



Immigration and  
Refugee Board of Canada

Commission de l'immigration  
et du statut de réfugié du Canada



## Documentation Exchange with the IRB, Western Region

As of 01 June 2023

Method	Description	RPD (Incoming)	RPD (Outgoing)	RAD (Incoming)	RAD (Outgoing)	IAD (Incoming)	IAD (Outgoing)	ID (Incoming)	ID (Outgoing)
<b>My Case Portal</b>	Counsel may register to use IRB's My Case Portal. Access for other parties is planned for 2023.  PDF documents, including those containing personal Protected B information, may be exchanged using My Case. MyCase also includes built in features for counsels to claim cases and update claimant addresses.	Preferred	Preferred	Preferred	Preferred	Yes	Yes	Preferred	Preferred
<b>Epost</b>	Parties registered with Canada Post epost Connect™ may exchange PDF documents electronically with the IRB. Epost supports Protected B security.	Yes	No	Yes	Yes	No	No	Yes	No
<b>Email</b>	Regular email does not support Protected B security. The IRB may send encrypted email to partner agencies if Protected B is required.	Yes	No	Yes	Yes	Preferred	Preferred	Preferred	Preferred
<b>Fax</b>	RPD / IAD: 604-666-3043  RAD: 604-666-9870  ID: 604-666-7082	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Mail / Courier</b>	300 West Georgia Street, Suite 1600 Library Square Vancouver, B.C. V6B 6C9	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>In-Person</b>	The IRB Western Region accepts in-person document submissions at the Vancouver office (see address in Mail/Courier section above). Inter-departmental document submissions are accepted from CBSA as they are co-tenants in our Vancouver building.								

Further information regarding these methods of document exchange may be found on the IRB website at [irb-cisr.gc.ca](http://irb-cisr.gc.ca)