



## Memo- To External Clients

In an effort to modernize and respond to the current pandemic we will be accepting the submission of paper commercial documents to the email addresses listed below at the port of Fort Erie .

These emails will be **monitored Monday – Friday 8:00 am- 4:00 pm EST**. Request submitted after these time frames will be actioned the next business day.

- The subject line of the email must be **Type of request- Transaction** i.e. A48-23451900123459. If there is no transaction number please use the **cargo control number** i.e BSF673-234519
- The paper request must be transmitted by way of an attached PDF document. **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.

[CBSA.Manifest-410-Manifeste.ASFC@cbsa-asfc.gc.ca](mailto:CBSA.Manifest-410-Manifeste.ASFC@cbsa-asfc.gc.ca) will accept the following :

- RMD corrector (A48)
- BSF673
- Release requests i.e. Stamped ACI -transaction not released
- V type entries less than 50 pages
- Penalty Waiver request
- B2 correctors

[CBSA.Commercial-410-Commerciale.ASFC@cbsa-asfc.gc.ca](mailto:CBSA.Commercial-410-Commerciale.ASFC@cbsa-asfc.gc.ca) will accept the following :

- PARS paper
- Release request i.e. Stamped ACI- transaction not released

Should you have any questions please feel free to contact me at [Kathy.Weaver@cbsa-asfc.gc.ca](mailto:Kathy.Weaver@cbsa-asfc.gc.ca).

Thank-you,

*Kathy Weaver*

District Commercial Analyst, Operations Branch  
Canada Border Services Agency / Government of Canada  
[Kathy.Weaver@cbsa-asfc.gc.ca](mailto:Kathy.Weaver@cbsa-asfc.gc.ca) / Tel: 905-994-6367 / TTY: 866-335-3237

Analyste Quartier Commercial, Direction générale des opérations  
Agence des services frontaliers du Canada / Gouvernement du Canada  
[Kathy.Weaver@cbsa-asfc.gc.ca](mailto:Kathy.Weaver@cbsa-asfc.gc.ca) / Tél. : 905-994-6367 / ATS : 866-335-3237