



BORDER CROSSING INFORMATION

for Entering and Exiting Canada

Updated August 10, 2024 (Changes in red)

*To attend the event at Canadian Tire Motorsports Park on August 29 -September 1, 2024, there are several steps that will need to be taken to ensure your border crossing into Canada and your return to the US is as smooth as possible. We are within 6-8 weeks of the event, so the time is **NOW** to start putting your plan of action in place.*

- ***To cross the border there are numerous documents that you will need to show customs both entering Canada and returning to the US. These documents are extensive and should not be left for the last minute.***

However, there are time frames involved with these forms – generally, you don't want to have them finalized more than a week before you enter Canada or less than a week when you return.

Participants (drivers, crew, guests)

- Each person travelling will need to have a current Passport. Processing can take from 3 weeks to 3 months for a passport application depending on your location.
- For personnel crossing the border, the documents linked below will be needed to avoid running into issues with customs:
 - **Canadian Tire Motorsport Park Recognition Letter:** This letter tells Customs that the track is approved to hold the event by the International Events and Convention Services Program (IECSP) and personnel coming to work the event are authorized to do so. You should be up-front in telling customs your personnel are coming to work the event. Getting creative with customs is not advisable. Everyone on your team should be given this letter to accompany their border crossing.
Link: [Canadian Tire Motorsport Park Recognition Letter](#)
 - **CTMP Labour Day Weekend Letter:** This letter is from the track specifically noting our event. It should be given to all team members crossing the border similar to the CTMP Recognition Letter.
Link: [CTMP Labour Day Weekend Letter](#)
 - **CBSA Bond:** This bond is required for our rigs to enter Canada. Canadian Tire Motorsport Park has secured this bond for our admittance into Canada and should be part of the Customs Documents for each of your team rigs. Each team will need to secure your own bond for the return trip to the US and Livingston will help with that process.
Link: [CBSA Bond](#)



- Anyone with a criminal conviction (includes DUIs) will NOT be allowed entry into Canada unless they have obtained a Temporary Resident Permit entry waiver.

Truck/Trailer

- Driver will need to have a current passport, current US CDL License and a Social Security card (note daily driving time is limited to 13 hours/day).
- Truck/trailer registration cards

Process for entering and exiting Canada

- Set up an account with Border Crossing Company to obtain an Account number – they will send you a list of contacts that will help you with all aspects of this process.
- To cross into Canada
 - Driver should go to US Customs first to get the paperwork signed off
 - Then go to Canadian Customs with:
 - Signed paperwork
 - Canadian Tire Motorsport Park Recognition Letter
Link: [Canadian Tire Motorsport Park Recognition Letter](#)
 - CTMP Labour Day Weekend Letter
Link: [CTMP Labour Day Weekend Letter](#)
 - CBSA Bond – Link: [CBSA Bond](#)
- To cross back into the US
 - Pre-arrival notification form – Link: [Pre-Arrival Form](#)
 - Ace Manifest – Download 2024 CTMP – Blank Manifest form from the Events & Races – National, CTMP section of the [Competitors Portal](#) to get you started.
 - Certificate of Registration – Link: [Certificate of Registration](#)
 - Commercial Invoice – Link: [Commercial Invoice](#)
 - Entry Bond
- Teams will need to obtain a Canadian Border Services Agency Carrier Code for hauling goods by commercial trucks into Canada – If you don't have a CSAC code, you can apply for one at customerservice@nmftr.org – it will take 24-48 hours to get one back. The SCAC code is good for one year only, but it can be renewed next year if needed.
- Completed Form 4455 (Link: [Certificate of Registration](#)) which is a full inventory of everything in the trailer by type, country of manufacture and estimated fair market value – **THIS IS A TIME-CONSUMING EFFORT** and should be started as soon as possible. I recommend you do this in an excel spreadsheet as some of the other forms require this data to be sorted and summarized by Country of Manufacture.



- ACE Manifest – border crossing companies like Livingston will prepare this final document. The Manifest will need to include:
 - Commercial Invoice
 - Inventory List
- Proof of bonds (Canadian Tire Motorsports Park will provide the bond to enter Canada, but teams will need to purchase their own bond to re-enter the US – **can be obtained for you by border crossing companies like Livingston – cost is approximately \$700**).

Available Assistance

Livingston is a company that specializes in assisting teams with the documentation needed to cross into Canada and back into the US. Contracting with them will help ensure you have all your documents completed and ready. Their services include:

- Setting up an on-line portal for you to use to submit your documents and dedicated support to ask with any questions.
- Helping with the preparation of all forms.
- Assisting in obtaining Carrier Codes, SCAC codes and other requirements if needed.
- Helping you obtain your re-entry bond.
- Producing the ACE Manifest.
- Submitting documentation prior to your departure to help ensure efficient crossings.

The cost for their services usually ranges from \$1,000-\$2,000 depending on the number of trailers, volume of inventory, etc.

Contact information is as follows:

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~~You will likely be able to work under the Parella Motorsports Holdings Canadian Revenue Number when you contact Livingston. This number has been applied for but may not be received until the end of July.~~

Effective 08/10/2024 –The paragraph above is no longer a requirement.

PMH Staff (Terry Ozment – tozment@gotransam.com or 785-817-5817)