



Commercial Driver Registration Program

Participant's Guide

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Introduction

As a member of the Commercial Driver Registration Program (CDRP), you have access to a simpler customs and immigration clearance when you enter Canada.

How does the CDRP work?

As an approved driver, you agree to comply with: the Customs Act and regulations; the Immigration and Refugee Protection Act and regulations; all other laws or regulations administered by the Canada Border Services Agency (CBSA); as well as the terms, conditions, and procedures of the CDRP.

Remember, as a United States resident driver, you cannot work in Canada without proper authorization from Citizenship and Immigration Canada. If you do so, you may be arrested and removed from Canada for violations of the *Immigration and Refugee Protection Act*.

Identification

As a participant you have to:

- carry and present your CDRP photo ID card at the Canadian border;
- carry proof of citizenship, and any necessary authorization papers from Citizenship and Immigration Canada, and the United States Citizenship and Immigration Services;
- report everyone travelling with you, whether they are CDRP co-drivers or non-registered passengers;
- allow no one to use your CDRP documents and privileges; and
- accurately report your personal goods when you use the Traveller Declaration Card (TDC).

If you misuse your identification card or TDC you will be suspended or removed from the CDRP program.

Importing goods

When importing goods, you have to:

- declare all commercial and personal goods you and your passengers import into Canada;
- make sure no one in your vehicle imports controlled, restricted, or prohibited animals, plants, or goods (see the publication called *I Declare* or *Information for Visitors to Canada and Seasonal Residents*); and
- make sure no one in your vehicle imports any type of weapon or firearm, whether non restricted, restricted, or prohibited (see the publication called *Importing a Firearm or Weapon Into Canada*).

You can get copies of *I Declare*, *Information for Visitors to Canada and Seasonal Residents*, and *Importing a Firearm or Weapon Into Canada* from any CBSA office, or from our Web site at www.cbsa.gc.ca.

Change of information or loss of CDRP identification card and related documents

You have to notify us immediately if:

- you lose your CDRP identification, or someone steals it;
- your personal information changes (including citizenship, address, telephone number, driver's licence, or credit card);
- personal circumstances change that may affect your CDRP membership, (e.g., a conviction under the *Criminal Code*); or
- you are a United States participant and your purpose for coming to Canada changes (i.e., you will no longer be a commercial driver).

Entering Canada

When you enter Canada, you have to present to the border services officer your CDRP photo ID card, as well as any prescribed bar-coded documents relating to your commercial shipment (e.g., the Customs Self-assessment (CSA) Program approved importer's business number and the (CSA)-approved carrier's code). The officer will enter this information into our automated support system to verify all participants.

The border services officer will allow you to continue into Canada or refer you for further inspection or verification of your commercial documents. You may be subject to a full inspection any time you enter Canada.

Declaring goods

Canadian residents

As a Canadian resident with goods to declare, you have two options. You can use a TDC, or declare your goods directly to a border services officer.

When you enter Canada, you have to stop and present your TDC, your CDRP photo ID, and all necessary commercial documents to the officer. Wait for the officer to advise you to continue into Canada or to proceed into the designated parking area for further inspection.

For more information on your entitlements as a returning resident, get a copy of the publication called *I Declare*.

Traveller Declaration Cards (Canadian residents only)

Reporting goods is now made even easier: the existing Traveller Declaration Card (TDC), available online in a PDF fillable format, can now be saved on a computer or laptop. This will allow clients to fill out the majority of the fields on the form only once, rather than having to fill them out every time. Canadian residents are able to access the form at any point before or during travel, complete and print their TDC rather than using a previously issued booklet. The online TDC has mandatory fields that must be completed by the traveller before presenting your card(s) to the border services officer when you arrive. When you use this system, we charge any duties and taxes you owe to your credit card. We base the amount you owe on the value of your goods (including any state taxes) in Canadian funds. Declare all personal goods you are importing on your TDC before you enter Canada.

The TDC lists goods by category. Mark the value of your goods in the appropriate category. Be careful not to crease or damage the card when you code your information. The tariff guide, included with the TDC, describes each of the card's 12 categories. Use this guide to help you decide which category to use to declare your goods. The categories have approximate duty rates that may be different from the rate under the regular tariff system. If you want a specific duty rate, declare your goods to the border services officer when you enter Canada.

You **cannot** use your TDC to import jewellery, cigars, cigarillos, tobacco sticks, or watches. If you have these kinds of items or if all of your goods are worth more than the maximum value for the TDC (see table below), you have to declare all of your goods to a border services officer.

Length of stay outside Canada	Personal exemption (CAN\$)
Less than 24 hours	\$0
24 hours	\$200
48 hours or more*	\$800

Refunds

You may be able to claim a refund if there is a mistake in completing or processing your TDC. **Mark your personal exemption clearly.** We will not issue refunds if you have forgotten to claim your personal exemption.

For refunds on goods you have declared on the TDC, contact the CDRP Processing Centre for instructions. We will review your documents and mail you any refund you are entitled to. We do not approve claims for a tariff rate lower than the listed rates, or issue refunds for less than CAN\$2.

United States residents

As a United States resident, you have to declare all goods, including personal durable goods, when you arrive in Canada. You **cannot** use the TDCard system.

Canada has special requirements and restrictions on goods like firearms, animals and their products, and plants and their products. For more information on your entitlements as a visitor to Canada, get a copy of the publication called *Information for Visitors to Canada and Seasonal Residents.*

Penalties

You have to comply with the CDRP terms, conditions, and procedures stated in this guide. If you fail to comply, we can assess monetary penalties against the carrier and/or revoke your CDRP membership.

If you commit an offence under the *Customs Act* or the *Immigration and Refugee Protection Act*, we can seize any undeclared goods and the vehicle used to transport them, issue penalties, and initiate criminal prosecution.

If you have questions about suspension from the CDRP, call the CDRP security officer at 905-354-5099.

Need more information?

If you have questions about the CDRP application, contact the CDRP Processing Centre during regular business hours.

CDRP Processing Centre
P.O. Box 126
Niagara Falls ON L2E 6T1

Telephone: 905-371-1477, or 1-800-842-7647

Facsimile: 905-354-2332

If you have questions about the Customs Self-Assessment (CSA) Program and the Commercial Driver Registration Program (CDRP), contact us at one of the client services offices listed in Appendix B, or visit our Web site at www.cbsa.gc.ca.

Appendix A – CDRP designated offices

Quebec		
Location	Telephone	Hours of service
Lacolle Agence des services frontaliers du Canada District de la Montérégie Édifice commercial Route 15, Saint-Bernard de Lacolle, QC J0J 1J0	450-246-2145 450 246-2175	24 hours / 7 days a week

Ontario		
Location	Telephone	Hours of service
Neebing Commercial Operations CBSA - Pigeon River 7690 Highway 61 Neebing, ON P7L 0A2	807-964-2093	24 hours / 7 days a week
Windsor Commercial Operations Ambassador Bridge 4285 Industrial Road Windsor, ON N9C 3R9	519-967-4234 or 519-967-4249 After 3:00 p.m. 519-967-4235	Monday to Thursday 7:00 a.m. to 11:00 p.m. Friday 7:00 a.m. to 3:00 p.m. Closed on weekends and holidays
Lansdowne Commercial Operations Canada Border Services Agency 860 Hwy 137, Hill Island Lansdowne, ON K0E 1L0	613-659-2392	Monday to Friday 8:00 a.m. to Midnight
Fort Erie Commercial Operations Peace Bridge Commercial Centre 10 Queen Street Fort Erie, ON L2A 6M4	905-994-6308	24 hours / 7 days a week

<p>Sault Ste. Marie Commercial Operations Canada Border Services Agency 125 Huron Street Sault Ste. Marie, ON P6A 1R3</p>	<p>705-941-3067</p>	<p>24 hours / 7 days a week</p>
<p>Niagara Falls Commercial Operations CBSA – Queenston Bridge 14154 Niagara Parkway, at hwy 405 Niagara-on-the-lake, ON L0S 1J0</p>	<p>905-262-4612</p>	<p>24 hours / 7 days a week</p>

Manitoba

Location	Telephone	Hours of service
<p>Emerson Commercial Operations General Delivery Hwy 75 Emerson, MB R0A 0L0</p>	<p>204-373-2474</p>	<p>24 hours / 7 days a week</p>

British Columbia

Location	Telephone	Hours of service
<p>Surrey Commercial Operations Pacific Highway 28-176th Street Surrey, BC V3S 9R9</p>	<p>604-538-3635 or 1-800-461-9999 Outside of Canada 1-204-983-3500</p>	<p>24 hours / 7 days a week</p>

Appendix B – Client services offices

Province, territory or state of residence		Client services office	
Canada	United States		
British Columbia Yukon Territory	Alaska California Hawaii Nevada	Idaho Oregon Washington	604-666-6753
Alberta Manitoba Northwest Territories Saskatchewan	Arizona Colorado Kansas Minnesota Montana Nebraska New Mexico	North Dakota Oklahoma South Dakota Texas Utah Wyoming	403-292-4326 204-984-6986
Northern Ontario Nunavut	Maryland New Jersey North Carolina South Carolina	Virginia West Virginia Washington, D.C.	613-991-0537
Southern Ontario	Alabama Arkansas Delaware Florida Georgia Illinois Indiana Iowa Kentucky	Louisiana Michigan Mississippi Missouri Ohio Pennsylvania Tennessee Wisconsin	416-954-0770
Quebec	Connecticut Massachusetts	New York Vermont	514-496-8085
New Brunswick Newfoundland and Labrador Nova Scotia Prince Edward Island	Maine New Hampshire Rhode Island		902-426-6511

Technical Assistance

To access the Portable Document Format (PDF) version you must have a PDF reader installed. If you do not already have such a reader, there are numerous PDF readers available for free download or for purchase such as:

- Adobe Reader
- Foxit Reader
- Xpdf
- XPert PDF Reader

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