

Canada Flight Planning Check List – IFR

2 months before trip:

- Order Radio Station license (for plane)
- Order Radio Operators permit
- Order CBP sticker
 - Affix to the left back seat window as far forward as it could go
- Ensure passport is current (valid for more than 6 months after trip)

2 weeks before trip

- Order or download Canadian charts/plates as appropriate (paper, electronic)
- Create an EAPIS account
- Ensure immigration/customs personnel at intended AOE in both Canada and US will be open/available on arrival date/time.

2 days before trip

- File eAPIS manifest and print both the submission confirmation and the approval email
- Pack passports and eAPIS confirmation forms
- Call FBO to ensure no issues with arrival/stay, rent car, etc.

Between 2 and 24 hours before departure

- Contact Canada or US immigration (depending on leg of trip) to advise of arrival time:
 - Canada immigration (“Canpass”): 1-888-226-7277
 - US immigration: Contact CBP field office for AOE you intend to use (list of offices available online)
-

At least 1 hour before departure

- File IFR flight plan
 - Online: Be sure to file using use ICAO flight planning form/entry
 - If filing by phone in US, call international FSS: 1-800-432-4716
 - If filing by phone in Canada, Canada FSS: 1-866-541-4104 or 1-866-WX-BRIEF (992-7433)

On arrival

- Canada: Taxi to FBO. Shut down. Do NOT get out of plane. Call Canada Immigration: 1-888-226-7277. Typically they do not come to the plane, instead they give you a confirmation #. Many online forums recommend noting this number in your log book.
- US: Taxi to CBP office/building. Do NOT get out of plane. The officer should be waiting and will come out. If no one appears, call the field office you originally called to advise of your arrival.

Final caveat: All of the above is based on one (successful) round trip I68 -> CYKZ. I’m not an expert, but the above steps worked out very smoothly. No issues with Canada or US immigration, nor with Canada ATC.

Chris Keith
April 2014