



CAIPS/GCMS File Application Kit

Updated July 5, 2019

Web **CaipsNotes.com**
E-mail **support@caipsnotes.com**



Thank you!

Thank you for requesting this application kit from CaipsNotes.com

CAIPS Notes Services founded in 2002 is a service for those who applied for a Canadian visa (Immigration, Student, Visitor or Work visa).

This service allows applicants to obtain information contained in their visa file. This visa file is often referred to as CAIPS and/or GCMS. It is the most comprehensive and up-to-date information that can be legally obtained from Citizenship and Immigration Canada (CIC).

A hands-on team ensures a prompt, interactive and trustworthy service beside assistance in understanding CAIPS/GCMS procedures and processes, which prior to the launch of CaipsNotes.com was too scant.

CAIPS Notes Services ascribe their outstanding success to providing an honest, transparent and an affordable service which is user friendly and reliable.

In this kit you will find information on the following;

- Where to send the forms and our contact information
- Application form
- Payment instructions
- Consent form (Authorization to Disclose Personal Information)

Should you have any questions or concerns about our service please feel free to contact us and we will be only too pleased to address them.

Sincerely,

The Team at CAIPS Notes Services
CaipsNotes.com and GcmsNotes.com



Where to send the forms

E-mail (scan) support@caipsnotes.com



Step 1: Application Details

This step can also be completed online at
<http://caipsnotes.com/Order.shtml>

CAIPS/GCMS Notes Application Form (Details of the Principal Applicant)

For help completing this information please go to http://caipsnotes.com/Order_Help.html

| | |
|--------------------------------------|---|
| First Name/ Given Name | |
| Middle Name | |
| Last Name/ Family Name | |
| Visa Processing Office | |
| Visa Type | <input type="checkbox"/> Visitor <input type="checkbox"/> Student <input type="checkbox"/> Immigration <input type="checkbox"/> Other |
| File Number | _____ - _____ - _____ - _____ |
| Date of Birth (month/dd/yyyy) | Month _____ Date _____ Year _____ |
| Primary E-mail | |
| Alternate E-mail | |
| Payment Method (select one) | <input type="checkbox"/> PayPal <input type="checkbox"/> Credit Card <input type="checkbox"/> Bitcoin |
| Additional Notes | |

Step 2: Payment

This step can be completed online at
<http://caipsnotes.com/Payment.shtml>

Payment Options



VISA



DISCOVER





Step 3: Consent Form

**This step can also be completed online at
<http://caipsnotes.com/Consent.shtml>**

Why is Consent required?

A Consent form is required pursuant to the Canadian Privacy Act, which states that personal information shall not, without the consent of the individual to whom it relates, be disclosed by Citizenship and Immigration Canada (CIC).

If signed and dated consent from all adult individuals is not provided, then it is possible that your request will be delayed while CIC will either seek consent or alternatively sever information regarding individuals for whom CIC does not have consent.

Who needs to submit the consent form?

A consent form is required from the principal applicant under all circumstances. If applicable the spouse or common-law partner must enter his or her details on the same consent form as the principal applicant, a separate consent form for the spouse or common-law partner is not required.

If the principal applicant is under the age of 16, signature from the parent of guardian is required on the same consent form.

It's recommended that a separate consent form is included for other adult individuals (16 years old and over) e.g. adult dependent or sponsor whose names are mentioned in the visa application.

If the consent form for all individuals is not provided then CIC will sever information related to the missing consent form.

Being sponsored to Canada?

If you or your family have been sponsored to come to Canada then the consent of the sponsor as well as the principal applicant is required. In addition, consent from other family members being sponsored such as a spouse or dependent children 16 years old and over is also required.

Matching the consent with the File number

The principal applicants file number will be used as reference for all the consent forms.

Date on the consent form

Always submit a recent Consent form even if it's a repeat order. The Consent form should be dated within 30 days of placing the order.