Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada
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Archived: June 2, 2025 10:07:11 AM
From: Immigration Representatives / Représentants immigration (IRCC)
Sent: Fri, 24 Jan 2025 18:19:51
To:
Cc: Immigration Representatives / Représentants immigration (IRCC)
Subject: TR: Representative IRCC ID - [redacted] - REP-2025-0129- Due 11-Feb-25
Importance: Normal
Sensitivity: None

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

De :
Envoyé : 14 janvier 2025 15:08
[redacted]: Immigration Representatives [redacted] Représentants immigration [redacted]
Representantsimmigration.IRCC[redacted]
Objet : Representative IRCC ID [redacted] - Updating physical address

Good day,

I have an APR account having **Representative IRCC ID:**

Please guide me on the process to update my physical address as I am unable to do it online.

Thank you.
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Regards,