



Memorandum D5-2-2

Ottawa, September 28, 2016

International Mail Destined for Canadian Forces Post Offices

In Brief

This memorandum was updated to reflect changes made to the Canada Border Services Agency terminology.

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

Legislation

[Canada Post Corporation Act](#)

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 Corporation (CPC) facilities at the point of arrival. The 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 CPC. CPC will present the mail items to the Canada Border Services Agency (CBSA) for processing.
3. Duties and/or taxes do not apply to CFPO mail that is destined to Canadian military bases outside Canada. The mail is transhipped "in bond" by the military to the overseas base, and as such, 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, Courier, and Horizontal Unit Program and Policy Management Division Commercial Program Programs Branch
Headquarters File	7975-13
Legislative References	<u>Canada Post Corporation Act</u>
Other References	
Superseded Memorandum D	D5-2-2 dated December 9, 2008