



For **refugee** and/or **asylum** matters, please complete this form.  
For all other Immigration matters, please contact our provincial call centre at 1-866-577-2525 to apply. We have translators available to assist with your application.

## Legal Aid Representation Services Contract

### Contract rules

You will:

- tell LABC the truth about your case and your finances
- tell LABC if your finances change during your case
- let LABC and your lawyer share information about your case with each other
- let LABC access all records relevant to your case
- pay back LABC if your lawyer recovers enough money in your case
- pay back LABC for money spent on your case if you did not tell us your income changed

Legal Aid BC will stop giving you legal aid if:

- you are no longer eligible, or
- you do not follow these contract rules

### Agreement

If you have any questions about this contract, you will have a chance to discuss this with your legal aid intake worker.

I have read and I agree to the terms and conditions:

Find the full services contract [here](#).

### Authorization to Collect and Share Information (If application is being submitted by anyone other than the applicant)

I, \_\_\_\_\_ (applicant's name),

born \_\_\_\_\_ (applicant's date of birth),

authorize Legal Aid BC to collect my information from and share my information with:

#### Name of Organization:

#### Contact Information:

For the purpose of assessing my application for legal representation services (legal aid). I understand this consent is voluntary and may be withdrawn at any time by notifying Legal Aid BC in writing.

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

**Only email this form to [clientapplications@legalaid.bc.ca](mailto:clientapplications@legalaid.bc.ca). Do not send completed forms to any other email address.**

**\*Asterisks** means you must fill in this question; if the question does not apply to you, please write n/a.

**Privacy Notice:** Legal Aid BC collects personal information pursuant to the Freedom of Information and Protection of Privacy Act for the purpose of providing legal aid as well as for planning and evaluating our programs. For more information on how LABC uses personal information, please refer to our Privacy Policy or contact us at [privacy@legalaid.bc.ca](mailto:privacy@legalaid.bc.ca)

Last Name\*

Other name(s):

First Name\*

Marital status\*:

Birthdate\*

ID type:

ID number\*:

Level of Education:

Address\* \_\_\_\_\_

Preferred languages or any client considerations:

City \_\_\_\_\_

Phone\* \_\_\_\_\_

Is it safe for LABC to call you  
at this phone number?\*

Yes

No

Can LABC leave a voicemail message for you?\*

Yes

No

In most cases, a Legal Aid BC (LABC) intake worker will need to contact you to complete the application process within 7 business days.

Is it safe to contact you to complete this application?\*

Yes

No

If no, please call [1-866-577-2525](tel:1-866-577-2525) to complete your application.

Client's email address if applicable:

What is the best way for LABC to contact the client?

What is the best time of day for LABC to contact the client?

Briefly describe your legal problem and what help you are requesting from LABC.

For information on the type of family issues we may be able to help with, please visit: <https://legalaid.bc.ca/services/family-problems>

Requested Lawyer:

Have you been in recent contact  
with the lawyer you requested?

---

**Who do you live with and support financially?\*** List their name, age, and relationship to you:\*

Name(s):

Age(s):

Relationship to you:

Others:

**What is your current employment status?\***

**List all of your current source(s) of income:\*** *Note: Proof of income from ALL bank accounts must be submitted to process your application.*

Other source(s) of income:

Other source(s) of income:

**(If Applicable) List all your current partner's source(s) of income** *(you are considered partners if you have lived together for 2 years or more year OR if you have a child together):* *Note: proof of income from ALL bank accounts must be submitted to process your application.*

Other source(s) of income:

**List all of your current assets:\*** *Note: proof of asset(s) value must be submitted to process your application.*

Example: do you own a car, house, savings accounts, investments, cash)? Please include all your assets along with their value and any amounts owing (includes personal and/or joint property). Please attach any proof of assets available.

Other asset(s):

**List all of your current deductions:\*** *Note: proof of deduction(s) value must be submitted to process your application.*

Other deduction(s):

Other deduction(s):

Other deduction(s):

## Details of Country of Persecution\*

Country\* Status in that Country\*

Departure Date\*  
(Day/Month/Year)

Country of birth\*

Other country where you have permanent status, if any:

## Previous Resident Countries\*

Country	Country
Status in that Country	Status in that Country
Length of Stay	Length of Stay
Departure Date	Departure Date
Refugee claim filed?	Refugee claim filed?
If "No", why not?	If "No", why not?

## Current Status in Canada\*

Date of entry into Canada: (Day/Month/Year)	Where did you enter?
Status in Canada:	Family members filing?
If yes, family members:	
Name	Date of Birth (Day/Month/Year) Relationship

Criminal charges or convictions? If yes, provide details:

## Refugee Claim: Next Important Date\*

What is this date for?\*:  
(Day/Month/Year)

### Basis of Claim\*

*If you have submitted a copy of your Basis of Claim please send it with your application. You can refer to it rather than answering the next 3 questions.*

Do you have any reason to fear going back to your country? Who/What do you fear and why?

Did you contact any authorities for protection in your home country? What happened? If you did not contact authorities, please explain why not?

Did you try to move anywhere else in your country? If so, where? Why were you unsafe there? If not, why are you not able to live safely in any other part of your country?

Email your completed application to: [clientapplications@legalaid.bc.ca](mailto:clientapplications@legalaid.bc.ca)

To avoid delay, please ensure you have attached your proof of income, copies of receipts for any allowable deductions, and your basis of claim sheet if available. For more information please see our web-page: "How do I apply for legal aid?"

*Please note that email communication is not completely secure, your information could be misdirected or intercepted. Malicious hackers may attempt to impersonate LABC to steal your identity, so always check the intended email sender/recipient. LABC shall not be liable for any losses, damages, or unauthorized access to your information that may result from the use of email communications. r any losses, damages or unauthorized access to your information that may result from the use of email as a method of communication.*