

Request for Reconsideration of a Canada Disability Benefit Decision

If you disagree with Service Canada's decision for the Canada Disability Benefit, you can ask us to reconsider our decision. To request a reconsideration, complete, sign and submit this form.

Instructions - please read carefully:

- **Do not wait:** If you're waiting for information, **send us your form now.** You must submit this form as soon as possible. You have **180 days** from the date your decision letter was sent from Service Canada (found in the top right-hand corner) to let us know you want a reconsideration.
- If you need more space to write the information, you can attach additional pages to the request. Please write your Social Insurance Number on each additional page.
- You can choose to mail us your reconsideration form or bring it to a Service Canada Centre (**see page 3 for more details**)

Complete all fields unless marked optional

Section A - Personal information

1. Social Insurance Number (999 999 999)	2. First Name	Last Name	
3. Mailing Address (include street number, street name and unit, apartment, or suite number (if applicable))			
City/Town	Province/Territory/State/Region	Postal Code/Zip Code	Country
4. Telephone Number (999) 999-9999		Alternate Telephone Number (Optional) (999) 999-9999	

Section B - Information about the decision you want us to reconsider

Enter the date on the decision letter that you received (top right corner of the letter).

Date: (YYYY-MM-DD) _____

Which Canada Disability Benefit decision would you like us to reconsider? For example, is it the eligibility decision or the payment amount you are receiving?

Section C - Reason for reconsideration

Explain why you disagree with the decision. It is important you include any additional information which you may not have provided to Service Canada at the time the original decision was made (attach additional pages if required). If you have supporting documents, attach a copy to your form.

Section D - Late request for reconsideration

IMPORTANT: If you are late sending your form, under certain circumstances, Service Canada **may** allow you to submit this form after the 180-day limit.

If you're submitting the request after 180 days from the date on your decision letter, please explain the reasons for the delay in filling your request for reconsideration.

Section E - Declaration and signature

The *Canada Disability Benefit Act* allows Employment and Social Development Canada to collect, use and disclose your personal information to administer the benefit. For example, we use your Social Insurance Number (SIN) to confirm your identity and verify your income with the Canada Revenue Agency (CRA).

We may share your information with other government agencies like the CRA to help run the program. We may also use your information to support policy analysis, research, or evaluation.

It's your choice to provide this information. Without it, we can't process your request.

Your personal information is administered under the *Department of Employment and Social Development Act*, the *Privacy Act*, and other laws.

Under the *Privacy Act*, you have the right to access, correct and have your information protected, as described in the Personal Information Bank – Canada Disability Benefit (under development) available online at canada.ca/infosource-ESDC.

If you have concerns about how your information is being used, you can file a complaint with the [Privacy Commissioner of Canada](http://www.priv.gc.ca/en/report-a-concern/) online at www.priv.gc.ca/en/report-a-concern/ or by calling 1-800-282-1376.

By signing, you confirm that the information you're providing is true and accurate.

Signature of applicant or authorized legal representative	Date: (YYYY-MM-DD)
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Submitting your request for reconsideration:

You can mail your form or bring it to a Service Canada Centre.

Mail your form:

Complete this form and mail it along with a copy of any supporting documents to the Canada Disability Benefit (CDB) Processing Centre:

Service Canada Centre
CDB Processing Centre
P.O. Box 60
Boucherville, QC, J4B 5E6

Bring to a Service Canada Centre:

Bring your form and a copy of any supporting documents to a [Service Canada Centre](http://canada.ca/service-canada-office) near you canada.ca/service-canada-office.

If you have questions:

- go online at canada.ca/disability-benefit to view information about the [Canada Disability Benefit](http://canada.ca/disability-benefit).
- call the Canada Disability Benefit call centre at 1-833-486-3007. If you are outside Canada, please call 1-833-486-2919
- use a teletypewriter (TTY) at 1-833-467-2700
- use a sign language interpreter to call the dedicated [video relay service \(VRS\) line](http://www.srvcanadavrs.ca). To use the service, register at [srvcanadavrs.ca](http://www.srvcanadavrs.ca).
- visit a [Service Canada Centre](http://canada.ca/service-canada-office) near you canada.ca/service-canada-office