



STEP BY STEP GUIDE
NON-RESIDENT FIREARM DECLARATION (RCMP GRC 5589) FORM
PRE-PROCESSED BY CANADA BORDER SERVICES AGENCY

NOTE: These procedures are currently in place only at specific sites within the Prairie Region. The Saskatoon, Saskatchewan Canada Border Services Agency 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 Canada Border Services Agency 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, return fax number, flight date and number.** **NOTE: Applicant must have a DEDICATED fax line in order for application to be processed. This line must not be shared with a telephone number and must be turned on at all times. Applications without a dedicated fax line will not be pre-processed.**
- 2) Faxed declarations should be faxed to Canada Border Services Agency **1-306-975-5917**.
- 3) **Faxed declarations must be received a minimum of seven days prior to the start of your trip to Canada. Otherwise Canada Border Services Agency 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 (RCMP GRC 5589) with you and it will be processed at the time of your arrival in Canada.
- 4) Once a declaration is received via fax, Canada Border Services Agency will process the declaration. This includes reviewing the declaration, completing any required background checks, and processing the fee.
- 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 faxed back to the applicant. This will be done as long as the applications were received within the time frame noted above in point #3. The non-resident is required to bring these documents with them to present to Canada Border Services Agency 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 RCMP GRC 5589 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 (RCMP GRC 5589). 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 on through the regular Customs process.
- 7) The non-resident who has been pre-processed is still subject to have their admissibility to Canada determined by Canada Border Services Agency Immigration, as well as their baggage examined to verify their customs and firearms declaration. This process is no different from the regular Canada Border Services Agency processing that all 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 (RCMP GRC 5589) will be deemed to be confirmed.
- 8) Any non-resident who has not had their Non Resident Firearms Declaration Form (RCMP GRC 5589) "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.

Border Services Officer | Agent des Services Frontaliers
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