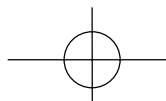
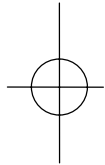
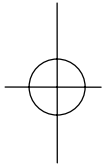
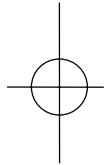
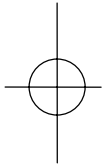
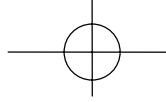
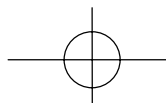


Commercial Driver Registration Program – Participant’s Guide





La version française de cette publication est intitulée
*Programme d'inscription des chauffeurs du secteur commercial –
Guide du participant.*



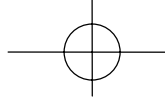
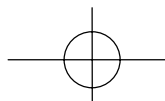
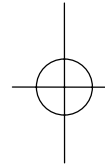
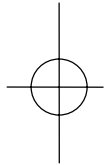
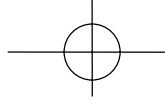


Table of contents

	Page
Introduction	4
How does the CDRP work?	4
Identification	4
Importing goods	5
Change of information or loss of CDRP identification card and related documents	5
Entering Canada	6
Declaring goods	6
Canadian residents.....	6
United States residents	9
Penalties	9
Need more information?	10
Appendix A – CDRP designated offices	11
Appendix B – Client services offices	12





Introduction

As a member of the Commercial Driver Registration Program (CDRP), you have access to a simpler customs and immigration clearance when you enter Canada.

How does the CDRP work?

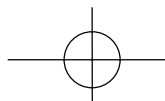
As an approved driver, you agree to comply with: the *Customs Act* and regulations; the *Immigration Act* and regulations; all other laws or regulations administered by Citizenship and Immigration Canada and the Canada Customs and Revenue Agency (CCRA); as well as the terms, conditions, and procedures of the CDRP.

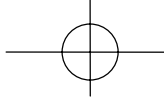
Remember, as a U.S. resident driver, you cannot work in Canada without proper authorization from Citizenship and Immigration Canada. If you do so, you may be arrested and removed from Canada for violations of the *Immigration Act*.

Identification

As a participant you have to:

- carry and present your CDRP photo ID card to customs at the Canadian border;
- carry proof of citizenship, and any necessary authorization papers from Citizenship and Immigration Canada, and the United States Immigration and Naturalization Service;
- report everyone travelling with you, whether they are CDRP co-drivers or non-registered passengers;
- allow no one to use your CDRP documents and privileges; and





- accurately report your personal goods when you use the Traveller Declaration Card (TDC).

If you misuse your identification card or declaration booklet, you will be suspended or removed from the CDRP program.

Importing goods

When importing goods, you have to:

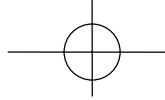
- declare all commercial and personal goods you and your passengers import into Canada;
- make sure no one in your vehicle imports controlled, restricted, or prohibited animals, plants, or goods (see the publication called *I Declare* or *Customs Information for Visitors to Canada and Seasonal Residents*); and
- make sure no one in your vehicle imports any type of weapon or firearm, whether non-restricted, restricted, or prohibited (see the publication called *Importing a Firearm or Weapon Into Canada*).

You can get copies of *I Declare*, *Customs Information for Visitors to Canada and Seasonal Residents*, and *Importing a Firearm or Weapon Into Canada* from any of our customs offices, or from our Web site at www.ccra.gc.ca.

Change of information or loss of CDRP identification card and related documents

You have to notify us immediately if:

- you lose your CDRP identification, or someone steals it;
- your personal information changes (including citizenship, address, telephone number, driver's licence, or credit card);



- personal circumstances change that may affect your CDRP membership, (e.g., a conviction under the *Criminal Code*); or
- you are a U.S. participant and your purpose for coming to Canada changes (i.e., you will no longer be a commercial driver).

Entering Canada

When you enter Canada, you have to present to the customs officer your CDRP photo ID card, as well as any prescribed bar-coded documents relating to your commercial shipment (e.g., the Customs Self-assessment (CSA) Program-approved importer's business number and the (CSA)-approved carrier's code). The customs officer will enter this information into our automated support system to verify all participants.

The customs officer will allow you to continue into Canada or refer you for further inspection or verification of your commercial documents. You may be subject to a full inspection any time you enter Canada.

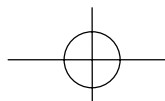
Declaring goods

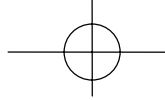
Canadian residents

As a Canadian resident with goods to declare, you have two options. You can use a Traveller Declaration Card (TDC), or declare your goods directly to a customs officer.

When you enter Canada, you have to stop and present your TDC, your CDRP photo ID, and all necessary commercial documents to the officer. Wait for the customs officer to advise you to continue into Canada or to proceed into the designated parking area for further inspection.

For more information on your entitlements as a returning resident, get a copy of the publication called *I Declare*.





Traveller Declaration Cards (Canadian residents only)

If you want to use a TDC, we will give you a book containing 25 cards. When you use this system, we charge any duties and taxes you owe to your credit card. We base the amount you owe on the value of your goods (including any state taxes) in Canadian funds. Declare all personal goods you are importing on your TDC before you enter Canada and present your card(s) to the customs officer when you arrive.

NEW Traveller Declaration Card

Indicate where the goods were made. If they were made in a country other than the U.S. or Canada, shade the "Other" circle.

Shade one of the circles to indicate whether the goods you are declaring are valued in U.S. or Cdn. dollars.

Shade the appropriate exemption circle ONLY if you qualify for one of these exemptions. If you do not qualify for an exemption, leave this area blank.

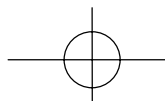
1 Select the categories for your goods by using your CDRP Tariff Guide.

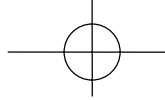
2 Indicate the actual DOLLAR value and shade in the corresponding circle.

STEP (A)
Beer, wine, liquor, tobacco, and cigarettes:
Indicate the DOLLAR VALUE and shade the corresponding circle.

STEP (B)
1 Beer, wine, and liquor:
Indicate the VOLUME of these goods by shading the corresponding circle.
2 Tobacco and cigarettes:
Indicate the QUANTITY of these goods by shading the corresponding circle.

The TDC lists goods by category. Mark the value of your goods in the appropriate category. Be careful not to crease or damage the card when you code your information. The tariff guide, included with our TDC booklet, describes each of the card's 12 categories. Use this guide to help you decide which category to use to declare your goods. The categories have approximate duty rates that may be different from the rate under the regular tariff system. If you want a specific duty rate, declare your goods to the customs officer when you enter Canada.





You **cannot** use your TDC to import jewellery, cigars, cigarillos, tobacco sticks, or watches. If you have these kinds of items or if all of your goods are worth more than the maximum value for the TDC (see table below), you have to declare all of your goods to a customs officer.

Length of stay outside Canada	Personal exemption (CAN\$)	Additional value on TDC (CAN\$)	Maximum value for using a TDC (CAN\$)
7 days or more	\$750	\$800	\$1550
48 hours	\$200	\$800	\$1000
24 hours*	\$ 50	\$500	\$ 500
Same day/less than 24 hours	\$ 0	\$500	\$ 500

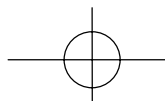
* If you bring in goods worth more than a total of CAN\$50, you cannot claim this exemption. You have to pay duties and taxes on the full value.

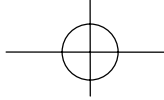
When you have used 20 cards, pick up a new book at any of the offices listed in Appendix A, or order a book from the CDRP processing centre.

Refunds

You may be able to claim a refund if there is a mistake in completing or processing your TDC. **Mark your personal exemption clearly.** We will not issue refunds if you have forgotten to claim your personal exemption.

For refunds on goods you have declared on the TDC, contact the CDRP Processing Centre for instructions. We will review your documents and mail you any refund you are entitled to. We do not approve claims for a tariff rate lower than the listed rates, or issue refunds for less than CAN\$2.





United States residents

As a U.S. resident, you have to declare all goods, including personal durable goods, when you arrive in Canada. You **cannot** use the Traveller Declaration Card system.

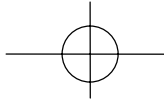
Canada has special requirements and restrictions on goods like firearms, animals and their products, and plants and their products. For more information on your entitlements as a visitor to Canada, get a copy of the publication called *Customs Information for Visitors to Canada and Seasonal Residents*.

Penalties

You have to comply with the CDRP terms, conditions, and procedures stated in this guide. If you fail to comply, we can assess monetary penalties against the carrier and/or revoke your CDRP membership.

If you commit an offence under the *Customs Act* or the *Immigration Act*, we can seize any undeclared goods and the vehicle used to transport them, issue penalties, and initiate criminal prosecution.

If you have questions about suspension from the CDRP, call the CDRP security officer at (905) 354-5099.



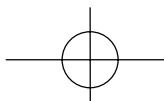
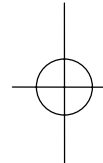
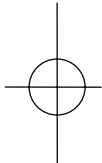
Need more information?

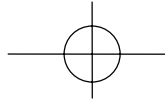
If you have questions about the CDRP application, contact the CDRP processing centre during regular business hours.

CDRP Processing Centre
P.O. Box 126
4551 Zimmerman Avenue
Niagara Falls ON L2E 6T1

Telephone: (905) 371-1477, or 1-800-842-7647 toll free
Facsimile: (905) 354-2332

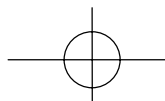
If you have questions about the Customs Self-Assessment (CSA) Program and the Commercial Driver Registration Program (CDRP), contact us at one of the client services offices listed in appendix B, or visit our Web site at www.ccra.gc.ca.

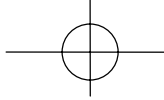




Appendix A – CDRP designated offices

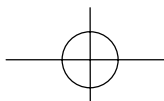
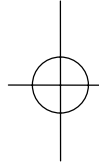
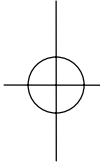
Atlantic Region		
Commercial Longroom 66 St-Francis Street Edmundston, N.B.	Commercial Operations, 2nd floor 204 Milltown Blvd. St. Stephen, N.B.	Commercial Warehouse 1403, route 95 Belleville, N.B.
Quebec Region		
999, route 173 Saint-Théophile, Que.	Route 15 St-Bernard-de-Lacolle, Que.	2, route 55 Stanstead, Que.
10, route 133 St-Armand, Que.	1000, 147 ^e Rue Stanhope, Que.	130 Dalhousie Street First floor Québec, Que.
Northern Ontario Region		
2nd floor, 301 Scott Street Fort Frances, Ont.	Rural Road 7, Highway 61 Pigeon River, Ont.	Main floor, 125 Huron Street Sault Ste. Marie, Ont.
Cornwall Island Cornwall, Ont.	Thousand Island Bridge Main floor, Canada Customs Plaza Lansdowne, Ont.	Bridge Plaza Prescott, Ont.
Southern Ontario Region		
Peace Bridge Commercial Centre 10 Queen Street Fort Erie, Ont.	Niagara Falls Queenston Bridge 80 River Road (at Highway 405) Niagara Falls, Ont.	Sarnia/Bluewater Bridge Building E, Highway 402 Sarnia, Ont.
Windsor/Detroit-Canada Tunnel Commercial Warehouse 310 Hanna Street Windsor, Ont.	Ambassador Bridge 4285 Industrial Drive Windsor, Ont.	
Prairie Region		
Highway 75 Emerson, Man.	Highway 39 North Portal, Sask.	Highway 4 Coutts, Alta.
Pacific Region		
Pacific Highway Commercial Operations 28-176th Street Surrey, B.C.	10 Highway 13 Aldergrove, B.C.	Highway 95 Kingsgate, B.C.
Rural Road 1 Osyoos, B.C.	10 Highway 22 Patterson, B.C.	110-300 Main Street Whitehorse, Y.T.

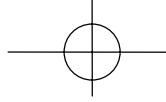




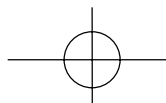
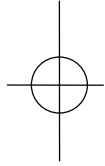
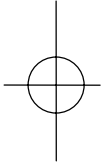
Appendix B – Client services offices

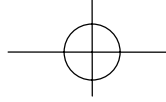
Province, territory, or state of residence	Client services office
<p>Canada British Columbia Yukon Territory</p> <p>United States Alaska Nevada Washington California Idaho Hawaii Oregon</p>	<p>Pacific Telephone: (604) 666-6753</p>
<p>Canada Alberta Northwest Territories Manitoba Saskatchewan</p> <p>United States Arizona Nebraska Texas Colorado New Mexico Utah Kansas North Dakota Wyoming Minnesota Oklahoma Montana South Dakota</p>	<p>Calgary, Alberta Telephone: (403) 292-4326</p> <p>Winnipeg Manitoba Telephone: (204) 984-6986</p>
<p>Canada Northern Ontario Nunavut</p> <p>United States Maryland South Carolina Washington, D.C. New Jersey Virginia North Carolina West Virginia</p>	<p>Northern Ontario Telephone: (613) 991-0537</p>
<p>Canada Southern Ontario</p> <p>United States Alabama Indiana Missouri Arkansas Iowa Ohio Delaware Kentucky Pennsylvania Florida Louisiana Tennessee Georgia Michigan Wisconsin Illinois Mississippi</p>	<p>Southern Ontario Telephone: (416) 954-0770</p>
<p>Canada Quebec</p> <p>United States Connecticut New York Massachusetts Vermont</p>	<p>Montréal Telephone: (514) 496-8085</p>
<p>Canada New Brunswick Nova Scotia Newfoundland Prince Edward Island</p> <p>United States New Hampshire Rhode Island Maine</p>	<p>Atlantic Telephone: (902) 426-6511</p>



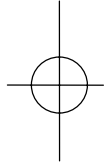
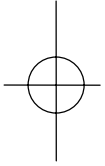


Notes





Notes



Think recycling!



Printed in Canada

