# Customs Permit Procedure

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<tr>
<th>Office of Administrative Responsibility:</th>
<th>Supply Management Services</th>
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<tr>
<td>Approver:</td>
<td>Director, Supply Management Services</td>
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<tr>
<td>Scope:</td>
<td>Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).</td>
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**Contact for questions about this procedure:**

<table>
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<tr>
<th>SMS Customer Service</th>
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<tr>
<td>780-492-4668</td>
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<tr>
<td><a href="mailto:customerservice@sms.ualberta.ca">customerservice@sms.ualberta.ca</a></td>
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## Overview

Import and Export permits are used by various agencies within the Canadian government to control or identify the flow of specific commodities into and out of Canada. The use of permits ensures the safety of public health, the environment and Canadian industry. Permits must be obtained and be in the possession of the holder prior to the goods crossing the Canadian border. Otherwise, the goods risk being refused entry to or exit from Canada and may be seized or forfeited at the University's expense.

Certain goods may not require a permit, but must be accompanied by a specific certificate, such as a Phytosanitary Certificate. In other situations, a specific “statement” must be included on the import documents.

The Customs Division provides advice and guidance to University faculties, departments and researchers regarding import and export permits, certificates and other requirements.

## Purpose

- Identify general categories of goods requiring import and export permits.
- Identify Canadian government agencies responsible for issuing permits.
- Provide information to University units on where and how to apply for permits.

## PROCEDURE

1. **DETERMINE IF GOODS REQUIRE A PERMIT**

   a. To determine if a permit is needed, the ultimate end-user at the University of Alberta, with detailed knowledge of the commodity and its proposed use is encouraged to speak directly with the agency responsible for issuing permits.

   b. The Customs Division can provide contact information for various agencies if required, or can contact an agency on behalf of an individual at the University.
2. COMPLETE A PERMIT APPLICATION

a. If a permit is required, blank permit applications can be obtained from the Customs Division or directly from the issuing agency.

b. Complete the permit application and submit with payment to the appropriate agency. To avoid delays in processing, ensure that all fields of the application are completed.

c. It is strongly recommended that the applicant (holder of the permit) be a full-time employee of the University of Alberta, with detailed knowledge of the commodity and its use at the University.

3. ISSUANCE OF THE PERMIT

a. Once issued, permits are mailed directly to the applicant. The original copy of the permit should be retained within the permit holder’s department.

b. A copy of the permit should accompany the goods being transported across the Canadian border (either imported or exported).

c. A copy of the permit should be provided to the Customs Division. Unnecessary delays at the border can be avoided in the event the shipment copy is missing and the permit holder is unavailable.

4. CATEGORIES OF GOODS REQUIRING PERMITS

The commodities and goods listed below are intended as a guideline for reference purposes only. Permit requirements regarding specific items should be obtained by contacting the appropriate government agency or the University Customs Division at 492-3435.

a. Import Permits

i. Live Animals, Fish and Plants

ii. Human and Animal Tissues and Sera

iii. Animal Embryos and Semen

iv. Human, Animal and Plant Pathogens

v. Food Products (edible meats, dairy, eggs and grains)

vi. Fertilizers

vii. Agricultural Products

viii. Carbon Steel and Specialty Steel

ix. Textile and Apparel Products

x. Rough Diamonds

xi. Explosives, Propellants, Safety Flares, Pyrotechnics

xii. Commercial Alcohols
xiii. Energy-using Products (appropriate statements required on customs documents)

b. Export Permits

i. Forestry Products (softwood lumber)

ii. Agricultural Products (eggs, wheat, barley, dairy, honey, syrups)

iii. Carbon Steel Products

iv. Textile and Apparel Products

v. Toxic Chemicals

c. Common Permit Issuing Agencies

i. Canadian Food Inspection Agency (CFIA)

ii. Public Health Agency of Canada

iii. Health Canada

iv. Natural Resources Canada (NRCan)

v. Export and Import Controls Bureau (EICB) of Foreign Affairs and International Trade Canada (DFAIT)

**DEFINITIONS**

There are no definitions for this Procedure. [▲Top]

**FORMS**

There are no forms for this Procedure. [▲Top]

**RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

- Canadian Food Inspection Agency (Government of Canada)
- Export and Import Controls Bureau (Government of Canada)
- Health Canada (Government of Canada)
- Natural Resources Canada (Government of Canada)