

Process and Documentation

When Moving to Canada



Overview

When moving to Canada, the customer must clear their shipment with customs. To meet this requirement, the customer is required to present themselves in person to the Canada Border Services Agency. Due to COVID and self-quarantine rules, Canada has made some exceptions to allow a representative to clear the shipment on behalf of a customer in quarantine. Customers must ensure that the appointed representative has the required documentation on-hand for the meeting with customs.

Overview of Customs Process & Required Documentation

When moving to Canada during the COVID pandemic, all persons must self-quarantine for 14-days in isolation. If the shipment arrives before the self-quarantine period is over, the customer must appoint a representative (family member or friend) to meet with a customs official to release the household good shipment into Canada.

When the shipment crosses the border, it is held In Bond before it is cleared through the Canada Border Services Agency (CBSA). This allows for the inland movement of goods that have not yet obtained a customs release. The customer will be directed to the inland office holding the In Bond shipment to clear customs. A duty on the value of your furnishings may also be assessed.

During this meeting with customs, the customer or their representative must be able to answer all questions regarding the shipment and the reason for import.

Customs will ask for the following documentation:

- ✓ Photo identification for representative (passport is ideal).
- ✓ Copies of required personal immigration documents (proof of residency abroad if returning Canadian citizen or Canadian work permit if foreign citizen), including a copy of customer's passport and all accompanying passports for family members.
- ✓ Power of Attorney (letter to customs) authorizing delegated representative to accept the shipment on customer's behalf.
- ✓ BSF form attached along with guidance form.
 - The BSF form is completed prior to the customer's personal entry into Canada and presented to customs at first point of entry along with a copy of the mover's inventory showing goods to follow. CBSA will stamp the BSF form and return it to the customer. This stamped copy must be brought to the customs clearance appointment.
- ✓ Cargo control document provided by driver or local office once goods enter Canada prior to customs clearance.
- ✓ Inventories provided by driver or local office once goods enter Canada prior to customs clearance.

If the customs officer does not accept the signed Power of Attorney letter, the customer must contact the CBSA and explain the situation. CBSA must contact the office where the friend or family member is trying to clear the goods and talk to the officer.

Customer Signature: _____

Date: _____

Registration Number: _____

Customer Acknowledgements

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This acknowledgement confirms that I (_____) am in the process of shipping my used personal household goods into Canada from the United States.

I (_____) authorize _____ to serve as my representative and accept the goods at my residence from the driver as long as I have not been at the residence since entering Canada. I understand that the driver is only able to deliver my goods to my residence if I cross into Canada and self-quarantine at a hotel for 14-days.

I (_____) also understand that the driver is unable to deliver my household goods to my residence if I was there at any point prior to delivery or during delivery of goods within the 14-day quarantine period.

If I elect to quarantine at my residence, then the goods will be sent to a warehouse for storage and delivered when schedules permit after the end of the 14-day quarantine period. Further, if the driver is directed to a warehouse with my household goods, I (_____) understand that additional charges will apply for storage, warehouse handling and delivery to my residence after my 14-day quarantine period is completed.

Given that I am moving cross-border, I (_____) acknowledge that there may be unanticipated delays due to customs or COVID restrictions out of the company's control.

Customer Signature: _____

Date: _____

Registration Number: _____

Power of Attorney Letter



Date:

Dear Canada Border Services Agency:

This letter authorizes _____ to serve as my representative to handle all aspects with regards to the clearance of my shipment of household goods into Canada. My representative is permitted to take action on my behalf as I am self-quarantined for 14-days in isolation.

This letter confirms that I have brought my personal household goods into Canada from the United States. All items in the shipment are used household goods and personal effects intended for the sole benefit of me and my family.

I further consent for _____ to function as my representative and accept my household goods on my behalf at my new residence.

Please feel free to contact me directly if you have any questions or require any further information.

Sincerely,