Immigration, Refugees and Citizenship Canada | Immigration, Réfugiés et Citoyenneté Canada
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Archived: June 3, 2025 9:55:52 AM
From:
Sent: Sat, 12 Apr 2025 02:31:18
To: [redacted] Representatives | Représentants [redacted] (I[redacted])
Subject: RE: Representative IRCC ID - REP-B-2025-0343 -
Due 12-May-25
Importance: Normal
Sensitivity: None
Attachments:

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> **ATTENTION:** Ce courriel provient de l'extérieur du gouvernement du Canada. Ne cliquez pas sur les liens et n'ouvrez pas les pièces jointes sauf si vous reconnaissez l'expéditeur et sachez que le contenu est sûr.

Hello officer,

What about the IRCC representative portal in which representatives do the following applications:

- * in-Canada refugee claims
- * temporary resident visas
- * study permits
- * emergency and special measure temporary resident visas

How do I update that with my current business information?

I have submitted the attached IMM5661 and 2 pieces of ID For the GCKey Authorized paid representative (APR) Portal.

Thank you.

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s.19(1)

From: Immigration Representatives / Représentants immigration (I[redacted])
Sent: April 10, 2025 9:27 AM
To:
Cc: Immigration Representatives / Représentants immigration (I[redacted])
Subject: FW: Representative IRCC ID LSO - REP-B-2025-0343 - Due 12-May-25

Hello,

For existing applications you will need to submit and update the mailing address through IMM 5476 via web form.

To update your address/information in the Authorized Paid Representative Portal, you must submit a new IMM5661 enrolment request and indicate that you have an existing Portal account. This allows our technical team to merge the new account with the existing one and does not impact any of the files contained within your portal account. Please follow the steps below to re-enrol:

1. Create a new GCKey. Do not use your existing GCKey credentials.
2. Submit a new portal enrolment request (find out how using the enrolment guide) with your updated business information.
3. When you complete the enrolment form, select "yes" for the question that asks if you had a previous successful enrolment in the Authorized Representative portal that resulted from a past application.

[redacted]
The Immigration Representatives Mailbox

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From:
Sent: [redacted] 9, 2025 5:03 PM
To: Immigration Representatives / Représentants immigration (IRCC) <IRCC.ImmigrationRepresentatives-Representantsimmigration.IRCC[redacted].ca>
Subject: Representative IRCC ID

Dear Officer,

I opened an authorized rep account before I joined my current firm.

How can I update that?

It is not letting me do so on the portal through the Update profile section.

Pages 16 to / à 17

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19(1)

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Pages 18 to / à 20

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