



Application to the Appeal Division – Income Security

Également disponible en français

Fill out, sign, and submit this application to the Appeal Division if you want to apply for leave (permission) to appeal a General Division decision. We must receive your application within **90 days** from the date you received the General Division decision.

We will share any documents you give us with any other parties to your appeal.

A community organization might be able to help you with your appeal. Find organizations that can help on our website here: <https://www.sst-tss.gc.ca/en/your-appeal/help-other-people-or-organizations>

We publish final Appeal Division decisions online so that people can understand how the Tribunal works. When we publish the decision in your appeal, we will first remove any information that reveals your identity.

1 – The decision you want to appeal

Please provide **at least one** of the following:

Tribunal File Number at the General Division (begins with GP):

OR

The date of the General Division decision is:

OR

I am attaching a copy of the General Division decision

Please also provide the following information:

I received my General Division decision on (Year - Month - Day):

or I don't remember when I received it

2 – Applicant / contact person information

The applicant is (please select only one):

an individual

the Minister of Employment and Social Development Canada

3 – Contact information

First name

Last name

(Optional) How would you like us to refer to you? We're asking because we want to communicate with you in a respectful way.

he/him

she/her

they/them

other (please specify):

Email address: _____

I don't have an email address.

I give the Tribunal permission to send me messages and documents about my file by email and I understand the Tribunal isn't responsible for the privacy and security of email communication.

understand that the Tribunal isn't responsible for the privacy and security of email communication.

Address (No., Street, R.R.)	Apt. / Unit	City / Town
Province / Territory	Postal code	Country
Phone number (with area code)	Other phone	number (with area code)

I don't have a phone

4 – Reason(s) for getting permission to appeal

An appeal to the Appeal Division is different from an appeal to the General Division. You must first get permission to appeal to the Appeal Division. To get permission to appeal, you must either raise an arguable case that the General Division made a mistake in deciding the appeal or provide evidence that the General Division didn't have.

Explain why you should get permission to appeal the General Division decision:

I think there is an arguable case that the General Division made a mistake in deciding the appeal.

For example:

- The General Division proceeded in a way that was unfair.
- The General Division acted beyond its powers or refused to exercise those powers.
- The General Division interpreted or applied the law incorrectly.
- The General Division got the facts wrong.

Give specific examples of the General Division's mistake. Give as much detail as possible. Use the space below. Attach extra pages if necessary.

I have evidence that the General Division didn't have.

Explain the evidence that the General Division didn't have. Use the space below. You can attach documents to this application.

5 – Documents

All the documents in your General Division appeal file will be added to your Appeal Division appeal file. If you get permission to appeal, you will have time to submit additional evidence. If you do not expect to submit additional documents (other than those you've attached to this form), please check the box below.

☐ I don't plan on submitting more documents

If there is going to be a delay before you can submit your additional documents, please check the box below.

☐ I won't be able to submit my new documents until : _____

6 — Hearing

If you get permission to appeal, what kind of hearing would you prefer?

No preference

By videoconference from your personal computer or mobile device (Connect to the videoconference from a location convenient to you such as your home or your representative's office. This option requires a high-speed internet connection.)

By videoconference at a Service Canada Centre (You will travel to a Service Canada Centre near you and participate using their videoconference system. The Appeal Division member will join from a different location.)

By phone (Call from a location convenient to you such as your home or your representative's office.)

In person (Your hearing will take place at a Service Canada Centre near you. The Tribunal member will be in the same room as you.)

In writing (The Appeal Division member will make their decision based on the written arguments and supporting documents that the parties (including you) send in.)

You can find more information about hearings on our website at: <https://www.sst-tss.gc.ca/en/your-appeal>

Is there any reason for your preference?

7 – Language

I want the hearing to be in: English French	Please write to me in: English French
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I am not comfortable speaking either English or French. At a hearing, I will need an interpreter. (The Tribunal will get an interpreter for you.)	
The interpreter must speak this language:	My dialect or country of origin (if applicable):

8 — Alternate arrangements

Please tell us if you need any alternate arrangements for your appeal. We want to ensure that everyone can participate in our proceedings on an equal basis.

An alternate arrangement (or accommodation) is an arrangement to remove a barrier so you can participate fully in an appeal. We'll accommodate you if you have needs related to a **disability** or any of the **other grounds** found in the [Canadian Human Rights Act](#). To request accommodation for a particular need, please contact us by phone, email, fax, or mail. All our contact information is at the end of this form.

You can find more information on our accommodation and accessibility policy on our website at www.sst-tss.gc.ca/en/decisions-laws-and-policies/alternate-arrangements-policy

9 – Late application for permission to appeal (if applicable)

We must receive this completed application within **90 days** from the date you received your General Division decision. If we receive your application after the 90 days, you **must** explain why it is late. The Appeal Division member will then decide whether your application can go forward. Note that we can't accept an application filed **more than one year** from the date you received your General Division decision.

Explain why your application is late. Tell us why your explanation is reasonable. You may attach supporting documents.

10 – Representative information

You don't need a representative. If you choose to have a representative, you are responsible for any costs.

I am represented by:

myself (go to Section 11)

the same representative I had at the General Division (go to Section 11)

a new representative

If you have a representative:

The Tribunal will share all information about your appeal with your representative. The Tribunal will normally communicate only with your representative and you will personally receive information only about the hearing and the final decision.

If you have a new representative, please indicate which category of representative and fill out their information below.

Lawyer / legal clinic

Paralegal / notary

Advocacy group

Union representative

Family member / friend

Representative of the Minister of Employment and Social Development Canada

Other Please specify: _____

First name

Last name

(Optional) How would your representative like us to refer to them? We're asking because we want to communicate with them in a respectful way.

he/him she/her they/them other (please specify):

Name of company, law firm, association, or organization (if applicable)

I have confirmed with my representative that they want the Tribunal to send them correspondence and documents by email.

Yes → **Email address:** _____

No

Address (No., Street, R.R.)

Apt. / Unit

City / Town

Province / Territory

Postal code

Country

Phone number (with area code)

Other phone number (with area code)

11 – Signature of applicant

Year - Month - Day

How to submit this application

Fill out, sign, and send us one copy of this form by email, fax, or mail. Keep all your original documents.

Email: info.sst-tss@canada.gc.ca

Fax: 1-855-814-4117 (toll-free in Canada and the United States)
1-613-941-5121 (long distance charges may apply)

Mail: Social Security Tribunal of Canada

PO Box 9812
Station T
Ottawa ON K1G 6S3

Questions?

Email us at info.sst-tss@canada.gc.ca or call us at 1-877-227-8577 (toll-free in Canada or the United States) or 1-613-437-1640 (from outside Canada and the United States – long distance charges may apply).

TTY – for those who are deaf or hard of hearing: 1-866-873-8381 (toll-free in Canada and the United States) or 1-613-948-8181 (from outside Canada and the United States – long distance charges may apply).

You can call us from 7:00 a.m. to 7:00 p.m. Eastern Time – Monday to Friday. Please leave a message if we can't answer the phone and we'll call you back.

Website: www.sst-tss.gc.ca/en

Privacy

We understand that parties may have privacy concerns. We try to respect those concerns. At the same time, the law requires us to be open about the Tribunal's work. Learn more about how we balance open justice and privacy by reading our open justice and privacy statement on our website here:

www.sst-tss.gc.ca/en/decisions-laws-and-policies/open-justice-and-privacy

Tips

- ▶ Email is the fastest way to send us information.
- ▶ You must tell us if your contact information changes. If we can't reach you, we may proceed in your absence.
- ▶ Keep all letters and documents the Tribunal sends you. They are numbered for easy reference. If a hearing is held, you will need these documents at your hearing.
- ▶ If you change your representative, tell us right away.
- ▶ Everything you send us must be in either English or French. If you need information about translation, visit our website here: www.sst-tss.gc.ca/en/your-appeal/interpreters-and-translation