

Dear Sir or Madam:

This letter is to acknowledge receipt of your application to the Canada Border Services Agency (CBSA) for a Non-Bonded Freight Forwarder carrier code.

In order for the CBSA to process your application and assign a carrier code to your company, we require further information.

A carrier questionnaire must be completed (blank is attached). Only the applicant's information must be included on the questionnaire. All supporting documentation as requested on the questionnaire must also be included.

Proof of ownership documents must be submitted. Corporations may submit articles of incorporation, business registration documents, or any documents notarized by the company's respective province or state. If the company is a sole proprietorship, a photocopy of government issued photo identification must be provided.

Please ensure the required documentation is submitted to the email or fax number below within ten (10) business days.

- 1) Email: [carrier-cargo@cbsa-asfc.gc.ca](mailto:carrier-cargo@cbsa-asfc.gc.ca)
- 2) Fax: 613-957-9717

If no new documents are received within the prescribed timeframe, your application will be rejected and you will need to restart the application process.

The Canada Border Services Agency processes applications on a first come first served basis and is committed to a service standard of ten (10) business days from the receipt of a fully completed application. Upon issuance, your carrier code will be sent out to the email address or fax number indicated on the questionnaire.

Sincerely,

Lynn Blais  
Junior Program Officer  
Carrier & Cargo Policy  
Canada Border Services Agency (CBSA)  
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