**For the submission of paper commercial documentation at Longroom 821** **by EMAIL**

* Send your requests by email at the following address :

For Release documentation: [**CBSA.Commercial-821.ASFC@cbsa-asfc.gc.ca**](mailto:CBSA.Commercial-821.ASFC@cbsa-asfc.gc.ca)

For Cargo documentation: [**CBSA.Manifest-821-Manifeste.ASFC@cbsa-asfc.gc.ca**](mailto:CBSA.Manifest-821-Manifeste.ASFC@cbsa-asfc.gc.ca)

* The subject line of the email must be : WRAPPER COLOUR (if applicable) -TYPE OF REQUEST - DOCUMENT NUMBER. e.g: GOLD – RMD -13243 200512453
* The paper request must be transmitted by way of an attached PDF document. Make sure that the file is of good quality and that all information is clear and readable. **Only PDF** attachments are permitted.

* The PDF file name must be : TRANSACTION NUMBER.pdf, i.e.23451900123459.pdf. Note, the request type is not indicated in the file name, only in the subject. **(see details in the annex)**
* Documents must be submitted in the correct order and all release requests must include an EDI Exception lead sheet (D17-4-1)
* Customs brokers that do not have an office at the port, must go through a local customs broker (Customs Broker Licensing Regulations)
* If your document is rejected, you must respond to the rejection and return it with the same statement in the subject line.
* Applications submitted in duplicate will not be tolerated.
* **Any e-mail that does not comply with the instructions in the attached annex will be rejected**.

**Reference: D17-1-4**

**Annex A – Alternatives to Paper Processing  
List of documents approved by Headquarters for electronic submission**

|  |  |
| --- | --- |
| ***May be sent by email/fax*** | ***Excluded - May not be sent by email/fax*** |
| **Cargo** • A8A(B) Cargo Control Document • Re-manifest • De-consolidation • A10 Abstract • A30 Diversion Notice • BSF673 • A6/A6A   |  | | --- | | **Release** • Paper RMD/PARS (with EDI Exception lead sheet) • B3 Types: all, except where payment required prior to release |   • Regulated release requests, not otherwise excluded • Entered to Arrive (ETA) / Value Included (VI) • Aero-paper • A48 RMD Correctors • K36A – Ships Stores | • Release requests that must be sent in by EDI, as per D17-1-4  • Regulated shipments requiring the following: o Kimberley Certificates o CITES Permits • C-Type B3s where payment required prior to release • K32 – Drawback Claims |

**Key points:**• Existing legislation continues to apply. Note, the *Customs Brokers Licensing Regulations*require release related documentation be submitted only by brokers with an office at the port;  
• Existing policies and D-memos (i.e. D3 series, D17-1-4) continue to apply;  
• All documents are still required, in the correct order;  
• For release requests, an EDI exception lead sheet must be provided, per D17-1-4;  
• In lieu of coloured wrappers, write the wrapper colour specified in the D-memo on the first  
page, to enable the triage of requests;  
• Additional information and procedures will be provided by the port;  
• Non-compliant requests will be rejected.

**eLongroom Hours of Service – Port 821**

**Documents may be submitted to the eLongroom address 24 hrs a day, however, as with the submission of paper, requests will only be processed during our regular business hours:**

**Open Monday – Friday 08:00-16:30**

**Closed Saturday, Sunday and Statutory Holidays**