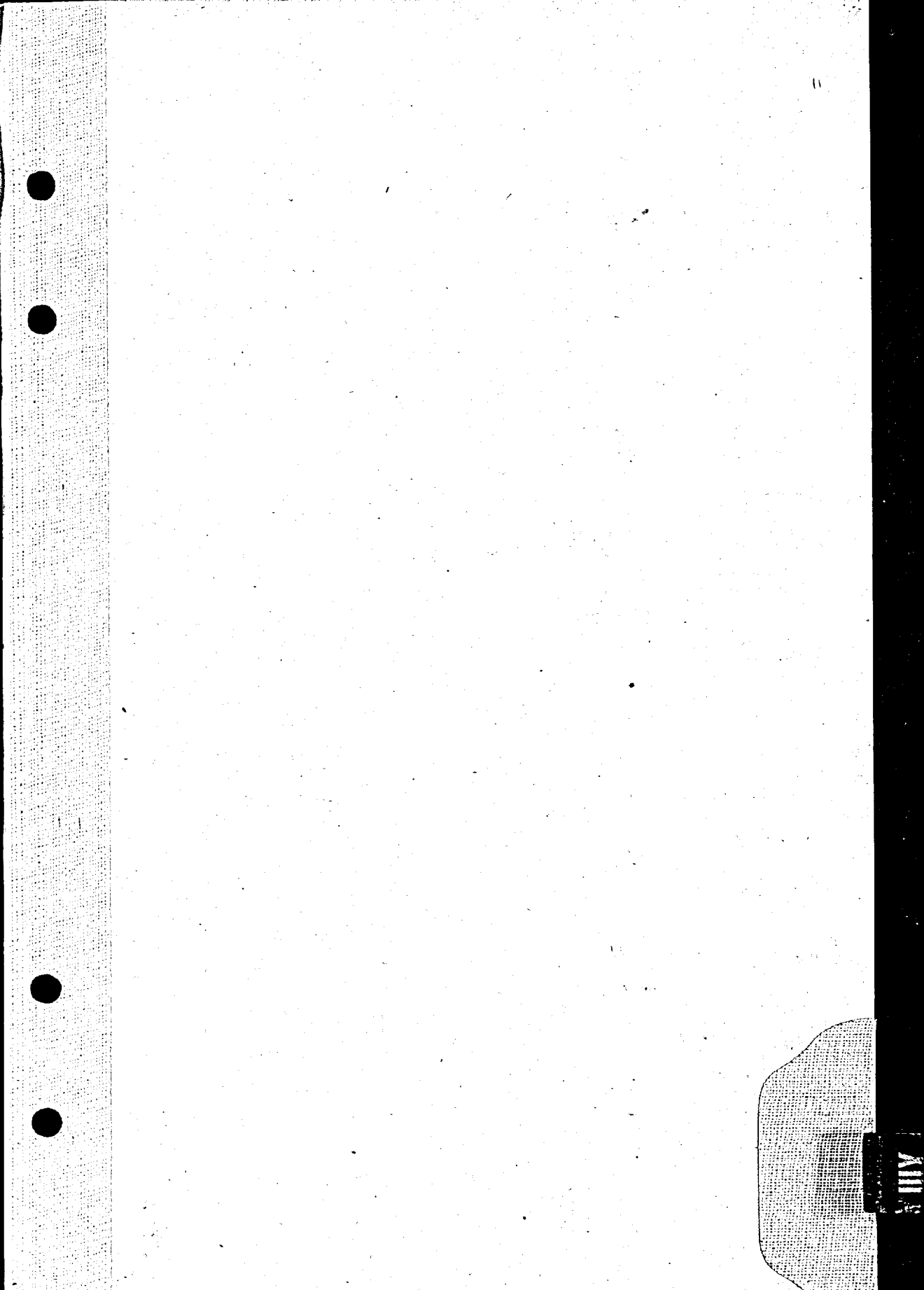
.....
Signature

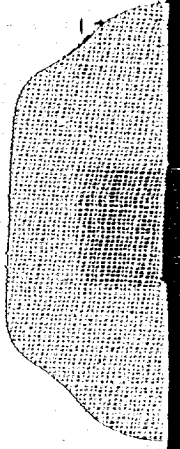
Date:.....

Address:.....

NOTE: *Undertakings by guarantors to repay will generally be completed in Canada. If completed abroad, they should be witnessed, approved and forwarded with requisite number of copies to the Department.*







CHAPTER XIV

FEES

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Schedule C Instructions	Schedule C, Part II

CHAPTER XIV

FEEES

14.01 The fees as set forth in the schedules to this Chapter shall be charged by every officer performing consular functions. Tariff of Fees

14.02 Every consular officer shall keep in his office a copy of the fee table and shall permit any person interested therein to inspect it. Exhibition of Table

14.03 A consular officer may not, except as herein provided, ask for or take any fee or reward for or on account of any act, thing, or service done, performed, or rendered by him in the execution of his office. Limitation

14.04 - 14.05 - Spares

14.06 a. The levy of a fee may only be waived on the following grounds: Waiving of Fees

- (1) destitution of the person to whom the service is rendered;
- (2) international courtesy; or
- (3) when specified by the Secretary of State for External Affairs.

b. Exemptions on the ground of international courtesy apply to services rendered to foreign officials applying for them in their official capacity.

c. The Secretary of State for External Affairs has specified that no consular fees shall be levied for services rendered to naval vessels or service aircraft belonging to Commonwealth countries or to Canadian officials applying for them in their official capacity.

14.07 a. Whenever a consular officer performs any official act for which a fee is paid he shall affix to the document and cancel official fee stamps equivalent in value to the fee prescribed. Use of Stamps

b. Fee stamps shall be used for no other purpose than to evidence the payment of the fees set out in the Consular Instructions. They shall not be sold to the public uncanceled.

Stamp
Denominations

14.08 Adhesive official fee stamps in the following denominations may be obtained from the Department upon requisition:

.25¢, .50¢, \$1., \$2., \$5.

Requisitions

14.09 a. Requisitions for fee stamps shall be made on Form Ext. 113, "Requisition for Consular Fee Stamps", on the last day of December and the last day of June for sufficient stamps to last the six months beginning the first day of January and the first day of July. In an emergency, a special requisition may be made. If the need is immediate, a supply of fee stamps may be obtained from a neighbouring post against a receipt in duplicate from the senior officer in the post receiving the fee stamps; one copy of the receipt shall accompany the accounts of the officer from whom the stamps are received.

b. Form Ext. 113 shall be prepared in quadruplicate, one copy being retained at the post and three sent forward. When the stamps are supplied, a copy of the form will be returned. After the stamps have been checked, Part E of both copies at the post shall be completed. The copy received with the stamps shall then be returned to the Department.

14.10 - 14.12 - Spares

Affixing of
Stamps

14.13 Fee Stamps shall be affixed in the manner set forth in Part II to the Schedules of this Chapter.

Use of Form
Ext. 190

14.14 a. Where the person who has paid for a service desires evidence of payment, other than cancelled consular fee stamps, he should be given a form Ext. 190 "Statement of Consular Fee Stamps Affixed to Documents".

b. This form should always be used in the case of services rendered when no documents are concerned but for which a fee is charged.

Completion of
Form Ext. 190

c. The following points should be borne in mind when completing this form:

- (1) it is necessary only to prepare a single copy of the form as far as the Department is concerned as it is merely a statement of the Consular Fee Stamps already affixed to documents, not a receipt for fees;

(14.14 Cont'd)

- (2) if the person to whom a service is rendered is not provided with an Ext. 190 at the time the service is performed, and if he subsequently requests one, an appropriate amendment should be made to the first line of the form;
- (3) an entry need only be made opposite "on behalf of" when the person who paid the fee is acting as an intermediary for the person whose documents have been serviced;
- (4) in the space provided for "short title" the number of persons in respect of whom services are rendered should be clearly shown, e.g. Engagement of 10 seamen;
- (5) when certifying the Statement, the officer concerned should show his rank immediately below his signature; and
- (6) the office stamp used on the form should show the location of the post.

14.15 - Spare

14.16 Fee stamps shall be cancelled by inscribing the date in ink or with a rubber or dater stamp and by the insertion of the initials of the cancelling officer. The cancellation should extend over the stamp on the paper adjacent.

Cancellation
of Stamps

14.17 All mutilated or damaged fee stamps as well as those removed from improperly executed documents shall be returned to the Department each month with Form Ext. 116 (see 14.28 a.). In no circumstances shall a damaged fee stamp be used.

Damaged
Stamps

14.18 - 14.22 - Spares

14.23 a. An entry shall be made on Form Ext. 120, "Cash Blotter for Consular Fees Collected", for every service for which a fee has been charged.

Recording
Fees Collected

b. When fees are received and held pending the rendering of a service at a later time, they shall be recorded on Form Ext. 119, "Temporary Cash Blotter". When the service has been performed, the fee shall be entered in the usual manner on Form Ext. 120 and Column 7 of Form Ext. 119 completed.

Recording
Fees Waived or
not Prescribed

14.24 When a service is performed for which no fee is collected, no fee stamp shall be affixed but an inscription shall be made on the document stating "no fee charged" or "no fee prescribed", whichever is applicable. In such a case, the details shall be entered on Form Ext. 117, "Consular Services Rendered Gratis".

14.25 - 14.26 - *Spare*s

Deposit of
Fees

14.27 All receipts from the sale of fee stamps shall be deposited in the bank account, each deposit being noted in the statement of Revenues and Refunds as "Consular Fee Stamp sales from (date) to (date)".

Monthly Report

14.28 a. A monthly statement of the fee stamp account shall be rendered, by the officer having custody of the fee stamps at the post, on the last day of each month on Form Ext. 116. "Inventory of Consular Fee Stamps". Form Ext. 116, together with Forms Ext. 117, Ext. 120 and Ext. 121 (Inventory of Passports), all in duplicate, should be sent to the Department with the monthly contingent accounts.

b. On the last day of March, June, September and December, the Head of Post shall check the fee stamps on hand and certify to the correctness of the inventory in the space provided on Form Ext. 116.

14.29 - 14.30 - *Spare*s

Further
Instructions

14.31 For easy reference, full instructions are printed on all the forms noted above.

CHAPTER XIV
SCHEDULE A

TARIFF OF CANADIAN CONSULAR FEES

PART I

PASSPORT AND VISA SERVICES

1. Issuance of passports as follows:
 - (a) a diplomatic or special passport No fee
 - (b) a passport (other than a diplomatic or special passport) issued to a Canadian citizen to replace an expired Newfoundland passport, (validity not to exceed that for which passport being replaced could have been renewed) \$ 2.00
 - (c) any passport not specified above 5.00
2. Amendment or endorsement of
 - (a) a diplomatic or special passport No fee
 - (b) any other passport .50
3. Renewal of a diplomatic or special passport No fee
4. Renewal of any other passport 2.00
5. Issuance of a Certificate of Identity 5.00
6. Renewal of a Certificate of Identity 2.00
7. Issuance of an Emergency Certificate 2.00
8. Issuance of a Collective Certificate 5.00
9. A non-immigrant visa (other than a visa listed in item 10 below) valid for one year or any lesser period NO FEE
2.00
10. A diplomatic visa, courtesy visa, transit visa, or a visa issued gratis in accordance with an intergovernmental agreement respecting visas (Consular Cir Doc # 22/68) No fee
11. An immigrant visa No fee
12. A visa granted to any British subject who is not required by the law of Canada to obtain a visa No fee

CHAPTER XIV

SCHEDULE A

PART I

NOTARIAL SERVICES

- | | | |
|-----|--|---------|
| 13. | Administering an oath or receiving a declaration or affirmation with or without attestation or signature (except oaths taken under Canadian Citizenship Act or affidavits in lieu of guarantor on passport applications) | \$ 1.00 |
| 14. | Each consular signature attached to an exhibit referred to in an affidavit, declaration, or affirmation | 1.00 |
| 15. | Each alteration or interlineation initialled by a consular officer in any document not prepared by him | .25 |
| 16. | Executive of a Power of Attorney, attested by a consular officer, | |
| | (a) by one person | 2.50 |
| | (b) by two or more persons at the same time | 5.00 |
| 17. | Execution of a deed, bond or conveyance under seal, attested by a consular officer, | |
| | (a) where the value of the property in question does not exceed \$50.00, | |
| | (i) if one person executes | .75 |
| | (ii) if two or more persons execute at the same time | 1.50 |
| | (b) where the value of the property in question exceeds \$50.00, | |
| | (i) if one person executes | 1.50 |
| | (ii) if two or more persons execute at the same time | 3.00 |

(Chapter XIV Cont'd)
Notarial Services

- | | |
|---|--------|
| 18. Attaching consular signature and seal, if required, to declarations for purposes of Canadian Government pay, half-pay, pension, or allowance. | No fee |
| 19. Attaching consular signature to any declaration of existence in cases not covered by Item 18 | .50 |
| 20. Drawing up and attaching consular signature to any declaration of existence | 1.50 |
| 21. Attesting the signature and seal of a foreign authority | 2.50 |
| 22. Attesting any signature on a document not otherwise provided for | 1.00 |

CHAPTER XIV

SCHEDULE A

PART I

MISCELLANEOUS SERVICES

- | | |
|--|--------|
| 23. Registration of a birth | No fee |
| 24. Each search in the Register Book of Births of the Consulate | \$.50 |
| 25. Furnishing a certified copy of an entry in the Register Book of Births | 1.00 |
| 26. Certifying a copy of any document or part of a document, as follows: | |
| (a) first 100 words or less | 1.75 |
| (b) each additional 100 words or less | .75 |
| 27. Issuance or attestation of a certificate of origin or other document in support of consignment of goods (irrespective of number of copies) and filing copy | No fee |
| 28. Issuance of <u>in transitu</u> certificate | 1.00 |
| 29. Granting any certificate not otherwise provided for, as follows: | |
| (a) first 100 words or less | 3.00 |
| (b) each additional 100 words or less | 1.50 |
| 30. Making or verifying a translation of a document, as follows: | |
| (a) first 100 words or less | 1.00 |
| (b) each additional 100 words or less | 1.00 |

(Chapter XIV Cont'd)
Miscellaneous Services

- | | |
|--|---|
| 31. Letter to foreign authorities requesting assistance in obtaining a visa, exit permit, or similar document or service. (This fee may be waived for Canadian citizens unless it appears that excessive or unnecessary requests are being made of the consular officer) | .50 |
| 32. Affixing the consular seal where no other fee is authorized | 1.00 |
| 33. Additional fee for all services rendered elsewhere than at the consular office at the request of the interested parties as follows: | |
| (a) for each hour or fraction thereof | 3.00 |
| (b) maximum per day | 15.00 |
| 34. Recording unofficial documents in consulates upon requests as follows: | |
| (a) for each 100 words or less | .50 |
| (b) maximum for any one document | 2.50 |
| 35. The administration and distribution of the property situate in the country of the consular officer's residence of a Canadian national, other than a seaman, dying intestate, or if not intestate when undertaken in the absence of legally competent representatives of the deceased | 2½ on the gross value of estate handled |
| 36. Performing a consular service not otherwise provided for, when authorized by the Department of External Affairs, as follows: | |
| (a) for each hour or fraction thereof | 3.00 |
| (b) maximum per day | 15.00 |

CHAPTER XIV

SCHEDULE A

PART II

In levying any of the following fees as numbered in Part I of this Schedule, the consular officer is to observe the following instructions:

FEE

1. The fee stamp is to be affixed below the list of countries for which the passport is or is not valid.
2. The fee stamp is to be affixed where the amendment or endorsement appears in the passport.
4. The fee stamp is to be affixed where the statement of renewal appears in the passport.
5. The fee stamp is to be affixed below the list of countries for which the certificate is valid.
6. The fee stamp is to be affixed on the Remarks page of the certificate.
- 7-8. The fee stamp is to be affixed at the lower left-hand corner of the document.
9. The fee stamp is to be affixed close to the signature of the consular officer.
- 13-22. The fee stamp is to be affixed close to the signature of the consular officer. If this is impracticable, it may be placed at the lower left-hand corner of the document.
24. If search does not result in issuance of certified copy of entry, fee stamp is to be affixed to the back of form Ext. 190. If a certified copy of entry is issued, attach the stamp close to the signature of the consular officer. Payment of this fee is in addition to fee 25 for issuance of certified copy of entry.
- 25-32. See instructions for fee 13.
- 33-36. The fee stamp is to be affixed to the back of form Ext. 190.

CHAPTER XIV

SCHEDULE B

PART I*

FEEES PAYABLE UNDER THE PROVISIONS
OF THE CANADIAN CITIZENSHIP ACT

101. On filing of Declaration of Intention with the Court,	\$ 2.00
102. On filing of Declaration of Intention with Registrar or with Citizenship Officer,	2.00
103. On filing application with the Court under section 10(1) of the Act, for a decision that the applicant is fit and qualified to be granted a certificate,	10.00
104. With application to the Registrar for a Certificate under section 10(2), 10(4), 11(2) or 11(3) of the Act,	5.00
105. With application to the Registrar for a Certificate under section 10(3), 10(5) or 11(1) of the Act,	1.00
106. With application by a Canadian citizen for the issue of a Certificate,	1.00
107. With Declaration of Retention of Canadian citizenship,	1.00
108. With Petition for Resumption of Canadian citizenship,	5.00
109. On issue of a certified copy of any certificate or document referred to in the regulations,	1.00
110. With application for a new certificate under section 25 of the regulations,	2.00
111. On taking of an oath other than the Oath of Allegiance,	1.00
112. With application for a miniature Certificate,	2.00
113. On delivery of a copy of any document,	0.25 <i>per folio</i>
114. With application pursuant to section 5(5) of the Citizenship Regulations,	10.00

*See also Part II of this Schedule.

Provided that applications from persons who have been on active service in the Armed Forces of Canada during time of war shall be exempt from the payment of the fee of one dollar required under item 106 of this schedule.

Provided, also, that British subjects who have served on active service in the Armed Forces of Canada during time of war shall be exempt from the payment of the fee of five dollars required under item 104 of this schedule.

CHAPTER XIV

SCHEDULE B

PART II

In levying any of the following fees as numbered in Part I of this Schedule, the consular officer is to observe the following instructions:-

FEE

102. Regulation 2 - Form CR 20
In the box at the bottom of page 1 headed "Certificate as to Filing" the words "with the Clerk of the Court" in line 2 are to be deleted and the line beginning "at" completed by inserting "Canadian (Embassy, Legation, etc.) at (place)". The designation of the signing officer should be changed to "Consular Officer". The fee stamp is to be affixed to the left of the consular officer's signature.
104. Section 10(2) - Form CR 2
Section 10(4) - Form CR 9
Sections 11(2) and 11(3) - Forms CR 11 or CR 12
The fee stamp is to be affixed to the lower right-hand corner of page 4 of the forms.
105. Section 10(3) - Form CR 9
Section 10(5) - Form CR 311
Section 11(1) - Form CR 11
The fee stamp is to be affixed to the lower right-hand corner of page 4 of forms CR 9 and CR 11 and to the lower right-hand corner of page 3 of form CR 10.
106. Regulation 15 - Form CR 301
The fee stamp is to be affixed to the lower left-hand corner of page 3 of form.
107. Sections 4(2)(b) and 5(1a)(b) - Form CR 7
The box at the bottom of page 1 headed "Certificate as to Filing" is to be completed by consular officer. The fee stamp is to be affixed to the left of "Signature of Officer".
108. Section 6, 18(4) and 20(3) - Form CR 13
The fee stamp is to be affixed to the lower right-hand corner of page 4 of form.

109. Form CR 16
The fee stamp is to be affixed to the lower right-hand corner of page 2 of form.
110. Regulation 25 - Form CR 301
The old certificate must accompany the application. The fee stamp is to be affixed to the lower left-hand corner of page 3 of form.
111. This fee is to be waived by consular officers.
112. Regulation 30 - Form CR 301
The fee stamp is to be affixed to the lower left-hand corner of page 3 of form.

Note- "Regulation" and "Section(s)" refer respectively to the Canadian Citizenship Regulations and the Canadian Citizenship Act as amended, as reproduced in the 1954 Office Consolidation of the Canadian Citizenship Act.

The Citizenship Regulations require only Forms CR7 and CR13 of the forms for which a fee is prescribed to be filed in duplicate; however, it is desirable that all forms forwarded through Canadian Posts abroad be completed in duplicate and a copy retained in the records of the Post.

The form bearing the fee stamp should be the original form, that is, the one forwarded to the Registrar of Canadian Citizenship. The person paying the fee may be given a form Ext. 190 if he wishes to hold evidence of payment having been made.

CHAPTER XIV

SCHEDULE C

PART I*

SHIPPING, SEAMEN, AND MATTERS

RELATED THERETO

201. Taking or recording a declaration under the Canada Shipping Act, with a view to the registry, transfer and transmission of ships, interests in ships, or mortgages on ships \$ 3.00

202. Endorsing a memorandum of change of master upon the certificate of registry and initialling his signature on the agreement with the crew, if required 1.50

203. Granting a provisional certificate of registry (this fee to be exclusive of fees on declaration) 10.00

204 - 206 - Spares

207. Interposition in the sale of a ship or of shares in a ship 10.00

208 - 209 - Spares

210. Sanctioning the engagement of seamen: for each seaman .75

N.B. -- On the transfer of a crew or part of a crew from one Canadian ship to another (or on the transfer of a crew from one set of articles of agreement to another), the maximum amount leviable shall be \$15.00, whatever the number of seamen involved. In the case of a double transfer between two Canadian ships these maxima will be doubled.

211. Attesting alterations in agreements with seamen: for each alteration, in respect of any one ship .75
at a time with a maximum fee of 16.00

212. Sanctioning the discharge or leaving behind of seamen: for each seaman .50

N.B. -- On the transfer of a crew or part of a crew from one Canadian ship to another (or on the transfer of a crew from one set of articles of agreement to another), the maximum amount leviable shall be \$15.00, whatever the number of seamen involved. In the case of a double transfer between two Canadian ships these maxima will be doubled.

*See also Part II. of this Schedule.

(Schedule C Cont'd)

Part I.

213. Certifying desertions of seamen: for each seaman	\$.75
214. Receiving a return of the birth or death of any person on board a ship and endorsing the ship's agreement accordingly	.75
215. Drawing a seaman's will -- for each 100 words	1.00
for any number of words up to 100	1.00
216. Attesting the execution of a seaman's will	.50
217. Certifying a form of claim for wages, etc., of a deceased seaman	.50
218. Examining provisions or water, to be paid by the party who proves to be in default, in addition to the cost of survey	5.00
219. Attesting a salvage bond made in pursuance of section 535 of the Canada Shipping Act	16.00
220. Taking custody of a ship's papers, making any necessary endorsements thereon, and giving the certificate required by Section 284 of the Canada Shipping Act, R.S. 1952, (to include the fee for the inspection of the ship's papers - see fee 239)	1.50
221. Noting a marine protest and furnishing one certified copy if required	3.00
for every other copy	1.50
222. Extending a marine protest, if not exceeding 200 words, filing the original and furnishing one certified copy if required	10.00
223 - 224 - Sares	
225. Preparing an average, bottomry or arbitration bond	10.00
226. Attesting an average, bottomry or arbitration bond, for each copy	3.00
227. Preparing a fresh agreement with a ship's crew when new Articles of Agreement are opened at a foreign port and furnishing the copy which, under the Canada Shipping Act, must be made accessible to the crew -- for each man	.75
with a minimum of	4.00
and a maximum of	12.00
228. Issuing a bill of health	4.00

(Schedule C Cont'd)

Part I.

229. Certifying a foreign bill of health	\$ 4.00
230. Addressing an application to local authorities for the arrest, imprisonment or release of seamen, if made at the request of the master	
for each seaman	2.00
231. Granting a certificate as to the number of the crew or granting any other certificate required by local authorities for the clearance inwards and outwards of a ship (see Nos. 220 and 232)	2.50
232. Drawing up, in form and language required by local authorities, a muster roll or detailed list giving the names, etc., of each member of a ship's crew	1.50
233. Affixing the consular signature (and seal if required) to a ship's manifest	3.00
234. Affixing the consular seal or signature to any entry in the official log-book of a ship if such entry is not required by the Canada Shipping Act	2.00
235. Attesting the execution of a bill of sale of a ship or of shares in a ship	3.00
236. Issuing any document required from a consular officer by foreign authorities as a preliminary to the engagement of a Canadian seaman in a foreign vessel, including official seal and signature	.75
237 - 238 - Spares	
239. Inspecting a ship's papers when this is to enable a consular officer to perform any specific service on the ship's behalf	1.50
N.B. - This fee is not to be charged if the papers are at the time in the consular officer's custody (see No. 220)	
240. Attending at a shipwreck or for the purpose of assisting a ship in distress	
for each hour	2.00
for any shorter period	2.00
with a maximum per day of	16.00
241. Attending at a shipwreck, at the request of the parties interested, to assist or advise as to salvage	
for each hour	3.00
with a maximum per day of	24.00

CHAPTER XIV

SCHEDULE C

PART II

In levying any of the following fees as numbered in Part I of this Schedule, the consular officer is to observe the following instructions:-

FEE

202. The stamp is to be affixed to the ship's agreement, not to the certificate of registry. A note is to be made on the agreement showing the nature of the service in respect of which the fee was paid.
207. The fee stamp is to be affixed to the certificate of sale, not to the bill of sale or certificate of registry.
- 210-214. (a) These fees respectively cover the signature of the consular officer to all the forms etc., required by the Instructions in connexion with the engagement, discharge, desertion or death of a seaman, or with alterations in Agreements.
- (b) The fee stamps are to be affixed to the endorsements on the ship's Agreement.
- (c) The payment of fee 227 does not relieve the master from payment of fee 210.
- (d) Fees 210 and 212, respectively, are not leviable when the master reports subsequently the engagement or discharge of a seaman effected out of office hours or at a port where no consular officer is present.
- (e) Fee 239 is leviable in addition to fees 210 or 212 except --
- (i) when the Agreement is already in the custody of the consular officer, or
- (ii) when the master opens a new Agreement prepared at the consular office.

(Schedule C Cont'd)

Part II

218. The fee stamp is to be affixed to the entry made in the official log-book of the result of the examination.

219. This fee is to be paid by the master or owner of the property salvaged.

220. (a) This fee is to be charged for the performance of all or any of the services mentioned, including the custody of papers when their deposit is not required by the Canada Shipping Act.

(b) This fee should not be charged on the opening of a new agreement. Fee 239 may, however, be chargeable. Where a whole crew is discharged the levy of fee 220 depends on the circumstances of the case. Either fee 220 or fee 239 will be chargeable.

(c) The fee stamps are to be affixed to the Agreement close to the consular officer's signature.

221. The fee stamps should be affixed to the first copy delivered to the party concerned and not to the original document; but if a certified copy is not required in the first instance the stamp should be affixed to Form Ext. 190. Warning must, however, be given in every case that if a certified copy is required at a subsequent date the fees usual for this service will be charged. (see fees 57 and 58).

222. (a) This fee is to be exclusive of the fee for oaths or declarations (see fee 21).

(b) Fee stamps are to be affixed to the first copy delivered to the party concerned and not to the document itself. The original document must be deposited at the consulate and carefully preserved in the Archives, no charge being made for this service.

Part II

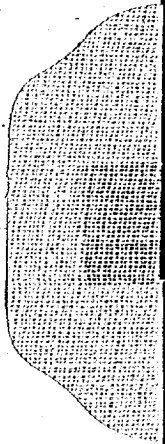
- (c) The party asking and paying for the extension of a marine protest is entitled to have one copy given to him without further charge: on this the consul must write the words "First copy no fee charged" near his attesting signature. All subsequent certified copies are to be charged for. (See fees 57 and 58).
 - (d) All words, written or printed, with the exception of those in the declaratory clause at the end, are to be counted and charged for.
 - (e) Fee 21 is to be levied for taking the oaths or declarations in the declaratory clause at the end of the protest.
227. (a) The fee stamps are to be affixed at the top left-hand corner of the front page of the copy of the Agreement which is signed by the crew and delivered to the master.
- (b) The payment of this fee does not relieve the master from payment of fee 210.
231. Only one fee is to be collected on any one occasion at any port at which more than one consular certificate is required by the local authorities in connexion with the clearance.
232. This fee is to be charged in addition to fee 231 unless a certificate in the form of a muster-roll or list is required for the purpose of the clearance of the vessel.
233. This fee is to be levied only for the originals of manifests. No fee is to be charged for any copies signed at the same time as the originals.

(Schedule C Cont'd)

Part II.

239. (a) The fee stamp is to be affixed to the Agreement with the crew in the part reserved for endorsements, where the consular officer will write the place and date and sign his name. (see fee 220).
- (b) This fee is leviable in addition to fees 210 or 212 except --
- (i) When the Agreement is already in the custody of the consular officer, or
 - (ii) When the master opens a new Agreement prepared at the consular office.
- (c) This fee should not be levied in connexion with the noting of marine protests, which is not normally a service requiring the production of ship's papers.

240-241. When either of these fees is leviable, no other fee for attendance is leviable.



AK



CHAPTER XV

FORMS

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CHAPTER XV

FORMS

15.01 The examples of forms provided in this Chapter may be adopted to suit the circumstances provided no change is made in essential particulars.

15.02 - Spare

15.03


CANADA
IMMIGRANT

Visa No. _____

Valid for presentation at a Canadian Port of Entry
Valide sur présentation à un port d'entrée canadien


Until _____
Jusqu'au

Issued at _____ on _____
Délivré à _____ le

Visa Officer _____ *Préposé aux visas*
EX-128

Immigrant
Visa

15.04


CANADA
NON-IMMIGRANT

Visa No. _____

Sec. 7 - Art. 7 () () ()

For period of _____
Durée

Valid for presentation at a Canadian Port of Entry
Valide sur présentation à un port d'entrée canadien

Until _____
Jusqu'au


Issued at _____ on _____
Délivré à _____ le

Visa Officer _____ *Préposé aux visas*
EX-128

Non-Immigrant
Visa

Multi-entry
Visa

15.05

	
CANADA	
Non-Immigrant Multi-Entry Visa	<i>Visa de non-immigrant Pour entrées multiples</i>
Visa No. _____	
Sec. 7 - Art. 7 () () ()	
Valid for presentation at a Canadian port of entry any number of times within twelve months from date of issue provided that passport remains valid for ninety days beyond duration of each intended visit in Canada.	
<i>Valide sur présentation à un port d'entrée canadien aussi souvent que nécessaire dans les douze mois de sa délivrance, pourvu que le passeport demeure valide pour une période dépassant de 90 jours la durée de chaque séjour proposé au Canada.</i>	
Issued at _____	on _____
Délivré à _____	le _____
Visa Officer _____	EX-Z <i>Préposé aux visas.</i>


Extension
of Visa

15.06. When it is necessary to extend the validity of a visa, the following endorsement is placed immediately after or adjoining the visa:

Visa extended until _____
<i>Visa prolongé jusqu'au _____</i>
Visa Officer - <i>Préposé aux visas</i> EX-128

Diplomatic
Visa

15.07


DIPLOMATIC VISA VISA DIPLOMATIQUE No
Seen at _____
*
Vu A _____
.....19.....
VALID FOR JOURNEY TO CANADA BON POUR SE RENDRE AU CANADA

FOR THE POUR **

* Name of Post

**Designation of Head of Post

15.08

Courtesy
Visa

	No
Seen at *	
Vu A	
19..... VALID FOR JOURNEY TO CANADA BON POUR SE RENDRE AU CANADA
FOR THE **	
POUR	

15.09 The Canadian.....presents his compliments at the Chief Officers of Customs and Immigration at the International Boundary (or the port of entry in Canada) and commends to their good offices the bearer of this letter..... (here state the name and title of the person concerned, and his purpose in entering Canada).

Laissez-Passer
(English)

Mr..... is the holder of..... passport No.

The Canadian..... would appreciate the extension of the usual courtesies and facilities to Mr.....

(Office Seal)
(Signature)

L.....du Canada présente ses compliments à Messieurs les agents en chef de l'immigration et de la douane à la frontière internationale (ou au port d'entrée au Canada) et recommande à leurs bons offices le porteur de cette lettre.... (indiquer le nom et le titre du porteur, ainsi que l'objet du séjour qu'il se propose de faire au Canada).

Laissez-Passer
(French)

M..... est titulaire du passeport.....
n°.....

L.....du Canada serait très reconnaissant(e) si l'on voulait bien témoigner à M..... les égards d'usage et lui rendre les services habituels.

(Sceau officiel)
(Signature)

* Name of Post

**Designation of Head of Post

Statutory
Declaration
(English)

15.10 a. If an applicant for a passport in Canada is unable to secure a guarantor, he should furnish a Statutory Declaration, which should take the following form:

I, A.B., do solemnly declare that:

1. The statements contained in the attached application for a passport are true and correct;
2. There is no one in; eligible under the Canadian passport regulations to act as guarantor of passport applications, who knows me well enough to act as guarantor for my application. The reason for this is that

.....
.....

3. Attached hereto and marked Exhibit "A" to this my declaration is a true photograph of myself. and I make this solemn declaration conscientiously believing it to be true and knowing it has the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Declared before me)
at.....)
this...day of....)
A.D. 19....)A.B.

.....

Je soussigné(e),....., déclare solennellement:

Statutory
Declaration
(French)

1. Que les affirmations contenues dans la demande de passeport ci-jointe sont véridiques.
2. Qu'il n'existe à.....aucune personne qui me connaisse assez bien pour me servir de répondant et qui y soit habilitée par les règlements canadiens sur les demandes de passeport. Cette situation s'explique par les circonstances suivantes:

.....
.....

3. La pièce "A", jointe à la présente déclaration, est vraiment ma photographie.

et je fais cette déclaration solennelle, la croyant vraie en conscience, et sachant qu'elle a la même force et le même effet que si elle était faite sous serment, aux termes de la Loi sur la preuve au Canada.

Déclaré devant moi)
à.....)
le.....19....)A.B.

.....

(15.10 a Cont'd)

One of the photographs submitted with the passport application and with the Statutory Declaration should be marked:

This is Exhibit "A" to
the declaration of
.....
declared before me this
... day of 19...
.....

Pièce "A", jointe à la
déclaration de
.....
faite devant moi le ...
..... 19...
.....

and signed by the Commissioner for Oaths, Notary Public, Justice of the Peace, or other qualified official before whom the Statutory Declaration was declared.

Affidavit
(English)

15.10. b. Outside Canada, an applicant for a passport who is unable to secure a guarantor is required to submit a formal document in lieu thereof, i.e., an Affidavit in the form given below, or, if he objects on moral grounds to taking an oath, a Statutory Declaration in the form shown in 15.10 a.

I.....of make oath and say:

1. The statements contained in the attached application for a passport are true and correct;

2. There is no one in, eligible under the Canadian passport regulations to act as guarantor for passport applications, who knows me well enough to act as guarantor for my application. The reason for this is that

.....
.....
.....

3. Attached hereto and marked Exhibit "A" to this my Affidavit is a true photograph of myself.

Sworn before me at)
..... (city))
in.....(country))
this.....day of.....)
A.D. 19.....)
(signature)

Affidavit
(French)

Je, soussigné(e),..... dejure:
1. Que les affirmations contenues dans la demande de passeport ci-jointe sont véridiques.

2. Qu'il n'existe à..... aucune personne qui me connaisse assez bien pour me servir de répondant et qui y soit habilitée par les règlements canadiens relatifs aux passeports. Cette situation s'explique par les circonstances suivantes:

.....
.....
.....

3. La pièce "A", jointe au présent affidavit, est vraiment ma photographie.

Fait devant moi sous serment)
à.....)
(indiquer le nom de la ville et
du pays)
le.....19....)
(signature)

(15.10 b. Cont' d)

One of the photographs submitted with the passport application and the Affidavit should be marked:

This is Exhibit "A" to
the Affidavit of

.....
sworn before me this .
day of 19 ..

.....

Pièce "A", jointe à
l'affidavit de

.....
fait devant moi sous
serment le19..

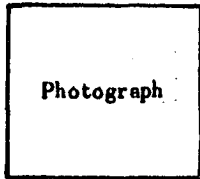
.....

and signed by the Commissioner for Oaths, Notary Public, Justice of the Peace, or other qualified official before whom the Affidavit was sworn.

15.11 - 15.15 - Spares

Emergency
Certificate
(English)

15.16 An Emergency Certificate should be issued in the following form on crested paper:



.....
Signature
of Bearer

This is to certify that
has stated to me that he (she) is
a Canadian citizen and that I have
no reason to doubt his (her) state-
ment. This Certificate is valid
only for the journey to Canada on
which he (she) will leave within
..... days from the date of issue
and must be surrendered to the
Immigration Officer on arrival at
the border for onward transmission
to the Department of External Af-
fairs, Ottawa.

Summary of the statement made by the holder in proof
of his (her) Canadian citizenship.....
.....
.....

(Office Stamp)

.....
(Signature)

Emergency
Certificate
(French)



.....
Signature
du porteur

Je certifie par les présentes que
M..... m'a déclaré être
citoyen(ne) canadien(ne) et que
je n'ai aucune raison de mettre sa
parole en doute. Le présent certi-
ficat ne vaut que pour le voyage
au Canada que le porteur entre-
prendra dans un délai de
jours à compter de la délivrance
du document. Dès son arrivée à la
frontière, le porteur doit remettre
le certificat au fonctionnaire à
l'immigration, qui le transmettra
au Ministère des Affaires exté-
rieures, à Ottawa.

Résumé de la déclaration que le titulaire a faite
afin de justifier de sa citoyenneté canadienne.....
.....
.....

(Sceau officiel)

.....
(Signature)

*The Impression Seal should partly cover the photograph
and signature of bearer.

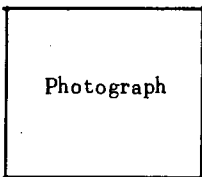
15.17 I affirm

Affirmation
for Visa
(English)

1. that I am.....
(full name, including maiden name where applicable)
2. that I was born at..... on the..... day of..... 19..
3. that I reside in.....
(Country)
4. that my permanent address is.....
(number) (street)
.....
(city) (country)
5. that my occupation or profession is.....
6. that my marital status is.....
.....
(name and address of spouse if applicable)
7. that I desire to proceed to..... in Canada
for a period of..... for the following
reasons.....
.....
8. that I intend to leave for Canada on.....,
and to enter Canada at the port of.....
on..... by.....
(date) (name of ship or flight number)
9. that the following documents which will be re-
tained in my possession constitute evidence of my
identity and of my re-admissibility to.....
.....
10. that I will surrender this document to the Cana-
dian Immigration authorities when I leave Canada
destined for.....
.....
(Signature of witness) (Signature of applicant)

WARNING. Under Canadian law it is an indictable offence in Canada for anyone, while in or out of Canada, to make a written or verbal statement which he knows is false or misleading, for the purpose of procuring a Canadian passport or visa.

DESCRIPTION



Height..... ft..... in.

Colour of eyes

Colour of hair

Visible peculiarities.....

.....

.....

I hereby certify that the above is a true photograph and a correct description of

.....

.....

Consular or Immigration Officer

Impression Seal

Dated at on..... 19.....

THIS DOCUMENT WHEN VISAED IS VALID FOR A SINGLE JOURNEY TO CANADA AND FOR THE SAME PERIOD AS THE VISA APPEARING ON THE REVERSE SIDE.

Affirmation for Visa (French)

Je, soussigné(e) affirme par les présentes

1. que je m'appelle..... (inscrire son nom et ses prénoms au

complet ainsi que, le cas échéant, son nom de jeune fille)

2. que je suis né(e) à..... le..... 19.....

3. que j'habite..... (nom du pays)

4. que je suis domicilié(e)..... (numéro) (rue)

..... (ville) (pays)

5. que j'exerce la profession d

6. que je suis..... (indiquer son état matrimonial, ainsi que,

le cas échéant, le nom et l'adresse de son conjoint)

7. que j'ai l'intention de me rendre à..... au

Canada pour..... pour les raisons (durée du séjour)

suivantes:.....

.....

8. que j'ai l'intention de partir pour le Canada
le.....et d'y entrer à.....
(nom de la ville)

le.....
(date) (indiquer le nom du navire ou le numéro
de vol)

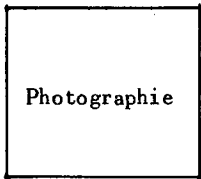
9. que les documents suivants, que je conserverai
en ma possession, établissent mon identité ainsi
que mon droit d'être réadmis.....
.....
(Indiquer le nom du pays)

10. que je restituerai le présent document aux au-
torités de l'immigration canadienne lorsque je
partirai du Canada pour me rendre à.....

.....
(Signature du témoin) (Signature du requérant)

AVERTISSEMENT. Aux termes de la loi canadienne,
commet un délit passible de peines au Canada toute
personne qui, au Canada ou à l'étranger, fait, de
vive voix ou par écrit, une déclaration qu'elle sait
être fausse ou trompeuse afin de se procurer un
passeport ou un visa canadien.

SIGNALEMENT



Taille..... pieds.....pouces

Couleur des yeux.....

Couleur des cheveux.....

Signes particuliers.....

.....
.....

Je certifie par les présentes que
la photographie et le signalement
ci-dessus sont vraiment ceux de

Sceau

.....
.....

Fonctionnaire consulaire ou
fonctionnaire à l'immigration

Fait à....., le.....19.....

UNE FOIS VISE, LE PRESENT DOCUMENT VAUT POUR
UN VOYAGE AU CANADA. SA PERIODE DE VALIDITE
SE TERMINE AVEC CELLE DU VISA APOSE AU VERSO.

15.18 - 15.19 - Spares

Certificate
of Existence
(English)

15.20 I certify that....., who has
satisfactorily identified himself to me as the
person referred to in.....
(describe relevant document or
..... is in
state purpose for which certificate required)
fact alive on this..... day of..... A.D.....

(Office Stamp)

(Signature)

Certificate
of Existence
(French)

Je certifie que....., qui devant
moi a établi de façon satisfaisante être la personne
dont il est question.....
(préciser de quel document il
.....
s'agit ou à quel usage on veut utiliser le certificat)
est vraiment vivant(e) aujourd'hui, le....., 19.....

(Sceau officiel)

(Signature)

Affidavit
(English)

15.21 I,....., of the..... of.....
in the..... of....., make oath and say
1. That..... etc.
2.

Sworn before me at the
city of.....
in the..... of.....
this..... day of.....
(Signature)

Office Seal

Affidavit
(French)

Je soussigné(e), d..... d.....
jure
1. Que, etc.....
2.

Assermenté devant moi dans
la ville de.....
.....
le..... 19.....
(Signature)

Sceau officiel

15.22 - Spare

15.23 I,.....A.B., do solemnly declare

Statutory
Declaration
(English)

.....
.....
.....
(state the fact or facts declared to)

and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me
at.....
this.....day
of.....A.D. 19..

.....
(Signature)

.....
Office Seal

Je, A.B., déclare solennellement que.....

Statutory
Declaration
(French)

.....
.....
.....
(exposer le fait ou les faits déclarés)

et je fais cette déclaration solennelle, la croyant consciencieusement vraie et sachant qu'elle a la même force et le même effet que si elle était faite sous serment, aux termes de la Loi sur la preuve au Canada.

Déclaré devant moi
à.....
ce.....
jour.....19..

.....
(Signature)

.....
Sceau officiel

15.24 - 15.30 - Spares

Examples of
Certificates of
Authentication
(English and
French)

15.31 (a) Certificate of the Identity of a Signature or Seal which is not Affixed in the Officer's Presence

I, X.Y., (capacity), certify that the above signature (or seal) A.B., is the signature (or seal) of A.B., (describe his capacity).

Office Seal (X.Y.)

Je, soussigné, X.Y., (capacité), certifie par les présentes que la signature (le sceau) ci-dessus est effectivement la signature (ou le sceau) de A.B., (indiquer sa capacité).

Sceau officiel (X.Y.)

(b) Certificate of the Signature or Execution of a Document in the Presence of a Consular Officer, including a Certificate of the Identity of the Person Signing or Executing the same

I, X.Y., (capacity), certify that the above signature, A.B., was made before me today, this day of 19... at the Canadian in by A.B., of who is personally known to me.

Office Seal (X.Y.)

Je, soussigné, X.Y., (capacité), à certifie par les présentes que la signature apposée ci-dessus l'a été devant moi aujourd'hui, le 19... à par A.B., que je connais personnellement.

Sceau officiel (X.Y.)

(c) Certificate of Execution of Document by Person not known to Consul

The above signature, A.B., was made this.....day of.....19..., at the Canadian Consulate in.....by a person unknown to me, who stated he was A.B.,.....(capacity), and resided at.....and produced a.....passport (numbered.....and dated.....) issued in the name of A.B., before me, X.Y.,.....(capacity) at.....

Office Seal(X.Y.)

La signature apposée ci-dessus..... l'a été devant moi, X.Y.,.....(capacité), le..... 19..... à..... par une personne que je ne connais pas, et qui a déclaré être A.B.,.....(capacité), domicilié(e) à....., et qui a produit, afin de prouver son identité, un passeport.....(portant le numéro..... et daté du.....) délivré au nom dudit A.B., devant moi, X.Y.,.....(capacité) à.....

Sceau officiel(X.Y.)

(d) Certificate of True Translation

Where the officer knows the language, he should certify as follows:-

I, X.Y.,.....(capacity), at....., do hereby certify that I well understand the.....language, and that the above is a full, true and faithful translation of the document entitled.....and attached hereto marked ("A" or "B" as the case may be).

Office Seal(X.Y.)

Je, soussigné, X.Y.,.....(capacité), à....., certifie par les présentes que je comprends bien la langue....., et que la traduction ci-dessus est complète et fidèle au texte intitulé....., ci-joint, portant la mention ("A" ou "B").

Sceau officiel(X.Y.)

(e) Certificate of Translation
(Alternative Form)

If the translation is made by another person and the consular officer does not himself know the language and cannot therefore certify the translation to be correct, he should cause the translator to make a declaration in the following terms, to be subscribed at the foot of the translation and signed by the translator.

I, C.D., of.....(address and occupation), do solemnly and sincerely declare that I well understand the.....language and that the above is a full, true and faithful translation made by me (this.....day of.....) (on the.....day of.....) of the attached document entitled.....and marked.....

In testimony whereof I hereunto set my hand this.....day of.....

.....
C.D. (Signature of Translator)

Sworn (or affirmed) at the
Canadian.....at.....
this.....day of.....19...
Before me, X.Y., (capacity)
at.....

.....(X.Y.) (Office Seal)

Underneath this declaration the officer should certify as follows:-

I, X.Y.,.....(capacity),
at....., do hereby certify that the above declaration was made in my presence by C.D. (a person well known to me and worthy of credit and/or an official (or sworn) translator of (or appointed by), etc., or as the case may be).

In testimony whereof I have hereunto subscribed my name this.....day of.....etc.

Office Seal(X.Y.)

Je, soussigné, C.D., d
(adresse et profession) déclare solennellement et
sincèrement que je comprends bien la langue.....
et que la traduction ci-dessus, faite par moi,
le..... (jour, mois, année) est complète et
fidèle au texte intitulé..... ci-joint, portant
la mention.....

En foi de quoi j'ai apposé ma signature
au présent document le..... 19.....

.....
C.D. (Signature du traducteur)

Déclaré devant moi
à.....
le..... jour..... 19.....

..... (X.Y.) (Sceau officiel)

Au bas de cette déclaration, l'agent
diplomatique ou consulaire doit ajouter le certifi-
cat suivant:-

Je, soussigné, X.Y.,..... (capacité)
certifie par les présentes que la déclaration ci-
dessus a été faite en ma présence par C.D. (personne
que je connais bien et qui est digne de confiance et
(ou) traducteur(trice) officiel(le) (ou asser-
menté(e)) d (ou nommé(e) par.....)
etc., (ou autre formule adaptée aux circonstances).

En foi de quoi j'ai apposé mon nom au
présent document, le..... 19....., etc.

Sceau officiel (X.Y.)

Form Letter 15:32
to Heirs
(English)

Dear Sir,

Regarding the estate of.....
who died on.....at.....
advice has been received that application will be
made for (Probate of the will) (A)
(Letters of Administration)
at.....
on..... This advice indicates that
the applicant will be.....

The estate is said to be valued at \$.....
(Copy of will is enclosed)
(No copy of the will has been received) (B)
(No will has been produced)

This letter is for purpose of notification
only. You may already have been informed by the
applicant or the Probate Court and may wish to
direct enquiries to them regarding any action you
should take in connection with your interest in the
estate.

Yours faithfully,

Form Letter
to Heirs
(French)

M.....,

J'ai l'honneur de vous faire savoir qu'il a
été porté à ma connaissance que M.
demandera, le.....à.....

- a) la vérification du testament
- b) des lettres d'administration (A)
de la succession

de feu,.....
décédé à.....le.....

On estime la valeur de la succession à \$.....
(Ci-joint copie du testament)
(Aucune copie du testament n'a été reçue) (B)
(On n'a pas produit de testament)

Je vous écris uniquement pour vous mettre au
courant de la situation. Il se peut d'ailleurs que
le requérant ou que le tribunal de vérification
l'ait déjà fait. Veuillez vous adresser à eux au
sujet de toutes les mesures que vous pourriez juger
bon de prendre quant à votre part de la succession.

Agréez, M....., l'assurance de ma
considération distinguée.

- (A) Use applicable words in each case
- (B) ...

15.33 IN THE MATTER OF THE ESTATE OF Waiver
LATE OF THE OF IN THE (English)
OF deceased

I of the of
in the of say:

1. That I am the (brother) of the deceased and
(one of the lawful next-of-kin
(C) (one of the persons named in the will)

of the said.....

2. That I have received from the Canadian.....
.....(name and capacity) at.....
the sum of \$.....

3. That the said sum is accepted by me as my
full distribution share of this estate.

Signed at.....
this..... day of..... A.D.

(Witness).....
(Signature of beneficiary)

RELATIVE A LA SUCCESSION DE FEU Waiver
DOMICILIE(E) DE SON VIVANT A (French)

Je, soussigné(e), domicilié(e)
à déclare:

1. Que je suis le(la)....., du de cujus et
(son héritier(e) légal(e)) (degré de parenté)

(C) (son légataire

2. Que j'ai reçu de M..... (nom et
capacité de l'agent diplomatique ou consulaire)

à la somme de \$.....

3. Que cette somme équivaut à l'intégrité de ma
part dans la succession du de cujus

Signé à.....
ce..... 19.....

(Témoin).....
(Signature du bénéficiaire)

(C) Use appropriate phrase

Certificate of
Failure to
Effect Service
(English)

15.34 I,
.....
(Name, address and description of Consular authority)

hereby certify that it has not been possible to
effect service of copies of the documents hereto
annexed upon

..... of

for the reasons following, viz:-

.....
.....

Dated this day of 19....

.....
(Signature)

(Office Seal)

Certificate of
Failure to
Effect Service
(French)

Je, soussigné,
.....
(Nom, adresse et titre du représentant consulaire)

attesté par les présentes qu'il n'a pas été possible
de signifier les copies des documents ci-joints à

.....
..... de

en raison de ce qui suit:

.....
.....

Fait le 19....

.....
(Signature)

(Sceau officiel)

TAX

CHAPTER XVI

TRADE AND COMMERCE

16.01 a. Officers who derive their pay from the Department of External Affairs Vote will not act in trade matters until specifically instructed to do so.

b. All Consular Officers other than those in the United States of America performing trade functions will follow the instructions laid down in the volume of Instructions for Guidance of the Officers of Trade Commissioner Service prepared by the Department of Trade and Commerce.

c. Consular Officers in the United States of America who perform trade functions will follow the Instructions, dated 15th March, 1948, prepared by the Department of Trade and Commerce for the guidance of Consular Officers in the United States.

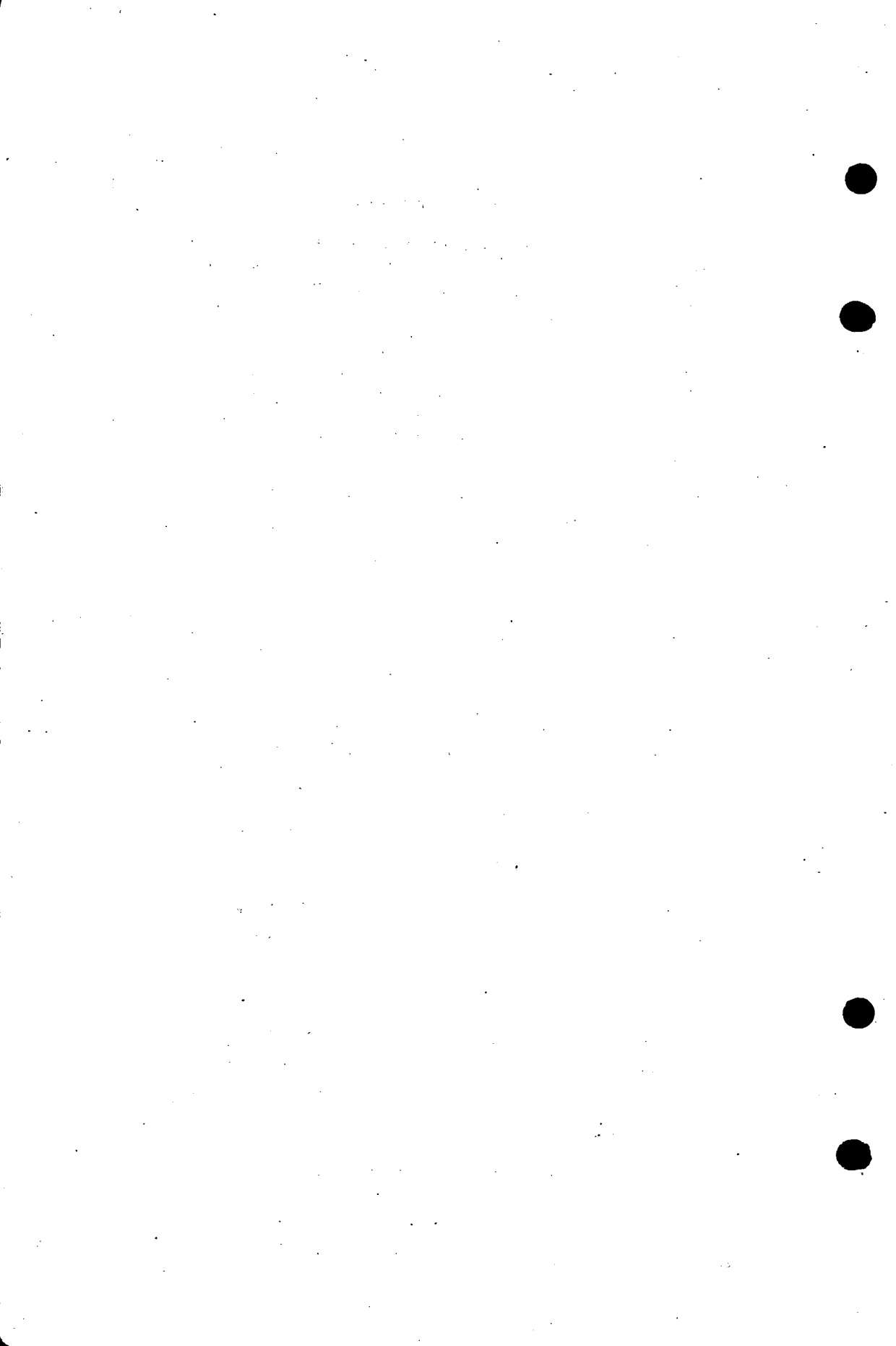
d. Copies of the Instructions prepared by the Department of Trade and Commerce, to which reference is made, have been distributed but additional copies, if required, may be obtained on request.

16.02 With respect to commercial matters consular officers will ordinarily correspond direct with the Department of Trade and Commerce, Ottawa. However, where it is felt that the information contained is of a general nature a copy should be forwarded to the Department of External Affairs for consideration both from the point of view of economic and political interests.

16.03 a. Officers whether deriving their pay from the External Affairs Vote or from the Trade and Commerce Vote will in like measure carry out instructions received from either Department with respect to commercial matters.

b. In trade matters the Department of Trade and Commerce only will give directions. However, the Department of External Affairs may, from time to time, ask for reports on certain general commercial questions.

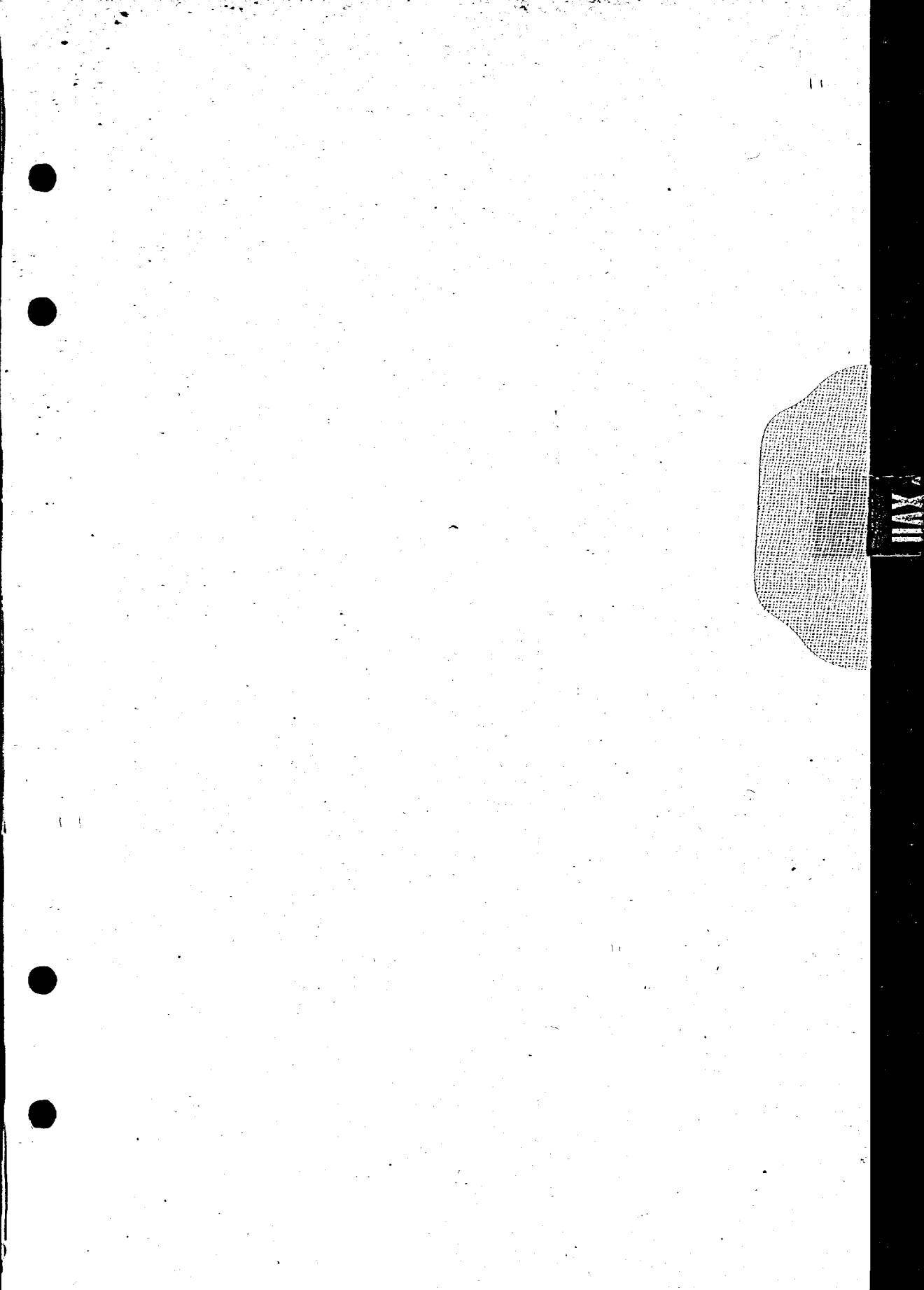
16.04 Where a Consulate is situated in the same city as a Canadian diplomatic mission, on the staff



(16.04: cont'd)

of which there are commercial counsellors or commercial secretaries, the consular officer will not ordinarily be required to perform duties concerning commercial matters.

16.05 Consular Officers should maintain close liaison with Trade Commissioners in their territories. They should ensure that no opportunity is lost to bring together Trade Commissioners and foreign businessmen seeking information on trade matters. Consular Officers should also inform appropriate Trade Commissioners when visas are granted to businessmen intending to visit Canada for trade purposes including officials or persons whose visits are being officially sponsored.



CHAPTER XVII

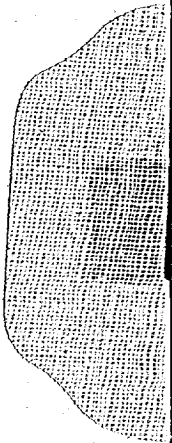
BRITISH CONSULS

17.01 In countries where there is no Canadian representative and in Sections of large countries in which it is difficult to communicate with the Canadian representative, British Consular Officers will, on request, act on behalf of Canada.

17.02 a. In districts where there is a British Consul as well as a Canadian Consul the latter will ordinarily perform all Canadian consular functions.

b. However, British Consuls will continue to deal with such matters as shipping and relief of distressed Canadian seamen. Certain officers may on occasion be called upon to deal with these matters. In such cases special instructions will be issued. (See Chapter XIII)

c. In cases of emergency or in unusual circumstances, British Consuls will also, on request, issue Certificates of Identity or passports of limited validity. (See Chapter VII)



MAX



CHAPTER XVIII

TOURISM

18.01 a. The tourist industry has become a vital part of Canada's national economy. Tourists are welcome to Canada.

Tourists to be encouraged

b. In monetary value, the tourist industry amounts to several hundreds of millions of dollars annually.

c. The cultural aspects of a prosperous tourist trade are of far-reaching importance.

18.02 Tourists are admissible to Canada as non-immigrants and visas, when requested, may be granted without prior reference. (See Chapter IX)

Admissibility of Tourists

18.03 a. The Canadian Government Travel Bureau is a division of the Department of ~~Reconstruction and Supply~~ *Foreign Affairs & National Resources*

Canadian Government Travel Bureau

b. The Travel Bureau publishes booklets, maps, etc., which may be obtained upon application.

c. The Travel Bureau maintains a staff of experts on various aspects of tourism. Inquiries concerning specific questions or particular areas may be directed to the Travel Bureau. A close liaison is maintained with Provincial tourist agencies. Travel Representatives of the Bureau are attached to the offices of the Canadian Consulates General in New York and Chicago.

18.04 Current publications of the Travel Bureau include: "How to Enter Canada" - Contains information regarding conditions of entry of tourists to Canada and regulations relative to currency exchange, admission of tourists' automobiles, aircraft, outfits and equipment, firearms, food, pets, plants, etc.

Current Publications

"Canada, Vacations Unlimited" - A colourful and profusely illustrated 48-page book on Canada's tourist attractions. Contains data on motoring, fishing, hunting and other outdoor sports, national parks, travel accommodations, handicrafts, shopping facilities, etc.

"Canada, Vacations Unlimited" (Rack Folder) - A colourful folder picturing some of Canada's recreational attractions.

"Rod and Reel in Canada" - A beautifully illustrated booklet including reproductions of paintings of the different species of game fish in Canada. Contains information as to where they are to be found as well as information concerning equipment, tackle, etc., of value to visiting fishermen whether beginners or experts.

"Canoeing in Canada" - A booklet containing descriptive material on canoe routes and water trails in the different provinces. Also contains valuable suggestions relative to outfits, supplies and personal equipment which the canoeist should provide himself with for his safety and comfort.

"Skiing in Canada" - An illustrated booklet descriptive of the important ski areas in Canada. Contains general information on types of hills and runs, ski tows, accommodation, weather conditions and transportation facilities in the respective areas.

"Accommodation in Winter Sports Areas" - A mimeographed publication listing various lodges, resorts and other types of accommodation in winter sports centres throughout the Dominion, giving number of rooms and rates in effect for the coming 1948-49 season. Tow facilities and ski school facilities are also indicated. In addition, the booklet contains information respecting altitudes, means of transportation, types of winter sports available, average temperatures and average snow-fall.

"Auto Ferries and Bridges" - A mimeographed booklet listing all auto ferries and bridge-crossing points on international and interprovincial waters and the St. Lawrence River; also gives ferry schedules.

"Canada-United States Road Map" - Covers Canada and the northern portion of the United States and shows the main highways of both countries and the connecting roads, particularly those leading to Canada. The Eastern part of the two countries is shown on one side of the map and the Western part on the reverse. Scale is 50 miles to one inch. Covering all the Provinces and the various Northern States, it gives the motorist an over-all picture of the main highways, and illustrates how readily a trip to Canada may be included in a motor tour.

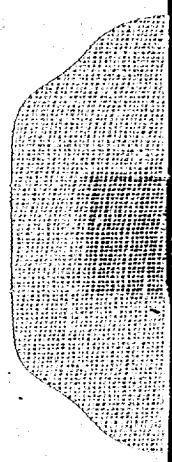
(18.04 cont'd)

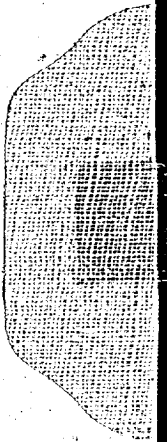
"Trans-Canada Auto Trip" - A folder briefly outlining a tour across Canada by automobile over Canadian highways. Main stopping points as well as mileage between principal centres are listed. Alternate routes are also shown.

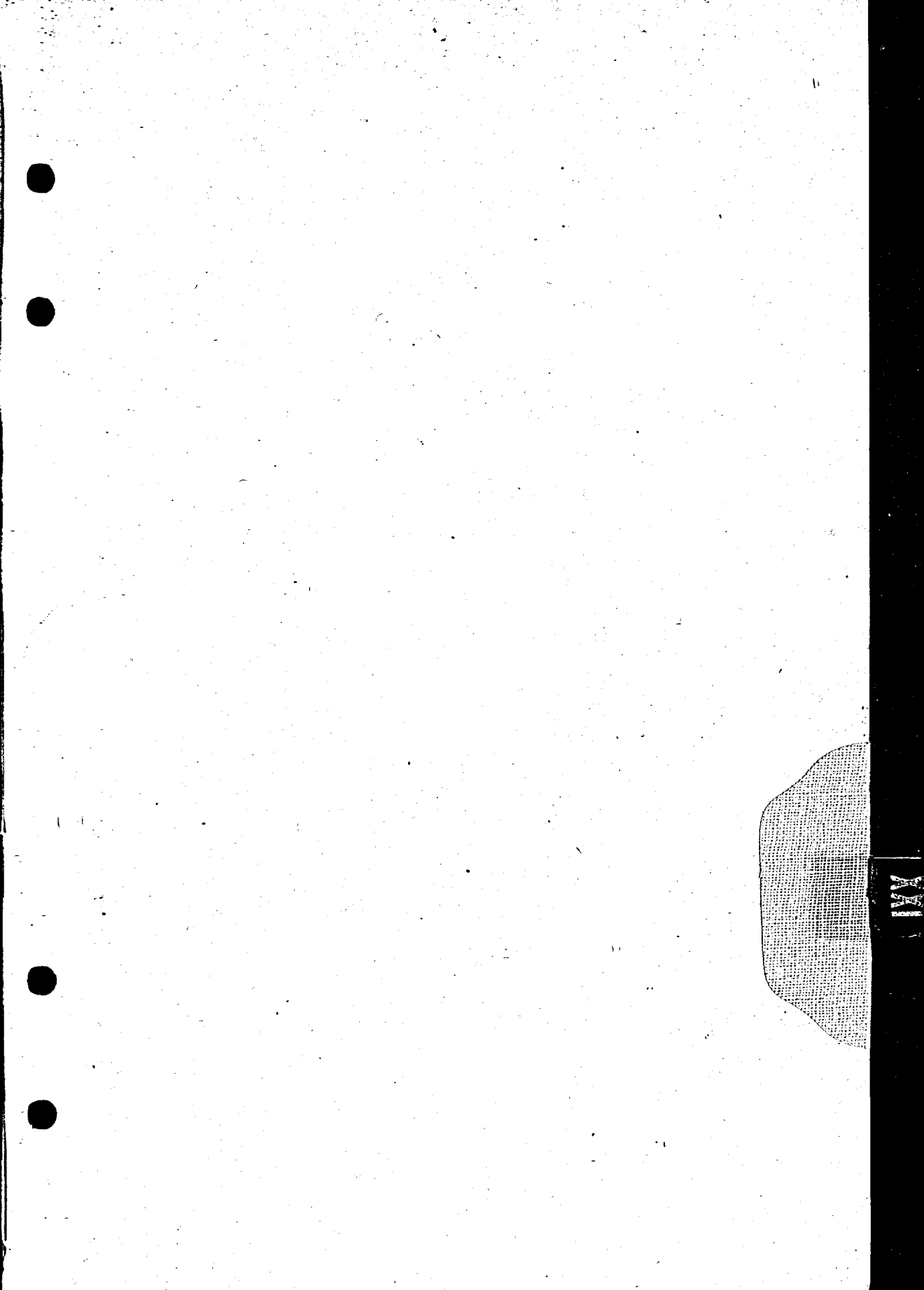
"Tourist Enquiry Form" - A self-addressed form distributed to prospective tourists to Canada enabling them to state their vacation requirements easily and clearly. When received in Canadian Government Travel Bureau appropriate action is taken on the tourist's request.

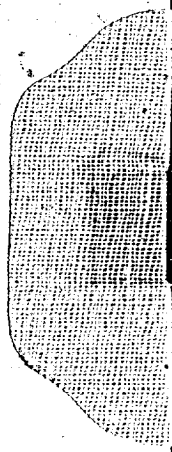
"Scenic Posters" - A series of five posters depicting major recreational attractions of Canada.

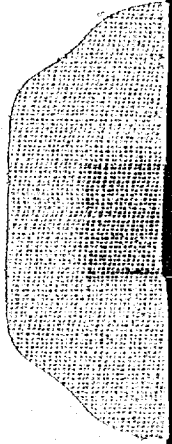
"Educational Summer Courses and Arts and Craft Courses in Canada" - A mimeographed booklet giving in a concise form information respecting the names and locations of the schools or universities, the dates of the summer sessions, and the courses offered.

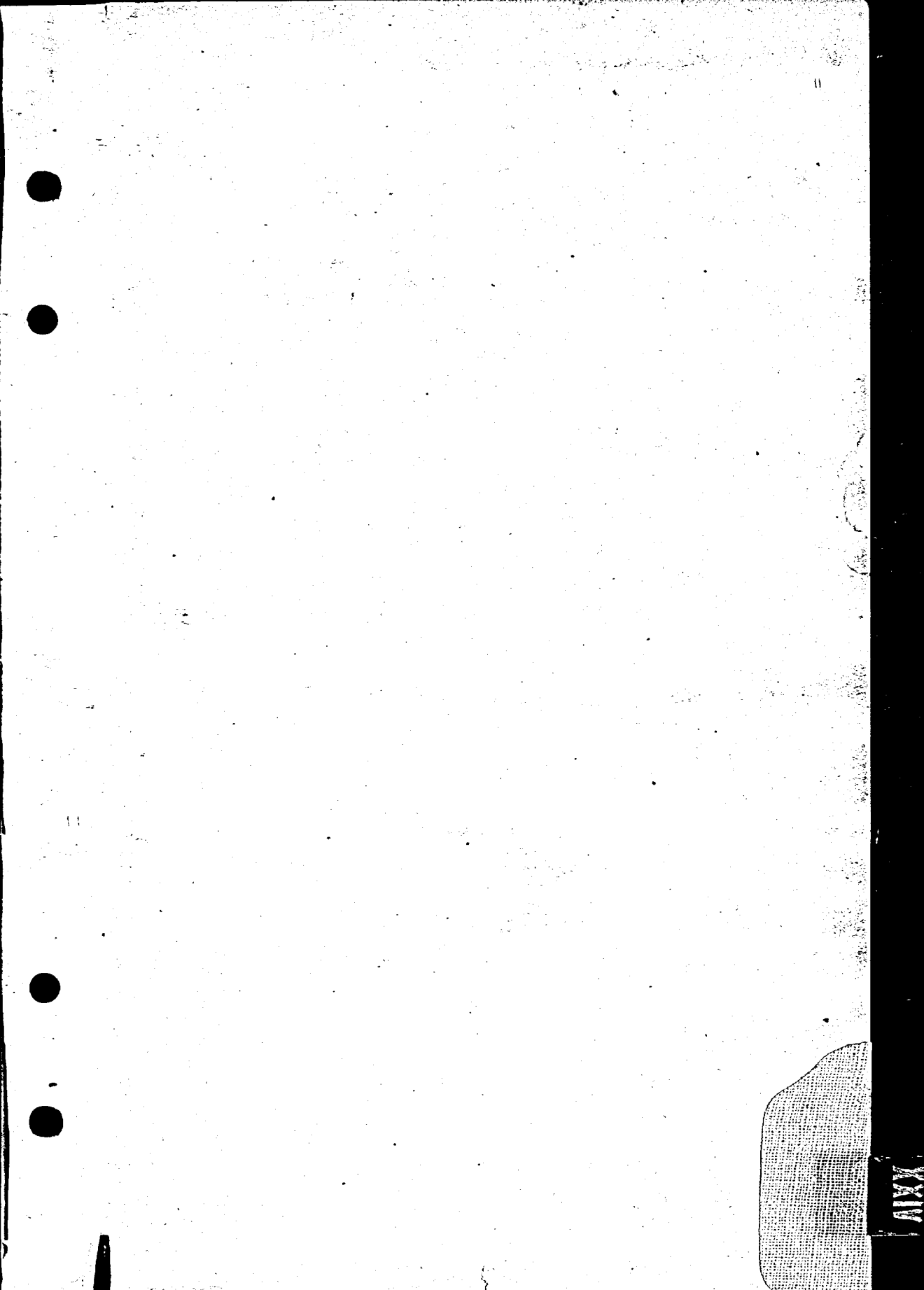












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Instructions for the guidance of
officers performing consular duties
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