

USCBP External Visitor/Contractor Access Plan

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TORONTO
PORT AUTHORITY
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Document Control

Version	Date	Changes	Prepared By	Approved By
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Note: this document is on a three year review cycle.

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1 General

1.1 Background

U.S. Customs and Border Protection (USCBP) Preclearance at Billy Bishop Toronto City Airport (BBTCA) enables U.S. bound passengers to complete all customs, immigration, and agriculture inspections prior to departure from Toronto. This will allow travelers to bypass USCBP processing upon arrival in the United States, improving passenger convenience, reducing connection times, and streamlining operations for airlines.

It has been identified by both the Toronto Port Authority and Nieuport that there is a need for a process outlining how an External Visitor/Contractor accesses USCBP Preclearance Area during operating hours.

1.2 Purpose

The purpose of this plan is to clearly identify a process for an External Visitor/Contractor that requires access to USCBP Preclearance Areas during operating hours.

2 Definitions

Billy Bishop Toronto City Airport (BBTCA): The "Airport", owned and operated by PortsToronto.

U.S. Customs and Border Protection (USCBP): A federal law enforcement agency of the United States Department of Homeland Security. It is the primary border control organization, charged with regulating and facilitating international trade, collecting import duties, as well as enforcing U.S. regulations, including trade, customs, and immigration.

USCBP Preclearance Area: the areas designated for the processing, holding and boarding of US Preclearance flights. This includes:

- the US Preclearance inspection facility at all times
- Lounge B from the time the Sterility Sweep is completed each morning until the last passenger departs for the day
- the airside corridor and gates when being used to board a Preclearance flight
- the US Preclearance area in the bag room

USCBP Preclearance Perimeter Area: the apron area around an aircraft from the time that the air carrier begins preparation for a Preclearance flight until the last passenger is boarded and the aircraft has pushed back.

External Visitor/Contractor: anyone who requires access to a Preclearance Area or Preclearance Perimeter Area who have not been granted a Preclearance Area Access Clearance by Transport Canada under the Preclearance in Canada Regulations SOR/2026-25 as amended February 13, 2026.

NOTE: holders of RAICs and Canada Passes issued by other Preclearance airports other than Billy Bishop Toronto City Airport may not be compliant with this regulation. If you are unsure please contact the Airport Pass Office at passcontrol@torontoportauthority.com for confirmation.

3 Procedures

An External Visitor/Contractor must obtain USCBP approval in order to access and USCBP Preclearance Areas. The following procedure outlines how to request this approval.

1. Complete the USCBP External Visitor/Contractor Access Application and email to airportplanning@torontoportauthority.com a minimum of 48hrs in advance.
2. Toronto Port Authority will review and obtain authorization from USCBP.
3. Toronto Port Authority will send written Authorization to the requester.

Notes:

A copy of the Authorization must be kept with the External Visitor/Contractor at all times when in the Preclearance or Preclearance Perimeter Areas and must be presented upon request.

The Authorization is only valid during the requested period. If additional time is required a new application must be submitted.

On occasion work may be of an urgent nature and 48 hours notification is not possible. Please complete and send the application as soon as possible and contact the Airport Duty Manager at (416) 203-6942 x 17 to request expedited processing.

The visitor must be under escort at all times while in the Preclearance or Preclearance Perimeter Areas. This includes RAIC holders from other airports who do not have Preclearance Area Access Clearance that has been confirmed by the Airport Pass Office. All regular escorting rules apply.

4 Appendix A

USCBP External Visitor/Contractor Access Application

Part 1 – Visitor Information		
Full Legal Surname		Full Legal Given Names
Date of Birth (YYYY-MM-DD)		Country of Birth
Citizenship		
Passport Country of Issue	OR	Drivers License Province/State of Issue
Passport Number		Drivers License Number
Part 2-Sponsor Information		
Company Name		
Escort Name (if known)		
Reason for access		
Start Date (YYYY-MM-DD)		End Date (YYYY-MM-DD)
Start Time		End Time
Part 3-USCBP Approval (to be completed by USCBP)		
Approved	Denied	Signature
		

Please complete Part 1 and 2 and email to airportplanning@torontoportauthority.com a minimum of 48 hours in advance of access requirement.