

**PARS NOTIFICATION  
FOR CANADA BOUND SHIPMENTS** 

**Check your PARS: COURTNEY PARS TRACKER**

**Email: [traffic@courtney.ca](mailto:traffic@courtney.ca)**

**Fax: 1-800-956-8388**

Please complete this form and send by email or by fax with the Bill of Lading and all other shipment documents (ideally in PDF format for email) to Courtney Agencies at least 3 hours prior to border arrival and during our regular business hours. Do not wait until the driver is approaching the border.

Regular business hours are Monday to Friday, 7:00am to 11:00pm EST; Saturday, 11:00am to 7:00pm EST. Note: Documents received after-hours may be subject to longer wait times and after-hour fees. Call 1-877-786-4970 if you send documents outside our regular business hours and your driver is waiting to cross.

All documents, including Bill of Lading with the original PARS bar code label, must be submitted to Canada Customs upon arrival at the Canadian border.

Total number of pages: \_\_\_\_\_ (Once completed, this form becomes page 1)  
Number all your pages over total number of pages (such as 1 of 3, 2 of 3, 3 of 3).

Carrier Name:

Driver Name:

Carrier Dispatch Phone #:

Driver Cell Phone #:

**ETA at Border**

Time (hh:mm) : am pm

Date (yyyy/mm/dd): 20 / / Time Zone:

**Enter 3-digit Port of Entry code:**

write code here (if not using menu):

For a complete list, go to: **CBSA Highway Port Codes**

Truck #: # Ctns/Plts: /

Trailer #: Weight: (LBs) (KG)

**PARS #**

Place an extra PARS barcode here  
or enter number below.  
(B/L or invoice must have original barcode)

Client Name: