



## Submit Documents to Consular Section DHL Instruction Sheet

Dear Applicant:

In order to submit documentation to the consular section through DHL, you must bring this letter with you to the DHL branch. Please complete the field below prior to going to DHL:

Reference ID\*: \_\_\_\_\_

Upon receiving the prepaid waybill from the DHL representative, you must enter your Reference ID number into the “Reference” field.

Please enter the number correctly, to avoid delays in processing and to link your application to the Consular Section.

Please mark your choice to select the Consular Section to which the documents will be sent.

- U.S. Embassy in Ottawa
- U.S. Consulate in Calgary
- U.S. Consulate in Halifax
- U.S. Consulate in Montreal – Immigrant Visas
- U.S. Consulate in Montreal – Non Immigrant Visas
- U.S. Consulate in Toronto
- U.S. Consulate in Quebec City
- U.S. Consulate in Vancouver

DHL Representative:

Please provide the bearer of this letter with a prepaid waybill number, deliverable to the Consular Section of the applicant’s preference as listed above. The applicant must have completed the Reference field with their Reference ID number. All fees will be charged to CSC’s account, therefore the applicant should not be charged for this service.

\* **Reference ID:** This number is displayed on the Applicant Summary page of CSC’s website at <http://usvisa-info.com> once the applicant logs in.