

Purpose:

To make the Bi-National assistance during an event as expeditious as possible by preparing utilities workers deployed across the U.S./Canada border. The sharing of resource does not stop at the U.S. boundaries. During major events, we need to be able to cross our northern border as effectively while maintaining the security of both Canada and the United States.

Required Data/Information:

- 1) Prior to mobilizing, there are requirements. While it is preferred to have a passport, the following is required for each individual:
 - Name
 - Employee number
 - Birth Date
 - Driver's License Number
 - Vehicle License Plate Number
 - Company Truck number
 - Vehicle Identification Number (VIN)
 - Fuel Type (Diesel/Gas)

- 2) For the forms needed at the border, go to the U.S. Customs and Border Protection website and access the Certificate of Registration:
 - Link for <http://www.cbp.gov>
 - Form – [CBP Form 4455](#)
 - Complete one per groups of trucks

- 3) Make sure vehicle has copies of the state declaration

- 4) Include the Requesting Company letter of Invite
 - Requesting Company Name/Address
 - Company ICON
 - Reason for requesting company to help requesting company
 - Requesting Company twenty-four hour contact number

- 5) Make sure to have the applicable vehicle manifest and forward the master roster to CBSA (Canadian Border) so that they have all the details beforehand.
 - Reference – Title 19: Customs Duty, Chapter 1, Part 10, Subpart A: General Provisions

Prior to leaving Canada:

1. Each vehicle MUST stop at the Canadian Export Lane at the port of exit and present the truck inventory manifest to the Canadian Agent. It must have a total of approximated value...both in and out, expecting that the value doesn't change.
2. The Agent will stamp the manifest as 'goods exported'.

3. The vehicle then proceeds to the US side, the crews receive a temporary work permit, and off they go to their destination.

Upon Return:

1. At the US border, present the vehicle manifest and the temporary work permit.
2. The stamped manifest MUST be presented to the port of exit upon return to be stamped as 'goods returned'. (if not stamped, they run the risk of having the vehicle searched and duty charged on the approximate contents. CBSA advice).
3. All paper work will be either returned to the vehicle or secured at the border. Retain any paperwork returned, and we'll figure out what to do with it.

As a precaution, the crews can check the border websites to see what the current in-bound wait times are. Included the websites below for your convenience.

- US Border Crossing Wait Times: <http://apps.cbp.gov/bwt/> title="<http://apps.cbp.gov/bwt/>" > <http://apps.cbp.gov/bwt/>
- Canadian Border Crossing Wait Times: <http://www.cbsa-asfc.gc.ca/bwt-taf/menu-eng.html> title="<http://www.cbsa-asfc.gc.ca/bwt-taf/menu-eng.html>" > <http://www.cbsa-asfc.gc.ca/bwt-taf/menu-eng.html>

THIS IS FOR REFERENCE ONLY TO ASSIST TO EFFECTIVELY TRANSIT THROUGH THE POEs (Points of Entry). THE FINAL ENTRY DECISION WILL BE MADE BY CBP (Customs and Border Patrol).