

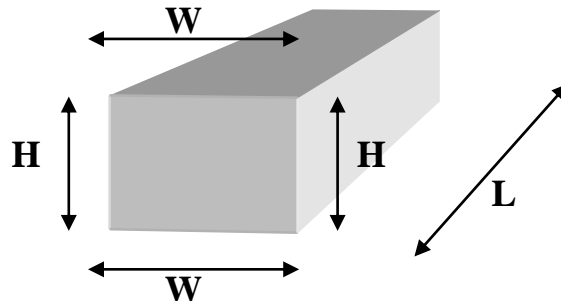
# POSTAL INFORMATION FOR TERRA FIRMA MEMBERS ON DEPLOYMENT

## GENERAL

1. The correct mailing address for a member while deployed on a non-ship deployment will be dependant on their location. Check our website for updated addresses.

OPERATION NAME (####)  
RANK / NAME / INITIAL  
UNIT / SECTION  
PO BOX (####) STN FORCES  
BELLEVILLE ON K8N5W6

2. The Naden Post Office and the Fleet Mail Office in the Dockyard offer full Canada Post services. All letters and parcels can be mailed from these locations or from any Canada Post outlet.
3. Size: Maximum dimensions for a parcel are as follows: length = 100cm, width = 40cm and height = 40 cm.



4. All mail from the members will be routed via international airmail back to Canada, where it will be Customs cleared prior to entering the Canadian mail stream.

**Note: A Customs Declaration form must be filled out for all parcels. These are available at the Post office, CPAC, Signal Hill or the Base Mail Office, just ask for this form.(43-074-172)**

A photograph of a Canadian Customs Declaration form (CP72). The form is titled 'Canada Declaration / Déclaration en douane' and 'Boutlet d'expédition'. It includes fields for 'Sender / Expéditeur', 'Recipient / Destinataire', and 'Country of Origin / Pays d'origine'. There is a 'Non-Insured / Non-assuré' stamp on the form. A barcode is visible at the bottom right. The form number 'CC 013 313 617 CA' is printed in the top right corner.

## WHEN POSTAGE IS NOT REQUIRED

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1. For personnel who are deployed to CFB ALERT or outside of Canada, the Canadian Forces provides a “free” mail service. This service allows personal mail, consisting of parcels and letters, from families, to be sent to service members on operational deployments.
2. The following important points are to be noted:
  - a. The maximum weight for parcels is 20 kilograms;
  - b. The CF and FMO are NOT responsible for any loss, theft or damage caused to items sent via this service. As there is no postage affixed to the items, no claim can be made through Canada Post;
  - c. Return mail service for undeliverable mail without affixed postage will not be provided therefore, proper addressing is important;
  - d. The sender **must place** their name, address and phone number on the top left corner of the parcel. This enables FMO to contact them should a problem arise. A complete list of the items enclosed in the package must also be clearly written on the outside of the parcel;
  - e. Mail may be dropped off at the Naden post office building N34 at CFB Esquimalt, Fleet Mail Office building 34 in Dockyard, or any of the MFRC locations: Signal Hill (1505 Esquimalt Rd) or the MFRC at CPAC (2610 Rosebank Rd). Please remember, if you mail your items from any other Canada Post outlet you will be required to pay postage; and
  - f. If you wish to register the mail or purchase insurance, postage **is required**.

### PROHIBITED ARTICLES

The following articles are prohibited in the mail and will not be sent:

- |   |   |
|---|---|
| a. Tobacco including the following;   | g. Knives;  |
| i. Electronic smoking products (electronic cigarettes, cigars, cigarillos, pipes and the liquid cartridges) | h. Alcoholic beverages;                                   |
| b. Articles which are obscene / immoral;  | i. Drugs and narcotics (including prescription drugs);    |
| c. Compressed gases (aerosols);   | j. Perishable items (fruit, meat);                        |
| d. Flammable liquids or solids (lighter fluid, matches);  | k. Batteries (fluid, lithium)                             |
| e. Corrosive liquids or solids (bleach, acids, ammonia);  | l. Cologne, perfume;                                      |
| f. Explosives;  | m. Fireworks  |
|   | n. Hairspray;   |
|   | o. Ink  |
|   | p. Water pistols  |
|   | q. Liquids of any kind                                    |
|   | r. Weapon replicas (e.g. nerf guns, plastic knives, etc.) |
|   | s. Essential oils.  |

The above is not a complete list. If in doubt a complete list of prohibitive items is available by contacting either of the mail offices.

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Questions? Please do not hesitate to call the Fleet Mail Office at 250-363-2176 or the MFRC at 250-363-2640.

### Criminal Code and Other Offences

Any person using the mail for the delivery of any one of the following items commits an offence:

- a) Articles that are obscene, indecent, immoral or scurrilous.
- b) Any information relating to bookmaking, pool-setting, betting or wagering.
- c) Articles relating to unlawful lottery schemes.
- d) Any article relating to schemes to deceive or defraud the public.
- e) Articles or special messages sent to any person with the intention to obtain money under false pretenses.