

Tips to Navigating the Rehabilitation Certification Application Process for Entry into Canada by Convicted Criminals *(Intended for Employed Drivers and Passengers)*

Know your conviction details. What was the charge or conviction? If you weren't convicted, there is still a strong possibility that an arrest or charge will still be on your record. Canada weighs a conviction in the United States and other foreign countries against their own legal statutes. A DUI/DWI in the United States can easily bar a person from entry into Canada. On the same note a misdemeanor in the United States may be considered a more serious offense there, so do not assume your "minor" conviction isn't enough to cause a problem. Operators should be aware during the hiring process of any convictions, conduct a background check.

Gather all information about your conviction. The date you were convicted, all sentencing stipulations, probation time allotted (if applicable) and community service served. If you don't already have this information, be prepared to locate it. You will need it later.

Do your research beforehand. A criminal conviction does *not* automatically bar you from entry; however, it can make it very difficult. Canada does require that all persons who are convicted apply for rehabilitation before entry. A chart found through the following link provides guidance on rehabilitation conditions and time periods for certain criminal offenses. <http://www.cic.gc.ca/english/information/applications/guides/5312E4.asp>

Be prepared to pay.

In order to file for a Rehabilitation certification, Canada can impose an application fee ranging from \$200 to over \$1,000. The amount that you will pay is tied into the seriousness of your conviction. This application fee is a NON-REFUNDABLE processing fee.

Fill out your application completely. This requires you to give basic information about yourself, explain your conviction, the events that led up to it as well as your statement on why you feel you are rehabilitated. (See the official application for further details.) Be honest. If you lie on your application, and conflicting information turns up, you may never be allowed entry.

Allow for enough time. Processing times for your application can be as long as a year. There are exceptions to this rule, but they are quite limited. Enough cannot be said about planning in advance of a trip to Canada. Operators may want their drivers to start the application process if appropriate upon their hiring date.

Understand that each person and situation are unique. Do not be discouraged by your past and assume that you will not be able to gain entry. For example, offenses committed as a juvenile may not be a barrier to entry. Do your homework, contact the nearest Consulate or a representative (e.g. legal counsel) if necessary and proceed from there.

Other Tips:

- Generally speaking, Officers and staff at the Consulate will not advise or assist you in preparing an application. They are looking to focus their resources on processing successfully completed applications as expeditiously as possible.
- Make sure passengers are aware of these requirements and have completed the appropriate processes. Be sure to make arrangements for alternative transportation if one of your passengers is barred from entry into Canada, it is the operators responsibility.

Submitting Your Application

Outside Canada: Mail your application to the Canadian visa office which has jurisdiction for the area in which you live.

Canadian Consulate General

Immigration Section
3000 HSBC Center
Buffalo, New York 14203-2884
Mission Tel.: (716) 858-9500
Immigration Tel.: (716) 858-9501
Mission Fax: (716) 852-4340
Immigration Fax: (716) 852-2477
Email: buffalo-im-enquiry@international.gc.ca
www.canadainternational.gc.ca/buffalo/

Canadian Consulate General

Immigration Section
600 Renaissance Center, Suite 1100
Detroit, Michigan 48243-1798
Mission Tel.: (313) 567-2340
Immigration Tel.: (313) 567-2085
Mission Fax: (313) 567-2164
Immigration Fax: (313) 567-2125
Email: detroit-im-enquiry@international.gc.ca
www.canadainternational.gc.ca/detroit/

Canadian Consulate General

Immigration Section
550 South Hope Street, 9th Floor
Los Angeles, California 90071-2627
Mission Tel.: (213) 346-2700
Immigration Tel.: (213) 346-2700
Mission Fax: (213) 620-8827
Immigration Fax: (213) 625-7154
Email: los-angeles-im-enquiry@international.gc.ca
www.canadainternational.gc.ca/los_angeles/

- Please note that the LA office does not generally accept or respond to phone calls. Email them!

Canadian Consulate General

Immigration Section
1251 Avenue of the Americas
Concourse Level
New York, New York 10020-1175
Mission Tel.: (212) 596-1628
Immigration Tel.: (212) 596-1783
Mission Fax: (212) 596-1790
Immigration Fax: (212) 596-1791 or
(212) 596-1725
Email: NewYork-im-enquiry@international.gc.ca
www.canadainternational.gc.ca/new_york/

Canadian Consulate General

Immigration Section

1501 4th Avenue, Suite 600
Seattle, Washington 98101-4328
Mission Tel.: (206) 443-1777
Immigration Tel.: (206) 443-1372
Mission Fax: (206) 443-9662
Immigration Fax: (206) 441-7838
Email: Seattle-im-enquiry@international.gc.ca
www.canadainternational.gc.ca/seattle/

The Canadian Embassy

Immigration Section
501 Pennsylvania Ave., N.W.
Washington, D.C. 20001 USA
Mission Tel.: (202) 682-1740
Immigration Tel.: (202) 682-1740
Mission Fax: (202) 682-7726
Immigration Fax: (202) 682-7689
Email: Washington-im-enquiry@international.gc.ca
www.canadainternational.gc.ca/washington/