



2130 Airport Drive  
Saskatoon, SK  
S7L 6M6

February 28, 2006

Attention: Non Resident Visitors to Canada Temporarily Importing Firearms for Hunting or Sporting Use

Subject: PRE-PROCESSING OF NON-RESIDENT FIREARMS DECLARATIONS FOR NON-RESTRICTED FIREARMS

As you may be aware, as of January 01, 2001 new regulations outlined in Sections 35 and 36 of Canada's *Firearms Act* came into effect. As a result non-residents who are temporarily importing firearms into Canada are required at the time of arrival to complete a Non-Resident Firearm Declaration Form, submit it to Canada Customs for processing, and pay an annual Department of Justice fee of \$25.00 (Canadian funds).

Due to the large number of non-residents importing firearms through Customs at the Saskatoon Airport during specific periods of time, delays are anticipated on some flights. In order to address these delays non-residents who are temporarily importing firearms into Canada arriving in Saskatoon will have two options. The options being offered are to have the process completed for all non-residents **at time of arrival** or have the non-residents apply to have their Non-Resident Firearm Declaration Form processed **prior to their arrival**. If the non-resident chooses to process at time of arrival lengthy delays could be incurred therefore the pre-processing option is recommended. To assist you with the pre-processing option, you will find attached a step by step guide.

Please note that this option is only available at specific sites within our Region, one of which is Saskatoon, SK. Also, should you choose to use the pre-processing option you need to be aware that the \$25.00 fee will be taken into account. If for some reason you cancel your trip to Canada or are found to be inadmissible to Canada at the time of your arrival the fee will not be refunded.

If you choose to pursue the pre-processing option please follow the step by step guidelines attached to exercise this option. It is anticipated that the delays at Customs can be greatly reduced through the use of this pre-processing option. If you have any questions about this option or the instructions attached please contact the Saskatoon Customs office at the number listed below.

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Superintendent, Airport Operations  
Saskatchewan District  
Canada Border Services Agency  
Prairie Region  
Telephone: 1-306-975-4755  
Fax: 1-306-975-5917



**STEP BY STEP GUIDE FOR NON-RESIDENTS WHO HAVE CHOSEN TO HAVE THEIR NON-RESIDENT FIREARM DECLARATION FORM PRE-PROCESSED BY CANADA CUSTOMS**

**NOTE:** These procedures are currently in place only at specific sites within the Prairie Region. The Saskatoon, Saskatchewan Customs office located at the Saskatoon Airport is one of these designated sites due to the high volumes of hunters processed at this location. **Please note that you cannot pre-process at one location and enter Canada at another. You must enter at the port where you pre-processed to take advantage of this option. These procedures only apply to non-restricted firearms.**

- 1) Non-residents who choose to use the pre-processing option will forward their completed application to the Saskatoon Customs office either by mail or fax. The Non-Resident Firearm Declaration Form must have all fields completed, be signed by the applicant, and accompanied by the \$25.00 fee in **Canadian funds**. Payment may be made by providing a valid credit card number (with expiry date). Credit cards currently accepted are Visa, MasterCard and American Express. **The non-resident will also be required to provide a telephone number where they can be reached as well as their estimated date of arrival in Saskatoon, SK.**
- 2) Mailed declarations should be sent to **Canada Border Services Agency, 2130 Airport Drive, Saskatoon SK, Canada, S7L 6M6**. Faxed declarations should be faxed to **1-306-975-5917**.
- 3) **Mailed declarations must be received at the Customs office 10 working days prior to your date of arrival in Canada. As well, faxed declarations must be received a minimum of two days prior to your arrival in Canada. Otherwise Customs will not be able to process the application before you arrive.** If you are unable to meet these time frames simply bring your completed Non-Resident Firearms declaration with you and it will be processed at the time of your arrival in Canada.
- 4) Once a declaration is received via mail or fax, Customs will process the declaration. This will include reviewing the declaration, completing any required background checks, and taking the fee into account.
- 5) If the non-resident declaration is accepted for pre-processing the fee will be taken into account and a receipt issued. If there is time prior to the client's arrival, the client copy of the non-resident declaration and receipt will be mailed or faxed back to the applicant. This will be done as long as the applications were received within the time frames noted above in point #3. The non-resident is required to bring these documents with them to present to Customs upon arrival in Saskatoon. **NOTE: The client copy provided to the applicant is their valid non-resident declaration form complete with a confirmation number. This form acts as the non-resident's temporary firearms license as well as temporary firearms registration. It must be carried with the non-resident at all times while in Canada and be available to present to Law Enforcement authorities as required. If the non-resident arrives without their copy of the JUS909 they will be required to complete a new application and pay the \$25.00 processing fee.**
- 6) Upon arrival at the Saskatoon Airport the traveller will proceed to the customs area for clearance. At this time any traveller who has used the pre-processing option will be asked to present their copy of the confirmed non-resident declaration form. Their identification will be verified and cross-referenced to their declaration. If the traveller is in possession of a valid confirmed declaration they will then proceed through the regular Customs process.
- 7) The non-resident who has been pre-processed will still be required to have their admissibility to Canada determined by CBSA - Immigration, as well as their baggage examined to verify their customs and firearms declaration. This process is no different from the regular Custom processing that travellers currently undergo. If the non-resident is determined to be admissible and their declaration is confirmed by a customs officer then their Non-Resident Firearms Declaration will be deemed to be confirmed.
- 8) Any non-resident who has not had their Non Resident Firearms Declaration Form "pre-processed" will be required to complete the declaration form, pay the fee, have their declaration processed (which may include a background check as well as an examination of the firearm) at the time of arrival.