

NEXUS

Information and Application Form



BSF5084(E) Rev. 11



Government
of Canada

Gouvernement
du Canada



United States
of America

La version française de cette publication est intitulée *NEXUS – Renseignements et demande d'adhésion*.

About NEXUS

NEXUS is designed to expedite the border clearance process for low-risk, pre-approved travellers into Canada and the United States.

The Canada Border Services Agency (CBSA) and U.S. Customs and Border Protection (CBP) are cooperating in this joint venture to simplify border crossing for members while enhancing security.

To become a member of this program, you must do the following:

- submit an application and go through a registration process;
- satisfy the eligibility criteria;
- be admissible to Canada and the United States; and
- pass risk assessments by both countries.

Program benefits

If you are approved to participate in NEXUS, you will receive a membership identification card to use when entering Canada or the United States at all designated NEXUS air, land and marine ports of entry.

Membership will enable you to save time by:

- using automated self-serve kiosks in dedicated areas at designated international airports;
 - using dedicated lanes at the land border; and
 - reporting to border officers by phone in advance of your arrival in the marine mode of transportation.
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- using the *Trusted Traveller CATSA Security Line* available at major Canadian Airports to expedite airport pre-boarding security screening. For detailed information please visit www.nexus.gc.ca or www.catsa.gc.ca.

Western Hemisphere Travel Initiative (WHTI)

For Canadian and U.S. citizens, NEXUS membership cards also fulfill the travel document requirements of the WHTI. A NEXUS membership card may be used as an alternative to a passport when entering the United States by air when used at kiosks at designated airports in Canada or at all land and water ports of entry. For detailed information on the WHTI, visit www.cbsa.gc.ca and www.dhs.gov or www.cbp.gov.

Eligibility

You may qualify to participate in NEXUS if you are a citizen or permanent resident of Canada or the United States and have lived in Canada and/or the United States continuously for the last three years.

You may not qualify if one of the following applies:

- you are inadmissible to Canada or the United States under applicable immigration laws;
- you intentionally provide false or incomplete information on your application;
- you have been convicted of a serious criminal offence in any country for which you have not received a pardon (for U.S. background checks you may be questioned about full criminal history, including arrests and pardons, which may exclude you from NEXUS);
- you have a recorded violation of customs, immigration or agriculture law; or
- you fail to meet other requirements of NEXUS.

Both Canada and the United States must approve your application for you to become a member of NEXUS. If you do not meet all of the requirements, your application will be denied.

Note:

Children under the age of 18 need the consent of a parent or legal guardian to enrol in NEXUS. At the interview, children under the age of 18 must be accompanied by at least one custodial parent or guardian. The parent or guardian needs to have documentary evidence of custody with no restrictions on removal from the custodial jurisdiction. The documents presented to the officer at the NEXUS enrolment centre have to establish that the adult or adults are the parents or legal guardians. **Children can be enrolled in NEXUS even if their parents or guardians are not members of NEXUS.**

Application

Your participation in NEXUS is strictly voluntary. If you complete and submit the application form, you will be invited to make an appointment to visit a NEXUS enrolment centre for an interview once the initial processing of your application is complete.

The information you provide on your application will be used to determine your eligibility.

Please refer to the Canadian *Privacy Act* and the U.S. *Privacy Act*, both of which can be found at www.nexus.gc.ca.

Each applicant must complete a separate form.

The application process to determine eligibility takes approximately six to eight weeks.

Online Application

You can apply to NEXUS online using the Global Online Enrollment System (GOES), which is operated by U.S. CBP. See www.nexus.gc.ca for details.

In the online application, some of the information requested is designated as optional. Your eligibility to participate in NEXUS is not affected by whether you provide the optional information.

Paper application

Complete the attached NEXUS application and mail it, together with the processing fee, to the address indicated on the form.

Note:

U.S. citizens must send their application form to the Niagara Falls office.

Fees

For each five-year NEXUS membership, there is a non-refundable processing fee. Children under the age of 18 must apply separately from their parents or legal guardians but there is no fee to do so.

Method of payment for online applications

Online applications can be paid only by credit card and are processed only in U.S. funds.

Methods of payment for paper applications

- **by credit card** – All credit card payments are processed only in Canadian funds.
- **in Canadian funds** – These payments can be made by certified cheque or money order.
- **in U.S. funds** – These payments can be made by certified cheque drawn on a U.S. bank account or by an international money order.
- **by personal cheque** – Personal cheques from Canadian bank accounts are accepted.
- **by certified cheque** – All certified cheques and money orders must be made payable to the Receiver General for Canada.

Mandatory documents

You must provide acceptable proof of your citizenship and admissibility, and a second document to demonstrate your current place of residence.

If applying by mail, do not send original documents as they will not be returned to you. Please send only photocopies with your completed application form.

Whether you have applied online or by mail, you will need to bring the original copies of your mandatory documents to the NEXUS enrolment centre for your interview.

Citizenship and admissibility

To demonstrate that you are a Canadian or U.S. citizen, you must provide **one** of the following documents:

In Canada

- a valid passport;
- a valid NEXUS or FAST card **when entering at all land and marine ports of entry only**;
- a birth certificate and photo ID;
- a Canadian citizenship card or certificate (with photo); or
- a Certificate of Indian Status.

In the United States

- a valid passport;
- a valid NEXUS card when entering at all land and marine ports of entry, and at all airports when departing from a Canadian airport that offers US preclearance services;
- a valid FAST card when entering at all land and marine ports of entry only;
- a birth certificate and photo ID;
- a proof of U.S. citizenship;
- a certificate of naturalization; or
- a border crossing card.

If you are not a Canadian or U.S. citizen but you are a Canadian or U.S. permanent resident, you must provide one of the following documents:

In Canada

- a valid Permanent Resident Card; or
- a Record of Landing.

In the United States

- a valid Permanent Resident Card

If you are working or studying in Canada or the United States, you must provide one of the following documents:

- a work permit; or
- a study permit.

Current place of residence

All applicants must demonstrate proof of their current place of residence by providing a photocopy of **one** of the following documents:

- a valid driver's licence;
- another provincial identification card;
- another federal identification card; or
- any document with a current address (e.g. a current bill, invoice or bank statement).

If the application is for a child under the age of 18 who will be travelling with a non-custodial adult, a photocopy of supporting documents, such as a court order or a letter of authorization, must be attached to the application.

Penalties for providing false information

If you do not provide true, accurate and complete information in your NEXUS application, your membership may be denied. There are severe penalties for knowingly and wilfully falsifying or concealing material facts, or using any false document in the application. Making a false

representation may also result in the denial of any other application you may make for any benefit under U.S. immigration laws.

Application processing

CBSA and U.S. CBP officers will check the information you have provided in your application to make sure you meet the requirements of customs and immigration legislation. Criminal information databases will also be used.

After the initial processing of your application is complete, you will receive a letter inviting you to set up an appointment for an interview at a NEXUS enrolment centre. If you applied online, you will receive notification by e-mail. A complete list of NEXUS enrolment centres can be found online at www.nexus.gc.ca.

The interview

You will be invited to set up an appointment to visit a NEXUS enrolment centre once the initial processing of your application is complete. When you report to the enrolment centre, a further review of your information and a full interview will occur.

- If you currently reside in Canada, you will be interviewed by a U.S. CBP officer.
- If you currently reside in the United States, you will be interviewed by a CBSA officer.

The officer will do the following:

- explain the terms and conditions of NEXUS;
- review the information you provided on your application form to make sure it is still valid;
- verify your identity and review original documents such as proof of citizenship and residency documents, work permits and visas;
- ensure that you meet all of the eligibility requirements for membership;

- take your fingerprints;
- take a digital photograph of your irises to verify your identity each time you enter Canada or the United States in the air mode of transportation using the self-serve kiosks;
- take a digital photograph of your face;
- explain the Traveller Declaration Card process (for Canadian residents only); and
- explain how to cross the border in the land, air and marine modes of transportation using your NEXUS card and, where possible, show you how to use the self-serve kiosks in the air mode.

Note:

Any time you enter Canada or the United States, you may be subject to an inspection.

Membership renewals

It is recommended that you reapply to the NEXUS program approximately three months before your membership expires. Your membership in NEXUS is valid for five years.

Renewal fee

For each five-year NEXUS membership, there is a non-refundable processing fee. Membership renewal for children under the age of 18 is free of charge.

Need more information?

For more information about NEXUS, call **1-866-NEXUS26** (1-866-639-8726) or visit the NEXUS Web site at **www.nexus.gc.ca**.

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