

APPENDIX TO THE REQUEST FOR DOCUMENTATION REVIEW

General - Submit the request to the Import Service Centre (ISC) when the Automated Import Reference System (AIRS) indicates "refer to CFIA". All required documentation must accompany the request. Send original certificates to the address indicated exception made of meat and eggs that must be inspected, originals must be presented with the shipment at the registered inspection establishment.

Driver Waiting or Estimated arrival time - Indicate "Yes" only when the driver is at the border otherwise specify the expected time or date of arrival.

CBSA release office - As defined by Canada Border Services Agency (CBSA). Example: 009- Halifax, 395- Montreal, 495-Toronto, 821-Vancouver.

Contact name - Person who sent the request and has details on the merchandise, transportation and destination.

Telephone number - Contact's telephone and the extension number.

Importer - Legal name of the company or the importer in Canada.

Safe Food For Canadians Licence Number - Valid licence number issued by CFIA

Commodity - Type of merchandise regulated by CFIA. A detailed description must appear on the commercial invoice submitted.

Quantity - Quantity of the full load. Number of units or total weight. Example: 500 bags or 20,000 kg.

Delivery address - First Canadian destination. If there are multiple delivery addresses, indicate multiple drop. Complete addresses must be clearly indicated on each invoice submitted.

Meat shipment - Name and registered reinspection establishment number (exception: skip lots).

Unmarked meat shipment - For unmarked meat, processing plant address and establishment number must be indicated.

Transportation - Name of the vessel arriving at the Canadian seaport or the transportation company in other cases.

Voyage number - Vessel or flight number. Container number must be clearly indicated.

First Point of entry in Canada - First physical point of entry in Canada. Example: Port of Halifax, Port of Montreal, Toronto Airport, (LBPIA), Coutts, Emerson, Pacific Highway.

Please note that commodities requiring ISC release must be cleared by CFIA at first point of entry before moving inland or to an inland CBSA bonded warehouse.

Airway/bill of lading - Number of the air, ship, train or truck waybill.

Comments - Must be used to exchange information or instruction between broker/importer and ISC.

Name of the payer - The person/ company who will receive and pay the invoice issued by CFIA (broker or importer).

CFIA client account number - Must correspond to the payer name. To obtain more information on how to establish a CFIA Client Account Number, please contact the National Accounts Receivable Service Centre:

E-mail : cfia.arcentrecd.acia@canada.ca
Telephone : 1-888-677-2342 (Canada & U.S.)
Telephone: 1-800-2342-2342 (Outside North America)
Facsimile: 1-506-777-3777

All information must be clear and legible.