



# Procedural Fairness Letter (PFL) — Response Checklist

For applicants who received a Procedural Fairness Letter (PFL). This is your opportunity to respond before a decision is made — the deadline is strict and the stakes are high.

A PFL carries a firm deadline (often 7–30 days from the date on the letter). Missing it, or an incomplete response, can lead to refusal or a misrepresentation finding — which can carry a multi-year ban from Canada. This is a high-stakes response; strongly consider professional help before you reply.

**How to use this:** Tick each box as you gather the document. Bring the completed file to your CHK consultation so we can review it before you submit.

## Read the letter carefully

- Note the exact concern the officer raised
- Note the response deadline and the exact channel for submitting
- Note whether the officer refers to specific documents, facts, or dates

## Identify the concern type (tick what applies)

- Misrepresentation — incorrect information or an omission
- Document authenticity or fraud concern
- Eligibility requirement not met
- Admissibility (medical, criminal, or security)
- Relationship or genuineness concern

## Build your response

- A clear, point-by-point written explanation addressing every concern raised
- Evidence that directly rebuts the officer's concern
- Corrected information with proof, if something was inaccurate or misunderstood
- Independent, third-party documents wherever possible
- A chronology or timeline if the officer misread the sequence of facts

## Strong supporting evidence

- Authentic original documents with a verifiable issuer and contact details
- Affidavits or statutory declarations where appropriate
- Official records — bank, employer, school, or government

## Submit correctly and on time

- Respond by the exact deadline, through the channel stated in the letter
- Keep proof of what you submitted and when