



Procedures and Information for Travel to Canada of the Diplomatic Corps and Their Family Members

Prepared by the Office of Protocol, Global Affairs Canada, June 7, 2021

The information contained herein is subject to change. The Office of Protocol will communicate relevant updates to all missions in a timely manner.

A kind reminder that the Government of Canada continues to strongly advise all residents of Canada to **cancel or postpone any non-essential travel**, including vacation plans, outside Canada.

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Instructions for Notifying the Office of Protocol of the Arrival or Return to Canada of Members of the Diplomatic Corps and Their Family Members

In this document, the expression “missions” means diplomatic missions, international organizations and special representative offices.

Missions must send an e-mail notification **at least five (5) working days in advance of the arrival** of properly-accredited and incoming foreign representatives, and family members, to:
COVID19-DiplomaticTravel-VoyagesDiplomatiques@international.gc.ca

Submitting the notification:

1. For returning accredited foreign representatives and accredited family members, i.e. those holding a diplomatic, consular or official acceptance counterfoil, whether virtual or affixed to the passport, and who reside in Canada

Please follow these steps:

- Enter information in the subject line in the following format: mission/name/date of arrival
- For each traveller, specify:
 - o Full name (as it appears in the passport)
 - o Title and Mission
 - o Please specify if travelling solo
 - o If arriving by air, the full flight itinerary from first departure to final arrival.
 - o If arriving by land border vehicle information (make, model, colour, plate number and Province or State), name of the border crossing and date and approximate time (am or pm) of the crossing.

2. For arriving foreign representatives and immediate family members joining them for the duration of the posting (those holding a D-1 or O-1 or C-1 Temporary Resident Visa (TRV) or a National Interest Letter (NIEL) and other travel document in place of a D-1 or O-1 TRV

Please follow these steps:

- Enter information in the subject line in the following format: mission/name/date of arrival
- For each traveller, specify:
 - o Full name (as it appears in the passport)
 - o Title and Mission
 - o Date of Birth
 - o Passport Number, Expiry Date, Nationality
 - o Type of Entry Document (D-1 or O-1 or C-1 or other and if other, the NIEL if applicable)
 - o Please specify whether travelling solo or accompanied.
 - o If arriving by air, the full flight itinerary from first departure to final arrival.
 - o If arriving by land border vehicle information (make, model, colour, plate number and Province or State), name of the border crossing and date and approximate time (am or pm) of the crossing.

Categories of Travellers Facilitated by the Office of Protocol

For each traveller notified to the Office of Protocol in advance, an e-mail will be provided to the mission citing the exact exemptions to the entry prohibition and public health measures that apply.

It remains incumbent on the traveller to demonstrate to the airline that they meet these exemptions.

The Office of Protocol can facilitate travel for the following two categories of travellers:			
	If the Traveller holds:	And the Traveller is:	The mission should send notification to Protocol 5 days before arrival with:
1.	Valid Diplomatic, Consular or Official Acceptance counterfoil (whether affixed to the passport or virtual) Includes spouse and children 18 years of age or younger and children between 19 and 24 years of age who have submitted proof of full time enrollment in a designated Canadian institution.	Returning to Canada where they reside	Full names, titles, mission, flight itinerary from first departure to final arrival
2.	Valid D-1 (Diplomatic) or O-1 (Official) or C-1 (Special) TRV Includes spouse and children 18 years of age or younger and children between 19 and 24 years of age who have submitted proof of full time enrollment in a designated Canadian institution.	Travelling to Canada to establish themselves in their post	Full names, titles, mission, flight itinerary from first departure to final arrival and passport details
The Office of Protocol can facilitate travel for the following three categories of travellers <u>when accompanying</u> Category 1 or 2. Protocol will not facilitate travel for Categories 3, 4, 5 when travelling separately from the Acceptance or D-1 or O-1 or C-1 TRV holder.			
	If the Traveller holds:	And the Traveller is:	The mission should send notification to Protocol 5 days before arrival with:

3.	Valid V-1 (Visitor) TRV	<ul style="list-style-type: none"> - An Immediate family member: - A child between 19 and 21 years of age who has not submitted proof of full time enrollment in a designated Canadian institution - Parent of a diplomat <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> - Returning to Canada where they reside with the Foreign Representative or Travelling to Canada for the purpose of establishing themselves with the Foreign Representative for the duration of the posting. 	<p>See above for what to submit if this traveller is accompanying Category 1 or 2</p> <p>Whether accompanying a foreign representative or travelling alone, must:</p> <ul style="list-style-type: none"> - be prepared to demonstrate the non-discretionary (essential) nature of their travel to the CBSA - be prepared to demonstrate to the airline at boarding that they meet all entry requirements
4.	Valid V-1 (Visitor) TRV AND a National Interest Exemption Letter (NIEL)**	<ul style="list-style-type: none"> - An extended family member: - A child 22 years to 24 years of age who has not submitted proof of full time enrollment in a designated Canadian Institution REGARDLESS of intention to remain in Canada with their parent for the duration of the posting - A child 25 years of age or older - A child or parent of a Foreign Representative VISITING Canada rather than residing in Canada or travelling to Canada for the purpose of establishing themselves for the duration of the posting (as long as visit to Canada exceeds 14 days) 	<p>See above for what to submit if this traveller is accompanying Category 1 or 2</p> <p>Whether accompanying a foreign representative or travelling alone, must:</p> <ul style="list-style-type: none"> - be prepared to show the National Interest Exemption Letter

5.	Valid Diplomatic, Consular or Official Acceptance counterfoil (whether affixed to the passport or virtual) AND a National Interest Exemption Letter (NIEL)**	- Child or Parent REGARDLESS of valid accreditation of a Foreign Representative visiting Canada rather than residing in Canada or travelling to Canada for the purpose of establishing themselves for the duration of the posting	See above for what to submit if this traveller is accompanying Category 1 or 2 Whether accompanying a foreign representative or travelling alone, must: - be prepared to show the National Interest Exemption Letter
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Immediate Family Members Who Are Not/Will Not Be Accredited

Foreign nationals who are the immediate family members of an accredited or to be accredited person (i.e. a child twenty-one years old and younger or a parent) already meet an exemption to the entry prohibition, if travelling from any country except the United States, even if they themselves are not accredited (not holding an acceptance) or will not be accredited (not holding a D-1, O-1 or C-1 entry visa).

Such travellers will be allowed to enter Canada if they can demonstrate that their travel is for a non-discretionary (essential) reason rather than a discretionary (optional) reason, i.e. to establish themselves with the accredited person for an extended period of time (the duration of the posting) and not for a visit.

Any traveller arriving from the United States will be allowed to enter Canada if they can demonstrate that their travel is for a non-discretionary (essential) reason rather than a discretionary (optional) reason, i.e. to establish themselves with the accredited person for an extended period of time (the duration of the posting) and not for a visit.

In all cases, the traveller must be prepared to state their intentions to CBSA at the point of entry and provide supporting documentation from their foreign ministry or mission stating that they are accompanying the Foreign Representative for the duration of the posting as well as proof of their relationship to the Foreign Representative. They should also be prepared to demonstrate to the airline at boarding that they meet all entry requirements.

Global Affairs Canada will not issue a NIEL for an immediate family member who already meets an exemption to the entry prohibition **AND** is travelling to Canada for a non-discretionary reason. It is the responsibility of the traveller to demonstrate that they are exempt from the entry prohibition (see Annex 1) and demonstrate their travel is non-discretionary (see above).

National Interest Exemption Letters for Family Members of the Diplomatic Corps

Pursuant to section 3(1)(k) of the [*Minimizing the Risk of Exposure to COVID-19 in Canada Order \(Prohibition of Entry into Canada from any Country Other than the United States\)*](#), and section 3(4) of the [*Minimizing the Risk of Exposure to COVID-19 in Canada Order \(Prohibition of Entry into Canada from the United States\)*](#) Global Affairs Canada has the authority to issue exemptions to the travel restrictions via a National Interest Exemption Letter (also known as a “NIEL”).

On a case-by-case basis, Global Affairs Canada will examine requests from missions for exemptions to the entry prohibition so accredited or to-be-accredited personnel can be reunited with:

1. Their immediate family members not travelling to Canada to establish themselves with the Foreign Representative for the duration of the posting;
2. Their extended family members.

Requests for NIELs for the above are to be routed exclusively from a foreign mission accredited to Canada to: COVID19-DiplomaticTravel-VoyagesDiplomatiques@international.gc.ca

Any inquiries not regarding immediate or extended family members of Foreign Representatives should be routed directly to the responsible geographic division.

Requirements for Submitting a NIEL Request for Family Members of Foreign Representatives

1. Traveller:

Relationship to Foreign Representative:

Reason for travel:

Planned length of stay in Canada*:

Planned travel dates**:

Planned travel itinerary***:

2. Passport:

LAST NAME, First name:

Date of Birth

Country of Birth:

Citizenship:

Passport Number:

Electronic Copy of Passport (please attach)

3. Entry Document***

Visa or eTA number:

Issued on:

Valid until:

OR

UCI (Unique Client Identifier):

App#:

Electronic copy of the TRV or receipt for the eTA (please attach)

* Global Affairs Canada will not consider issuing a NIEL to a family member travelling to Canada for less than 15 days.

**Global Affairs Canada will not consider issuing a NIEL without firm travel plans and recommends that airfare be only purchased upon confirmation that a NIEL will be issued. A request for a NIEL should be made approximately 3 weeks before the planned travel so that GAC may aim to issue the NIEL approximately two weeks before the planned travel.

*** A NIEL request may be made before the requestor obtains an entry TRV or eTA, but validation of immigration documents is required before the NIEL will be issued. It is the traveller's responsibility to obtain these documents and provide a copy or receipt to GAC; GAC is not able to facilitate issuance of such documents. Please visit: [Coronavirus disease \(COVID-19\): Visitors, temporary workers and students](#)

Limits of NIELs

A NIEL is valid for one entry only. If the holder of a NIEL leaves Canada, they will have to re-apply in order to return as long as the travel restrictions are in effect.

A NIEL is an exemption to the entry prohibition only and does not exempt the bearer from pre or post arrival public health.

Status in Canada after arrival remains the responsibility of the bearer.

Annex 1: OIC Exemptions Relevant to the Diplomatic Corps and Their Family Members

Foreign Nationals Travelling to Canada from any country except the United States are subject to:

[*Minimizing the Risk of Exposure to COVID-19 in Canada Order \(Prohibition of Entry into Canada from any Country Other than the United States\)*](#)

Holders of a Diplomatic, Consular or Official Acceptance counterfoil (whether affixed to the passport or virtual) and their immediate family members as defined in **Categories of Travellers Facilitated by the Office of Protocol** are exempt from the prohibition to enter Canada under subsection 3(1)(e) and holders of D-1 (Diplomatic) or O-1 (Official) Temporary Resident Visas (TRVs) **AND** their immediate family members as defined in **Categories of Travellers Facilitated by the Office of Protocol** are exempt under subsection 3(1)(v)

IF

The travel is considered non-discretionary (essential) by the Canada Border Services Agency, a condition met by the above when returning to Canada where they reside or travelling to Canada to establish themselves for the duration of the posting.

Foreign Nationals Travelling to Canada from the United States are subject to:

[*Minimizing the Risk of Exposure to COVID-19 in Canada Order \(Prohibition of Entry into Canada from the United States\)*](#)

Holders of a Diplomatic, Consular or Official Acceptance counterfoil (whether affixed to the passport or virtual) and their immediate family members as defined in **Categories of Travellers Facilitated by the Office of Protocol** or D-1 (Diplomatic) or O-1 (Official) Temporary Resident Visas (TRVs) and their immediate family members as defined in **Categories of Travellers Facilitated by the Office of Protocol** arriving from the United States, will not be prohibited from entering Canada under subsection 3(1).

IF

The travel is considered non-discretionary (essential) by the Canada Border Services Agency, a condition met by the above when returning to Canada where they reside or travelling to Canada to establish themselves for the duration of the posting.

All travellers arriving in Canada from a foreign country are subject to:

[*Minimizing the Risk of Exposure to COVID-19 in Canada Order \(Quarantine, Isolation and Other Obligations\)*](#)

Holders of a Diplomatic, Consular or Official Acceptance counterfoil (whether affixed to the passport or virtual) or a D-1, O-1, or C-1 visa entering Canada to take up a post and become an accredited person, are exempt from Post-Arrival PCR Tests under Schedule 2, Table 2 (36) and exempt from having to show evidence of prepaid accommodation at a Government-authorized accommodation (GAA) facility before boarding a flight to Canada and from staying in a GAA when arriving by air under Schedule 2, Table 3 (4)

Annex 2: Pre-Departure to and Arrival in Canada for the Diplomatic Corps and Their Family Members

IMPORTANT: Without prejudice to any applicable immunities, the Government of Canada expects accredited/incoming foreign representatives and their families to answer relevant/reasonable questions from screening officers or designated health professionals and follow federal, provincial and municipal health requirements and guidance, including the directives on 14-day quarantine/isolation on arrival in Canada. If Global Affairs Canada is informed of an accredited foreign representative or family member who is not respecting the various measures, it will consider all appropriate actions, including seeking a waiver of immunity to ensure compliance.

All travellers 5 years of age or older, destined for Canada, must provide proof of a valid COVID-19 molecular test result, taken within 72 hours of arriving at the land border or scheduled departure of the direct flight to Canada - if there are multiple transits prior it has to be taken under consideration. If arriving by land, the test must be taken in the United States. Please read: [Getting tested to enter Canada](#)

All travellers entering Canada by air and land, are required to enter their quarantine plan and contact information on [ArriveCan \(app or online form\)](#) 72 hours prior to arriving. All travellers must show the **ArriveCAN receipt** to the Canada Border Services Officer on arrival; the receipt from the App or if the online form was used a printout or a screenshot of the receipt.

Foreign nationals who hold a passport with a valid diplomatic, consular, official or special representative acceptance issued by the Chief of Protocol of Canada (whether physical or virtual) or a D-1, O-1, or C-1 visa entering Canada to take up a post and become an accredited person, are exempt from post arrival PCR Tests under Schedule 2, Table 2 (36) and exempt from having to show evidence of prepaid accommodation at a Government-authorized accommodation (GAA) facility before boarding a flight to Canada and from staying in a GAA when arriving by air under Schedule 2, Table 3 (4) of the [Minimizing the Risk of Exposure to COVID-19 in Canada Order \(Quarantine, Isolation and Other Obligations\)](#)

NOTE: Accompanying travellers holding any entry document other than the above, with or without a National Interest Exemption Letter (NIEL) are **NOT** exempt from the post arrival PCR test when arriving by air or land border and are **NOT** exempt from staying in a Government authorized hotel while awaiting the result when arriving by air. Please read: [Flying to Canada Requirements Check List](#) and [COVID-19 Mandatory Hotel Stopover: Plan and Book](#)

All air travellers require their own mask in order to be permitted to board a flight to Canada. Diplomatic, Official and Service passports holders and any other traveller pre-notified to the Office of Protocol should use the diplomatic line on arrival.

It is **strongly recommended** that all travellers to Canada familiarize themselves with the relevant health regulations and guidance in effect, including the following:

- [Information about travel, test, quarantine and borders](#)
- [Travel restrictions within Canada by region](#)
- [General information about COVID-19](#)