

AIRPORT COURTESIES

(as applicable)

Request for airport courtesy clearance must be send to the Coordinator, National Airport Courtesy Program in order to apply for this service.

Contact:

Diane Lachapelle
Coordinator, National Airport Courtesy Program
Office of Protocol, Global Affairs Canada
Diane.Lachapelle@international.gc.ca
Tel: (343) 203-3032
Fax (613) 995-5661

A list of all delegation members including the following information for each member:

- full name as shown on the passport
- title
- date of birth
- passport number
- passport expiry date
- nationality of passport
- Canadian entry visa number if applicable

Full flight itinerary including:

- arrival date
- arrival time
- port of entry
- airline company
- flight number
- departure date
- departure time
- port of departure
- airline company
- flight number
- the same for any other travel within Canada (if not by plane simply indicate mode)

- **Names and mobile phone numbers for a maximum of 2 greeters at the airport**
- **Name and number of a general contact person for the visit**
- **Reason for visiting Canada**

Important for ALL Arrivals (commercial flights and dedicated aircraft)

- All passengers and crew must arrive with completed Customs Declaration Form (E311)
- All persons carrying currency CDN \$10,000 and over must complete a Customs Cross-Border Currency and Money Instruments Report Forms (E667B and E668)

In addition, please advise of:

- Security concerns
- Special equipment or food that might be brought into Canada on arrival
- Health or mobility concerns (wheelchairs at airports etc.)