



# Memorandum D2-5-13

Ottawa, September 20, 2018

## International to Domestic Connections Process

### In Brief

This memorandum outlines the Canada Border Services Agency's (CBSA) requirements and procedures for Canadian Airport Authorities that operate the International to Domestic Connections Process (ITD Process). The ITD Process applies to travellers who are transiting from an international flight to a domestic flight as part of one continual voyage.

## Legislation

### Customs Act

## Guidelines and General Information

1. A Canadian Airport Authority can operate the ITD Process if it has an arrangement with the CBSA – the arrangement sets out service level, operating and resource requirements.
2. Any air carrier may offer its passengers the ITD Process at a participating airport if the air carrier provides the domestic connecting flight as a direct service or in partnership with another air carrier.
3. Travellers using the ITD Process must be travelling to another domestic location after the first point of arrival from an international point of origin on one continuous voyage and not possess a firearm or live animal (unless a service animal). Air crew on the same eligible flights may also participate in the ITD Process.

### Design Requirements:

4. The CBSA may enter into an arrangement with an Airport Authority for the ITD Process if the Airport Authority:
  - a) has an information system to manage travelers using the ITD Process and that shall provide the CBSA with traveler information and their checked baggage when requested;
  - b) in accordance with the CBSA's specifications, has a secure baggage inspection area and waiting area for travelers using the ITD Process – this does not apply if the Airport Authority restricts flights to those that are recognized by Transport Canada's "One Stop Security" initiative;
  - c) ensures that when required by the CBSA the baggage of travelers using the ITD Process is delivered to the CBSA baggage hall, customs secondary or secure baggage inspection area;

- d) ensures the proper flow of travelers using the ITD Process through to exit or other areas in the CBSA hall, including CBSA secondary or the ITD Process passenger waiting area;
- e) has a dedicated connections passageway to ensure that travelers using the ITD Process are isolated from other travelers until they are granted entry into Canada; and
- f) has a closed circuit television system that allows the CBSA to remotely monitor the ITD Process.

**Operational Requirements:**

- 5. An arrangement between the CBSA and an Airport Authority must reflect the design and operational constraints of the airport.
- 6. The Airport Authority and any air carrier must ensure that the ITD Process is operated in accordance with the service levels set out in the arrangement between the Airport Authority and the CBSA.

**Penalty Information:**

- 7. In situations when it is established that baggage was delivered without CBSA authorization, an assessment against the carrier or airport authority may be applied.

**Additional Information:**

- 8. All inquiries concerning CBSA requirements for the operation of the ITD Process should be directed to:

Canada Border Services Agency  
Program and Policy Management Division  
Traveller Programs Directorate  
E-mail address: [tbpd-dpfv@cbsa-asfc.gc.ca](mailto:tbpd-dpfv@cbsa-asfc.gc.ca)

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.

<b>References</b>	
<b>Issuing Office</b>	Program and Policy Management Division Traveller Programs Directorate
<b>Headquarters File</b>	
<b>Legislative References</b>	<a href="#">Customs Act Sections</a> 11, 12, 13, 19, 31, 99 and 107.
<b>Other References</b>	
<b>Superseded Memorandum D</b>	