

## **How to Submit Your Passport?**

Once your TRV is approved, you will be informed to submit your passport to finalize the application process. Your passport must be received by Immigration, Refugees and Citizenship Canada within **30 days** from when your application is approved. Failure to do so could result in the refusal of your application.

### **Step 1: Download the Approval Email**

The approval email is in pdf format and can be downloaded from your mycic account. *Please ensure that a copy of this letter is included with your passport.*

### **Step 2: Find the Visa Office and Submit the Passport**

If you are located in Canada, you should use the [Case Processing Centre- Ottawa Office](#).

#### ***Instructions:***

1. Buy two prepaid envelopes: one large, one small (Xpresspost is recommended)
2. Put the address of Case Processing Centre- Ottawa Office on the large envelop
3. Put your own address on the small envelop (it will be used to return your passport to you)
4. Put the approval letter, your valid passport and the small envelop in the large envelop
5. Send the package to [Case Processing Centre- Ottawa Office](#)

If you are located outside Canada, please find the [visa office](#) where you should submit your passport. Each visa office have certain instructions on how and where to submit your passport and how to get your visa.