



REPUBLIC OF RWANDA
HIGH COMMISSION IN CANADA

RHC-C

REQUEST OF CERTIFICATES

SECTION A - Your Details:

GENDER: MS MR
FULL NAMES: _____
STREET AND HOUSE NR: _____
POSTAL CODE: _____ CITY: _____
PROVINCE: _____
TELEPHONE: _____ E-MAIL: _____

PHOTO
2 colored biometric
passport
photographs.
Please indicate your
name at the back, in
order to avoid any
confusion.

DATE OF BIRTH (D/M/Y): ____ / ____ / ____ PLACE OF BIRTH (If in Rwanda specify City / Sector/District/Province): _____

LEVEL OF EDUCATION AND DOMAIN: _____

OCCUPATION: _____ POSITION: _____

WORKING PLACE: _____

FATHER'S FULL NAME: _____

MOTHER'S FULL NAME: _____

PARENTS ADDRESS (if in Rwanda specify City/ Sector/District/Province): _____

SECTION B - Requested Certificates:

PLEASE CHOOSE THE CERTIFICATE(S) YOU WANT TO APPLY FOR:

- BIRTH CERTIFICATE LIFE CERTIFICATE
- MARRIAGE CERTIFICATE

SECTION C - Purpose of your Request:

PLEASE STATE THE PURPOSE OF YOUR REQUEST:

SECTION D – Identity / Supporting / Required Documents

YOU ARE REQUIRED TO PROVIDE IDENTITY, SUPPORTING AND OTHER REQUIRED DOCUMENTS OTHERWISE YOUR APPLICATION WILL NOT BE PROCESSED.

A COPY OF YOUR RWANDAN PASSPORT/NATIONAL ID

PROOF OF RESIDENCY IN CANADA (PASSPORT/RESIDENCY PERMIT)

DEPENDING ON THE NATURE OF THE REQUEST OTHER DOCUMENTS MAY ALSO REQUIRED.

REQUIRED DOCUMENT FOR **BIRTH CERTIFICATE**

A COPY OF LEGAL DOCUMENT PROVING NAMES OF PARENTS

REQUIRED DOCUMENT FOR **LIFE CERTIFICATE**

A LETTER OF REPQUEST SIGNED AT THE MISSION OR NOTARIZED BEFORE A PUBLIC NOTARY

SECTION E –Declaration:

I AGREE TO INFORM THE COMPETENT SERVICES AT THE EMBASSY IF ANY INFORMATION ON THIS FORM CHANGES BEFORE THE PROCESSING OF MY APPLICATION IS COMPLETE.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE DETAILS GIVEN ON THIS FORM ARE TRUE AND CORRECT.

DATE (D/M/Y): ____ / ____ / _____

SIGNATURE: _____



**REPUBLIC OF RWANDA
HIGH COMMISSION IN
CANADA**

**REQUEST OF CERTIFICATES
GENERAL INFORMATION AND DOCUMENTS CHECKLIST**

A. PAYEMENT OF CONSULAR FEES

CONSULAR FEES (35 CAD) MUST BE PAID FOR EACH APPLICATION. PLEASE NOTE THAT THOSE CONSULAR FEES HAVE TO BE PAID BY CERTIFIED CHEQUE OR MONEY ORDER TO ADDRESS.

BENEFICIARY: RWANDA HIGH COMMISSION
PAYMENT METHOD: MONEY ORDER OR
CERTIFIED CHEQUE

IF ANY DOCUMENT IS TO BE SENT BACK TO YOU THROUGH EXPRESS MAIL. PLEASE INCLUDE A RETURN EXPRESS ENVELOPE.

B. MAILING ADDRESS AND CONTACT DATA

BE SURE THAT YOU HAVE ADDRESSED THE ENVELOPE, ATTACHED SUFFICIENT POSTAGE AND SEND TO:

**RWANDA HIGH COMMISSION
404-294 ALBERT STREET
OTTAWA, ON K1P 6E6**

IF YOU ARE SENDING MORE THAN ONE APPLICATION, SEND ALL OF THEM TOGETHER IN ONE ENVELOPE. THE APPLICATIONS WILL BE PROCESSED TOGETHER.

YOU CAN CONTACT US DURING BUSINESS HOURS UNDER THE PHONE NUMBER: **+1 613-569-5420**

OR VIA E-MAIL: ottawaconsul@minaffet.gov.rw FOR FURTHER INFORMATION VISIT: www.rwandaincanada.gov.rw

C. ABOUT THE DOCUMENTS

THE APPLICATION FORM (RHC-C) IS DESIGNED TO BE "FILLABLE" ON COMPUTER. THIS MEANS THAT YOU COMPLETE THE FORM RIGHT ON YOUR COMPUTER. YOU CAN THEN PRINT YOUR COMPLETED FORM; SIGN IT AS REQUIRED AND SUBMIT IT TO THE ADDRESS MENTIONED ABOVE.

FAILURE TO PROVIDE A FULLY COMPLETED APPLICATION FORM OR THE NECESSARY DOCUMENTS WILL RESULT IN THE NON-PROCESSING OF YOUR APPLICATION.

THE COPIES OF YOUR DOCUMENTS (FOR EXAMPLE: PASSPORT, ID) MUST BE READABLE AND PDF FORMAT, IF THEY CONTAIN A PHOTOGRAPHY, THE PERSON MUST BE VISIBLE/RECOGNIZABLE. IT MAY BE HELPFUL TO USE A SCANNER AND MAKE COLOR COPIES.

NOTE:

- **THE APPLICANT MUST BE AT LEAST 18 YEARS OLD.**
- **YOU MUST PROVIDE TRANSLATION OF ALL DOCUMENTS THAT ARE IN LANGUAGES OTHER THAN OFFICIAL LANGUAGES OF THE REPUBLIC OF RWANDA AND THOSE TRANSLATED DOCUMENTS MUST BE CERTIFIED BY COMPETENT AUTHORITIES.**

D. DOCUMENT CHECKLIST

SEND THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION. CHECK EACH BOX ONCE YOU ENCLOSE THE ITEM.

FORM	
<input type="checkbox"/>	REQUEST OF CERTIFICATES (RHC-C) <i>FULLY COMPLETED.</i>
IDENTITY DOCUMENTS / RESIDENT PERMIT	
<input type="checkbox"/>	A COPY OF YOUR NATIONAL ID AND/OR YOUR PASSPORT
<input type="checkbox"/>	A COPY OF YOUR PROOF RESIDENCY
REQUIRED DOCUMENTS (for Birth Certificate only)	
<input type="checkbox"/>	A COPY OF LEGAL DOCUMENT PROVING NAMES OF PARENTS
REQUIRED DOCUMENTS (for Life Certificate only)	
<input type="checkbox"/>	A LETTER OF REQUEST SIGNED AT THE MISSION OR NOTARIZED BEFORE A NOTARY PUBLIC
PHOTO	
<input type="checkbox"/>	TWO (2) COLORED BIOMETRIC PASSPORT PHOTOGRAPHS FOR EACH APPLICATION. (PLEASE INDICATE YOUR NAME AT THE BACK, IN ORDER TO AVOID ANY CONFUSION)
FEE	
<input type="checkbox"/>	PAYEMENT OF CONSULAR FEES (35 CAD) MUST BE PAID FOR EACH APPLICATION. PLEASE NOTE THAT THOSE CONSULAR FEES HAVE TO BE PAID BY CERTIFIED CHEQUE OR MONEY ORDER TO ADDRESS.

INCLUDE THIS COMPLETED DOCUMENT CHECKLIST (PAGE 2) WITH YOUR APPLICATION PACKAGE
