



# CANPASS - Corporate Aircraft Participant's Guide

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BSF5065 (E) Rev. 13

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La version française de cette publication est intitulée,  
*CANPASS – Aéronefs d'entreprise – Guide du participant.*

# Welcome to the CANPASS – Corporate Aircraft Program

We trust that, as a program member, your needs and those of your company will be met and you will enjoy the benefits extended to you.

Authorization under the CANPASS – Corporate Aircraft Program is finalized once all of the documents have been verified on the initial passage into Canada.

The enclosed package includes a listing of all program participants registered under the auspices of your corporation and:

- a CANPASS – Corporate Aircraft authorization for each participant, which should be signed immediately upon receipt;
- a participant's guide for each registrant, which contains important information about the program.

If you are missing any of these items, contact the nearest Canadian Processing Centre listed at the end of this guide.

You should also consult:

- for Canadian residents, the Canada Border Services Agency (CBSA) publication entitled, *I Declare*; and
- for United States residents, the CBSA publication entitled, *Visitors to Canada and other Temporary Residents*.

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# **CANPASS – Corporate Aircraft program procedures**

As a CANPASS – Corporate Aircraft member, you can enter Canada at an airport of entry any time the facility is open for business, regardless of the hours of business of the local CBSA office. In addition, you may choose to use one of the designated “CANPASS only” airports. A list of these airports is available on the CBSA Web site at [www.cbsa.gc.ca](http://www.cbsa.gc.ca), or by calling **1-888-CANPASS (226-7277)**.

As a member of the CANPASS – Corporate Aircraft program, you can transport up to four non-paying passengers who are not registered members of the program, but who can demonstrate a work-based relationship with your company.

**The pilot is the person in charge of the aircraft and it is through the pilot that CANPASS members must present themselves and report goods. Pilots are responsible for presenting themselves, their crew, and passengers by:**

- **calling 1-888-CANPASS (226-7277) at least 2 hours before, but not more than 48 hours** prior to arrival in Canada;
- giving the estimated time of arrival (ETA);
- calling **1-888-CANPASS** again, if necessary, to report any change in the ETA, point of arrival, or other information;
- giving the aircraft tail number/aircraft registration mark;
- giving the full name, date of birth, and citizenship for all persons on board the aircraft;
- giving the destination, purpose of trip, and length of stay in Canada, for each passenger who is a non-resident of Canada;
- giving the length of absence for each passenger who is a returning resident of Canada;
- giving the passport and visa information of passengers (including members of the crew), if applicable;

- making sure all passengers have photo identification and proof of citizenship documents;
- declaring all goods being imported, **including firearms and weapons**;
- reporting **all** currency and/or monetary instruments totaling CAN\$10,000 or more;
- for returning residents of Canada, declaring all repairs or modifications made to items (including the aircraft) while outside of Canada;
- providing the CBSA with a VISA or MasterCard number and expiry date, if duties or taxes are payable on any personal importations; and
- providing true and complete information.

In addition to the above, the person in charge of the conveyance is responsible for the following:

- ensuring that all persons being transported into Canada on board the aircraft are in possession of all travel documents required by the legislation, i.e. passports, visas, or other; and
- the removal of inadmissible passengers and any associated administrative and medical expenses and fees.

**Note**

Should any of the above information change, you must contact the telephone reporting centre (TRC) and provide an update before the aircraft arrives in Canada.

**Note**

Any contraventions of the legislation may result in detention, seizure or forfeiture of the conveyance and/or lead to criminal prosecution, monetary penalties and/or imprisonment.

As proof of presentation, the border services officer will give the pilot a report number for the records. The pilot has to give this number to a border services officer upon request.

The aircraft has to land at airport of entry reported to the CBSA and if a border services officer **is not there** to meet the aircraft when it arrives at the reported ETA or actual time of arrival (whichever is later), the pilot may then proceed to the final destination.

### **Note**

Calling 1-888-CANPASS arranges CBSA clearance only. It does not replace the requirement to file a flight plan with NAVCAN.

**If transporting persons into Canada who do not have CANPASS authorization or are not one of the four non-paying passengers traveling on your company related business, the telephone reporting procedure for general aviation aircraft applies and the aircraft must arrive during regular CBSA office hours at a designated airport of entry. See the publication entitled, *Coming to Canada by Small Aircraft or Recreational Boat*, on our Web site at [www.cbsa.gc.ca](http://www.cbsa.gc.ca).**

If the flight originates outside of the United States and the 1-888-CANPASS service is not available, the pilot should call the following telephone reporting centre. Long distance charges will apply.

### **TRC for all of Canada**

Hamilton, ON

Telephone: 905-679-2073

Fax: 905-679-6877

## **Procedures for the four temporarily authorized travellers**

Up to **four** non-registered individuals per flight may receive temporary authorization if they:

- are citizens or permanent residents of Canada or they are citizens or resident aliens of the United States;
- can demonstrate a work based relationship with the corporation;
- have not been convicted of a criminal offense in any country for which a pardon has not been granted;

- have not been found in violation of customs or immigration legislation; and
- are admissible to Canada under the *Immigration and Refugee Protection Act*.

The corporation pays a CAN\$25 fee per entry to Canada for each temporarily authorized traveller. This fee will be automatically charged monthly to the company corporate credit card number indicated on Form E672, *CANPASS Application Form*.

### **Note**

You cannot use CANPASS privileges to enter Canada if there is not at least one CANPASS – Corporate Aircraft member aboard the aircraft.

Registered participants in the CANPASS – Private Aircraft program may travel on CANPASS corporate flights without the need for further authorization.

## **CANPASS participants' responsibilities**

As a CANPASS member, whether you are the person in charge of the aircraft, a member of the crew, or a passenger, you must:

- carry with you at all times your CANPASS authorization, personal identification, and any authorization documents issued to you by Citizenship and Immigration Canada, or the U.S. Citizenship and Immigration Services (original documents);
- show your CANPASS authorization, personal identification (original documents), and any required immigration documents to a border services officer upon request;
- not transfer your CANPASS privileges, identification, or documents;
- comply with the *Customs Act*, the *Immigration and Refugee Protection Act* and the related regulations, and any other laws or regulations that the CBSA administers;



- comply with the CANPASS terms and conditions as stated on your CANPASS authorization and the procedures outlined in this guide; and
- agree that any CANPASS authorization issued is the property of the CBSA, and must be returned upon request.

## **CANPASS program restrictions**

If you are a CANPASS member, you cannot use your CANPASS privileges when:

- carrying more than four unregistered passengers;
- importing weapons or firearms;
- importing promotional materials including samples, commercial goods, and/or equipment.

Whenever any of these circumstances apply, you must follow general aviation procedures for non authorized traffic. For additional information on these procedures see the pamphlet entitled, *Coming to Canada by Small Aircraft or Recreational Boat*, available on our Web site at [www.cbsa.gc.ca](http://www.cbsa.gc.ca).

## **Change of information or loss of CANPASS authorization**

The principal company contact must notify the Canadian Processing Centre immediately if:

- any CANPASS authorization becomes lost, or stolen;
- any changes are brought to the corporation's or the participant's personal information;
- something changes that could affect an individual's membership, such as a conviction of a criminal offence in any country;

- employment with the sponsoring corporation terminates or the corporation no longer support the employee's CANPASS – Corporate Aircraft membership; and
- the corporation wants to add a name to their participant's list. The participant must then fill out Form E672, *CANPASS Application Form*, and send it to the appropriate Canadian Processing Centre. The application form is available on our Web site at [www.cbsa.gc.ca](http://www.cbsa.gc.ca).

Contact one of the following offices:

### **Quebec and Atlantic Canada**

Canadian Processing Centre  
400 Place d'Youville  
Montréal QC H2Y 2C2

Telephone: 514-350-6137

### **Ontario**

Canadian Processing Centre  
6080 McLeod Road  
P.O. Box 126  
Niagara Falls ON L2E 6T1

Telephone: 905-371-1477 or **1-800-842-7647** (toll free)

### **Western Canada**

Canadian Processing Centre  
28-176th Street  
Surrey BC V3S 9R9

Telephone: 604-538-3689

## **Additional information for the corporation**

A corporation can add or delete a name to its participant list at any time by sending a letter. The letter must be on company letterhead and signed by the principal company contact mentioned on the form *CANPASS* –

*Corporate Aircraft.* The Canadian Processing Centre (CPC) will make the necessary amendment and return an updated corporate participant list to the company.

To add one or more participants to a corporate membership, each additional applicant from your corporation must complete and sign Form E672, *CANPASS Application Form*. The corporation must send the application form(s) to the appropriate CPC. The membership number of the corporation must be indicated in box 2 on each application form.

To delete an individual from its membership list the corporation must send the letter with the CANPASS authorization of the concerned individual(s) to the appropriate CPC.

The *CANPASS Corporate Aircraft Participant List* is issued every 5 years, on the anniversary date of the corporation's first authorization being granted, or every time there is an addition or deletion to the corporate membership list. CANPASS authorizations of all corporate members connected to the corporate participant list are renewed on the same date, regardless of the date of issue of their individual CANPASS authorization. For example, a corporate participant list with 10 CANPASS members, issued on March 15, 2003, will see both the corporate participant list and the individual CANPASS authorizations (excluding any names that the corporation has removed or who have had their authorization suspended or revoked) renewed on March 15, 2008. The authorizations for any individuals added to the corporate participant list after March 15, 2003 (e.g. two persons added June 27, 2003) will still have to be renewed on the *CANPASS Corporate Participant List* anniversary date, which is on March 15, 2008.

## **Importing restrictions**

All travellers can import goods for their personal use. United States residents must return all goods to the United States unless the goods are consumed while in Canada.

However , even if you are a CANPASS member:

- You cannot import any promotional materials, including samples, commercial goods, or equipment, using your CANPASS – Corporate Aircraft privileges. To import these goods, you have to follow non CANPASS general aviation flight procedures and arrive during regular CBSA office hours at an airport designated as an airport of entry for customs purposes. For more information, see the publication entitled, *Coming to Canada by Small Aircraft or Recreational Boat*.
- You cannot import controlled, restricted, or prohibited animals, plants, or goods as described in the publications for Canadian residents entitled, *I Declare*, or the *Visitors to Canada and Other Temporary Residents*, for United States residents. These publications are available on our Web site at [www.cbsa.gc.ca](http://www.cbsa.gc.ca).
- You cannot import prohibited goods into Canada. These include prohibited firearms and prohibited weapons such as mace, pepper spray, and stun guns. For information about prohibited goods, see the publications entitled, *I Declare* and *Visitors to Canada and Other Temporary Residents*,. If you plan to import firearms or weapons, for hunting or for a competition for example, read and follow the procedures in the publication entitled, *Importing a Firearm or Weapon Into Canada*.
- There are restrictions on importing alcohol and tobacco products into Canada. For more information, see the publications entitled, *I Declare*, or *Visitors to Canada and Other Temporary Residents*..
- Controlled, restricted, or prohibited goods will be seized and you may be subject to criminal prosecution.

## Examinations

It is the responsibility of the CBSA, to provide security and protect the economic interest and social well-being of Canadians, by ensuring compliance with Canada’s tax, trade, and border legislation.

Even if we determine that you are a low-risk traveller and we grant you a CANPASS – Corporate Aircraft membership, you continue to be subject to random examinations to ensure that you comply with the terms and conditions of the CANPASS Program as well as any other legislation administered or enforced by the CBSA.

## Penalties

Your membership may be revoked or suspended if you fail to comply with the requirements and procedures of the CANPASS – Corporate Aircraft Program. This includes non compliance with customs and immigration legislation or any other related laws the CBSA administers.

Depending on the severity of the violation, the CBSA can impose penalties, remove non-residents and seize any goods and any aircraft used to carry goods. As well, you may be subject to criminal prosecution.

## Need more information?

Visit our Web site at [www.cbsa.gc.ca](http://www.cbsa.gc.ca), or call the Border Information Service (BIS) at **1-800-461-9999**, or one of the Canadian Processing Centres:

- in Quebec at 514-350-6137;
- in Ontario at 905-371-1477 or **1-800-842-7647** (toll free); or
- in British Columbia at 604-538-3689.

### Note

If you are calling from outside of Canada, you can access BIS by calling 204-983-3500 or 506-636-5064. Long distance charges will apply.