CANPASS APPLICATION PACK

CANPASS Application Pack

In this kit you will find:

• Information about CANPASS
• Advantage of CANPASS
• How to Apply for a CANPASS
• Where and when CANPASS can be used
• Rules of CANPASS
• Free application form
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CANPASS

CANPASS is a program set up by the Canadian Border Service Agency that allows low risk, pre-approved travellers to forgo the line up at immigration. The program is ideal for frequent travellers. CANPASS members, when arriving at a CANPASS-enabled airport, will not line up at the immigration line but will move towards the CANPASS machines (which are normally at one side of the room).

Who Is Eligible for CANPASS?

CANPASS is available for Canadian citizens or permanent residents, or for US citizens or permanent residents. Prospective applicants must demonstrate that they have lived in Canada, the United States, or in both countries continuously for the previous three (3) years.

CANPASS membership will be given to persons who are considered low-risk travellers. Therefore, applicants who have been convicted of a crime for which they have not received a pardon or applicants who have had a custom seizure in the past five years will not be offered membership.
What are the Different CANPASS Programs?

CANPASS offers four programs: CANPASS-Air, CANPASS-Corporate Aircraft, CANPASS-Private Aircraft, and CANPASS-Private Boats

**CANPASS-Air**
This program is intended for frequent travellers. Using CANPASS-Air, members who are travelling on a commercial air-carrier to bypass the queue at immigration inspection when coming into Canada from anywhere in the world.

When entering Canada, members must go to the CANPASS/NEXUS machines that are set-aside in the immigration inspection room. The machine will scan the member’s iris and ask a few questions. Members must answer the questions truthfully and will be given a slip. The CANPASS member must then present the slip to the customs officer.

CANPASS-Air members can use their passes at the international airports in Halifax, Calgary, Edmonton, Montreal, Toronto, and Vancouver.

**Applicants for CANPASS-Air should consider applying for NEXUS. This program is the same as CANPASS-Air only that it allows faster entry to the United States!**

**CANPASS-Corporate Aircraft**
This program is for business- persons who travel for business on a corporate aircraft between Canada and the United States. A corporation can register employees or individuals who are integral to the company’s business operations.

CANPASS-Corporate Aircraft members can land at any Airport of Entry or any CANPASS-designated Airport. The pilot of the aircraft must call a Telephone Reporting Centre at 1-888-CANPASS (TRC) at least two hours before landing but no more than 48.

The pilot must provide the TRC with the following information:
- Estimated Time of Arrival;
- Aircraft registration and licensing number;
- Name, citizenship, and date of birth of all passengers;
- Purpose of trip and length of stay of non-Canadian residents;
CANPASS APPLICATION PACK

• Amount of days out of Canada for Canadian citizens;
• Declaration for each passenger.

The pilot must also inform the TRC if there is a delay in the estimated time of arrival of more than 30 minutes. All travelers must declare all goods that are being brought into the country, including firearms and money instruments greater than $10,000.

CANPASS-Corporate Aircraft allows up to four non-CANPASS members to travel in the aircraft as long as these persons are US or Canadian citizens or permanent resident and at least one authorized CANPASS-Corporate Aircraft member is in the aircraft.

For a list of CANPASS-designated airports, please see the appendix.

**CANPASS-Private Aircraft**
This program is for persons who travel to the United States on a small private aircraft. Members of this program can land their aircraft at any Airport of Entry or a CANPASS designated airport. CANPASS-Private Aircraft members must have the pilot of the airplane The pilot of the aircraft must call a Telephone Reporting Centre at 1-888-CANPASS (TRC) at least two hours before landing but no more than 48. The pilot must provide the TRC with the following information:

• Estimated Time of Arrival;
• Aircraft registration and licensing number;
• Name, citizenship, and date of birth of all passengers;
• Purpose of trip and length of stay of non-Canadian residents;
• Amount of days out of Canada for Canadian citizens;
• Declaration for each passenger.

The pilot must also inform the TRC if there is a delay in the estimated time of arrival of more than 30 minutes. All travelers must declare all goods that are being brought into the country, including firearms and money instruments greater than $10,000.

For a list of CANPASS-designated airports, please see the appendix.
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**CANPASS-Private Boat**
This program is for persons who travel from Canada to the United States on private boat. Members will be allowed to fast-track immigration and customs when arriving in Canada. CANPASS-Private Boat members must have the boat master call a Telephone Reporting Centre no more than four hours before arrival in Canada. The boat master must provide the following information:

- Estimated Time of Arrival;
- Vessel registration and licensing number;
- Proposed docking site in Canada and final destination;
- Name, citizenship, and date of birth of all passengers;
- Purpose of trip and length of stay of non-Canadian residents;
- Amount of days out of Canada for Canadian citizens;
- Declaration for each passenger.

The pilot must also inform the TRC if there is a delay in the estimated time of arrival of more than 30 minutes. All travelers must declare all goods that are being brought into the country, including firearms and money instruments greater than $10,000.
How to Apply

Prospective CANPASS members must duly complete an application form. The following points will explain sections that can cause confusion when completing the form.

Part 3
Applicants must indicate which CANPASS program they want to be part of. For persons applying for CANPASS-Air, they must select an interview location. These interview locations are the international airports in Winnipeg, Halifax, Calgary, Ottawa, Toronto, Montreal, Vancouver, and Edmonton.

Section A, Part 7
Persons who have legally changed their name (including for marriage reasons) must list their former names.

Section B
Applicants must provide their address history for the past five (5) years. More accurately, they must provide the history for the previous 60 months and all months must be accounted for. There can be no gaps. Only applicants who can prove that they have lived in Canada and/or the United States for the previous three (3) years are eligible for the program.

Section C
Applicants must provide their work history for the past (5) years. More accurately, they must provide their work history for the previous 60 months and all months must be accounted for. There can be no gaps. Persons who were unemployed for a period of time must write in “unemployed” and the amount of time of unemployment. Persons who are stay-at-home parents can write “unemployed” as well. Persons who are retired can write in “retired” in the field.

Section F
Applicants who are applying for a CANPASS-Corporate Aircraft, CANPASS-Private Aircraft, and CANPASS-Private Boat must complete the appropriate sections in section F.
What Documents Should Be Included?

The most important documents to present with the application are those that will confirm the citizenship and legal status of the applicant. Prospective applicants must include a copy of a valid travel document. Persons who do not hold an American or Canadian passport must include copies of their permanent resident card.

CANPASS-Corporate Aircraft members can include form E679 that allows the CBSA to charge the company credit card $25 per person when bringing non-CANPASS members on the corporate aircraft provided that they are U.S. or Canadian citizens or permanent residents and meet all admissibility requirements.

Fees

CANPASS-Air members must pay a $50 per year. For the other CANPASS programs members must pay a $40 fee for a five-year membership. Payment can be made by credit card or by a money order paid to “The Receiver General of Canada.”
Where to Send the Application

CANPASS-Air applications can be sent to one of the two following addresses:

Customs Processing Centre
28—176th Street
Surrey, B.C
V3S 9R9

Applications for the other CANPASS programs can be sent to the address above or to:

Customs Processing Centre
PO Box 126
Niagara Falls, ON
L2E 6T1

How Long Will It Take to Process?

A complete application can take four to six weeks to process. Incomplete applications will be returned to the applicant.

CANPASS Airports

Possible entry airports

CANPASS only airports
# CANPASS APPLICATION FORM

Please print

We will not accept incomplete applications.

<table>
<thead>
<tr>
<th>1. Preferred language</th>
<th>2.</th>
<th>3. Indicate the program you are applying for. A separate application form is required for each applicant and program.</th>
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<tbody>
<tr>
<td>[ ] English</td>
<td>[ ] Original</td>
<td>[ ] CANPASS Air, CANPASS Private Aircraft, CANPASS Corporate Aircraft, CANPASS Private Boat</td>
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### SECTION A – PERSONAL INFORMATION

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<th>7. Other last names used (e.g., maiden name, former name)</th>
<th>8. Other first names (nickname)</th>
<th>9. Gender</th>
<th>10. Date of birth</th>
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<th>16. Proof of citizenship/residency/immigration status (check all that apply)</th>
<th>17. Current address since: Year Month</th>
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### SECTION B – ADDRESS HISTORY FOR THE LAST FIVE YEARS

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Mailing address if different from residential address

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Previous residential addresses if you have been at your current residence for less than five years (attach a separate sheet if necessary).

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<th>33. Year Month</th>
<th>34. Street address</th>
<th>35. Apt.</th>
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SECTION C – EMPLOYMENT HISTORY FOR THE LAST FIVE YEARS

40. Current employer since:
   Year  Month

41. Employer's name

42. Street address

43. City

44. Province/State

45. Postal/Zip code

46. Country

47. Telephone number
   ( )                        Ext.

48. If self-employed, please specify type of business:

49. Other (please specify)

Previous employer's name and addresses if you have been with your current employer for less than five years (attach a separate sheet if necessary).

50. From:
   Year  Month  Year  Month

51. To:

52. Employer's name

53. City

54. Province/State

55. Postal/Zip code

56. Country

SECTION D – This section must be completed by all non-Canadian citizens and all non-Canadian permanent residents

If the purpose of your travel to Canada will be for business, work, or study, you may have to obtain written authorization from Citizenship and Immigration Canada (CIC) before joining the program. Contact a CIC office in Canada or any Canadian consular office abroad.

SECTION E – ADDITIONAL INFORMATION

57. What is the purpose of your travel to Canada? (check all applicable boxes)
   - [ ] Pleasure
   - [ ] Business/Work
   - [ ] Study
   - [ ] Other (specify)

58. Have you ever been:
   - [ ] found in violation of any customs legislation?
     - [ ] Yes
     - [ ] No
   - [ ] found in violation of any immigration legislation?
     - [ ] Yes
     - [ ] No
   - [ ] convicted of an offence for which a pardon or rehabilitation has not been granted?
     - [ ] Yes
     - [ ] No

   If you answered “Yes” to any of these questions, please provide details (use separate sheet if necessary).

SECTION F – CUSTOMS PROGRAMS (complete if applicable)

CANPASS Corporate Aircraft – Company information

59. Company name

60. Address

61. City

62. Province/State

63. Postal/Zip code

64. Mailing address (if different from above)

65. Principal company contact (for renewals and administrative purposes)
   Last name
   First name
   Mr.  Mrs.  Miss  Ms
   Title/Position
   Business telephone
   Business fax

CANPASS Private/Corporate Aircraft information while in Canada (attach a separate sheet if necessary)

66. Airport of landing

67. Aircraft location (FOB/Hangar)

Please provide information for any aircraft on which you may be travelling

68. Make

69. Model

70. Year

71. Registration
SECTION F (Continuation) – CUSTOMS PROGRAMS (complete if applicable)

CANPASS Private Boats – Vessel information (attach a separate sheet if necessary)

72. Vessel registration number/name
73. Make
74. Model
75. Year

76. [ ] Sail [ ] Inboard
[ ] Outboard [ ] Inboard/Outboard

77. Hull/Manufacturer's serial no.
78. Length
79. Colour

80. Marina name
81. Address

82. City
83. Province/State
84. Postal/Zip code

SECTION G – FEE PAYMENT (non-refundable) – No fee required for applicants under 18 years of age.

[ ] CANPASS Air – CAN $50 per applicant annually
[ ] CANPASS Corporate aircraft – CAN $40 per applicant for five years

[ ] CANPASS Private aircraft – CAN $40 per applicant for five years
[ ] CANPASS Private boats – CAN $40 per applicant for five years

[ ] I am enclosing a certified cheque or money order payable to the Receiver General for Canada.

Card no. Expiry date (MM/YY)

[ ] Visa
[ ] MasterCard
[ ] AMEX

Cardholder's name (please print) Cardholder's signature

SECTION H – NON-CUSTODIAL PARENT OR LEGAL GUARDIAN

Non-custodial parents or legal guardians must attach a copy of supporting documents, such as a court order or letter of authorization, if this application is for a child under the age of 18 who will be traveling with a non-custodial adult.

SECTION I – CERTIFICATION

I certify that all information given on this application, and in support of this application, was provided voluntarily and is true and complete.

I understand that any information on this application (except for credit card information), any supporting documentation, and any background information may be shared among customs and immigration authorities and among law enforcement and other government agencies in accordance with applicable laws. I certify that I have read, understood, and agree to abide by all conditions required for use of the program, including all instructions and notices accompanying this application.

Signature of applicant or signature of parent or legal guardian if applicant is under the age of 18:

Name (print) Signature Date

PRIVACY STATEMENT

The information you provide on this form, including supporting documentation and biometric data, is collected under the Customs Act and is protected under the Privacy Act. The information will be used to make a determination of your application and may be shared with other government agencies in Canada. The information will be retained in Personal Information Bank CCRA-PPU-042 and is registered with Treasury Board Secretariat number 002788. For instructions on obtaining information consult InfoSource (or the InfoSource publication) which is available at public libraries, Government public reading rooms, and on the Internet at http://infosource.gc.ca

FOR OFFICE USE ONLY

Amount: ___________________ Initials: _______ Date _______

TDC booklet no. ___________________ (if applicable)
How to complete the application

Each person who wants to participate in a CANPASS program has to complete and sign an application form. Parents or legal guardians must complete the application on behalf of children less than 18 years of age. NOTE: Their processing fee is waived.

The following provides additional details about certain sections of the application form.

Preferred language - Indicate English or French. We will correspond with you in the language of your choice.

Preferred Interview Location - for CANPASS Air only. Indicate the airport in which you want to have your interview. Vancouver, Halifax, Toronto, and Montréal Airports are currently available. Please visit the CBSA Web site for future openings at: www.cbsa-asfc.gc.ca/travel/canpass/canpass-air-e.html

CANPASS Programs - Indicate the program in which you want to participate. A separate application form is required for each applicant and program.

Section A - Personal information

Other names used - If you have ever changed your name (including by marriage), provide previous name(s).

Citizenship and residency - Indicate whether you are a citizen of Canada, the United States, or another country. Check the box that corresponds with your country of residence.

Proof of citizenship or permanent resident status - Provide a photocopy and check the type of the document(s) confirming your citizenship or permanent resident status. Provide the document number and expiry date, if applicable. For the Canadian permanent resident document number: provide the serial number located on the upper left of the back of the card, e.g., RA0123456789.

Section B - Address history for the last 5 years - Provide details of your address history for the past five years. Use the space provided, starting with your current address. Attach a separate sheet, if necessary.

Section C - Employment history for the last 5 years - Provide details of your employment history for the past five years. Use the space provided, starting with your current employer. Attach a separate sheet, if necessary. Lack of employment will not disqualify you from participation, if you are otherwise admissible to the United States and Canada, and meet all other program requirements.

Section D - Purpose of your travel - If you are a United States citizen or resident alien you must indicate the purpose of your travel to Canada.

Section E - Additional information - Indicate whether you have been convicted of a criminal offence. Also include any immigration and customs violations you may have experienced.

Section F - Customs Programs - excluding CANPASS Air

Corporate Aircraft Program - Complete boxes 59 to 71. Include the CANPASS Corporate Aircraft membership number if your corporation is affiliated with the program. Include the aircraft tail number and registration mark.

Private/Corporate Aircraft Program - Complete boxes 66 to 71. Include the aircraft tail number and registration mark.

Private Boat Program - Complete boxes 72 to 84. Include your boat’s name and registration number.

Section G - Fee payment - Include a money order or a certified cheque in Canadian funds, for applicant 18 years of age or older, made payable to the Receiver General for Canada. If you are paying by credit card, provide your VISA or MasterCard or AMEX number, including expiry date, along with your signature. Corporate Aircraft applicants do not need to include any form of payment (certified cheque, money order, or personal credit card number), as your corporation pays for the fee.

Section H - Non-Custodial Parent or Legal Guardian - To meet Canadian requirements, non-custodial parents or legal guardians applying for a child under the age of 18, for whom they do not have legal custody, must attach a copy of the applicable legal documents showing custody rights, or a notarized copy of the parent or legal guardian's consent, in writing, for the enrollment of that child in the CANPASS program.

Section I - Certification - Read the privacy statements and the certification statement on the application form carefully. Then, sign and date this section. For a child under the age of 18, the legal guardian or parent must sign this certification.

Complete, sign the application form and send it with the non-refundable fee payment, along with your photocopied documents to the Customs Processing Centre nearest you.

CANPASS Air applications must be sent to either:

Customs Processing Centre
28–176th Street
Surrey BC  V3S 9R9
Telephone: (604) 535-9346

OR

Customs Processing Centre
400 Place d’Youville
Montréal QC  H2Y 2C2
Telephone: (514) 350-6137

CANPASS Corporate Aircraft, CANPASS Private Aircraft and CANPASS Private Boat applications can be sent to any one of the three Customs Processing Centres:

Customs Processing Centre
28–176th Street
Surrey BC  V3S 9R9
Telephone: (604) 535-9346

Customs Processing Centre
400 Place d’Youville
Montréal QC  H2Y 2C2
Telephone: (514) 350-6137

Customs Processing Centre
PO Box 126
Niagara Falls ON  L2E 6T1
Telephone: (905) 371-1477
**COMPANY INFORMATION – RENSEIGNEMENTS SUR L’ENTREPRISE**

2. Company Name - Nom de l’entreprise

3. Address - Adresse

Province/State - Province/État  Postal/Zip Code Code Postal/ZIP  Country - Pays

**MAILING ADDRESS (if different from above) – ADRESSE POSTALE (si elle est différente de celle qui précède)**

4. Address - Adresse

Province/State - Province/État  Postal/Zip Code Code Postal/ZIP  Country - Pays

**PRINCIPAL COMPANY CONTACT – PRINCIPALE PERSONNE-RESSOURCE POUR L’ENTREPRISE**

For renewals and administrative purposes. - Pour les renouvellements et à des fins administratives.

5. Last name - Nom de famille  First name - Prénom  Mr. - M  Mrs. - Mme  Ms - Mlle  Miss - Mlle
6. Position - Titre ou poste
7. Business telephone - Téléphone au travail  Ext. - Poste
8. Business Fax - Télécopieur au travail

**TRANSPORTATION OF NON-AUTHORIZED PASSENGERS**

As a privilege of their authorization, CANPASS - Corporate Aircraft authorization holders may transport up to four non-authorized passengers per flight. The non-authorized passengers must be travelling to Canada on the corporate aircraft for a business related need of the company, be citizens or permanent residents of Canada or U.S., be non-paying travellers, meet all immigration requirements and meet the CANPASS Corporate Air program qualifications.

**TRANSPORT DES PERSONNES NON-AUTORISÉS**


**FEE PAYMENT – PAIEMENT DE FRAIS**

9. There is a CAN$25 fee per qualified non-authorized passengers on board for this privilege per flight. This fee will be billed to the corporate credit card number indicated below.

Des frais de 25 $CAN seront imposés pour chaque personne non-autorisée mais n’ayant pas d’autorisation à bord. Ces frais seront portés à la carte de crédit de l’entreprise dont le numéro est indiqué ci-dessous.

<table>
<thead>
<tr>
<th>Card no. - N° de la carte</th>
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<tbody>
<tr>
<td>Visa</td>
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</table>

Card holder’s name - Nom du détenteur de la carte  
Card holder’s signature - Signature du détenteur de la carte

**CERTIFICATION – ATTESTATION**

10. I certify that all information given on this application, and in support of this application, was provided voluntarily and is true and complete. J’atteste que tous les renseignements contenus dans la présente demande et à l’appui de celle-ci ont été communiqués de façon volontaire et qu’ils sont exacts et complets.

Person completing this form - Personne qui remplit ce formulaire  
Name (print) - Nom (en lettres moulées)  
Signature  
Date