

HOW TO FEDERAL AND TERRITORIES | NON-CONSTRUCTION
Cancel A Union 'Card'

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Employees, whether unionized or not, who want to be more informed, should refer fellow employees to this web site and may certainly download, print, copy, transmit and distribute these materials to fellow employees or any interested parties by any means whatsoever. You do not need to contact us for permission to do so.

Employers may do the same, for management training and communication purposes, whether within their organization or with other interested parties. In some situations, employers may provide these materials to their employees. However, we suggest, in the strongest possible terms, that you only do so in consultation with a labour lawyer who knows your individual situation.

Unions may do the same, for training and communication purposes, whether within their union or with other interested parties such as their Members and or non-Members they may represent.

For help, call LabourWatch TOLL-FREE at

1-888-652-2687

NOTICE

PLEASE NOTE: New Federal legislation that was passed into law on December 16, 2014 came into force June 16, 2015. New procedures were issued on June 17, 2015. Our review of the new procedures has revealed that there are a number of errors in the instructions and the forms. We will be contacting the CIRB to address these errors.

We will not be able to properly update our procedures and forms until further notice.

INTRODUCTION

You are free to decide if you want a Union to represent you or not. The law says you should not be unlawfully forced to make this decision and that no one, including the union or its supporters, should try to influence your decision using unlawful threats, penalties, intimidation or even promises.

- Whatever your decision, we recommend you express it using a union card.
- If you support the union and want to be represented by it, sign a union card or by canceling any previously signed union card.
- If you don't support the union, oppose it, or just don't want to be represented by it, don't sign a union card. If you now don't want to be unionized but have signed a card then you need to cancel your card. It is usually a waste of time to try to get your card back so you need to cancel your card. Do this immediately.

To cancel your card, you must fax or courier a signed, dated document with your name clearly legible telling them that you wish to withdraw your Application for Membership. Also tell the union that you do not want the union to make an Application to unionize your job or workplace.

You should also send a copy at the same time to the Canada Industrial Relations Board so they have a copy. If your courier it, remember to keep a copy for yourself. As this document has to be received by the Labour Board before the union makes an application for certification to be effective. You must do it as soon as you realize that you do not wish to join the union.

Even if you do this for yourself, there may still be a vote. Voting "no" to being unionized is the only way to be sure that your changed position counts.

If you do not get your card back, or the union does not respond to your personal cancellation, you do not have to vote for the union - you can still be a "Member" and vote no - if a vote is held.

Always keep a copy of anything you sign.

GET THE FORMS

INDIVIDUAL LETTER OR FORM

To cancel your union card, you need to inform the union. Send the union a letter or use a standard form. It should say that you no longer want to be a member of the union and don't want to be represented by it.

You can get a copy of this form along with a copy of these instructions in the [Downloads](#) section of our website or [click here to view our Form](#) for the Federal and Territories legal jurisdiction of Code.

TIMING YOUR CANCELLATION

Don't put off canceling your card. If the union applies to be certified before you inform them, your decision to cancel your union card will not count.

If the union doesn't know you no longer support it, the union may use your name when applying for certification.

DELIVER YOUR FORMS

Since there are no rules about this, use any type of delivery you want to.

In our opinion, the best way to send your documents to the union is to fax them to the union offices - faxing is fast and the confirmation page proves the union received them.

However, our next choice would be to courier the documents. Other options are hand delivery and registered mail.

Cancellation of Union Membership or Application for Membership (individual)

By signing this letter, I am saying that: I do not support, I do not want to become a Member or do not want to remain a Member of and I do not want to be represented by:

_____ *Full name of union (and local if applicable)*

as it relates to the following employer:

_____ *Full name of employer*

Personal Details

Full Name:

_____ *Print your full name*

Signature: _____ Date: _____

Witness signature: _____ Date: _____

If the union has a Membership card or application for Membership with my name on it, I want that card or application destroyed. The union does not have my permission to use my name as support on any petition, any Membership card or application for Membership to file with the Labour Board to unionize my workplace, or to say that I am a Member of or support the union in any way.

I also direct the union to destroy or return to me any personal information they may have about me and not to give it to any other union or use it. Thanks

Note: This form might not be accepted unless it is signed, your name is printed clearly and the form is dated.

1. Do not use your employer's fax machine if you fax this in.
2. If you fax it in get and keep a print out from the fax that confirms the fax was received.
3. If you hand deliver, courier or mail your Cancellation Form – keep a copy of your completed Cancellation Form.
4. Only complete the union information below if you are going to send your cancellation to the union.
5. Complete address boxes below. (NOTE: Pick the CIRB office across Canada that serves your area of work. Addresses can be found at: www.cirb-ccri.gc.ca/contact_eng.asp)

Canada Industrial Relations Board (CIRB) address

union address