Docs:

* The passport request letter you received from IRCC
* Any applicable visa application centre (VAC) fees, such as passport transmission fees $30.59
* Full contact information, including a phone number and your full return address
* The [VAC consent form (PDF, 18 KB)](http://csc.public.s3.amazonaws.com/checklists/US/en/General/Consent_Form.pdf)
* A pre-paid return courier envelope, if applicable

1. Pay the passport delivery fee to VAC

The payment of additional services from the VAC can be paid by bank draft. The fee for the Passport delivery / e-Application service is $30.59

The bank draft, cashier’s cheque, certified cheque, or money order directed to CSC Consular Services Inc. must be sent to the following lockbox and you must send a copy of the payment along with your application to the VAC. Personal checks are not accepted.

Payments for Visa Application Centre in New York:  
CSC Consular Services Inc  
Lockbox 3352  
PO Box 8500  
Philadelphia, PA 19178-3352

1. Deliver & pay the return Air bill

Submit it to

Canadian Visa Application Centre – New York  
290 Madison Ave, 2nd Floor  
New York, NY 10017  
USA