

CANPASS by PDF - a new trial

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With World Cup traffic significantly increasing arrivals into Canada, **CBSA has launched a pilot program allowing BizAv and GA operators to submit a PDF form** up to five days before arrival.

Calling CANPASS is a familiar pastime for many pilots operating into Canada. Traditionally, pilots are required to call 2-48hrs prior to their arrival to preregister crew and pax details with CBSA. Depending on how busy the call centre is, this can sometimes take “a while”. It’s also quite arduous to have to pass all of the personal particulars of crew and pax over the phone.

But now, some of that burden can be alleviated by a simple PDF.

If you want to take part, it’s open to all. So first thing, download this PDF. It seems to only open properly in Acrobat, nothing else. So if you use Acrobat to open it, it should look like this:



TRC Pre-Registration / Pré-inscription TRC

ARRIVAL INFORMATION						
Mode Aircraft	Tail #	Arrival Site	Province of Entry	Fixed-Base Operator (FBO) (optional)		
Estimated Date of Arrival (YYYYMMDD)	Local Time of Arrival (HH MM)	Departure Country	Departure Point (City, Province/State)	Passage Type		
CONVEYANCE DETAILS						
REGISTERED OWNER	Last Name / Entity	First Name	Telephone Number	Email		
Conveyance Type	Manufacturer	Model	Year of manufacturing	State/Province of registration	Colour	
PASSENGER DETAILS						
Number of Passengers:			1			
NO. 1	Designation	Last Name	First Name	Middle Name	Sex	Date of Birth
Citizenship	Country of Residence		Canadian Status			
Travel Document Type	Travel Document Number		Expiration Date (YYYYMMDD)			
Immigration Document		☐ Yes ☐ No	Passenger is a CANPASS permit holder?		☐ Yes ☐ No	
Reason of Travel		Duration of Stay / Length of absence Days				
In the past 21 days, have you been in Democratic Republic of Congo, South Sudan or Uganda?					☐ Yes ☐ No	
In the last 21 days, have you been feeling sick or have you been in contact with someone who might have Ebola disease?					☐ Yes ☐ No	
TELEPHONE REPORTING CENTRE 1-888-226-7277 ADDITIONAL RESOURCES General Aviation / PIC Info Citizenship and Immigration Canada eTA Visa Requirements						

Save Form

Submit by Email

If you try to open it with another program, it'll probably look like this:

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

(and then you'll have to do what we did and download Acrobat to make it work!)

Once you've filled it in, there's a button at the bottom that says "Submit by Email". You can do that, but it might start an annoying chain reaction where your computer tries to open the default Mail app and you get stuck in an infinite loop of frustration. **Probably easier to just click "Save Form" to PDF, and then manually email it to CBSA at this address:** trc_preregistration_inscriptionprealable_crt@cbsa-asfc.gc.ca

A few other things to keep in mind:

1. **The form is only a pre-submission.** It allows you to provide the personal details that typically take the most time over the phone, including names, passport details and dates of birth for crew and passengers. Once submitted, the form is sent via email and you should receive a confirmation email from CBSA.
2. **You must still call CANPASS between 2-48hrs before arriving in Canada.** But this call should be considerably quicker, as you're only confirming that the info previously submitted remains accurate and that there have been no changes.
3. **You must still call CANPASS after landing** to determine whether you can proceed with disembarkation or if you need to wait for CBSA officers to attend the aircraft.
4. **Keep a copy of all crew and pax details readily available** in case CBSA asks you to verify any information during either call.

The trial program is currently scheduled to run until 19 July 2026. The more operators who participate, the more useful feedback CBSA will receive when deciding whether to make the program permanent!

You can download the CBSA Pre Registration Form [here](#).

CANPASS:

Within Canada: 1-888-226-7277

Outside Canada: +1-905-679-2073

You can also visit the CBSA General Aviation Reporting website [here](#).