

GLOBAL ENTRY



IMMIGROUP ORDER FORM

INSTRUCTIONS

Read all instructions and follow carefully

1. Please complete one (1) Global Entry application form per person. Complete the address and employment fields for the last five (5) years in full, leaving NO gaps (including when unemployed or as a student). If you require additional space, please use the 'Required Supplementary Information' forms provided.
2. Make clear copies of your valid citizenship and identity documents (i.e. passport, birth certificate, PR card, etc.). If applicable, make copies of your drivers license and vehicle registration.
3. Complete this order form in full, ensuring you have included all requirements on the 'Global Entry Package Checklist'.
4. Send your entire completed package using one of the following methods:

FAX application package to **416-640-2650 OR**
SCAN AND EMAIL your entire application package to
travelcards@immigroup.com with the subject line: (Name of Applicant)
Global Entry Application **OR**
MAIL/DROP OFF your entire application package to our head office at:
2558 Danforth Avenue, Suite 202, Toronto, ON, M4C1L3

GLOBAL ENTRY PACKAGE CHECKLIST

Include the following documents in your Global Entry package

- ☐ **Global Entry APPLICATION FORM**
- completed and signed
- all forms must be included, even if blank
- ☐ **IMMIGROUP ORDER FORM**
- applications submitted without this form will not be processed
- ☐ **COPY OF VALID CITIZENSHIP DOCUMENT**
- i.e. passport, citizenship card, birth certificate, etc.
- ☐ **COPY OF VALID ADMISSIBILITY DOCUMENT**
- i.e. passport, PR card, etc.
- ☐ **COPY OF VALID DRIVERS LICENSE**
- if applicable
- ☐ **COPY OF VEHICLE REGISTRATION**
- if applicable

APPLICATIONS SUBMITTED WITHOUT THIS ORDER FORM WILL NOT BE PROCESSED

SERVICE OPTIONS

BASIC SERVICE

☐ **\$169.50** \$150 CAD service fees
\$19.50 CAD HST (harmonized sales tax)

An additional \$100 USD Government fee applies

50% off service fees for additional family members

AVERAGE PROCESSING TIME*

6-8 WEEKS

*Timeline refers to initial review by the government

PREMIUM SERVICE

☐ **\$282.50** \$250 CAD service fees
\$32.50 CAD HST (harmonized sales tax)

An additional \$100 USD Government fee applies

50% off service fees for additional family members

AVERAGE PROCESSING TIME*

1-3 WEEKS

*Timeline refers to initial review by the government. If initial review is not complete within 3 weeks, you will be refunded \$113

ADDITIONAL INFORMATION

* Initial review of your application entails background checks in both Canada and the US

* Once you have been conditionally approved, we will contact you to schedule an interview; you must schedule this interview within 30 days of approval

* Once you attend your interview and have been approved, your card will be mailed to you at the address you provide

* Sending incomplete applications will delay processing

CREDIT CARD INFORMATION

By signing below I agree to be charged the applicable service fees to the credit card I have provided.

We accept Visa, Mastercard, Amex, and bank drafts (call for this method) as acceptable methods of payment

Cardholder Name

Card Number

Expiry Date

CVV Code

What is the CVV code? www.sti.nasa.gov/cvv

The last 3 digits on the back of the card above the signature / 4 digits for American Express on front above the card number

Cardholder Signature

DISCLAIMER

By signing below applicant agrees to all of the following conditions

*I assert that I have read and agreed to the terms and conditions as listed on

<http://www.immigroup.com/disclaimer.php>

*Immigroup is not responsible for applications lost in the mail or improperly submitted by email or fax

*Immigroup is not responsible for applications that are denied

*Immigroup is not responsible for delays caused by incomplete applications

*Basic service fees are non-refundable once applications are submitted to the government

*A portion of 'Premium Service' fees are refunded only if initial processing exceeds 3 weeks from the date your credit card was charged

* Government fees are non-refundable in all cases

*I assert that I understand I am using Immigroup to apply for the Global Entry program

*I agree to being charged the total fees according to the service I have selected to the credit card provided.

Applicant Name

SIGN HERE:

Global Entry Visa Application Form

Reason for Application: Other Border Program Memberships

First Time Applicant ☐ Renewal (5 Years) ☐ Re-application ☐

Program Name

Membership Number

Personal Information

Surname:

First Name:

Middle Name (In Full)

Nick Name:

Other Names: (E.g. Name at birth, Former Names)

Gender: Male

☐

Female

☐

Date of Birth:

MM / DD / YYYY

Place of Birth

City:

Province /
State:

Country:

Citizenship / Admissibility / Permanent Residence

Documents

☐ Passport

Number

Country of issuance

Date of Birth

MM / DD / YYYY

Name on Document

Expiry Date

MM / DD / YYYY

☐ Passport (2nd, if applicable)

Number

Country of issuance

Date of Birth

MM / DD / YYYY

Name on Document

Expiry Date

MM / DD / YYYY

☐ Citizenship Document

Number

Country of issuance

Date of Birth

MM / DD / YYYY

Name on Document

Expiry Date

MM / DD / YYYY

Type of Document

☐ Naturalization Certificate

Number

Country of issuance

Date of Birth

MM / DD / YYYY

Name on Document

Expiry Date

MM / DD / YYYY

☐ Birth Certificate

Number

Country of issuance

Date of Birth

MM / DD / YYYY

Name on Document

Expiry Date

MM / DD / YYYY

Not a Birth Registration / Attach photocopy of document and valid photo identification

US Citizens Skip To Section 17

Permanent Resident Documents. Photocopies must be attached. Citizens of US are exempt

☐ Permanent Resident Card

Number

Country of issuance

Date of Birth

MM / DD / YYYY

Name on Document

Expiry Date

MM / DD / YYYY

Other Applicable Documents

Do you have a drivers license?

☐ Yes

☐ No

If yes, please attach a photocopy of both sides of the card

Drivers License

Number

Country of issuance

Date of Birth

MM / DD / YYYY

Name on Document

Expiry Date

MM / DD / YYYY

Is this an enhanced driver's license (EDL)? ☐ Yes ☐ No

Supplemental Employment History

Please list your employment history for the previous five years. Leave no gaps. If you require further space, please attach a separate piece of paper with the corresponding information. If you were a student write “Student” under occupation. If you were unemployed, write “unemployed”.

Current Employment

Date From	Date To	
<input type="text"/>	<input type="text"/>	
MM / DD / YYYY	MM / DD / YYYY	
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer	Occupation	Employer Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City, State	Country, ZIP Code

Previous

Date From	Date To	
<input type="text"/>	<input type="text"/>	
MM / DD / YYYY	MM / DD / YYYY	
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer	Occupation	Employer Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City, State	Country, ZIP Code

Previous

Date From	Date To	
<input type="text"/>	<input type="text"/>	
MM / DD / YYYY	MM / DD / YYYY	
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer	Occupation	Employer Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City, State	Country, ZIP Code

Previous

Date From	Date To	
<input type="text"/>	<input type="text"/>	
MM / DD / YYYY	MM / DD / YYYY	
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer	Occupation	Employer Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City, State	Country, ZIP Code

Supplemental Address History

Please list your address history for the previous five years. Leave no gaps. If you require further space, please attach a separate piece of paper with the corresponding information.

Current Residence

Date From	Date To	Home phone	Cell phone	Work phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MM / DD / YYYY	MM / DD / YYYY			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Apt #	City, State	Country, ZIP Code	

Previous

Date From	Date To			
<input type="text"/>	<input type="text"/>			
MM / DD / YYYY	MM / DD / YYYY			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Apt #	City, State	Country, ZIP Code	

Previous

Date From	Date To			
<input type="text"/>	<input type="text"/>			
MM / DD / YYYY	MM / DD / YYYY			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Apt #	City, State	Country, ZIP Code	

Previous

Date From	Date To			
<input type="text"/>	<input type="text"/>			
MM / DD / YYYY	MM / DD / YYYY			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Apt #	City, State	Country, ZIP Code	

Previous

Date From	Date To			
<input type="text"/>	<input type="text"/>			
MM / DD / YYYY	MM / DD / YYYY			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Apt #	City, State	Country, ZIP Code	

Personal Information

Please be aware that your height and eye colour are required for your Global Entry application but are not found on the forms.

HEIGHT: cm OR ft in 2. EYE COLOUR:

Travel History

If you have travelled outside of North America (Canada, the United States and its territories, and Mexico) in the past five years you must list the countries where you have travelled. The list does not have to follow any order but it must include all trips. Please note that visits to England, Scotland, Wales, or Northern Ireland should be labelled as “United Kingdom”. If you have visited a particular country more than once, you only have to list the country one time. If you require additional space, please write the name of the country on a blank piece of paper and include it with your application.

•	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
•	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
•	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
•	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Information

Have you ever been convicted of a criminal offense (including misdemeanor or felony traffic violations) in the United States or any other country? If you answered Yes, please select the country. ☐ Yes ☐ No

Have you ever received a waiver of inadmissibility to the U.S. from a U.S. government agency? ☐ Yes ☐ No

Have you ever been found in violation of Customs or Immigration law or other federal import laws? ☐ Yes ☐ No

If you answer yes to the above questions, you are required to provide details and copies documentation of the events with your application. Please, explain below or use a separate sheet of paper :

PLEASE NOTE: For background checks you may be asked about your full criminal history, including any arrests and pardons.

GLOBAL ENTRY Legal Guardian Information

For applicants under 18 years of age, please complete the following information:

Legal guardian information:

3. FIRST NAME: 4. LAST NAME:
5. Date of birth (yyyy/mm/dd): 6. ☐ Male ☐ Female

U.S. Contact (if you do not reside in the US)

If you live outside the United States and have no U.S. mailing address, you are required to provide a contact in the United States.

Full Name

As Of Date **From (yyyy/mm)***

Street Address

ADDRESS:

CITY:

PROVINCE/STATE:

POSTAL/ZIP CODE:

PHONE NUMBER: