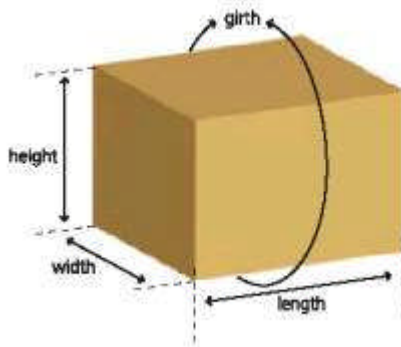


Guidelines for mailing by Canada Post

CF family members and friends sending letters or packages to deployed CF Members

Sending letters and packages can be a wonderful way to keep in touch with loved ones and friends serving overseas. The following guidelines are offered to assist in properly preparing your letter or parcel:

- Plan in advance for special occasions. Once an item is mailed, it could take up to three weeks for the mail to be delivered to the addressee in theatre. If an individual in theatre is consistently experiencing more than three weeks for mail to arrive, it is recommended that the individual discuss the matter with their serving Canadian Forces postal support personnel in theatre
- Parcels must be clearly addressed with rank, initials and name; unit and section. **Operational addresses can be found at the following link:** addresses-eng.asp
- Clearly write the sender's address in the top left corner.
- If mailing by Canada Post, any postal services costing \$5 or more is [GST exempt](#).
- Ensure that the parcel is wrapped properly and securely and use packing tape. Do not use string to bind the parcel.
- The following are specific guidelines for this service (Note: Oversize and overweight parcels will not be accepted):
 - **Weight:** Maximum 20 Kg (Approximately) (Approx) 44 lb).
 - **Size:** Two conditions must be met regarding size: a. maximum length is one metre (Approx 39"); and b. the maximum length plus girth is two meters (Approx 79") (the definition of girth = width + height + width + height). In the following illustration, the parcel has the following dimensions: length = 1.0 m (Approx 39"), width = 0.3 m (Approx 12"), and height = 0.15 m (Approx 6"). The parcel just meets the maximum size by the following calculation: $1.0 + 0.3 + 0.15 + 0.3 + 0.15 = 1.9$ m (Approx 75").



- " When mailing by Canada Post, a Canada Customs declaration form is required with every parcel addressed to one of our Belleville PO BOX STN Forces addresses or when sending mail to a deployed HMC Ship serviced through either

Halifax and or Victoria. The Customs form must be signed by the sender of the parcel. Parcels sent to Canada through a Canadian Forces Post Office must also bear a Customs declaration form. Customs authorities of the destination country may examine all mail and may confiscate any prohibited item. Note that sending illegal and prohibited items may lead to criminal charges being laid against the sender. "

- **Batteries** should be sent in the original packaging and not loose or in a device.

Mail Regulations

No article may be sent by mail if their nature or packaging may expose postal employees to hazards, or damage other items of mail. Mailing the following items is strictly prohibited:

- alcohol, beer and wine;
- weapons, including replicas
- Knives;
- explosives, radioactive materials or ammunition;
- matches;
- flammable liquids or solids;
- compressed gas;
- propane cigarette lighters;
- corrosive fluids
- obscene magazines or pictures;
- drugs; and
- Perishable items.