



Ottawa, March 23, 2004

# MEMORANDUM D2-5-10

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## **In Brief**

### **TRANSBORDER GENERAL AVIATION – TELEPHONE REPORTING AND CANPASS PROGRAMS**

This memorandum has been revised to reflect changes to the definition of the authorized CANPASS only airport and to confirm that general aviation aircraft landing at an AOE after customs hours of business are subject to cost-recovery charges.

There is no change to the reporting procedure.



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## TRANSBORDER GENERAL AVIATION – TELEPHONE REPORTING AND CANPASS PROGRAMS

This memorandum outlines the telephone reporting system used by general aviation (i.e., private and corporate aircraft) to report to customs when entering Canada, as well as by the CANPASS – Private Aircraft and CANPASS – Corporate Aircraft programs.

### GUIDELINES AND GENERAL INFORMATION

#### Introduction

1. Telephone reporting and the CANPASS programs for general aviation result from the Canada/United States of America Accord on Our Shared Border designed to promote trade, tourism, and travel between the two countries. CANPASS initiatives are joint programs between the Canada Border Services Agency and Citizenship and Immigration Canada that streamline customs and immigration clearance for low-risk travellers. Faster processing of these travellers enables customs and immigration personnel to focus on travellers who may present a higher risk.

#### Definitions

2. For the purposes of this memorandum, the following definitions apply:

- (a) Airport of Entry (AOE) – Authorized Canada customs airport of entry and exit for clearance of all classes of air traffic.
- (b) Authorized CANPASS only airport – Authorized Canada customs airport of entry **solely** for those individuals and aircraft enrolled as participants in the CANPASS – Private Aircraft or CANPASS – Corporate Aircraft programs.
- (c) General aviation – Registered private or company-owned or leased aircraft, carrying no more than 15 passengers including crew members.

(d) Telephone reporting – An alternative reporting process which is considered to meet all the requirements for “presentation of persons on arrival in Canada” as required by section 11 of the *Customs Act*.

#### Telephone Reporting

3. The pilot must report the estimated time of arrival (ETA) by calling 1-888-226-7277 at least two hours, but no more than 48 hours, before flying into Canada. If the 1-888 service is not available, the pilot must call using normal business numbers for the appropriate Telephone Reporting Centre (TRC); however, the caller may incur long-distance charges. The telephone numbers for the TRCs are as follows:

Lansdowne	(613) 659-2391
Hamilton	(905) 679-2073
Windsor	(519) 257-6471
Victoria	(250) 363-0222

4. The pilot must advise the TRC of the ETA, destination in Canada, and the aircraft licence/registration number. A declaration must be provided for each person aboard, either by the pilot or the individual, and must include their full name, date of birth, citizenship, length of stay in Canada for non-residents, and length of absence for Canadian residents. The pilot must advise the TRC of any updates to the original ETA or destination.

5. All travellers aboard must declare all personal goods they are importing, including firearms and weapons. If duties and taxes are payable, the TRC officer will obtain a VISA or MasterCard number and expiration date from the individual concerned, along with the mailing address of the card holder. Duties and/or taxes will be charged to the credit card and a receipt will be mailed to the traveller as proof of payment.

6. Immediately upon landing in Canada, the pilot must make a final phone call to the TRC at 1-888-226-7277 to receive further instructions. The pilot and all travellers aboard must not leave the aircraft until advised to do so.

7. General aviation aircraft must land at an approved AOE during the normal customs hours of business unless alternate arrangements have been made directly with the local office. If service is provided outside of normal customs hours of business, it is subject to cost-recovery charges.

8. If the aircraft has to land at a place not designated for customs reporting due to weather conditions or other circumstances, the pilot must call either 1-888-226-7277 or the nearest Canadian customs office or Royal Canadian Mounted Police office. Depending on the circumstances, the flight may be cleared by telephone, the pilot and travellers may be requested to await the arrival of a customs officer, or the pilot may be requested to fly the travellers to the nearest AOE at the first opportunity.

#### **CANPASS – Private Aircraft Program**

9. The CANPASS – Private Aircraft program provides expanded customs services to aircraft owners and their passengers. The program is open to:

- (a) citizens or permanent residents of Canada;
- (b) citizens or resident aliens of the United States who meet the normal visitor requirements (i.e., good health, no criminal record, no record of customs or immigration infractions, and the ability to financially support themselves and their dependants while in Canada); and
- (c) citizens or resident aliens of the United States entering Canada to work or study who meet all Canadian immigration requirements, which may include possession of a valid written authorization from an immigration officer.

10. If the application is approved, a CANPASS – Private Aircraft authorization is issued.

11. Authorization holders follow the same reporting procedures as outlined in paragraphs 3, 4, and 5, but the aircraft can land at an AOE **any time** the airport is open, regardless of the hours of business of the local customs office. In addition, authorization holders may choose to use one of the designated “**authorized CANPASS only**” **landing sites**. For authorization holders, a second phone call to the TRC after landing in Canada is **not** required since a report number will be provided at the time of the initial call. However, they must wait at a customs designated area until their stated ETA has passed.

12. The expanded customs services outlined above only apply when all persons aboard the aircraft are participants in the CANPASS – Private Aircraft program. Should a non-authorized person be aboard, the procedures outlined in paragraphs 3 to 8 will apply.

#### **CANPASS – Corporate Aircraft Program**

13. The CANPASS – Corporate Aircraft program provides expanded customs service to corporations, which own or lease aircraft to carry passengers as part of their business. The program is open to:

- (a) citizens or permanent residents of Canada;
- (b) citizens or resident aliens of the United States who meet the normal visitor requirements (i.e., good health, no criminal record, no record of customs or immigration infractions, and the ability to financially support themselves and their dependants while in Canada); and
- (c) citizens or resident aliens of the United States entering Canada to work or study who meet all Canadian immigration requirements, which may include possession of a valid written authorization from an immigration officer.

14. Corporations can apply to register their aircraft and any individuals who are employed by the corporation or who can demonstrate a work-based relationship with the corporation. A CANPASS – Corporate Aircraft authorization will be issued for each corporation and individual accepted into the program.

15. Corporate flights are processed in the same manner as outlined in paragraphs 3, 4, and 5 and have the same landing privileges as those outlined in paragraph 11. CANPASS – Corporate Aircraft authorization holders can transport up to four persons who do not have an authorization but are travelling on a corporate aircraft for a business-related need of the company. There must be at least one authorization holder among the passengers and those who are not authorized must be Canadian/United States citizens or permanent residents or resident aliens of the United States who meet the normal requirements for entry into Canada and would otherwise be eligible for CANPASS membership. If there are more than four non-authorized persons aboard, the CANPASS authorization cannot be used and the procedures outlined in paragraphs 3 to 8 will apply.

#### **Verification of Passages**

16. Any general aviation passage, including those entering Canada under the CANPASS – Private Aircraft or CANPASS – Corporate Aircraft programs, may be subject to verification by customs. Requests for verification may be generated by the TRCs or initiated by customs officers.

### Special Clearance Procedures

17. On occasion, private aircraft carry foreign heads of state, royalty, ministers, or foreign dignitaries who are entitled to courtesy clearance procedures. Courtesy clearances are authorized in advance of the flight by the Travellers Division at Canada Border Services Agency Headquarters and co-ordinated through the applicable airport. Where a person scheduled for courtesy clearance is arriving by private plane, the Travellers Division will provide the details of the arrival to the TRC liaison officer at Headquarters. The TRC liaison officer will then notify the TRCs so they will be aware that all arrangements for the courtesy clearance of the aircraft have already been made. Courtesy clearances are not handled by the TRCs, and in the

event the pilot calls the TRC, he or she should be advised that arrangements have already been made for the clearance of the aircraft.

### More Information

18. For more information or clarification on telephone reporting for general aviation passages, or for information on the CANPASS – Private Aircraft and CANPASS – Corporate Aircraft programs, call our Automated Customs Information Service (ACIS):

From Canada:	1-800-461-9999
From outside Canada:	(204) 983-3500 or (506) 636-5064

Long-distance charges will apply.

## APPENDIX

### AIRPORT OF ENTRY SITES

A current listing of AOE's is available on the CBSA Web site at:

[www.cbsa.gc.ca/travel/canpass/air/entry-e.html](http://www.cbsa.gc.ca/travel/canpass/air/entry-e.html)

### CANPASS ONLY LANDING SITES

A current listing of CANPASS only landing sites is available on the CBSA Web site at:

[www.cbsa.gc.ca/travel/canpass/air/permit-e.html](http://www.cbsa.gc.ca/travel/canpass/air/permit-e.html)

## REFERENCES

<p><b>ISSUING OFFICE –</b></p> <p>Travellers Division          Customs Operational Policy and Coordination          and Field Operations</p>	<p><b>HEADQUARTERS FILE –</b></p> <p>7820-25</p>
<p><b>LEGISLATIVE REFERENCES –</b></p> <p><i>Customs Act</i></p>	<p><b>OTHER REFERENCES –</b></p> <p>Customs Branch Cost Recovery Policy          D1-2-1</p>
<p><b>SUPERSEDED MEMORANDA “D” –</b></p> <p>D2-5-10, February 17, 2003</p>	

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

