



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Commercial Driver Registration Program

Participant's Guide



BSF5018 Rev. 06

Canada

La version française de cette publication est intitulée *Programme d'inscription des chauffeurs du secteur commercial - Guide du participant*.

Table of contents

	Page
Introduction	4
How does the CDRP work?	4
Identification	4
Importing goods	5
Change of information or loss of CDRP identification card and related documents	5
Entering Canada	6
Declaring goods	6
Canadian residents	6
United States residents	8
Penalties	8
Need more information?	9
Appendix A – CDRP designated offices	10
Appendix B – Client services offices	11

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 declaration booklet, 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)

If you want to use a TDC, we will give you a book containing 25 cards. 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 and present your card(s) to the border services officer when you arrive.

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 our TDC booklet, 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\$)	Additional value on TDC (CAN\$)	Maximum value for using a TDC (CAN\$)
7 days or more	\$750	\$800	\$1550
48 hours	\$200	\$800	\$1000
24 hours*	\$50	\$500	\$500
Same day/less than 24 hours	\$0	\$500	\$500

* If you bring in goods worth more than a total of CAN\$50, you cannot claim this exemption. You have to pay duties and taxes on the full value.

When you have used 20 cards, pick up a new book at any of the offices listed in Appendix B, or order a book from the CDRP Processing Centre.

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

4551 Zimmerman Avenue

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

New Brunswick		
Commercial Longroom 66 St-Francis Street Edmundston NB	Commercial Operations, 2nd floor 204 Milltown Blvd. St. Stephen NB	Commercial Warehouse 1403, route 95 Belleville NB
Quebec		
999, route 173 Saint-Théophile QC.	Route 15 St-Bernard-de-Lacolle QC	2, route 55 Stanstead QC
10, route 133 St-Armand QC.	1000, 147 ^e Rue Stanhope QC	130 Dalhousie Street First floor Québec QC
Ontario		
2nd floor, 301 Scott Street Fort Frances ON.	Rural Road 7, Highway 61 Pigeon River ON	Main floor, 125 Huron Street Sault Ste. Marie ON
Cornwall Island Cornwall ON	Thousand Island Bridge Main floor, Canada Customs Plaza Lansdowne ON	Bridge Plaza Prescott ON
Peace Bridge Commercial Centre 10 Queen Street Fort Erie ON	Niagara Falls Queenston Bridge 80 River Road (at Highway 405) Niagara Falls ON	Sarnia/Bluewater Bridge Building E, Highway 402 Sarnia ON
Windsor/Detroit-Canada Tunnel Commercial Warehouse 310 Hanna Street Windsor ON	Ambassador Bridge 4285 Industrial Drive Windsor ON	
Manitoba	Saskatchewan	Alberta
Highway 75 Emerson MB	Highway 39 North Portal SK	Highway 4 Coutts AB
British Columbia and Yukon Territory		
Pacific Highway Commercial Operations 28 176th Street Surrey BC	10 Highway 13 Aldergrove BC	Highway 95 Kingsgate BC
Rural Road 1 Osoyoos BC	10 Highway 22 Patterson BC	110 300 Main Street Whitehorse YT

Appendix B – Client services offices

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

Think recycling!



Printed in Canada