

# PARS Notification

## for Canada bound shipments



Carrier/driver must fill out this form and fax or email it with all documentation, **including Bill of Lading**, at least **3 hours prior to arrival**.

**To fax:** (866) LIV-INTL / (866) 548-4685

**To email:** Send individual, multi-page files to [cdnimports@livingstonintl.com](mailto:cdnimports@livingstonintl.com)

- Please use **black or dark ink** when completing the fields (avoid delays due to illegible information specifically the port, ETA & contact information) and mark the pages 1 of 3, 2 of 3, 3 of 3 etc. **Reminder:** Each attachment equals one shipment.
- **All** documentation, including eManifest Lead Sheet, Bill of Lading with the ORIGINAL PARS bar code label, **must** be submitted to Customs upon arrival.

<b>Carrier Name</b>	
<b>Driver Name</b>	
<b>Driver Cell Phone #</b>	
<b>Carrier Dispatch Phone #</b>	

To check on the status of your fax and/or create an email alert when CBSA approves your PARS, log on to: [www.PARStracker.com](http://www.PARStracker.com) or call 866-LIV-PARS / 866-548-7277 30 minutes after faxing.

### ETA at border

<b>Date:</b> (yyyy/mm/dd)	2	0	1																	
	<b>Time:</b> (hh:mm)																			
	Eastern Time (GMT - 5 hrs)																			

<b>Truck #</b>	
<b>Trailer #</b>	
<b># Ctns / Plts</b>	
<b>Weight</b>	

### PARS Number

*Place an extra PARS Barcode here. B/L or invoice must have original. Hand write below if required. PAPS must be faxed to 1-877-548-7277*

PARS # must be the same as the Cargo Control Number (CCN). Do not confuse with the CRN for eManifest.

### Livingston Client Number (if known)

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### Livingston Team Number (if known)

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<b>Client Name</b>	
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### Port of Entry Number

Write the 3-digit port code below. If the port code changes, the eManifest port must be fixed before asking Livingston to update the port with CBSA.

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### NOTE: Failed PARS procedures

The original (PARS) CCN must be associated with the shipment by writing or typing of the original PARS CCN on a blank Cargo Control Document (CCD – A8A). Alternatively, bar-coded CCDs may indicate the Failed PARS CCN in the previous CCN field and cross out the bar-coded CCN. In both cases, the wording **“Failed PARS”** should be written on the CCD.