



Canada Border
Services Agency

Agence des services
frontaliers du Canada

Guide for Transporters



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Canada 

This is not a legal document. Where discrepancies exist between this guide and the *Immigration and Refugee Protection Act* and the *Immigration and Refugee Protection Regulations*, the Act and Regulations prevail.

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Table of Contents

- Introduction** 3

- 1. Obligations and Liabilities of Transporters** 3
 - 1.1 Refuse to carry improperly documented persons to Canada..... 3
 - 1.2 Obligation to hold documents 4
 - 1.3 Present and hold persons for immigration examination..... 4
 - 1.4 Obligation to provide facilities 5
 - 1.5 Requirement to carry inadmissible persons from Canada..... 5
 - 1.6 Provide information upon request..... 6
 - 1.7 Advance Passenger Information (API) and Passenger Name Record (PNR) 6
 - 1.8 Requirement to deposit security 7
 - 1.9 Administration fees 8
 - 1.10 Removal obligations 9
 - 1.11 Medical costs 10

- 2. Immigration Control - Document Requirements** 11
 - 2.1 Canadian citizens, permanent residents and registered Indians 11
 - 2.2 New immigrants and protected persons (refugees)..... 12
 - 2.3 Temporary residents (visitors) 12
 - 2.4 Documents required by citizens and permanent residents
of the United States, St. Pierre and Miquelon and Greenland..... 14
 - 2.5 Document exemptions for crew members..... 15
 - 2.6 Adults travelling with children 16

- 3. Examining Documents** 17
 - 3.1 Seven steps to examining a passport..... 17
 - 3.2 Visa examination 18
 - 3.3 Identifying impostors..... 18

- 4. Immigration Processes at the Port of Entry** 19
 - 4.1 Requirement to present passengers for examination..... 19
 - 4.2 Disembarkation checks - commercial air transporters 19
 - 4.3 Search and seizure 19

- 5. Crew Members** 21
 - 5.1 Notification requirements 21
 - 5.2 Financial liability for crew members 22

6. Marine Sector Requirements	23
6.1 Crew lists from foreign-registered vessels	23
6.2 Crew lists when a Canadian border services officer does not board.....	24
6.3 Crew members on ships of Canadian registry	24
6.4 Examination of passengers and crew	24
6.5 Stowaways	24
7. Support to Transporters	26
7.1 Advice on transportation issues	26
7.2 Advice available overseas	26
7.3 Training	26
7.4 Intelligence information and trend analysis.....	26
7.5 Reducing administration fees: Memoranda of Understanding.....	27
Appendices	
Appendix I - Visa Exemptions	28
Appendix II - Sample Documents and Stamps	29
Appendix III - Sample Documents and Forms.....	48
Appendix IV - Definitions.....	55
Appendix V - Migration Integrity Officers (MIOs) Located Abroad.....	56

Introduction

This guide is designed to ensure that transporters are fully aware of Canada's immigration requirements and the immigration control documents required of visitors and immigrants to Canada. It is also designed to ensure that transporters understand their obligations under Canada's *Immigration and Refugee Protection Act* and the operational, procedural and financial liabilities set out in the accompanying *Immigration and Refugee Protection Regulations*.¹

1. Obligations and Liabilities of Transporters

1.1 Refuse to carry improperly documented persons to Canada

Passengers carried by transporters must be properly documented for travel to Canada. Transporters are prohibited from carrying to Canada any person who does not hold the prescribed documents required for entry to Canada.² Failure to meet this requirement can result in an assessment of an administration fee,³ as well as prosecution in certain circumstances.

Prescribed documents include:

- passports and travel documents;
- visas required by foreign nationals to enter Canada;
- permanent resident cards;
- travel documents issued to permanent residents abroad to facilitate their return to Canada;
- single journey travel documents issued to refugees selected abroad for resettlement in Canada; and
- travel documents issued by Canada to persons on whom the Government of Canada has conferred protection as refugees or protected persons.

A transporter must require persons exempt from the legal requirement for a passport and visa, such as those claiming to be citizens of Canada or the United States, to present sufficient credible evidence of their identity and citizenship.

The responsibility to ensure that a passenger is properly documented applies from the time the transporter boards the person at the final embarkation point before arrival in Canada, until that person is presented for examination at a Canadian port of entry.

¹ Canada's *Immigration and Refugee Protection Act*, passed in 2001, is crafted as framework legislation. Under section 150 of the Act, the Government of Canada is granted the authority to make regulations that define the obligations of transporters, both private and commercial. These regulations are contained in the *Immigration and Refugee Protection Regulations*, 2002.

² Section 148(1)(a) of the *Immigration and Refugee Protection Act*.

³ Section 279(1) of the *Immigration and Refugee Protection Regulations*.

1.2 Obligation to hold documents

To ensure that a person is properly documented when presented to an officer for examination at a port of entry, the *Immigration and Refugee Protection Act* authorizes transporters to hold a passenger's travel documents.⁴ Where a transporter has reasonable grounds to believe that the prescribed documents of a person it carries to Canada may not be available for examination at a port of entry, the transporter must hold the documents until examination and give the person a receipt for the documents.⁵ For more information see Appendix III, item 4. Transporters may use this form or one of their choosing; the type of receipt used is at the transporter's discretion.

This authority to hold passenger documents is to be exercised when, despite the apparent genuineness of the travel documents, the transporter believes that the passenger may arrive in Canada without documents.

A transporter who holds passenger documents must give the documents and a copy of the receipt to a Canadian border services officer when presenting the person for examination.

If there is doubt about the genuineness of a document or about whether or not the passenger is the rightful holder, boarding should be refused and the person concerned referred to local control authorities.

1.3 Present and hold persons for immigration examination

Transporters are required to present all persons they carry to Canada for examination and to hold them until the examination is completed.⁶ The transporter has complied with the obligation to hold a person for examination when:

- a Canadian border services officer informs the transporter that the examination of the person is completed;
- the person is authorized to enter Canada for further examination or an admissibility hearing;
- the person is detained under any Canadian law.⁷

A Canadian border services officer may request a representative of the transporter to sign Form IMM1445, *Confirmation by Transporter Regarding Passenger(s) Carried* (see Appendix III, item 5).

Persons must be held on the vehicles on which they arrive unless facilities for the examination and holding of persons are available at the port of entry. At international airports, transporters normally hold their passengers inside the terminal building, provided their passengers are not in transit. Persons arriving on cargo ships, however, must always be held aboard until examinations are completed.

Transporters must immediately notify a Canadian border services officer if a passenger eludes or attempts to elude examination.⁸

⁴ Section 148(1)(b) of the *Immigration and Refugee Protection Act*.

⁵ Section 260(1) of the *Immigration and Refugee Protection Regulations*.

⁶ Section 148(1)(b) of the *Immigration and Refugee Protection Act*.

⁷ Section 261(1) of the *Immigration and Refugee Protection Regulations*.

⁸ Section 261(2) of the *Immigration and Refugee Protection Regulations*.

1.4 Obligation to provide facilities

Transporters are required to provide, equip and maintain facilities at ports of entry for the holding and examination of persons being carried to Canada.⁹ This requirement applies to commercial transporters and transporters who operate an airport, international bridge or tunnel.¹⁰

The CBSA may also:

- require a transporter to make improvements to the facility and post signs appropriate for its operation or safe use;
- continue to use the facility for as long as required; and
- require a transporter to undertake construction or repairs to render the facility adequate for its purpose and, if the transporter refuses, to contract the work and recover the costs from the transporter.

1.5 Requirement to carry inadmissible persons from Canada

Transporters may be required to carry from Canada any inadmissible persons they bring to Canada. This requirement applies to foreign nationals who:

- are directed to leave pursuant to regulation 40(1);
- are directed back to the United States pursuant to regulation 41;
- are allowed to withdraw their application to enter Canada pursuant to regulation 42; or
- are subject to an enforceable removal order.¹¹

Transporters must transport foreign nationals subject to enforceable removal orders from wherever they are situated in Canada to the vehicle in which they will be carried from Canada.¹²

Once a transporter is notified that a removal order is enforceable, and if the transporter fails to provide transportation within 48 hours after advising an officer of its intention to do so, or fails to make arrangements which are acceptable, an officer will arrange for the person to be conveyed from Canada at the transporter's expense.

A transporter is not required to carry from Canada any foreign national who was authorized to enter Canada as a permanent or temporary resident or who held a visa.¹³ However, crew members are an exception. A transporter is always required to carry from Canada a foreign national carried to Canada as, or to become, a member of a crew, regardless of whether entry was authorized.

⁹ Section 148(1)(e) of the *Immigration and Refugee Protection Act*.

¹⁰ Section 271 of the *Immigration and Refugee Protection Regulations*.

¹¹ Section 273(1) of the *Immigration and Refugee Protection Regulations*.

¹² Section 273(2) of the *Immigration and Refugee Protection Regulations*.

¹³ Section 277 of the *Immigration and Refugee Protection Regulations*.

1.6 Provide information upon request

On request of a Canadian border services officer, transporters are required to provide the following documents without delay, provided the request is made within 72 hours after the presentation for examination of the person in Canada:

- a copy of the passenger's ticket;
- information related to the passenger's travel itinerary, including the place of embarkation and dates of travel; and
- information about the passport number and type, or the travel or identity document used by the passenger.¹⁴

1.7 Advance Passenger Information (API) and Passenger Name Record (PNR)

The *Customs Act*, the *Passenger Information (Customs) Regulations*, the *Immigration and Refugee Protection Act* and the *Immigration and Refugee Protection Regulations* require commercial transporters to provide API on all passengers and crew destined to Canada. As well, transporters must provide access to their PNR information after they undertake to carry a passenger to Canada.

A commercial transporter must provide all API elements for each person on board.¹⁵ The API data elements must be transmitted to the CBSA in an approved format using an authorized method of transmission. A commercial transporter must also electronically provide PNR information held within its reservation system on all passengers to be carried to Canada.¹⁶

A transporter captures API information at the time of check-in. The six required API data elements for each person on board a commercial conveyance travelling to Canada are:

- surname, first name and any middle names;
- date of birth;
- gender;
- citizenship or nationality;
- the type of travel document, the name of the country in which the travel document was issued and the number on the travel document; and
- the reservation record locator number if any, and in the case of the person in charge of the commercial conveyance and any other crew member without a reservation record locator number, notification of his or her status as a crew member.

PNR information that is available in a transporter's reservation system may be quite extensive, and each transporter will capture different data elements within its system. This information is related to a traveller's reservation and itinerary. It is contained in the reservation system and is created at the time of booking. API/PNR must be sent at the time of the conveyance's departure

¹⁴ Section 364 of the *Immigration and Refugee Protection Regulations*.

¹⁵ Section 269(1) of the *Immigration and Refugee Protection Regulations*.

¹⁶ Section 269(2) of the *Immigration and Refugee Protection Regulations*.

for Canada. API/PNR data is used to identify passengers for further examination on arrival in Canada, and to conduct ongoing analysis of data for identification of potential threats to the safety and security of Canadians.

Implementation of the API/PNR program is initially focused on the air transportation mode. Implementation of the program in other modes is not being considered at this time.

To assist the transportation industry with the API/PNR program, the CBSA has established a team of client account managers who are responsible for responding to inquiries and providing information. An account manager may be contacted by e-mail at api-pnr@cbsa-asfc.gc.ca or by telephone at 1-866-4API-PNR (1-866-427-4767) toll-free in North America only.

1.8 Requirement to deposit security

Transporters are obliged to deposit security if directed to do so.¹⁷ Security must be in the form of a cash deposit in Canadian currency. Alternative forms of security will not normally be considered. Exceptions may occasionally be made however, if the CBSA has entered into a Memorandum of Understanding (MOU) with the transporter and if the agreement provides for another form of security and stipulates what type of security would be acceptable.

There are two forms of security.

- **General** security is required of all commercial transporters with regular passenger service to Canada. Where the deposit is in cash, interest is paid on general security. The amount of security is determined on the basis of estimates of potential liabilities and on the transporter's payment and credit record.
- **Case-specific** security is required on a case-by-case basis. No interest is paid on case-specific security. The amount of case-specific security in respect of a crew member, stowaway or any inadmissible person may vary but will normally be a minimum of CAN\$25,000 per person.

Transporters will be requested in writing to provide security. When security is received, a departmental official will complete and provide the original official receipt to the transporter (see Appendix III, item 6).

When a commercial transporter fails to comply with a direction to post security, the following action may be taken to enforce the direction:

- detention of a vehicle or other prescribed good(s) until the transporter complies with the direction or until security is received from a third party;¹⁸ and
- seizure and sale of a vehicle or other prescribed good(s) if the amount remains unpaid beyond a reasonable period of time.¹⁹

Should enforcement action be required, Form IMM5266, *Notice of Detention or Seizure of Vehicle or Prescribed Good* will be issued to the transporter (see Appendix III, item 7).

Where no security has been deposited, detention or seizure of a vehicle or other prescribed good can also be used to collect unpaid liabilities. The transporter is liable to pay all costs associated with the detention or seizure of one of its vehicles.²⁰

¹⁷ Section 283 of the *Immigration and Refugee Protection Regulations*.

¹⁸ Section 285 of the *Immigration and Refugee Protection Regulations*.

¹⁹ Section 287(1) of the *Immigration and Refugee Protection Regulations*.

²⁰ Section 287(2) of the *Immigration and Refugee Protection Regulations*.

1.9 Administration fees

Transporters are required to pay administration fees to partially defray the cost of processing certain categories of inadmissible foreign nationals conveyed to Canada. The fees apply when a transporter carries a foreign national:

- who is inadmissible for failing to be in possession of the documents required for entry;
- whom the transporter was directed not to carry to Canada;
- who is exempt from the requirement to hold a passport or travel document but who does not have sufficient evidence of his/her identity;
- who failed to appear for an examination on arrival in Canada; or
- who entered as, or to become, a member of a crew and who is inadmissible. ²¹

Administration fees are waived in respect of any foreign national:

- who is authorized to enter and remain in Canada on a temporary basis, other than a foreign national who entered as, or to become, a member of a crew;
- who is allowed to withdraw an application to enter Canada and who leaves Canada immediately;
- who is subject to a removal order issued on arrival at a port of entry and who leaves Canada immediately; or
- who returns to Canada because another country refused to allow this person entry after he/she was removed from, or otherwise left Canada under a removal order. ²²

The fee amounts are set out in section 280 of the *Immigration and Refugee Protection Regulations*. The full fee amount is CAN\$3,200. Fee reductions apply if the commercial transporter has signed an MOU with the CBSA and demonstrates that it complies with the terms and conditions contained therein.

If a transporter has carried an improperly documented person, the transporter will be notified that it is in violation of the *Immigration and Refugee Protection Act*. An electronically generated facsimile message will be sent to the liable air transporter informing them of this and providing as much detail as possible (see Appendix III, item 1).

The violation code table (see Appendix III, item 2) describes the transportation violation code in line 179 of the facsimile message.

Each time an administration fee is assessed against a commercial transporter, the company will receive a Notice of Assessment (see Appendix III, item 3). Notices of assessment may be served by registered mail, by facsimile with acknowledgement of receipt or by electronic transmission. ²³

The transporter may contest the fee by making a written submission within 30 days, in which case the assessment will be reviewed. The submission must be received by the date shown on the Notice of Assessment.

²¹ Section 279(1) of the *Immigration and Refugee Protection Regulations*.

²² Section 279(2) of the *Immigration and Refugee Protection Regulations*.

²³ Section 281(1) of the *Immigration and Refugee Protection Regulations*.

Upon receipt of a written submission, any new information the transporter presents will be taken into account. It is strongly recommended that submissions from airlines be accompanied by original flight manifests. The CBSA's delegate will review each submission and confirm or cancel the assessment. The final decision is conveyed in writing to the transporter. If a submission is not received within 30 days, the assessment becomes final and the transporter is liable for the administration fee.²⁴

Note: Submissions are considered only in response to a Notice of Assessment. Transporters should not make submissions in response to receipt of the aforementioned electronic facsimile notification.

1.10 Removal Obligations

Removal costs

Transporters are required to pay the costs of removing any person they are required to carry or cause to be carried from Canada, unless the foreign national was in possession of a visa upon arrival or was authorized to enter Canada as a temporary resident. Transporters are liable for all costs related to the departure from Canada of a crew member, regardless of the circumstances.

Liability for removal and removal costs continues until individual cases are resolved, which may take several years in some circumstances.

Removal costs for which a transporter may be liable include:

- expenses incurred in or outside Canada for the foreign national's accommodation and transport;
- accommodation and travel expenses incurred by an escort;
- fees paid in obtaining passports, travel documents and visas for the foreign national and any escorts;
- the cost of meals, incidentals and other related expenses;
- regular and overtime wages paid to escorts and other personnel accompanying the foreign national; and
- costs or expenses for interpreters or medical or other personnel assisting with the removal.²⁵

Removal notice

Canadian border services officers will notify transporters of their liability to carry an inadmissible foreign national from Canada as soon as a removal order becomes enforceable. Form IMM1216B, *Notice of Requirement to Carry a Foreign National from Canada*, will normally be the means by which notification is served. After being notified, the transporter must immediately notify an officer of the transportation arrangements made and carry the foreign national from Canada within 48 hours thereafter. Should the transporter fail to do so, an officer may make the necessary travel arrangements at the transporter's expense.

Escorts

When a transportation company is notified that it must carry an inadmissible passenger from Canada, the CBSA will indicate whether the person must be escorted. If the person must be escorted, the transportation company should provide its own escorts.

²⁴ Section 278 of the *Immigration and Refugee Protection Regulations*.

²⁵ Section 278 of the *Immigration and Refugee Protection Regulations*.

1.11 Medical costs

When directed to do so by an officer, a transporter must arrange for the medical examination, treatment and observation of any foreign national it brought to Canada who is the subject of a report on inadmissibility under section 44(1) of the Act, or who entered Canada as, or to become, a member of a crew. ²⁶

A transporter is not liable for medical costs if the foreign national holds a temporary resident visa or an immigrant visa, provided that the transporter demonstrates that the foreign national's medical condition is not a result of its negligence. ²⁷

Medical service providers should bill the transporter directly when the transporter is liable for medical expenses. These costs should not be billed to the CBSA.

The transporter's liability continues for as long as:

- the foreign national requires medical treatment and has not been authorized to enter Canada as a temporary or permanent resident; or
- its crew member remains in Canada.

²⁶ Section 263(1) of the *Immigration and Refugee Protection Regulations*.

²⁷ Section 263(2) of the *Immigration and Refugee Protection Regulations*.

2. Immigration Control – Document Requirements

2.1 Canadian citizens, permanent residents and registered Indians

Canadian citizens, permanent residents of Canada and registered Indians enter Canada by right. To be accepted for travel, Canadian citizens, permanent residents and registered Indians must be able to produce satisfactory evidence of their identity and status.

Transporters should take care when boarding persons claiming to be Canadian citizens, permanent residents or registered Indians. If, upon examination, these persons turn out to be foreign nationals, the transporter may be assessed an administration fee.²⁸

Air carriers should refer Canadian citizens making international travel bookings to the “Traveller’s Checklist” on the Foreign Affairs and International Trade Canada Web site at www.voyage.gc.ca.

Canadian citizens

The following documents are proof of Canadian citizenship for the purpose of international travel:

- Canadian passport [see Appendix II, item 1. (a)]
- Canadian temporary passport [see Appendix II, item 1. (c)]
- Canadian emergency passport [see Appendix II, item 1. (d)]

Permanent residents of Canada

The following documents are considered proof of Canadian permanent resident status:

- **Permanent Resident Card** (see Appendix II, item 4). The Permanent Resident Card, accompanied by a valid foreign passport is proof of permanent resident status for international travel purposes. The card has an expiry date and is valid for either five years or one year.
- **Permanent resident travel document** (visa counterfoil) for permanent resident without a Permanent Resident Card (see Appendix II, item 4). Permanent residents outside Canada who do not have a Permanent Resident Card and who would be unable to otherwise return to Canada may obtain a permanent resident travel document from a Canadian mission abroad. This is a counterfoil in the same format as a visa and is affixed to the permanent resident’s passport or travel document.

Permanent residents may travel to Canada with the following documents:

- Canadian Refugee Travel Document (see Appendix II, item 2)
- Canadian Certificate of Identity (see Appendix II, item 3)

Where a permanent resident travels on either of these documents, the permanent resident must be in possession of a Permanent Resident Card. Alternatively, the document must be endorsed with a permanent resident travel document (same format as a visa), issued at a Canadian mission abroad.

Registered Indians

Persons claiming to have status as a registered Indian may present a *Certificate of Indian Status* (Indian card) issued by Indian and Northern Affairs Canada. This card is not a travel document.

²⁸ Section 279(1) of the *Immigration and Refugee Protection Regulations*.

2.2 New immigrants and protected persons (refugees)

Permanent resident visa requirements

Anyone travelling to Canada as a new immigrant or a refugee selected abroad, regardless of nationality, requires a permanent resident visa. There are no exceptions.

Permanent resident visa (see Appendix II, item 7)

Visa counterfoils are issued to new immigrants and protected persons to facilitate their initial journey to Canada. For persons who do not have passports, the visa will be applied to a travel document issued for the sole purpose of travelling to Canada. The International Committee of the Red Cross, the United Nations High Commission for Refugees or a Canadian visa office may issue these travel documents.

Passport and travel document requirements

A foreign national seeking to become a permanent resident of Canada requires a permanent resident visa and one of the following:

- a passport issued by the country of which that person is a citizen or national (other than diplomatic);
- a travel document issued by the country of which that person is a citizen or national;
- an identity or travel document that was issued by a country to non-national residents, refugees or stateless persons who are unable to obtain a passport or travel document from their, or who have no, country of citizenship or nationality;
- a passport or travel document issued by the Palestinian Authority;
- a travel document issued by the International Committee of the Red Cross in Geneva, Switzerland;
- a British National (Overseas) passport issued by the Government of the United Kingdom to persons born, naturalized or registered in Hong Kong; or
- a passport issued by the Government of Hong Kong Special Administrative Region of the People's Republic of China.²⁹

Non-refugee foreign nationals approved for immigration to Canada who are unable to obtain one of the above documents may travel to Canada with a single journey travel document to which their permanent resident visa is affixed [see Appendix II, Item 5. (a)].

A foreign national on whom refugee protection is conferred abroad by Canadian authorities who is unable to obtain one of the above documents may travel specifically to Canada with a single journey document for resettlement to Canada [see Appendix II, Item 5. (b)]

2.3 Temporary residents (visitors)

Passport and travel document requirements

Foreign nationals must be in possession of a passport or travel document. These documents **are not** required by:

- U.S. citizens and U.S. permanent residents who travel directly to Canada from the United States or from St. Pierre and Miquelon (for further information concerning acceptable forms of identification, see Section 2.4);
- residents of Greenland who travel directly to Canada from Greenland;

²⁹ Section 50(1) and 50(2) of the *Immigration and Refugee Protection Regulations*.

- French citizens who are residents of St. Pierre and Miquelon and who travel directly to Canada from St. Pierre and Miquelon;
- members of the armed forces of a country that is a designated state for the purposes of the *Visiting Forces Act*, seeking entry to carry out official duties (other than persons designated as a civilian component of those armed forces);
- persons who are seeking to enter Canada as, or in order to become, members of a crew of a means of air transportation and who hold an airline flight crew licence or crew member certificate issued in accordance with International Civil Aviation Organization specifications; or
- persons seeking to enter Canada as a member of a crew who hold a seafarer's identity document issued under International Labour Organization conventions and are members of the crew of the vessel that carries them to Canada.³⁰

Temporary resident visa requirements

Many visitors to Canada are required to obtain a visa prior to travelling (see Appendix II, item 7). This requirement is waived for citizens of certain countries. A complete and up-to-date listing of persons who do and do not require visas to travel to Canada can be found at www.cic.gc.ca/english/visit/visas.html.

Temporary resident visas are issued as either a single or multiple-entry visa:

To facilitate the screening of passengers and prevent the re-use of a **single-entry** temporary resident visa, the examining officer at the port of entry will indicate on the visa that it has been used, thus invalidating it for future use. The officer draws a diagonal line from the upper left to the bottom right-hand corner of the visa. A visa can be issued up to six months prior to the expected travel date and is never issued with a validity period that exceeds the validity of the travel document.

Persons who have entered Canada as temporary residents, students or temporary workers with single-entry visas may return to Canada after visiting a contiguous territory (the United States or St. Pierre and Miquelon) without obtaining a new visa, provided the return is within the period of entry authorized, or where no specific period is indicated, within six months of the original entry stamp.

Multiple-entry temporary resident visas are issued to persons who have reason to visit Canada repeatedly. The maximum validity of a multiple-entry visa is five years. Visas are never issued with validity periods that exceed the validity of the travel document.

Temporary resident permits

Effective April 30, 2005, Canadian missions abroad no longer issue temporary resident permits. As of that date, such permits are issued only in Canada. Transporters must ensure that non-visa exempt passengers have one of the following documents:

- a valid visa;
- a valid Temporary Resident Permit issued prior to April 30, 2005. Such permits contain the words "AUTHORIZED TO LEAVE AND RE-ENTER CANADA"; or
- a facilitation counterfoil in their passport or travel document. The facilitation counterfoil will be shown as valid for a single or multiple entry.

³⁰ Section 50(2) of the *Immigration and Refugee Protection Regulations*.

Transporters may be subject to administration fees in respect of passengers who arrive in Canada with Temporary Resident Permits issued on or after April 30, 2005, stating that they are “NOT VALID FOR TRAVEL TO CANADA.”

Single journey travel document

The single journey travel document (SJTD) [see Appendix II, item 5. (a)] serves to facilitate one-way travel to Canada under limited and exceptional circumstances to those who are otherwise unable to obtain a prescribed travel document (i.e. passport).

The SJTD will be issued in conjunction with a counterfoil visa and will include a die-cut photo. Without seals over the counterfoil and photo, the document is not valid for travel. The document will be recovered by the port of entry officers upon arrival in Canada.

2.4 Documents required by citizens and permanent residents of the United States, St. Pierre and Miquelon and Greenland

U.S. citizens

U.S. citizens must produce sufficient documentation to establish their identity and citizenship. The U.S. passport is proof of U.S. citizenship for the purpose of travel to Canada.

The following documents are evidence of U.S. citizenship. They are not intended for international travel and do not comply with international travel document standards. They should be supported by other recent U.S. government-issued photo identification. The passenger must satisfy document screening personnel that the person is the rightful holder.

- U.S. certificate of citizenship;
- U.S. certificate of naturalization;
- U.S. certification of birth abroad or consular report of birth abroad; or
- U.S. birth certificate.

U.S. permanent residents

Permanent residents of the United States may travel to Canada from the United States or St. Pierre and Miquelon without passports, travel documents or visas. However, if these persons travel to Canada from any other part of the world they require passports (or travel documents) and are visa-exempt (provided they can substantiate their status as a U.S. permanent resident)

The following documents are proof of permanent residence:

- U.S. Permanent Resident Card (see Appendix II, item 11).
- Form I-688, U.S. Temporary Resident Card – annotated to indicate permanent residence in the United States (see Appendix II, item 13).

Note: Form I-688 is proof of permanent residence only when annotated. The annotation is a label affixed to the back of the card that bears the following text:

“Temporary evidence of lawful admission for permanent residence and employment authorization. Valid for 1 year from the expiration date on the reverse of this I-688. Valid for travel outside the United States if the named bearer has not abandoned his or her residence and is returning after a temporary absence abroad not exceeding one year. Presentation of a valid document will authorize a transportation line to accept the named bearer on board for travel to the United States without liability under section 273 of the *Immigration and Nationality Act*. This card is void if altered, and must be carried at all times.”

- A temporary I-551 machine-readable immigrant visa (MRIV) bearing the statement: “UPON ENDORSEMENT SERVES AS TEMPORARY I-551 EVIDENCING PERMANENT RESIDENCE FOR 1 YEAR” directly above the machine-readable zone, when contained in an unexpired passport and endorsed with an admission stamp, constitutes a temporary I-551, valid for one year from the date of endorsement on the admission stamp (see Appendix III, item 12).

Note: Rarely, if a passport is unavailable, the MRIV will be issued on a Form DS 232, *Unrecognized Passport or Waiver Cases*.

French citizens who are residents of St. Pierre and Miquelon

Provided they are French citizens, residents of St. Pierre and Miquelon do not require passports to travel from St. Pierre and Miquelon to Canada directly. However, they must be able to prove their French citizenship and residence in St. Pierre and Miquelon.³¹

Residents of Greenland

Residents of Greenland do not require passports to travel from Greenland to Canada directly. However, they must be able to prove their residence in Greenland.³²

2.5 Document exemptions for crew members

Exemptions from passport requirement

Foreign nationals travelling to Canada as, or to become **crew members of an aircraft** and who hold an airline flight crew licence or a crew member certificate issued in accordance with International Civil Aviation Organization (ICAO) specifications do not require a passport.

Foreign nationals arriving in Canada as **crew members of a vessel** who hold a seafarer’s identity document issued under International Labour Organization (ILO) conventions do not require a passport. They do require a passport, however, if travelling to Canada by air or by other means for the purpose of becoming a member of the crew of a vessel which is already in Canada.

Exemptions from temporary resident visa requirement

Foreign nationals do not require a temporary resident visa if they seek to enter Canada as, or to become **crew members of an aircraft, train or bus**. Foreign nationals do not require a temporary resident visa if they seek to transit through Canada after working, or to work, as crew members of an aircraft, train or bus if they possess a ticket to depart Canada within 24 hours of their arrival.

Foreign nationals do not require a temporary resident visa if they are carried to Canada by a vessel of which they are **crew members** and are seeking to enter Canada as a crew member of that vessel and to remain in Canada solely as a crew member of that vessel or any other vessel. They do require a visa, however, if they are seeking to enter Canada to join a vessel as a crew member and are citizens of a country whose citizens require a temporary resident visa.

Employment letters containing ship-joining instructions **do not** meet the documentary requirements for crew members. Airlines should not board persons presenting such letters unless the holders are also in possession of the passports and visas required for travel to Canada.

³¹ Section 52(2)(d) of the *Immigration and Refugee Protection Regulations*.

³² Section 52(2)(c) of the *Immigration and Refugee Protection Regulations*.

Exemption from work permit requirement

Foreign nationals working as crew members of ships in Canada do not require a work permit, provided that the ship on which they are employed, or are to join, is of foreign registry and is engaged in international transportation or other activities. Crew members may not, however, work aboard vessels which require coasting trade licences or perform dockside functions such as the loading or unloading of cargo, without a work permit. Foreign nationals working as crew members aboard any ship of Canadian registry (e.g. fishing vessel, research vessel or pleasure yacht) require a work permit. For more information see Section 5, Crew Members.

2.6 Adults travelling with children

Our Missing Children Program

The abduction of children by parents and other persons without legal custody is a growing concern which the international community is now addressing under the auspices of the United Nations. The Our Missing Children Program is the result of a partnership between the Royal Canadian Mounted Police, the Canada Border Services Agency, Foreign Affairs and International Trade Canada and the Department of Justice Canada. The program's mandate is to recover missing and abducted children and return them to their legal guardians.

Travel document and visa requirements

Minor children (children under the age of 18) are subject to the same travel document and visa requirements as adults.

Minor children travelling alone or with person(s) other than both parents

A child under the age of 18 travelling alone, or with person(s) other than both parents, should be in possession of a letter from the absent parent(s)/legal guardian containing:

- authorization for the child to travel with another person and to be outside the country;
- the name and telephone number of the parents/guardian; and
- the destination and length of stay in Canada.

Adoptive parents, legal guardians or persons separated or divorced are advised to keep legal and other relevant documents available in order to clarify custody rights.

Suspected abduction

If you suspect child abduction, you should establish whether or not the travellers have such a letter. If an adult claims to be a parent with legal custody, ask him or her to produce a copy of a separation or divorce agreement, or a custody order.

To verify whether or not a child has been listed with the RCMP National Missing Children Services, check with the local Canadian mission or the RCMP National Missing Children Services, open 24 hours a day, at 613-993-1525 or toll-free at **1-877-318-3576**. Police authorities in the country of embarkation may also be able to provide assistance in this regard.

3. Examining Documents

When examining documents presented by a person for travel to Canada, check them carefully to determine that they are:

- genuine and unaltered;
- valid (not expired); and
- being used by the rightful holder (the photograph and personal details are those of the person in front of you).

3.1 Seven steps to examining a passport

These easy-to-follow steps may help you to establish the authenticity of a travel document.

1. Examine the cover

- Is the document from an actual country or one that does not exist?
- Are the printing, coat of arms and cover material of high quality?

2. Examine the binding

- Are the cover and passport pages properly aligned both at the cover and the edge of the passport?
- Is the binding consistent and tight?

3. Count the pages

- The passport generally states how many pages it contains. Count them. They should all be there and in sequence.
- The colours and page number positions should be consistent from page to page.
- Perforated passport numbers should line up perfectly. Laser perforations will decrease in size with the largest holes at the beginning of the document and the smallest holes at the end.

4. Assess the quality of the paper

- Watermarks should be visible only when examining a single passport page through transmitted light. They should not be visible when the page lies against the other passport pages.
- Look for ultraviolet features such as ink fluorescence and security threads on all pages of the document.

5. Assess the quality of the printing

- Check for malformations, breaks or merging of letters.

6. Biographical data page

- Make sure the physical description matches the individual presenting the document. Pay particular attention to age, height and eye colour.
- Check the expiry date for validity and examine the date for alterations.
- Examine any optically variable devices such as metal patches displaying movement and optically variable ink for colour change.
- Spelling should be accurate. Counterfeit documents often have spelling errors.

7. Examine the photograph

- Does the picture match the person in front of you? (See also Section 3.3 Identifying impostors.)
- Check for signs of disturbance around the photo (especially where the photo is closest to the edge of the passport). The photo should be evenly trimmed and should not have scissor cuts around the edges.
- If the photo is a digital image, make sure the image is of high quality and has good definition.
- Do the stamps or dry seals on the picture show any signs of irregularity, such as badly matched lines or lettering, or differences in ink colour on the portion of the stamp that overlaps the photo?

3.2 Visa examination

When examining a passport, you should also look for a temporary resident visa if one is required (see www.cic.gc.ca/english/visit/visas.html for lists of persons who do not require a temporary resident visa). Here are a few steps that will help establish the authenticity of a temporary resident visa.

- Check the name on the visa and make sure it matches the name on the passport. A different name indicates that the visa has been removed from another passport.
- Ensure the temporary resident visa is still valid and has not expired.
- Verify whether the temporary resident visa is for a single entry or multiple entry. If it is a single entry, ensure it has not already been used for travel. A diagonal line drawn across the visa indicates that the visa has already been used; you can also check the passport for a stamp indicating a date of entry to Canada that is between the date the visa was issued and the date it expires.
- Look for signs of tampering such as tears in the paper or smudges in the ink, specifically around the passport number and the name areas.
- Check for a “feel of steel” on the intaglio printing over the words **Canada** and **Visa** at the top of the temporary resident visa. You can feel a roughness by running the edge of your fingernail over it.

3.3 Identifying impostors

An impostor is someone who carries genuine, unaltered documents that belong to someone else. If you suspect a person is an impostor, take the following steps.

- Examine the document in the presence of the holder.
- Divide the face into segments: eyes, ears, mouth, nose, shape of the face (jaw line) and any distinguishing features.
- Compare each of the person’s features with the photo of the document. Check distances between mouth and nose, nose and chin, and the alignment of the eyes to ears and mouth to ears.

Remember that hair and weight can change over time and are not reliable for impostor identification.

4. Immigration Processes at the Port of Entry

4.1 Requirement to present passengers for examination

Every person seeking to enter Canada must appear before a Canadian border services officer for examination.³³ Transporters must present all persons they carry to Canada for examination and hold them until the examination is completed.³⁴

4.2 Disembarkation checks - commercial air transporters

Disembarkation checks are conducted on selected flights to identify persons who may have disposed of their travel documents prior to or during the flight. The disembarkation check takes place upon arrival at the port of entry. Persons aboard may be asked to show their passports to a Canadian border services officer before disembarking, or they may be met at the gate. An officer has authority to board and inspect a vehicle and to examine and record documents carried by a person on board a vehicle.³⁵

To minimize delays to the operations of commercial air transporters, Canadian border services officers carry out disembarkation checks as quickly as possible. Aircraft are selected for disembarkation checks according to the extent of undocumented arrivals on particular routes, and the availability of CBSA personnel at the port of entry. Port of entry managers have been asked to give advance notice to airlines so that passengers may be notified that they must produce their documentation at disembarkation. Commercial air transporters are requested to cooperate with CBSA personnel in this regard.

Why disembarkation checks are important

High-quality, forged documents or altered, borrowed or stolen genuine documents are often returned to smugglers immediately prior to boarding or to couriers aboard the same aircraft. In other cases, documents are destroyed or hidden aboard the aircraft by persons wishing to conceal their identity, thereby facilitating fraudulent refugee claims and thwarting removal of these persons.

In addition to confirming the conveyance of undocumented or improperly documented passengers aboard a flight, disembarkation checks improve the chances of retrieving hidden documents and could lead to the apprehension of a courier travelling on the same aircraft.

4.3 Search and seizure

Canadian border services officers are authorized to conduct searches and seizures for the following purposes:

- to confirm the identity of persons seeking entry to Canada or to ensure compliance with the Act and Regulations;
- to seize documents and other articles that may be used for enforcing the Act and the Regulations, including evidence for prosecutions;
- to prevent the misuse of documents that were fraudulently or improperly obtained;
- to seize vehicles and assets that may have been used in relation to an immigration offence; and
- to return and dispose of items to the lawful owners.

³³ Section 18 of the *Immigration and Refugee Protection Regulations*.

³⁴ Section 148(1)(b) of the *Immigration and Refugee Protection Regulations*.

³⁵ Section 153(2) of the *Immigration and Refugee Protection Regulations*.

Counterfeit or altered documents and documents not in the possession of the rightful holder that are found during searches are seized and taken out of circulation, thereby preventing their reuse by smugglers.

A Canadian border services officer may:

- board and inspect any means of transportation bringing persons to Canada;
- examine any person carried by that means of transportation and any record or document respecting that person;
- seize and remove any record or document to obtain copies or extracts; and
- hold the means of transportation until the inspection and examination are completed.³⁶

Canadian border services officers are authorized to search any person seeking to come into Canada as well as their luggage, personal effects and the means of transportation if the officer has reasonable grounds to believe that the person:

- has not revealed his/her identity or has hidden documents relevant to his/her admissibility; or
- has committed, or possesses documents that may be used in the commission of, an offence in relation to smuggling and trafficking in persons or other contravention of the Act.³⁷

A Canadian border services officer may seize and hold any means of transportation, document or other thing if the officer has reasonable grounds to believe:

- it was fraudulently or improperly obtained or used;
- seizure is necessary to prevent its fraudulent or improper use; or
- the seizure is necessary to carry out the purposes of the Act.³⁸

³⁶ Section 15(3) of the *Immigration and Refugee Protection Regulations*.

³⁷ Section 139(1) of the *Immigration and Refugee Protection Regulations*.

³⁸ Section 140(1) of the *Immigration and Refugee Protection Regulations*.

5. Crew Members

Foreign nationals entering Canada as crew members, or to become members of a crew, must join the vessel or other means of transportation within the period imposed or, if no period is imposed, within 48 hours. Crew members must leave Canada within 72 hours after ceasing to be crew members.³⁹

Refer to Section 2.5, Document exemptions for crew members, for details regarding passport, visa and work permit exemptions for crew members.

5.1 Notification requirements

A transporter must immediately notify a Canadian border services officer at the nearest port of entry when a foreign national granted entry as, or to become, a crew member fails to become or ceases to be a crew member. This information must be provided in writing at the request of an officer.⁴⁰ Persons cease to be members of a crew if:

- they have deserted or an officer has reasonable grounds to believe that they have deserted;
- they have been hospitalized and have failed to return to the vehicle or to leave Canada within 72 hours after leaving the hospital; or
- they have been discharged or are otherwise unable or unwilling to perform their duties as a member of a crew and failed to leave Canada within 72 hours after the discharge or after they first became unable or unwilling to perform their duties.⁴¹

Deserting crew members

Whenever a crew member deserts or fails to join a vehicle as required, the master of the vehicle must notify a Canadian border services officer without delay.⁴² The master must not wait until the vehicle is about to leave Canada before doing so. The master must provide all information requested by a Canadian border services officer for immigration enforcement action.

Hospitalized crew members

A ship's master is required to notify a Canadian border services officer when any crew member ceases to be a crew member. Crew members who are hospitalized have 72 hours after their release from hospital to return to their vessel or leave Canada. They maintain their temporary resident status during this interval.

Discharged crew members

The discharge of a foreign crew member does not require the approval of a Canadian border services officer. However, the master of a vehicle must immediately notify a Canadian border services officer when a crew member (who is neither a Canadian citizen nor a permanent resident) is discharged or is otherwise unable or unwilling to perform his/her duties. The master must also immediately notify a Canadian border services officer if the discharged crew member fails to leave Canada within 72 hours after discharge.

³⁹ Section 184 of the *Immigration and Refugee Protection Regulations*.

⁴⁰ Section 268 of the *Immigration and Refugee Protection Regulations*.

⁴¹ Section 3(1)(b) of the *Immigration and Refugee Protection Regulations*.

⁴² Section 268(2) of the *Immigration and Refugee Protection Regulations*.

5.2 Financial liability for crew members

Transporters are liable for all costs related to the departure and removal of their crew members from Canada ⁴³ regardless of the circumstances. They are also liable for the costs of all medical treatment administered in Canada. ⁴⁴ If a crew member remains in Canada illegally after ceasing to be a crew member, the transporter is liable to pay an administration fee. ⁴⁵

⁴³ Section 278 of the *Immigration and Refugee Protection Regulations*.

⁴⁴ Section 263(1) of the *Immigration and Refugee Protection Regulations*.

⁴⁵ Section 279(1)(e) of the *Immigration and Refugee Protection Regulations*.

6. Marine Sector Requirements

6.1 Crew lists from foreign-registered vessels

When a vessel of foreign registry arrives at its first port of call in Canada, the master must provide a Canadian border services officer at the nearest port of entry with a list of all members of the crew.⁴⁶ A copy of this list must be maintained on board the vessel at all times while it remains in Canada. This list must be provided to an officer before the vessel departs from the last port of call in Canada and must include any changes made while the vessel was in Canada.

Crew lists may be presented on Form IMO FAL 5 produced by the International Maritime Organization or on any comparable computer-generated form.

Persons to be named on the crew list of foreign-registered vessels

The names of all persons employed on the vessel to perform duties related to the operation of the vessel or the provision of services to passengers must be reported on the crew list.

On a cargo ship, crew members include:

- licensed officers: master, first officer, chief officer or chief mate, first engineer or chief engineer and subordinate officers and engineers; and
- non-licensed crew: ordinary seamen, able-bodied seamen, bosun (deck crew foreman), engine-room crew (oilers and fitters) and kitchen and mess-room staff (cooks, stewards and mess-men).

On a cruise ship, crew members also commonly include the hotel manager, cruise director, purser, medical staff, managers and staff of the ship's bars, restaurants, boutiques and casino, house-cleaning staff and entertainers.

On a fishing vessel, crew members include all persons involved in the processing of the catch.

On a research vessel, all persons employed aboard such as scientists, technicians and divers are considered to be members of the crew.

Persons not to be named on the crew list

Please note that the following list is not exhaustive. The definition of a crew member does not include persons in the following categories:

- supernumeraries: spouses, children and other dependants of crew members;
- fare-paying passengers on cargo ships;
- workaways: passengers provided with transportation aboard a vessel in exchange for work performed during the voyage;
- foreign contractors and shipping company technicians: foreign nationals temporarily assigned to a vessel for the sole purpose of making repairs; they may already be aboard the vessel when it arrives or they may arrive at a port of entry with the intention of proceeding to the vessel;
- shipping company superintendents, including persons referred to as supercargo, superintendent engineers or port captains;

⁴⁶ Section 265 of the *Immigration and Refugee Protection Regulations*.

- employees or executives of a marine transportation company who travel aboard or who visit ships to monitor or supervise operations such as maintenance and repairs, preparation of cargo holds, preparation for inspection and the loading or unloading of cargo;
- insurance company representatives who travel on vessels to familiarize themselves with shipboard operations on behalf of shipowners' insurers; and
- meteorological officers: persons monitoring weather patterns whose presence aboard is unrelated to the navigation of the vessel.

Persons who are not considered members of the crew are subject to normal passport and visa requirements. Even if non-crew members do not intend to go ashore while the vessel is in port, they are still required to comply with applicable visa and passport requirements.

6.2 Crew lists when a Canadian border services officer does not board

Due to selective boarding procedures, Canadian border services officers may not board all vessels on arrival. If officers do not board, the master or ship's agent must deliver the crew list to the nearest CBSA office immediately after the vessel's arrival. In some circumstances an officer may allow for the list to be transmitted electronically (e.g. when a vessel arrives at a port which is not a port of entry). If the master sends the list by facsimile, the Canadian border services officer who receives it should send an endorsed copy by facsimile to the ship's agent for presentation at the time of the vessel's departure from Canada.

6.3 Crew members on ships of Canadian registry

Crew members aboard ships of Canadian registry are not required to appear for examination before an officer at a maritime port of entry, provided that they are Canadian citizens or permanent residents. The master of a ship of Canadian registry need not present a crew list unless specifically requested to do so.

The master must notify a Canadian border services officer of the arrival of crew members who are not Canadian citizens and permanent residents. These crew members will require work permits. If a Canadian-registered vessel is converted to foreign registry while in Canada and subsequently leaves Canada, a crew list is not required before its departure.

6.4 Examination of passengers and crew

The master must provide a place on board the vessel that is suitable for the examination of passengers and/or crew members.⁴⁷ If a person eludes examination, the transporter is liable for an administration fee.⁴⁸

6.5 Stowaways

Upon arrival at its first port of call in Canada, the master of the vessel must notify a Canadian border services officer at the nearest port of entry of the presence on board of any stowaways. The master of the vessel must immediately provide a written report on the stowaway if so requested by an officer.⁴⁹

⁴⁷ Section 272 of the *Immigration and Refugee Protection Regulations*.

⁴⁸ Section 279(1)(d) of the *Immigration and Refugee Protection Regulations*.

⁴⁹ Section 262 of the *Immigration and Refugee Protection Regulations*.

Notice is not required if the vessel is in transit through Canada to a port in the United States. The master of a ship in transit to the United States is prohibited from diverting the vessel to a Canadian port of entry for the sole purpose of disembarking stowaways in Canada.

Vessels carrying stowaways will be boarded by Canadian border services officers as soon as possible after docking. Vessels arriving after regular office hours or on weekends may not be boarded until the following business day. The master of a vessel must hold the stowaway in custody until the stowaway is presented to an officer, or until the vessel has left Canada if the stowaway is not seeking entry.

Stowaways not seeking entry to Canada, or allowed to withdraw their application to enter Canada, must remain aboard until the vessel has left Canada.

A shipping company may request permission to repatriate a stowaway by air, particularly if the ship is not scheduled to return to the stowaway's country of embarkation or citizenship. A Canadian border services officer may agree to this if the following conditions apply:

- the stowaway is in possession of a passport or travel document and any requisite transit visas;
- the shipping company has obtained a confirmed seat reservation for the stowaway on the first available flight to the country which issued the passport or travel document;
- the transporter agrees to provide any escorts which an officer feels may be required;
- the company arranges transportation to the airport from the ship. If a removal order has been made against the stowaway, transportation to the airport may be provided by the CBSA; and
- the officer is satisfied that the stowaway will depart Canada voluntarily.

If the officer is so satisfied, the stowaway may be allowed to withdraw his/her application to enter Canada. In such cases the stowaway must be escorted to the airport and departure confirmed by a Canadian border services officer.

A transporter that allows a stowaway to disembark at a place other than a designated port of entry, such as a seaway lock, may be subject to prosecution.⁵⁰ in addition to the usual financial liabilities (security deposits, administration fees and removal costs).

⁵⁰ Section 124(1)(a) of the *Immigration and Refugee Protection Regulations*.

7. Support to Transporters

This guide is one of several CBSA initiatives to help transporters meet their obligations under the *Immigration and Refugee Protection Act* and Regulations.

This section outlines the other types of support offered by the CBSA.

7.1 Advice on transportation issues

In Canada, the Manager of Transportation, Enforcement Branch, is the primary point of contact at CBSA headquarters in Ottawa. Transporters are encouraged to contact the manager for guidance whenever necessary.

Manager
Transportation Unit
Enforcement Branch
Canada Border Services Agency
191 Laurier Avenue West, 10th Floor
Ottawa ON K1A 0L8

Tel: 613- 954-4563

Fax: 613- 954-2381

7.2 Advice available overseas

Overseas, the point of contact is the closest Canadian mission. Migration integrity officers (MIOs) are specially trained officers stationed at selected embassies and consulates around the world. They are mandated to gather information on illegal migration trends in their area and to provide support and assistance to transporters.

This support may include training transporter staff directly responsible for document screening, responding to transporter inquiries on problem situations, and providing advice to boarding agents at airports. A list of MIO telephone numbers, facsimile numbers and areas of responsibility can be found in Appendix V.

7.3 Training

The CBSA offers training and assistance to transporter personnel concerning Canadian document requirements, document screening, fraud detection, security measures (shipping) and the use of technical aids, such as ultraviolet lights. Requests for training should be addressed to the Manager, Transportation Unit or to the appropriate MIO.

7.4 Intelligence information and trend analysis

The CBSA tries to keep transporters informed of the latest smuggling activities through a system of alerts. This is done by providing transporters with colour photocopies of intercepted documents.

Transporters are encouraged to contribute intelligence data by reporting all confirmed interceptions, either to the CBSA or another contact person at a Canadian embassy or consulate abroad.

7.5 Reducing administration fees: Memoranda of Understanding

A commercial transporter that agrees to implement effective and ongoing document screening procedures may benefit from reduced administration fees. This is accomplished through a Memorandum of Understanding (MOU). An MOU is an agreement between the commercial transporter and the CBSA. *The Immigration and Refugee Protection Regulations* list the elements that must be included in the MOU.⁵¹

Both parties agree to certain undertakings that are designed to enhance the effectiveness of document screening. For example, commercial transporters are required to use trained personnel to screen documents, while the CBSA undertakes to provide appropriate training to enable them to do so effectively.

Commercial transporters are also required to perform a secondary examination of documents, known as a gate check. This ensures that the documents are still in the person's possession upon boarding the vehicle and have not already been returned to a smuggler for "recycling."

The administration fees assessed against commercial transporters that remain in compliance with the terms of the MOU may be reduced from 25 percent to 100 percent, depending on the commercial transporter's degree of success in attaining specific performance standards established by the MOU.

⁵¹ Section 280(3) of the *Immigration and Refugee Protection Regulations*.

Appendix I – Visa Exemptions

For an up-to-date listing, please see: www.cic.gc.ca/english/visit/visas.html

1. (d) Canadian emergency passport

Issued by a Canadian consulate or embassy to Canadian citizens to facilitate a single return journey to Canada.

CANADA

EMERGENCY PASSPORT FOR A SINGLE JOURNEY ONLY **PASSEPORT PROVISOIRE VALABLE POUR UN SEUL VOYAGE**

No **EC016226**

PARTICULARS OF BEARER – SIGNALEMENT DU TITULAIRE

Family Name / Nom _____

Given Names / Prénoms _____

Date of Birth / Date de naissance _____

Place of Birth / Lieu de naissance _____

Colour of Hair / Couleur des cheveux _____ Eyes / Yeux _____

Height / Taille _____ Weight / Poids _____

Citizenship status of bearer / Citoyenneté du titulaire _____

PHOTOGRAPH - PHOTOGRAPHIE

Signature of bearer / Signature du titulaire

PARTICULARS OF PASSPORT – DONNÉES DU PASSEPORT

Issued for a single journey to / Émis pour un seul voyage à destination de _____ Country/Pays

via _____ Countries/Pays Mode of Transport / Moyen de transport _____

Arriving at / Arrivée à _____ Port of Entry/Point d'entrée _____ on / le _____ Date _____

Purpose of trip / But du voyage _____

THIS EMERGENCY PASSPORT EXPIRES ON / CE PASSEPORT PROVISOIRE EXPIRE LE _____ Date _____

Issued at / Émis à _____ on / le _____ Date _____

Signature of Issuing Officer / Signature de l'agent émetteur _____ Title/Titre _____

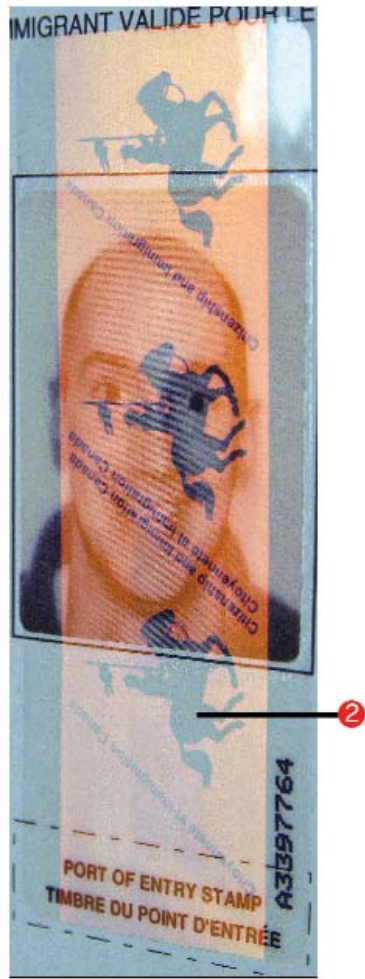
OBSERVATIONS

IMPORTANT – See reverse side - Voir au verso

4. Canadian Permanent Resident Card

This document is mandatory for travel to Canada by permanent residents.





6. Temporary Resident Permit

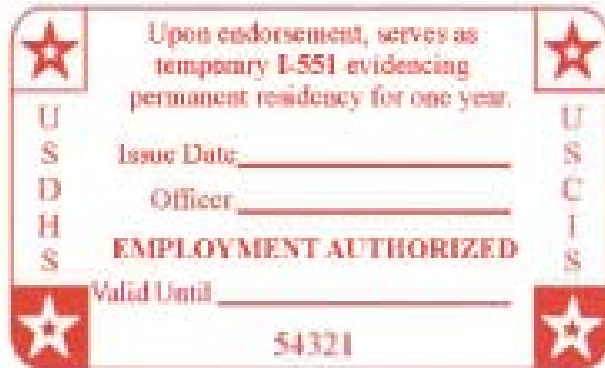
A Canadian permit to enter or remain in Canada. It authorizes a person to come into Canada within a period of validity provided it has been issued prior to April 30, 2005, and indicates "AUTHORIZED TO LEAVE AND RE-ENTER."

 Citizenship and Immigration Canada / Citoyenneté et Immigration Canada		 CANADA IMMIGRATION	
		PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B BB092 612 575 M902416712	
TEMPORARY RESIDENT PERMIT			
CASE TYPE : 89		SURNAME, GIVEN NAMES - NOM DE FAMILLE, PRÉNOMS TESTNADA , EXEMPLAIRE	
TRAVEL DOC : PASSPORT 9999999		BIRTH DATE - DATE DE NAISSANCE 01 JAN 1970	SEX - SEXE MALE
IMM. CAT :		COUNTRY OF BIRTH - PAYS DE NAISSANCE LIECHTEN	COUNTRY OF CITIZENSHIP - CITOYEN DE ARAB EMI
TRANS WARRANT NO. :		OFF. FILE NO. - N° DE RÉF. DU BUREAU	CLIENT ID. - ID DU CLIENT 5231 - 8649
FEE STATUS : FPC TEST*		DATE SIGNED - SIGNÉ LE 15 NOV 2002	VALID UNTIL - DATE D'EXPIRATION 30 DEC 2002
PERMIT IN FORCE FROM : 15 NOV 2002 THIS IS TO CERTIFY THAT THE PERSON(S) NAMED HEREIN IS/ARE HEREBY ALLOWED TO COME INTO CANADA OR BEING IN CANADA, TO REMAIN HEREIN FOR THE PERIOD DURING WHICH THIS PERMIT IS IN FORCE. THIS PERMIT SHALL COME INTO FORCE ON THE DATE SPECIFIED AND SHALL, SUBJECT TO THE IMMIGRATION AND REFUGEE PROTECTION ACT AND REGULATIONS, 2001, REMAIN IN FORCE UNTIL THE DATE SPECIFIED.		EXT. NO. - CODE PROROG. 00	
----- AUTHORIZED TO LEAVE AND RE-ENTER -----			
REMARKS: THIS IS WHERE THE OFFICER'S REMARKS WOULD APPEAR.			
CIC: HULL 2104		 	
THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA		 IMM 1442 (06-2002) B	

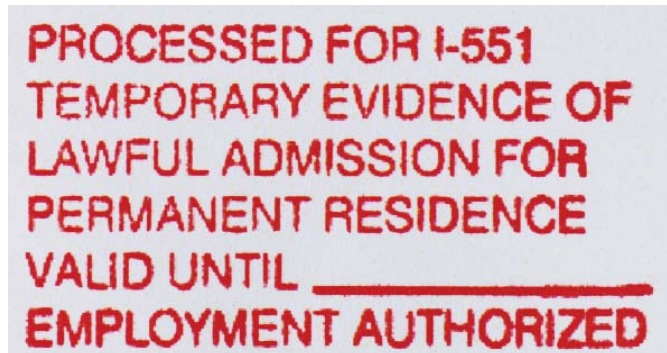
12. U.S. Immigration I-551 stamp

Indicates permanent resident status in the United States (in holder's passport). Used as proof of residence until a permanent resident card is received, provided that the "valid until" date has not expired.

New Version



Old Version



13. U.S. temporary resident card (Form I-688)

The I-688 card is proof of permanent resident status only when annotated with a label affixed to the back of the card. See Section 2.4 for further details.



Appendix III – Sample Documents and Forms

1. Electronic facsimile notification

Sample

Electronic Facsimile Notification

To: Airline Company (Fax number)
From: Canada Border Services Agency
Date sent: 01/01/2006
Subject: Improperly Documented Passengers

1.POE:5135
2.FILE:12345678
5.DATE:01/01/2006
6.AIRPORT REPORT:
40.SURNAME:
41.GIVEN NAMES:
43. ALIAS1:
45.GENDER:
46.DOB:
49.CITIZENSHIP:
54.ARRIVAL DATE:2006/01/01
55.ARRIVAL POINT:VANCOUVER INT. AIRPORT
80.LAST EMBARKATION POINT:
89.CARRIER:
90.FLIGHT NO:
91.BAGGAGE TAG:1234
92.TICKET:12121212121212
93.SEAT NO:37K
94.DISEMBARKATION SCREENING:N
98.DOCUMENTS HELD BY CARRIER:N
150.PPT ON ARRIVAL:Y
151.PPT NATIONALITY:
153.PPT NUMBER:222222222222
155.NATURE OF FRAUD:IMPROPERLY OBTAINED
160.OTHER DOCS ON ARRIVAL:N
179.TRANSPORTATION VIOLATION:GP

2. Violation code table

ADMINISTRATION FEE SYSTEM/SYSTÈME DE FRAIS ADMINISTRATIFS VIOLATION CODE TABLE/TABLE DE CODES POUR LES INFRACTIONS

<u>VIOLATION CODE</u>	<u>DESCRIPTION</u>
BG	Borrowed genuine documents
CC	Carried contrary to A148(a) / R279 (1) (b)
DS	Desertion
EE	Failed to appear for exam / R279 (1) (d)
EM	Expired Temporary Resident Permit
EP	Expired Passport
EV	Expired Temporary Resident Visa
FC	Fraud Citizen Card or Birth Certificate
FI	Fraud/Altered IMM1000
FM	Fraud/Altered Temporary Resident Permit
FP	Fraud or Altered Passport
FR	Fraud/Altered U.S. Resident Alien
FS	Fraud/Altered Seaman's Book
FV	Fraud/ Altered Temporary Resident Visa
GP	Genuine passport improperly issued/obtained
GT	Genuine TRV improperly issued/obtained
IC	Inadmissible Crew Member / R279 (1) (e)
ND	No Documents
NV	No Temporary Resident Visa
NW	New (inactive violation code)
PR	Fraud/Altered Permanent Resident Card
PV	Fraud/Altered Permanent Resident Visa

DESCRIPTION EN FRANCAIS

BG	Passeport authentique d'une autre personne
CC	Transporté (e) contrairement à A148(a) / R279 (1) (b)
DS	Désertion
EE	Ne s'est pas présenté(e) à l'interrogatoire / R279 (1) (d)
EM	Permis de résident temporaire expiré
EP	Passeport expiré
EV	Visa de résident temporaire expiré
FC	Carte de citoyenneté ou certificat de naissance frauduleux
FI	IMM1000 fausse/falsifiée
FM	Permis de résident temporaire faux/falsifié
FP	Passeport faux ou falsifié
FR	Certificat É.-U. d'inscription au registre des étrangers faux
FS	Carnet de marin faux ou falsifié
FV	Visa de résident temporaire faux/falsifié
GP	Passeport authentique émis/obtenu illégalement
GT	VRT authentique émis/obtenu illégalement
IC	Membre d'équipage inadmissible/R279 (1) (e)
ND	Pas de titre de voyage
NV	Pas de visa de résident temporaire
NW	Nouveau (Code d'infraction inactif)
PR	Carte de résident permanent fausse/falsifiée
PV	Visa de résident permanent faux/falsifié

3. Notice of Assessment



Canada Border Services Agency / Agence des services frontaliers du Canada

Fee No/No de l'avis :

Date:

NOTICE OF ASSESSMENT/AVIS D'IMPUTATION

Pursuant to section 279 (1) of the Immigration and Refugee Protection Regulations, an administration fee is hereby assessed against the afore-mentioned transporter in respect of the foreign national named below: En vertu du paragraphe 279 (1) du Règlement sur l'immigration et la protection des réfugiés, des frais administratifs sont par la présente imposés au transporteur susmentionné à l'égard de l'étranger nommé ci-dessous :

Name/Nom:
Alias/Pseudonyme:
Citizen of/Citoyen de:
Date of Arrival/Date d'arrivée:
Date of desertion/Date de désertion :
Flight, Train, Bus no. or name of ship/No Vol, train, autobus ou nom du paquebot:
Arrived at/Arrivé(e) à:
CIC office/Bureau de CIC:
Reason/Raison:

Administration Fee Assessed/Frais administratifs imposés

Any submission in respect of this assessment must be received by or the assessment is final.

Toute observation en rapport à cette imputation doit être reçue au plus tard le autrement, l'imputation est finale.


Signature of Assessment Officer

Signature de l'agent d'évaluation

For further information, please contact us by FAX at (613) 954-2381.

Pour de plus amples renseignements, veuillez communiquer avec nous par FAX au (613) 954-2381.


4. Form IMM5388, Receipt for Prescribed Document under R260

 Citizenship and Immigration Canada / Citoyenneté et Immigration Canada		PROTECTED WHEN COMPLETED - A PROTÉGÉ LORSQU'IL EST REMPLI
RECEIPT FOR PRESCRIBED DOCUMENT UNDER R260 RÉCÉPISSÉ DE DOCUMENT RÉGLEMENTAIRE SOUS R260		
Received from / Reçu de	Name used by passenger - Nom utilisé par le passager	FOSS ID no. - N° d'ID SSOBL
On / Le	Date D - J M Y - A	At / À Place of embarkation - Lieu d'embarquement
Type of document - Genre de document <input type="checkbox"/> Passport / Passeport <input type="checkbox"/> Other (specified under R259) / Autre (spécifié sous R259)		
Document number - Numéro de document		Country - Pays
Transporter - Transporteur		Flight number - Numéro de vol
Signature of passenger - Signature du passager		Signature of company official and employee I.D. number / Signature du représentant de la compagnie et son n° d'identité d'employé
		Date D - J M Y - A

<p><u>Section 260(1) of the Immigration Regulations</u></p> <p>If a transporter has reasonable grounds to believe that the prescribed documents of a person whom it carries to Canada may not be available for examination at a port of entry, the transporter must give the person a receipt for the documents and hold those documents until examination.</p> <p><u>Section 260(2) of the Immigration Regulations</u></p> <p>A transporter who holds the documents of a person must, when presenting the person for examination under paragraph 148(1)(b) of the Act, present the documents and a copy of the receipt.</p> <p><u>Section 148(1) of the Immigration and Refugee Protection Act</u></p> <p>A person who owns or operates a vehicle or a transportation facility, and an agent for such a person, must, in accordance with the regulations, hold the prescribed documentation of a person whom it carries to Canada until an examination begins, present the person for examination and hold the person until the examination is completed.</p>	<p><u>Paragraphe 260(1) du Règlement sur l'immigration</u></p> <p>S'il a des motifs raisonnables de croire que les documents réglementaires de la personne qu'il amène au Canada pourraient ne pas être disponibles pour le contrôle à un point d'entrée, le transporteur retient ces documents pour les présenter au contrôle et remet un reçu à la personne.</p> <p><u>Paragraphe 260(2) du Règlement sur l'immigration</u></p> <p>Le transporteur qui retient les documents d'une personne doit, lorsqu'il présente cette dernière au contrôle prévu à l'alinéa 148(1)b) de la Loi, présenter ceux-ci et une copie du reçu remis à la personne.</p> <p><u>Paragraphe 148(1) de la Loi sur l'immigration et la protection des réfugiés</u></p> <p>Le propriétaire ou l'exploitant d'un véhicule ou d'une installation de transport, et leur mandataire, sont tenus, conformément aux règlements, de présenter la personne qu'il amène au Canada et les documents réglementaires au contrôle et la détenir jusqu'à la fin de celui-ci.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

This form has been established by the Minister of Citizenship and Immigration and may be reproduced locally. This is a receipt only. Under no circumstances should presentation of this form in lieu of travel documents result in the boarding of the holder.




Ce formulaire a été conçu par le ministre de la Citoyenneté et de l'Immigration et il peut être reproduit localement. Il ne tient lieu que de reçu. La présentation de ce reçu au lieu de documents de voyage ne doit, en aucun cas, permettre l'embarquement du détenteur.




WHITE - PASSENGER	CANARY - PORT OF ENTRY - CIC	PINK - AIRLINE
BLANC - PASSAGER	CANARI - POINT D'ENTRÉE - CIC	ROSE - COMPAGNIE AÉRIENNE

IMM 5388 (06/2002) B

6. Form IMM 0410, Official Receipt – Cash Security Deposit by a Transporter Company

	Citizenship and Immigration Canada Citoyenneté et Immigration Canada	REÇU OFFICIEL Cautionnement en espèces versé par un transporteur EN VERTU DU PARAGRAPHE 148(1)(H) DE LA LOI SUR L'IMMIGRATION ET LA PROTECTION DES RÉFUGIÉS
OFFICIAL RECEIPT Cash Security Deposit by a Transportation Company PURSUANT TO SUBSECTION 148(1)(H) OF THE IMMIGRATION AND REFUGEE PROTECTION ACT		
CIC - CIC	FOSS ID no. - N° du SSOBL ID	Date D - J M Y - A
The sum of / La somme de _____ Dollars [\$ _____] was received from / a été déposée par _____		
on this / le _____ day of / jour de _____ of the year / de l'an _____		
(Name of depositor - Nom du déposant)		
(Name of transporter - Nom du transporteur)		
(Name of person concerned - Nom de la personne concernée)		
<input type="checkbox"/> Crew member / Membre de l'équipage <input type="checkbox"/> Slowway / Passager clandestin <input type="checkbox"/> Other / Autre		
(Name of vehicle - Nom du véhicule)		
Date of arrival - Date de l'arrivée (Place of arrival - Endroit de l'arrivée)		
(Signature of immigration officer - Signature de l'agent d'immigration)		
POWER OF ATTORNEY POWER OF ATTORNEY WHEN GIVEN BY AN INCORP. CO.		PROCURATION PROCURATION DONNÉE PAR UNE SOCIÉTÉ CONSTITUÉE
Know all persons by these presents that the _____		Sachez par les présentes que la société _____
(Full name of incorporated company)		(Raison sociale au complet)
of _____		(Adresse au complet)
(Full address)		(Adresse au complet)
in the province of _____		(Province)
has made and appointed and by these presents does make _____ as its attorney-in-fact;		et a par les présentes :
(Name of attorney)		(Nom du mandataire)
of _____		(Adresse au complet)
(Full address)		(Adresse au complet)
as its true and lawful attorney unless it revokes this power-of-attorney by giving notice in writing to the Deputy Receiver General, Ottawa, to receive from the Receiver General for Canada all such sums of money as are now due, or may hereafter become due and payable to it on the order of the Department of Citizenship and Immigration of the Government of Canada relative to the above-noted deposit, it hereby ratifying and confirming and agreeing to ratify and confirm all that its said attorney may do by virtue hereof.		son mandataire autorisé à recevoir du Receveur général du Canada, à moins de révocation de la présente par avis écrit du sous-receveur général, toutes sommes d'argent qui lui sont ou seront dues et payables sur l'ordre du ministre de la Citoyenneté et de l'immigration, gouvernement du Canada, relativement au dépôt susmentionné. Par les présentes, la société ratifie et confirme tout ce que le mandataire pourra faire en vertu de ladite procuration.
In witness whereof, the _____		En foi de quoi la société _____
(Full name of incorporated company)		(Raison sociale au complet)
has hereunto affixed its corporate seal attested under the hands of its proper officers in that behalf.		a apposé aux présentes son sceau officiel, attesté par la signature de ses agents autorisés.
at _____		à _____
this _____ day of _____ of the year _____		le _____ (date) jour de _____ (month) de l'an _____
(date) (month)		(date) (month)
Executed in the presence of: _____		Signé en présence de : _____
(Signature) Affix company seal here		(Signature) Sceau de la société
_____ (Title)		_____ (Titre)
_____ (Signature)		_____ (Signature)
_____ (Title)		_____ (Titre)
THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF CITIZENSHIP AND IMMIGRATION		FORMULAIRE ÉTABLI PAR LE MINISTRE DE LA CITOYENNETÉ ET DE L'IMMIGRATION
IMM 0410 (06-2002) R		3 - CIC / PORT OF ENTRY CIC / POINT D'ENTRÉE
		

7. Form IMM 5266, Notice of Detention or Seizure of Vehicle or Prescribed Good

	Citizenship and Immigration Canada Citoyenneté et Immigration Canada	
NOTICE OF DETENTION OR SEIZURE OF VEHICLE OR PRESCRIBED GOOD (PURSUANT TO SUBSECTION 148(2) OF THE <i>IMMIGRATION AND REFUGEE PROTECTION ACT</i>) AVIS DE RETENUE OU DE SAISIE D'UN VÉHICULE OU DE MARCHANDISES RÉGLEMENTÉES (EN APPLICATION DU PARAGRAPHE 148(2) DE LA <i>LOI SUR L'IMMIGRATION ET LA PROTECTION DES RÉFUGIÉS</i>)		
TO: _____ (Transporter) À : _____ (Transporteur)		
Name or Registration Mark of vehicle or prescribed good Nom ou immatriculation du véhicule ou de la marchandise réglementée _____		
Port of Registry and IMO # (if a ship) Port d'attache et IMO # (s'il s'agit d'un bâtiment) _____		
PURSUANT to section 148(2) of the <i>Immigration and Refugee Protection Act</i> , the vehicle or good identified above is hereby		CONFORMÉMENT à l'article 148(2) de la <i>Loi sur l'immigration et la protection des réfugiés</i> , le véhicule ou marchandises susmentionné(es) est par les présentes
<input type="checkbox"/> detained OR <input type="checkbox"/> seized		<input type="checkbox"/> retenu(es) OU <input type="checkbox"/> saisi(es)
Reasons for Detention / Seizure: _____ _____ _____		Raisons pour retenue / saisie : _____ _____ _____
To secure the release of this vehicle or good, the transporter must:		Pour obtenir restitution de ce véhicule ou de la marchandise, le transporteur doit :
<input type="checkbox"/> remit the sum of Cdn \$ _____ being the amount which the company was directed to deposit as security or the amount for which the company has become liable to an officer at the nearest Canada Immigration Centre.		<input type="checkbox"/> verser, à l'agent au Centre d'immigration Canada le plus près, la somme de _____ \$ CAN, soit la caution que le transporteur avait ordre de verser, soit le paiement dont le transporteur était responsable.
<input type="checkbox"/> demonstrate that it complies with its obligations under subsection 148(2) of the <i>Immigration and Refugee Protection Act</i> .		<input type="checkbox"/> démontrer qu'il s'est conformé avec les obligations en application du paragraphe 148(2) de la <i>Loi sur l'immigration et la protection des réfugiés</i> .
Please make cheque or money order payable to the Receiver General for Canada. The vehicle or the prescribed good will be immediately released on the transporter complying with the above obligations.		Tout chèque ou mandat doit être établi à l'ordre du Receveur général du Canada. Le véhicule ou la marchandise réglementée sera immédiatement restitué dès que le transporteur aura respecté les obligations ci-dessus.
Issued at / Délivré à _____ on / le _____ (place - ville)		D - J M Y - A _____
_____ (name - nom)		_____ (title - titre)
IMM 5266 (06-2002) D		Carrier 1 Transporteur CIC file 2 Dossier CIC



Appendix IV – Definitions

The following definitions apply under the *Immigration and Refugee Protection Regulations*.

Administration fee – an amount that represents a portion of the total average costs incurred by Her Majesty in right of Canada in respect of foreign nationals referred to in subsection 279(1) of the Regulations, including costs related to:

- examinations;
- detention;
- investigations and admissibility hearings in respect of inadmissible foreign nationals;
- fingerprinting, photographing and verification of documents with other governments and national or international police agencies;
- translation and interpretation services; and
- proceedings before the Immigration Division.

Agent – for the purposes of section 148 of the Act, any person in Canada who provides services as a representative of a vehicle owner, a vehicle operator or a charterer; **and** for the purposes of paragraph 148(1)(d) of the Act, in addition to the person referred to above, a travel agent, a charterer and an operator or owner of a reservation system.

Commercial transporter – a transporter that operates a commercial vehicle.

Commercial vehicle – a vehicle that is used by a commercial transporter for commercial purposes.

In-transit passenger – a person who arrives by aircraft at a Canadian airport from any country for the sole purpose of reboarding their flight or boarding a connecting flight departing from that airport to a country other than Canada.

In-transit preclearance passenger – in-transit passenger who is subject to a preclearance procedure in accordance with the *Preclearance Act*.

Member of a crew – a person who is employed on a means of transportation to perform duties during a voyage or trip, or while in port, related to the operation of the means of transportation or the provision of services to passengers or to other members of the crew, but does not include:

- any person whose fare is waived in exchange for work to be performed during the voyage or trip;
- any person who performs maintenance or repairs under a service contract with a transporter during the voyage or trip or while the means of transportation is in Canada; or
- any other person who is on board the means of transportation for a purpose other than to perform duties that relate to the operation of the means of transportation or to provide services to passengers or other members of the crew.

Sterile transit area – an area in an airport where in-transit passengers, in-transit preclearance passengers or goods that are in transit or precontrolled are physically separated from other passengers and goods.

Transporter – a person who owns, operates, charters or manages a vehicle or a fleet of vehicles and an agent for that person; a person who owns or operates an international tunnel or bridge and an agent for that person; or a designated airport authority within the meaning of subsection 2(1) of the *Airport Transfer (Miscellaneous Matters) Act* and an agent for that authority.

Vehicle – a means of transportation that may be used for transportation by water, land or air.

Vessel – a vessel within the meaning of section 2 of the *Canada Shipping Act*.

Appendix V – Migration Integrity Officers (MIOs) Located Abroad

Africa and Middle East

ACCRA

Tel.: (233-21) 211-544

Fax: (233-21) 211-524

Areas of responsibility: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Equatorial Guinea, Gabon, Gambia, Ghana, Guinea-Bissau, Ivory Coast, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, Togo

Beirut

Tel.: (961-4) 713-900 ext. 3404

Fax: (961-4) 710-594

Area of responsibility: Lebanon

Cairo

Tel.: (202) 794-3110 or
(202) 796-2414 ext. 3414

Fax: (202) 791-8864

Areas of responsibility: Egypt, Gaza (Palestinian Territories), Sudan

Damascus

Tel.: (963-11) 611-6692 ext. 3433

Fax: (963-11) 611-8034

Areas of responsibility: Azerbaijan, Cyprus, Georgia, Iran, Iraq, Jordan, Lebanon, Syria, Turkey, Turkmenistan, West Bank (Palestinian Territories)

Dubai

Tel.: (00-971) 4314-5514

Fax: (00-971) 4314-5556

Areas of responsibility: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates

Nairobi

Tel.: (254-20) 366-3000 ext. 3404

Fax: (254-20) 366-3914

Areas of responsibility: Burundi, Comoros Island, Congo-Brazzaville, Congo-Kinshasa, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, Tanzania, Uganda

Pretoria

Tel.: (027-0) 12 422-3026

Fax: (027-0) 12 422-3053

Areas of responsibility: Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia, Zimbabwe

Europe

Berlin

Tel.: (49-30) 2031-2422

Fax: (49-30) 2031-2134

Areas of responsibility: Estonia, Germany, Latvia, Lithuania, Poland

London

Tel.: (44-207) 258-6507/6307

Fax: (44-207) 258-6633

Areas of responsibility: Denmark, Finland, Iceland, Ireland, Norway, Sweden, United Kingdom**Madrid**

Tel.: (34-91) 423-3267

Fax: (34-91) 423-3256

Areas of responsibility: Algeria, Gibraltar, Libya, Morocco, Portugal, Spain, Tunisia**Moscow**Tel.: (7-495) 105-6070 ext. 3439 or
105-6084 ext 3423

Fax: (7-495) 105-6090

Areas of responsibility: Belarus, Kazakhstan, Kyrgyzstan, Russia, Tajikistan, Ukraine, Uzbekistan**Paris**

Tel.: (33-1) 4443-2432

Fax: (33-1) 4443-2990

Areas of responsibility: Andorra, France, Lichtenstein, Monaco, Switzerland**Rome**

Tel.: (39-06) 4459-8-2434

Fax: (39-06) 4459-8-2929

Areas of responsibility: Albania, Greece, Israel, Italy, Malta, San Marino**The Hague**

Tel.: (31-70) 311-1685

Fax: (31-70) 311-1697

Areas of responsibility: Belgium, Luxembourg, the Netherlands**Vienna**

Tel.: (43-1) 531 38-3403

Fax: (43-1) 531 38-3927

Areas of responsibility: Austria, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Serbia and Montenegro, Former Yugoslav Republic of Macedonia, Hungary, Moldova, Romania, Slovakia, Slovenia**Western Hemisphere****Havana**

Tel.: (537) 204-2516

Fax: (537) 204-1069

Area of responsibility: Cuba**Kingston**

Tel.: (876) 511-3425

Fax: (876) 511-3492

Areas of responsibility: Antigua and Barbuda, Barbados, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Saint Maarten (Dutch), St. Kitts and Nevis, St. Lucia, St. Vincent, St. Martin, Suriname, Trinidad and Tobago, Turks and Caicos Islands, Virgin Islands (U.K.)**Lima**

Tel.: (51-1) 444-4015 ext. 3402

Fax: (51-1) 242-2567

Areas of responsibility: Argentina, Bolivia, Chile, Paraguay, Peru, Uruguay

Los Angeles

Tel.: (213) 346-2783

Fax: (213) 625-7154

Areas of responsibility: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington State, Wyoming

Mexico City

Tel.: (52-55) 5387-9308

Fax: (52-55) 5724-7983

Area of responsibility: Mexico

MiamiTel.: (305) 579-1617 or
(305) or 579-1614

Fax: (305) 374-6774

Areas of responsibility: Aruba, Bahamas, Belize, Colombia, Costa Rica, Ecuador, El Salvador, Florida, Guatemala, Honduras, Netherlands Antilles, Nicaragua, Panama, Puerto Rico, Venezuela, Virgin Islands (U.S.)

New York

Tel.: (212) 596-1715

Fax: (212) 596-1725

Areas of responsibility: Bermuda, Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York State, Pennsylvania, Rhode Island, St. Pierre and Miquelon, Vermont

Port-Au-Prince

Tel.: (509) 249-9000 ext. 3414

Fax: (509) 249-9928

Areas of responsibility: Dominican Republic, Guadeloupe, Haiti, Martinique

São Paulo

Tel.: (55-11) 5509-4334

Fax: (55-11) 5509-4262

Area of responsibility: Brazil

Washington, D.C.Tel.: (202) 682-7600 or
448-6365

Fax: (202) 682-7689

Areas of responsibility: Alabama, Arkansas, Delaware, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Virginia, West Virginia, Wisconsin

East Asia**Bangkok**Tel.: (66-02) 646-4349 or
636-0540 ext. 3402/3405

Fax: (66-02) 636-0567

Areas of responsibility: Bangladesh, Cambodia, Laos, Myanmar, Thailand,

Beijing

Tel.: (8610) 6532-3536 ext. 3680

Fax: (8610) 6532-5903

Areas of responsibility: Mongolia, People's Republic of China

Canberra

Tel.: (612) 6270-4058

Fax: (612) 6273-3285

Areas of responsibility: Australia, New Zealand, South Pacific Islands**Guangzhou**

Tel.: (86-20) 8666-0569 ext. 3400

Fax: (86-20) 8667-0267

Areas of responsibility: Fujian, Guangdong, Guangxi, Hainan**Hong Kong**Tel.: (852) 2847-7421 or
2847-7405

Fax: (852) 2867-7367

Areas of responsibility: Hong Kong, Macao**Manila (de facto)**

Tel.: (632) 857-9111

Fax: (632) 885-7192

Area of responsibility: Philippines**Seoul**

Tel.: (82-2) 3783-6221

Fax: (82-2) 3783-6114

Area of responsibility: South Korea**Shanghai**

Tel.: (86-21) 6279-7245

Fax: (86-21) 6279-7092

Areas of responsibility: Anhui, Jiangsu, Shanghai, Zhejiang**Singapore**

Tel.: (65) 6854-5920

Fax: (65) 6854-5932

Areas of responsibility: Brunei, East Timor, Indonesia, Malaysia, Singapore, Vietnam**Taipei**

Tel.: (02) 2544-3402

Fax: (02) 2544-3594

Area of responsibility: Taiwan**Tokyo**

Tel.: (81-3) 5412-6465

Fax: (81-3) 5412-6302

Areas of responsibility: Japan, North Korea, Pacific Islands (above the equator)

Indian Subcontinent

Colombo

Tel.: (94-11) 522-6232 ext. 3407
(94-11) 532-6232 ext. 3408

Fax: (94-11) 522-6298
(94-11) 532-6298

Areas of responsibility: Maldives, Sri Lanka

Islamabad

Tel.: (92-51) 227-9100 ext. 3412

Fax: (92-51) 227-9113

Areas of responsibility: Afghanistan, Pakistan

New Delhi

Tel.: (91-11) 5178-2430 Fax: (91-11) 5178-2031

Areas of responsibility: Bhutan, India, Nepal

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