



Ottawa, December 9, 2008

MEMORANDUM D5-2-2

In Brief

INTERNATIONAL MAIL DESTINED FOR CANADIAN FORCES POST OFFICES

This memorandum outlines and explains the movement and processing of international mail destined for Canadian Forces post offices (CFPOs). The delivery address for Canadian military personnel in paragraph 4 has been updated.



Printed in Canada



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This memorandum outlines and explains the movement and processing of international mail destined for Canadian Forces post offices.

GUIDELINES AND GENERAL INFORMATION

1. The Canadian Forces maintains Canadian Forces post offices (CFPOs) at its Canadian and overseas bases to provide postal services to Canadian Forces personnel, their dependents and civilians affiliated with the Canadian Forces. CFPOs are Canadian post offices that are authorized and regulated by the *Canada Post Corporation Act*.

CFPO Mail Processing

2. Inbound CFPO mail arriving by commercial air carriers is presented to Canada Post facilities at the point of arrival and handled in the normal manner. CFPO mail arriving by military aircraft will be taken by the Department of National Defence from Trenton, Ontario, to the international mail facility in Mississauga and presented to Canada Post. Canada Post will submit the mail items to the Canada Border Services Agency (CBSA) for processing.

3. Duties and taxes do not apply to CFPO mail that is destined to Canadian military bases outside Canada because the mail is transhipped “in bond” by the military to the overseas base. A Form E14, *CBSA Postal Import Form*, should not be produced for these shipments.

4. Canadian military personnel living outside Canada who expect to receive mail from a foreign country should indicate their delivery address as follows:

PO Box [appropriate 5000 series number] Stn Forces
Belleville ON K8N 5W6

CFPO Contact

5. For any questions regarding Canadian Forces mail processing, please contact the Canadian Forces postal services at 613-995-5129.

REFERENCES

ISSUING OFFICE – Postal Program and Postal Review Unit Commercial Border Policy Division Border and Compliance Programs Directorate Admissibility Branch	HEADQUARTERS FILE – 7975-13
LEGISLATIVE REFERENCES – <i>Canada Post Corporation Act</i>	OTHER REFERENCES –
SUPERSEDED MEMORANDA “D” – D5-2-2, October 29, 2008	

Services provided by the Canada Border Services Agency are available in both official languages.



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