

Incident Report Form

Date _____

Time _____

Name of Customs/Immigration Officer _____
Please include a badge number if it was made available to you.

Port (town) of entry _____

How many people were in the group? _____

What was the issue? _____

Detail information. If more room is needed please use another sheet of paper. Thank you.

How long ago did offence happen? _____ (If applicable)

Did the guest get any documentation from border officials? _____

Would they be willing to provide our office with a copy? _____
If yes, please provide your contact name, mailing address & telephone number that you may be reached at. (This would be very important in presenting our case. If you wish, personal information can be crossed out at such a time where information is passed on to officials.)

What was required for your guest to enter into Canada? _____

If guest refused entry what happened to the rest of the group? _____

If your guest was refused entry, what was the loss to your business? _____

Will your guest go through the rehabilitation process for future visits to Canada? _____

Will your guest return to Canada? _____

Do you think the action was fair and/or reasonable? _____

Please provide as much detail as possible.

*Completed Incident Report Forms should be faxed to 807-488-5514,
emailed to info@nwota.com or
mailed to NWOTA, Box 59, Morson, ON P0W 1J0*