

<b>CAIPS FileCheck – Application Kit</b>
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Dear Sir / Madam

Thank you for requesting this application kit from CAIPS FileCheck. Having been through the whole immigration process ourselves, we understand how frustrating and bewildering it can be, and hope that our service can help you understand a little better what is going on with your application for immigration to Canada.

We offer a range of services, with the cheapest way to obtain your CAIPS file costing **just C\$40** – an attractive proposition given the investment in both time and money you have made in applying to emigrate to Canada, and certainly a lot cheaper than the services of many immigration consultants!

We hope that the kit will explain the process for applying for your CAIPS immigration file thoroughly, but if you have any questions at all, please don't hesitate to contact us at **help@caips.ca** (see "How to Apply" for additional contact details).

In this kit, you should find the following components:

**How to Apply** – explains the process for applying, including our contact details

**What Will My CAIPS File Tell Me?** – explains how the CAIPS system works and what you might expect to see in your file

**Frequently Asked Questions** – answers to likely additional questions you may have

**Payment via PayPal** – explains how to pay us for your chosen service

**CAIPS FileCheck Application Form** – complete this to request the service you require

**Official CIC IMM5475 "Consent to Disclosure Form" for your use** – we need to send this to CIC for them to release your file (i.e. your personal information) to us. We need one IMM5475 for each adult aged 18 or over included in your application

We look forward to serving you, and hope you are also able to make the move to Canada in the near future

**Trish Bridson**  
**CAIPS FileCheck**

**Mail:** Box 317, Salt Spring Island, V8K 2V9, BC, CANADA  
**Email:** help@caips.ca  
**Fax:** 1 250 483 1513

## How to Apply

1. **Complete the “CAIPS FileCheck” application form** – remember to choose the level of service that you require (see application form for details).
2. **Complete your IMM5475 ‘Consent to Disclosure’ forms** – we need one official IMM 5475 “Consent to Disclosure” form for each of the following: the principal applicant, spouse (if any), and any dependent children 18 or over. Please remember to sign and date at the bottom. We have included an example of a completed consent form to help you.
3. **Send the completed application form and “Consent to Disclosure” forms to us** via:

**Post:** Patricia Bridson  
CAIPS FileCheck  
BOX 317 Salt Spring Island  
BC  
V8K 2V9  
CANADA

**Fax:** 1-250-483-1513 (at our office in Canada)

**Email:** [help@caips.ca](mailto:help@caips.ca) - you can send forms to us in PDF, JPEG or TIFF format

4. **Pay for our services using PayPal** (see section entitled ‘Payment via PayPal for more details)

**Contact Us:** If you have any questions, please do not hesitate to contact us at the mailing address, fax number, or email address above. We prefer email enquiries (and often are able to respond to them within a couple of hours), but if you do not have access to email please write to us or send us a fax and we will respond as quickly as possible.

## What Will My CAIPS File Tell Me?

**Important:** *CAIPS is used slightly differently in each visa office. The information here describes the typical usage in Canadian visa offices, and may not reflect the usage in your specific visa office.*

### **Scenario 1: You have just sent your application**

If you have not received your Acknowledgement of Receipt (AOR) then your CAIPS file will probably not have been created yet – in which case the file request will come back blank.

Some visa offices do not send out AORs as efficiently as others – and so the absence of an AOR might not mean that the CAIPS file has not been created. Obtaining your file in these circumstances is speculative, but will confirm whether the visa office has received / started processing your application or not.

### **Scenario 2: You have just received your Acknowledgement of Receipt (AOR)**

The CAIPS file will normally have at least one useful piece of information: the file's official 'bring forward date' will tell you when (in theory) your application will be put on a immigration officer's desk for formal assessment.

### **Scenario 3: You have been invited to interview**

The CAIPS file will have the immigration officer's notes entered when he reviewed the file and decided an interview was required, as well as your initial points assessment. The CAIPS notes will normally indicate why you need to be interviewed and may provide pointers for additional information you will need to present at the interview to argue your case.

### **Scenario 4: You have taken your medicals but are still waiting**

The normal reasons for delays after you have taken your medicals are either waiting for the medicals to be 'rubber stamped', a delay in CSIS (Canadian Security and Intelligence Service) security / background checks (there are not unusual for applicants who have travelled widely or are applying from certain countries), or some missing documentation. CAIPS will indicate if security checks have been completed, and what other steps are outstanding if any. However, it will NOT show any details about the actual processing of your background checks.

## **Frequently Asked Questions**

**What will I receive if I request my CAIPS file through CAIPS FileCheck?** You will receive a computer printout of approximately 7 pages in length. The printout is a screen print from the computer system called CAIPS. On the printout will be all the relevant information from your file, such as points calculations, immigration officer's notes, details of processing stages passed, the likely next 'bring forward' date for the file and so on. What appears in an individual's file will depend on where they are in the application process.

**I don't have a file number. Can you help?** Yes, your CAIPS file can be requested with just your full name, visa office, and your date of birth. However, if you have only just applied it is possible that your CAIPS file may not yet have been created.

**What is CAIPS?** CAIPS is short for 'Computer Assisted Immigration Processing System'. It is the computer system used by Canadian visa offices to process visa applications. We can help you get a printout of your CAIPS file, which should have valuable information on the current status, and future processing of your Canadian permanent residence application.

**How much does it cost to obtain CAIPS?** Our cheapest service is just C\$40 – see our application form for details of our range of services and how much each costs, and the section below for details of how to pay us using your credit or debit card using PayPal.

**I am an immigration consultant, can I get a discount on your rates?** Yes, please contact us by email at [help@caips.ca](mailto:help@caips.ca) or fax for details (see contact details).

**Which visa offices can you obtain CAIPS notes for?** We can access CAIPS files for any visa office. All CAIPS requests are processed through Canada Immigration offices in Ottawa, Canada, not through the local visa office.

**How long does it take?** CAIPS files can normally be obtained in between 5 and 6 weeks.

**Is there a discount for the second file request?** Yes, if you request the same file again then the fee for the second request is C\$30).

**Can CAIPS FileCheck obtain other types of files?** Yes, we can other files including FOSS files for applications being dealt with in Canada as well as Citizenship files and immigration files for study and work permit applications. We can also obtain copies of applicants' entire immigration files (from the overseas offices dealing with their case) on request, although this is a lengthy process and is normally reserved for situations where there is a serious problem with the application. We can also obtain detailed medical files if there are medical concerns. Please contact us for details.

#### **Payment via PayPal**

We accept payment via credit and debit card, but only via PayPal. Owned by eBay, PayPal has become the largest and best known online payment processor and we believe it provides our clients with the best service in terms of usability and security.

There are 3 ways to pay us using PayPal:

1. If you already have a PayPal account, log in at **<http://www.paypal.com>** and send the fee for your chosen service (see our application form) to us at **[help@caips.ca](mailto:help@caips.ca)**
2. If you don't already have a PayPal account, visit our website at **<http://www.caips.ca/howtopay.shtml>**, choose the service you require, and click on the 'PayPal ADD TO CART' button below that service. This will allow you to pay via PayPal using your credit card without setting up an account.
3. If you need help or prefer it, we can send you a special invoice which will allow you to pay via PayPal without setting up an account – ask us for details at **[help@caips.ca](mailto:help@caips.ca)**

If you are unable to pay via PayPal or prefer alternate means of payment, please contact us at [help@caips.ca](mailto:help@caips.ca) for assistance.

### CAIPS FileCheck Application Form

Principal Applicant		
Last (Family) Name		
First (Given) Name		
Visa Office	(e.g. "London")	
File Number	(e.g. "B 123 456 789")	
Date of Birth	(Use format "21-Jan-1967")	
Mailing Address		
Email Address		
Telephone (Day)		
Telephone (Evening)		
How Did You Find Us?	(e.g. Google search)	
Service Required <i>(Please tick the box next to the service required)</i>		
	C\$	Tick One
<b>CAIPS Repeat:</b> (ONLY for existing customers of CAIPS FileCheck) <i>Raw file, no interpretation, file emailed</i>	\$30.00	<input type="checkbox"/>
<b>CAIPS Basic:</b> <i>Raw file, no interpretation, file emailed</i>	\$40.00	<input type="checkbox"/>
<b>CAIPS Premium:</b> <i>Express service, raw file, no interpretation, file by email, fax or post.</i>	\$60.00	<input type="checkbox"/>
<b>CAIPS Premium Interpreted:</b> <i>As CAIPS Premium, but file will be fully explained / interpreted.</i>	\$120.00	<input type="checkbox"/>
<b>CAIPS Interpretation ONLY</b> <i>Use ONLY if you already have CAIPS notes and need interpretation.</i>	\$60.00	<input type="checkbox"/>
Payment Details		
<p>Please pay for our services using your credit or debit card via PayPal – you can use this service without using or setting up a PayPal account – see our website for details of how to pay via PayPal or email us at <a href="mailto:help@caips.ca">help@caips.ca</a> for assistance or for a customised invoice to simplify payment via PayPal.</p> <p><i>Our standard means of payment is PayPal – you do not need to use or set up a PayPal account to pay us this way. However, if you prefer to pay via other means, please contact us at <a href="mailto:help@caips.ca">help@caips.ca</a> and we will do our utmost to assist.</i></p>		

**Patricia Bridson, CAIPS FileCheck, Box 317, Salt Spring Island, BC, V8K 2V9, CANADA**  
**Email: [help@caips.ca](mailto:help@caips.ca) Fax: 1 250 483 1513**



## INDIVIDUAL'S CONSENT TO DISCLOSURE AND/OR USE OF PERSONAL INFORMATION

I, the undersigned, \_\_\_\_\_, born \_\_\_\_\_, do hereby consent to the disclosure and/or use of my personal information, located in my file # \_\_\_\_\_ in \_\_\_\_\_ (overseas or inland office), as well as all other related documents \_\_\_\_\_ (please list other files requested with location)

solely for the purpose of: \_\_\_\_\_

Hereby, I authorize Citizenship and Immigration Canada to disclose my personal information to my Canadian representative who is, pursuant to the Law, a Canadian citizen, a permanent resident, or another individual or corporation present in Canada: (Identity and address of the body or person authorized to receive and/or use this information)

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\_\_\_\_\_

Name (printed): \_\_\_\_\_ Date 

Day	Month	Year

SIGNATURE 

**I understand that this consent and my signature allow ONLY the disclosure of MY personal information and that of my underage dependants at the date of this consent.**