



Government  
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# CANPASS - Corporate Aircraft

La version française de ce pamphlet est intitulée *CANPASS –  
Aéronefs d'entreprise*

## CANPASS – Corporate Aircraft

The CANPASS – Corporate Aircraft program is a result of the Canada-United States Accord on Our Shared Border. The accord sets out initiatives to promote trade, tourism, and travel between the two countries.

If your company operates an aircraft that is often flown into Canada directly from the United States, enhancements to the CANPASS program that have been specifically designed for users of corporate aircraft may interest you. The CANPASS – Corporate Aircraft program allows you to access more airports and provides expedited clearances.

This program is made possible due to a joint effort by the Canada Border Services Agency (CBSA) and Citizenship and Immigration Canada to streamline customs and immigration clearance for low-risk travellers.

### What are the benefits of the CANPASS – Corporate Aircraft program?

CANPASS – Corporate Aircraft program members can land at an airport of entry **whenever** that facility is open for business, regardless of the hours of business of the local customs office. In addition, members may choose to use one of the designated **CANPASS only** airports. A list of these airports is available on our Web site at [www.cbsa.gc.ca](http://www.cbsa.gc.ca).

As a CANPASS – Corporate Aircraft program member, you can transport up to **four non-paying passengers who are not registered members of the program but still enjoy all CANPASS program benefits. These travellers are eligible to receive a temporary authorization to accompany you on any single passage at a cost of CAN \$25 per entry to Canada.**

#### Notes

When using your CANPASS privileges, the aircraft cannot be carrying more than 15 people. This includes members of the crew, CANPASS members, and temporarily authorized travellers.

You **cannot** charge your passengers a fee for a passage when using your CANPASS privileges.

The four non-paying passengers **must be travelling to Canada on your corporate aircraft for a business-related need of your company.**

A maximum of four people with temporary authorizations are permitted per passage. This includes any temporary authorization issued to the pilot or members of the crew of your corporate aircraft.

Corporations wishing to participate in the CANPASS – Corporate Aircraft program **must** provide the CBSA with a valid VISA or MasterCard account number and permission to bill appropriate charges to that account. This requires completing a billing authorization form, Form E679, *CANPASS – Corporate Aircraft*, and including it with the application. You can obtain Form E679 on our Web site at **www.cbsa.gc.ca**. This mandatory arrangement allows convenient automatic billing of all processing fees and any charges relating to non-registered individuals who may travel to Canada in the corporate aircraft, as described above.

## Who qualifies for CANPASS membership?

Employees of your corporation may qualify for the program and receive a CANPASS membership if they are citizens or permanent residents of Canada, or citizens or resident aliens of the United States. Individuals can request temporary authorization if they can demonstrate a work-based relationship with your corporation and are able to meet the same citizenship and residency criteria as program members.

However, an individual will **not** qualify for CANPASS membership or receive temporary authorization if that individual:

- cannot demonstrate a work-based relationship with your corporation;
- provides false or incomplete information on the application form;

- has been convicted of a criminal offence in any country for which a pardon has not been granted;
- has been found in violation of customs or immigration legislation; or
- is inadmissible to Canada under the *Immigration and Refugee Protection Act*.

## How to apply for CANPASS membership

If your employees choose to complete Form E672, *CANPASS Application Form*, we will use the information provided to determine their eligibility. Each applicant from your corporation must complete and sign an application form. Once an employee is accepted into the program, membership is valid for **five years**. Send all applications, with the **non-refundable processing fee of CAN \$40 for each applicant 18 years or older**, to one of the following offices:

### Western Canada

Customs Processing Centre  
28-176th Street  
Surrey BC V3S 9R9

Telephone: (604) 535-9346

### Ontario

Customs Processing Centre  
P.O. Box 126  
Niagara Falls ON L2E 6T1

Telephone: (905) 371-1477 or 1-800-842-7647 (toll free)

### Quebec and Atlantic Canada

Customs Processing Centre  
400 Place d'Youville  
Montréal QC H2Y 2C2

Telephone: (514) 350-6137

- You can pay the processing fee of CAN \$40 for each applicant 18 years or older using VISA or MasterCard. You can also attach a cheque or money order in Canadian funds payable to the Receiver General for Canada.
- **Processing fees are non-refundable.**
- Do **not** send cash.

- Canadian and U.S. citizens have to provide proof of citizenship (e.g., a photocopy of a birth certificate, citizenship certificate, or passport).
- Canadian permanent residents or U.S. resident aliens have to provide proof of legal residence in either country (e.g., a photocopy of a record of landing in Canada, a valid Canadian permanent resident card, or a valid U.S. permanent resident card).

**Note**

Send **photocopies only**; we will not return the copies you send. Do not send original documents with the application. Original identification documents must accompany the passengers on all passages into Canada.

- If employees need additional documents such as student or employment authorizations, contact the nearest Canadian immigration centre before applying for the CANPASS – Corporate Aircraft program.

**Note**

We will not process applications before we have all the necessary documents.

- You will receive a CANPASS – Corporate Aircraft authorization for each applicant we accept into the program.

## Completing the application

Each employee from your corporation who wants to participate in the CANPASS – Corporate Aircraft program has to fill out and sign an application form. Parents or legal guardians have to complete the application on behalf of employees under the age of 18. The processing fee is waived for applicants under the age of 18.

This section provides additional details about certain parts of the application form.

**Preferred language** – Indicate English or French. We will correspond with you in the official language of your choice.

**Membership number** – Indicate your corporation’s membership number if the corporation is already a member of the CANPASS program.

**Indicate the program in which you want to participate** – A separate application form is required for each applicant and each program.

### **Section A – Personal information**

**Other names used** – If you have ever changed your name (including by marriage), provide the previous name(s) you used.

**Citizenship and Residence** – Indicate whether you are a citizen of Canada, the United States, or another country. Check the box that corresponds to your country of residence.

**Proof of citizenship/residency/immigration status** – Check the box that corresponds to the type of document you have been issued that proves your citizenship, residency, or immigration status. Give the document number and expiry date if applicable. Attach photocopies.

### **Section B – Address history for the last five years**

Give the details of your address history for the past five years. Use the space provided, starting with your current address. Attach a separate sheet if necessary.

### **Section C – Employment history for the last five years**

Give the details of your employment history for the past five years. Use the space provided, starting with your current employer. Attach a separate sheet if necessary.

### **Section D – Purpose of your travel**

Indicate why you travel to Canada.

### **Section E – Additional information**

Indicate whether you have been convicted of a criminal offence. Also include any immigration and customs violations you may have had.

### **Section F – Customs programs**

Complete boxes 59 to 71. Include the tail number/aircraft registration mark.

## Section G – Fee payment

The fee of CAN \$40 for each applicant 18 years or older will be charged to the corporate credit card on record. The payment could also be made by a cheque or money order payable to the Receiver General of Canada.

## Section H – Non-custodial parent or legal guardian

To meet Canadian requirements, non-custodial parents or guardians applying for an employee under the age of 18 for whom they do not have legal custody must attach a copy of the legal documents showing custody rights, or a notarized copy of the parent or legal guardian's written consent for the enrolment of that employee in the CANPASS – Corporate Aircraft program.

## Section I – Certification

Read the privacy statements and the certification statement on the application form carefully. Then, sign and date this section. For an employee under the age of 18, the legal guardian or parent must sign this certification.

## How do CANPASS members present themselves and report goods?

**The pilot is the person in charge of the aircraft and CANPASS members must present themselves and report goods through the pilot. Pilots are responsible for presenting themselves, their crew, and passengers by:**

- calling **1-888-CANPASS (226-7277)** at **least 2 hours before but not more than 48 hours** prior to arrival in Canada;
- giving the estimated time of arrival (ETA);
- calling 1-888-CANPASS again to report any change in the ETA, point of arrival, or other information;
- giving the aircraft tail number/aircraft registration mark;
- giving the full name, date of birth, and citizenship for all persons on board the aircraft;



- giving the destination, purpose of trip, and length of stay in Canada for each passenger who is a non-resident of Canada;
- giving the length of absence for each passenger who is a returning resident of Canada;
- giving the passport and visa information of passengers (including members of the crew), if applicable;
- making sure all passengers have photo identification and proof of citizenship documents;
- declaring **all** goods being imported, **including firearms and weapons**;
- reporting **all** currency and monetary instruments of a value equal to or greater than CAN \$10,000;
- for returning residents of Canada, declaring all repairs or modifications made to goods (including the aircraft) while outside of Canada; and
- giving true and complete information.

As proof of presentation, the customs officer will give the pilot a report number for the records. The pilot has to give this number to a customs or immigration officer upon request.

If a customs officer **is not there** to meet the aircraft when it arrives at the reported ETA or actual time of arrival (whichever is later), the pilot may then proceed to the final destination.

### **Notes**

Calling 1-888-CANPASS arranges customs clearance only. It does not replace the requirements to file a flight plan with NAVCAN.

**If transporting persons into Canada who are not CANPASS members or are not temporarily authorized travellers**, the aircraft must arrive during regular customs office hours at a designated airport of entry. See the publication called *Coming to Canada by Small Aircraft or Recreational Boat* on our Web site at **[www.cbsa.gc.ca](http://www.cbsa.gc.ca)**.

When making a declaration at the telephone reporting centre (TRC), the pilot must identify all persons who are applying for a temporary authorization.

If the 1-888-CANPASS service is not available, the pilot should call one of the following TRCs. Long distance charges will apply.

- Lansdowne (613) 659-4605 if the airport of arrival is in Northern or Eastern Ontario
- Hamilton (905) 679-2073 if the airport of arrival is in Central Ontario, Quebec or Atlantic Provinces
- Windsor (519) 967-4343 if the airport of arrival is in Southern Ontario
- Victoria (250) 363-0222 if the airport of arrival is in Central or Western Canada

## What are your responsibilities?

As a CANPASS - Corporate Aircraft program member, whether you are the person in charge of the aircraft, a member of the crew, or a passenger, you must:

- show your CANPASS authorization, personal identification (original documents), and any required immigration documents to a customs or immigration officer upon request;
- **not** transfer your CANPASS privileges, identification, or documents; and
- follow all the rules and requirements listed in this brochure and in the *CANPASS - Corporate Aircraft Participant's Guide*, and all the terms and conditions set out on your CANPASS authorization.

### Notes

All persons on board the aircraft must hold a CANPASS authorization.

Although it is the responsibility of the person in charge of the aircraft to report on behalf of all authorized persons on board the aircraft, each individual remains responsible for complying with customs and immigration legislation.

## What are the import restrictions?

All travellers can import goods for their personal use. United States residents must return all goods to the United States unless the goods were consumed while in Canada.

However, even if you are a CANPASS member:

- You cannot import any promotional materials, including samples, commercial goods, or equipment, using your CANPASS – Corporate Aircraft privileges. To import these goods, you have to follow non-CANPASS general aviation flight procedures and arrive during regular customs office hours at an airport designated as an airport of entry for customs purposes. For more information, see the publication called *Coming to Canada by Small Aircraft or Recreational Boat*.
- You cannot import controlled, restricted, or prohibited animals, plants, or goods as described in the CBSA publication for Canadian residents called *I Declare*, or in *Customs Information for Visitors to Canada and Seasonal Residents*, for United States residents. These publications are available on our Web site at **[www.cbsa.gc.ca](http://www.cbsa.gc.ca)**.
- You cannot import prohibited goods into Canada. These include prohibited firearms and prohibited weapons such as Mace, pepper spray, and stun guns. For information about prohibited goods, see the publications called *I Declare*, and *Customs Information for Visitors to Canada and Seasonal Residents*. If you plan to import firearms or weapons, for hunting or for a competition for example, read and follow the procedures in the CBSA publication called *Importing a Firearm or Weapon Into Canada*.
- There are restrictions on importing alcohol and tobacco products into Canada. For more information, see the publications called *I Declare*, or *Customs Information for Visitors to Canada and Seasonal Residents*.
- Controlled, restricted, or prohibited goods will be seized by the CBSA and you may be subject to criminal prosecution.

## Are there penalties?

Even if we determine that you are a low-risk traveller and we grant you CANPASS – Corporate Aircraft membership, you continue to be subject to random examinations to ensure that you comply with the terms and conditions of the CANPASS program as well as any other legislation administered or enforced by the CBSA.

We can revoke or suspend your membership if you fail to comply with the requirements and procedures of the CANPASS – Corporate Aircraft program. This includes non-compliance with customs and immigration legislation or any other laws the CBSA administers.

Depending on the severity of the violation, the CBSA can impose penalties, and seize any goods and any aircraft used to carry the goods. As well, you may be subject to criminal prosecution.

## Need more information?

Visit our Web site at [www.cbsa.gc.ca](http://www.cbsa.gc.ca) or call the Automated Customs Information Service (ACIS) at 1-800-461-9999.

### **Note**

If you are calling from outside Canada, you can access ACIS by calling (204) 983-3500 or (506) 636-5064. Long distance charges will apply.

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