



Memorandum D17-1-11

Ottawa, June 8, 2015

Private Printing Policy and Procedures

In Brief

This memorandum has been revised to reflect organizational changes resulting from the restructuring of the Canada Border Services Agency (CBSA).

This memorandum outlines the conditions under which the private printing of accounting, adjustment, and export documents are authorized and explains the procedures to obtain approval for private printing.

Guidelines and General Information

Conditions for Privately Printing CBSA Forms

1. Accounting, adjustment, and export documents may be privately printed provided that approval is obtained in advance from the Canada Border Services Agency (CBSA).
2. Privately printed forms must replicate the format of CBSA forms (same dimensions and layout). The CBSA accepts that laser printers should be used to prepare the forms and print the data. In particular, the CBSA accepts Form [B3-3, Canada Customs Coding Form](#), and Form [B2, Canada Customs – Adjustment Request](#), in black ink on white paper.
3. The format of Form [B13A, Export Declaration](#), is based on the Economic Commission for Europe's (ECE) United Nations Layout Key for trade documents, enabling it to be produced with other ECE-aligned forms in a one-run printing operation.
4. Import accounting Form [B3-3](#) printed in multi-part sets may show copy designations if the importer/agent chooses.
5. Adjustment request Form [B2](#) printed in multi-part sets may show copy designations if the importer/agent chooses.
6. In certain instances, copies of documents used for billing contain a statement or request for reimbursement of duties and taxes paid to the CBSA on behalf of a client. The CBSA has no objection to the use of statements or requests that are similar to "Duties and/or taxes have been paid to the CBSA on your behalf; please remit promptly."
7. Information relating to a company's imports or exports may be preprinted on privately printed forms.
8. A company may overprint information such as the firm's name and other constant factors on the import, adjustment, and export forms supplied without charge by the CBSA.

Procedures Relating to Approval of Privately Printed CBSA Forms

9. Requests for approval for the private printing of import, adjustment, or export forms, along with two copies, should be submitted to:

Forms Management Unit
 Contracting and Materiel Management Division
 Canada Border Services Agency
 355 North River Road, 17th Floor, Tower B
 Ottawa, ON K1A 0L8

10. Forms Management Unit staff will contact the CBSA program area responsible for the form to make sure the requests meet the required information standards.

11. Approved forms are assigned an approval number. The CBSA will keep one proof and return the other to the originator.

12. The approval number, for example, CBSA-2001-21, must appear in the lower-right corner of the printed form. If there is not enough space in the lower-right corner, the number may be printed in the bottom center of the form.

13. Requests for private printing that are not approved are returned to the originator with suitable explanations.

14. As noted in [Memorandum D1-4-1, CBSA Invoice Requirements](#), the CBSA does not review or approve commercial invoices or privately printed customs invoices.

15. The CBSA can also authorize requests for the private printing of Form [E29B, Temporary Admission Permit](#). Additional information regarding Form E29B is available in [Memorandum D8-1-4, Form E29B, Temporary Admission Permit](#).

Printing

16. Any import, adjustment, or export forms that are approved and given an approval number may be printed or reprinted without further consultation with the CBSA. Any change in format, relocation of information on a form, or a first printing for a client, requires a request for approval of private printing following the normal procedures.

17. There is no time limit on the duration of approval; however, the CBSA continually assesses forms and procedures to update and improve them. Accordingly, the CBSA recommends that reprinting related to a specific approval be resubmitted for approval at least every two years.

18. The CBSA's practice is to limit the quantity of its forms to a 12-month supply. If, as a result of legislation or other reasons, the CBSA finds it necessary to stop using an existing form, the CBSA will not accept responsibility for surplus stocks.

Private Printing of Cargo Control Documents

19. Approval is not required from the CBSA for the private printing of cargo control documents and internal carrier documents (accepted by the CBSA for use as cargo control documents), as well as advice notes and diversion notices. Cargo control document specifications are provided in [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#).

20. Bar code specifications for Cargo Control Numbers are also provided in [Memorandum D3-1-1](#).

Testing

21. Sample bar code/human-readable cargo control numbers must be tested to ensure they meet the CBSA standards for readability.

22. Bar codes are reviewed for print-contrast ratio and readability, and tested using a CBSA terminal wand. In addition, the CBSA verifies the size of labels and human-readable cargo control numbers.

23. The CBSA will send a letter to the originator explaining the results of the bar code testing.

24. It is the responsibility of all companies, including printing companies, to obtain initial approval of their bar codes. The retesting of reprints of bar codes is not necessary, unless the process or material used to create the bar codes has changed.

25. Original bar coded document samples or bar coded labels should be submitted for approval to:

Bar Code Testing
 Technical Commercial Client Unit
 Program Business System Integration Division
 Canada Border Services Agency
 355 North River Road, 6th floor, Tower B
 Ottawa, ON K1A 0L8

Private Printing of Bar Codes

26. Transaction number bar codes that are privately printed must be approved in advance by the CBSA. Requests for approval must be submitted with sample bar codes and human-readable transaction numbers. Printing specifications are found in Appendix I of [Memorandum D17-1-10, Coding of Customs Accounting Documents](#). These requests should be submitted to:

Bar Code Testing
 Technical Commercial Client Unit
 Program Business System Integration Division
 Canada Border Services Agency
 355 North River Road, 6th floor, Tower B
 Ottawa, ON K1A 0L8

27. Bar codes are reviewed for print contrast ratio and readability, and tested using a CBSA terminal wand. In addition, the CBSA verifies the size of the labels and human-readable transaction numbers.

28. A letter of approval is returned to the originator when the transaction number bar code labels are approved. Transaction number labels not approved are returned to the originator with a suitable explanation.

29. Any label that has been approved may be printed or reprinted without further consultation with the CBSA provided there are no changes intended.

Additional Information

30. For more information, within Canada call the Border Information Service at **1-800-461-9999**. From outside Canada call 204-983-3500 or 506-636-5064. Long distance charges will apply. Agents are available Monday to Friday (08:00 – 16:00 local time/except holidays). TTY is also available within Canada: **1-866-335-3237**.

References	
Issuing Office	Trade and Anti-dumping Programs Directorate
Headquarters File	7580-7
Legislative References	
Other References	D1-4-1 , D3-1-1 , D8-1-4 , D17-1-10 Forms B2 , B3-3 , B13A , E29B
Superseded Memorandum D	D17-1-11 dated April 30, 2014