



Form 1.2 – Representative Authorization

Use this form when you are filing a complaint for an individual
and you are *not* a lawyer or advocate in a legal clinic

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Tribunal stamp

Instructions

- This form has 5 steps. Answer the questions on the form or use extra pages.
- Print clearly. Use a black or blue pen.
- File the form by mail, fax, email, hand, courier, or process server.

Step 1 Who is making the complaint [Representative]?	
Your first name:	Your last name:

Step 2 On whose behalf are you making the complaint [Complainant]?
Name of person:

Step 3 Your authority to make the complaint for the Complainant
You can make a complaint for another person in these situations. Check which one applies:
<input type="checkbox"/> The Complainant is an adult who consents to you representing them on the complaint. The Complainant will make all the decisions about the complaint. Complete Step 3, Section 1.
<input type="checkbox"/> The Complainant is an adult who consents to you representing them on the complaint. You will help them to make decisions or, when necessary, make decisions about the complaint on their behalf. Complete Step 3, Section 2.
<input type="checkbox"/> The Complainant is under 19 years of age. Complete Step 3, Section 3.
<input type="checkbox"/> The Complainant is an adult who has capacity issues and cannot bring the complaint independently or with help to make their own decisions about the complaint. Complete Step 3, Section 4.
You do not need to complete this form if you are a lawyer or an advocate with a legal clinic.

Representative Authorization

Step 3, Section 1

The Complainant consents to you representing them. The Complainant will make all the decisions about the complaint.

The Complainant must sign this authorization in front of a witness. The witness cannot be the person making the complaint or a relative, employee, or agent of the person making the complaint.

I, _____ authorize
(Print name of person named in the complaint)

_____ [Representative] to act on my
(Name of person making the complaint)

behalf in my human rights complaint against _____

(Name of organization or persons who the complaint is against)

I declare that I am making all decisions about this complaint, and that I authorize my Representative to communicate those decisions to the Tribunal and other parties, on my behalf, so long as they comply with their obligations set out in Step 5 below.

X _____
Signature

Date (yyyy-mm-dd)

Declaration of witness:

I, _____, declare that _____
(Name of witness) (Name of person named in complaint)

signed this form in my presence.

X _____
Signature of witness

Date (yyyy-mm-dd)

Address of witness:

Representative Authorization

Step 3, Section 2

The Complainant is an adult who consents to you representing them on the complaint. You will help them to make decisions about the complaint or, when necessary, make decisions on their behalf.

The Complainant must sign this authorization in front of a witness. The witness cannot be the person making the complaint or a relative, employee, or agent of the person making the complaint.

I, _____ authorize
(Print name of person named in the complaint)

_____ [Representative]
(Name of person making the complaint)

to act on my behalf in my human rights complaint against _____

(Name of organization or person(s) who the complaint is against)

I authorize my Representative to:

- Help me make decisions about my complaint and to communicate my decisions to the Tribunal and to the other parties, and
- When necessary, to make decisions on my behalf about my complaint, so long as they comply with their obligations set out in step 5 below.

X _____
Signature of Complainant

Date (yyyy-mm-dd)

Declaration of witness:

I, _____, declare that _____
(Name of witness) (Name of person named in complaint)

signed this form in my presence.

X _____
Signature of witness

Date (yyyy-mm-dd)

Address of witness:

Representative Authorization

Step 3, Section 3

The Complainant is under 19 years of age.

The Complainant is currently _____ years old.

The Complainant will turn 19 in the month of _____ in the year _____.

Check all that apply:

- I have legal authority to make decisions about this complaint because I am:
 - The Complainant's sole legal guardian, or A legal guardian of the Complainant
- Another person has legal authority to make decisions about this complaint (or also has authority). I gave that person a copy of the complaint and this form. I told them in writing that they may object to me making the complaint by writing a letter to the Tribunal.

I did this on (set out date): _____

I did this by (set out method of delivery, for example, mail, hand delivery): _____

- I do not have legal authority to make this complaint, but I am making this complaint on behalf of the complainant for the following reasons:

Step 3, Section 4

The Complainant is an adult who has capacity issues and cannot bring the complaint either independently or with help to make their own decisions about the complaint.

Check one:

- I am attaching the following documentation showing that I have legal authority to bring this complaint:

- I do not have legal authority to make this complaint, but I am attaching the following documentation that shows that the Complainant is not capable of bringing the complaint independently or with help to make their own decisions about the complaint.

Representative Authorization

Step 4 General information about Representative

1. What is your relationship to the Complainant?

2. Are you an adult (19 or older)? yes no

Step 5 Representative's declaration

I declare that I:

- (a) Understand the nature of the proceeding;
- (b) Have no interest that conflicts with those of the Complainant;
- (c) Will resign as Representative if a conflict of interest arises;
- (d) Have read the Tribunal's Policy on Complaints on behalf of Another Person;
- (e) Will act in good faith;
- (f) Will focus on the Complainant's rights to protection against discrimination under the Human Rights Code;
- (g) Will explain to the Complainant what my role is, how the complaint process works, how long it takes, and what the outcomes may be;
- (h) Will keep the Complainant up-to-date about what steps I have taken, what stage we are at, and what to expect next;
- (i) Will be available to the Complainant to answer their questions;
- (j) Will tell the Complainant how they can take part at each stage of the process, in a way that suits them, so their views are heard;
- (k) Will do the job of a Representative, including:
 - Learn about the complaint process;
 - Ask the Tribunal to accommodate the Complainant's needs so they can take part in the process;
 - Gather evidence to support the complaint and put forward the best possible case to the Tribunal; and
 - If I have authority to make decisions on behalf of the Complainant, decide whether to hire a lawyer or legal advocate and instruct that person.

X _____

Signature of Representative

Date (yyyy-mm-dd)