

Canadian Forces Postal Service

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1. Overview

The Canadian Forces Postal Service (CFPS) helps you keep in touch with Canadian Armed Forces (CAF) members deployed overseas. Use this service to send packages at domestic prices.

The CFPS runs our corporate post offices to support CAF deployments and ships worldwide. CFPS personnel offer postal services and support to the Department of National Defence and the CAF.

A Canadian Forces Post Office (CFPO) is a military post office run by the CFPS (either domestically or overseas) to offer postal services to personnel authorized to use CAF Mail.

A Fleet Mail Office (FMO) is a military post office run by the CFPS to offer postal services to Her Majesty's Canadian Ships (HMCS). The CFPS gathers mail either at the FMO in Halifax or Victoria. Each FMO is then responsible to sort and prepare the mail for shipment to the deployed ship.

2. Who qualifies

People in Canada who are sending packages to CAF members deployed anywhere in the world, whether on land or at sea, can use the CFPS. CFPS mail can be sent through a Canadian Forces Post Office or a Fleet Mail Office to or by:

- CAF personnel stationed outside of Canada who are sending items back to people in Canada
- Family members of CAF personnel
- Civilians attached to the CAF

3. Sending mail to members stationed outside of Canada

To send mail outside of Canada using the CFPS, you need to use one of the addresses listed on the [Canadian Forces website](#).

International customs requirements apply to all items shipped from Canada. You'll need to complete a manual customs declaration form, at the post office.

4. Members sending mail back to Canada

CAF members must go to the CFPO where they're deployed to mail any letters or packages to Canada. The member should address the item with:

- Full name of the addressee
- Street address of the addressee
- Postal code of the addressee

We'll base the mailing price on the domestic price from Belleville, Ontario, to the destination. To check prices before going to the post office, use the [Find a Rate tool](#).

5. Unacceptable items

We consider any item unacceptable if it:

- Contains any dangerous substance or article prohibited by law or defined as a dangerous good (see [Non-mailable matter](#) for more information or refer to the [Non-mailable Matter Regulations](#) or the ***Transportation of Dangerous Goods Act***)
- Doesn't meet the size and weight specifications for this service
- May soil, taint, or damage mail or mail equipment
- Exposes a person to danger
- Emits offensive odours
- Contains food perishables or live animals that don't meet applicable shipping requirements
- Is improperly or insecurely packed or wrapped
- Contravenes applicable Universal Postal Union prohibitions and the U.S. Department of Transportation or Customs regulations



Please note:

The United States prohibits or applies restrictions on the acceptance of certain articles for transmission by post. For more information on restrictions and prohibitions, see our [International destination listing tool](#).

6. Size and weight requirements

Each Canadian Forces Postal Service (CFPS) item must meet the size and weight specifications shown below.

Air Forces Letters (must be rectangular)

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Length</i>	140 mm	220 mm
	5.5 inches	8.7 inches
<i>Width</i>	90 mm	110 mm
	3.5 inches	4.3 inches
<i>Thickness</i>	Not applicable	Not applicable
<i>Weight</i>	60 g/m ²	Not applicable
	2.1 ounces	

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
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per square
foot

CFPS Lettermail and Letter-post items

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
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Length

140 mm

220 mm

5.5 inches

14.9 inches

Width

90 mm

270 mm

3.5 inches

10.6 inches

Thickness

0.18 mm

20 mm

0.007 inches

0.8 inches

Weight

Not
applicable

500 g

17.6 ounces

CFPS Parcels (Domestic or International)

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
Length	140 mm	1 m
	3.9 inches	3.3 feet
Width	70 mm	Not applicable
	2.8 inches	
Thickness	0.18 mm	Not applicable
	0.04 inches	
Length + girth ¹	Not applicable	2 m
		6.6 feet
Weight	Not applicable	20 kg
		44.1 pounds

¹ Girth is the distance around your item: (width + thickness) x 2

7. Armed Forces Air Letters

Armed Forces Air Letters (form 43-074-078) with domestic Lettermail™ postage affixed may be used by:

- CAF personnel stationed outside of Canada, writing to people in Canada
- Anyone in Canada writing to CAF personnel outside of Canada
- Members of the following foreign military forces serving in Canada when writing to someone in their own country:

- Australia
- Ghana
- Nigeria
- Belgium
- Italy
- Norway
- Britain
- Jamaica
- Portugal
- Denmark
- Malaysia
- Tanzania
- France
- Netherlands
- Turkey
- Germany
- New Zealand
- Zambia

You must print the following words on an Armed Forces Air Letter:

- On the face - "Forces Air Letter/Lettre-avion pour militaire"
- On the back - "No enclosures permitted/Ne rien insérer" and "Authorized by the Canada Post Corporation for mailing in Canada/Autorisé par la Société canadienne des postes pour mise à la poste au Canada"
- On the face or back - the folding and opening instructions in English and in French

No Armed Forces Air Letter can have an enclosure.



Please note:

- Armed Forces Air Letters can't be mailed to foreign military forces.
- We can accept Armed Forces Air Letters for Registered Mail™ services.

8. Foreign military forces

When sending Armed Forces Air Letters out of Canada, foreign military forces serving in Canada must use form number 43-074-078 with domestic Lettermail postage affixed. A sender must indicate the following details in the upper left-hand corner, under their name and address:

- Number, rank, and name
- "COMMONWEALTH FORCES" or "NATO FORCES"/Country
- Address in Canada

For example:

16779 MAJOR J. SMITH
NATO FORCES/ENGLAND
RR1
OROMOCTO NB E2V 2G2

9. Pricing

Domestic postal services and prices apply to mail items sent to or by CAF personnel overseas.

These prices are based on the mail item being sent through the Belleville, Ontario address or a ship's address in Halifax, Nova Scotia or Victoria, BC.

Please note: Applicable U.S. and international postal services prices apply to items sent directly to the international destination.

GST exemption

Prices and fees for items mailed to foreign destinations or Canadian Forces Post Offices (CFPOs) aren't subject to sales taxes if the total price per transaction is \$5 or more.

10. Any Canadian Armed Forces Member Mail Program

The Any Canadian Armed Forces Member Mail Program allows Canadian schools, clubs, and other organizations to send letters and cards to CAF members serving overseas.

Only letters or cards are acceptable for the program. Parcels addressed to “Any CAF Member” are considered charitable goods. These are prohibited in the Canadian Forces Postal System.

11. Delivery standards

Delivery standards are the same as for the domestic service used, from the point of origin to the:

- Belleville address
- Victoria FMO
- Halifax FMO

Where we deliver CFPS items

Items will be delivered to the applicable CFPO or FMO for forwarding to the addressee.



Please note:

For items sent directly to the international destination, refer to the applicable postal service used.

12. Features and options

The features and options of the service used are applicable.



Please note:

The Canadian Forces Postal Service (CFPS) may readdress and redirect mail for military personnel that can't be delivered as addressed or forwarded by the serving post office.

13. Addressing

Our automated equipment can decipher a wide range of addressing styles, but consistent and correct addressing reduces the need for extra handling or redelivery by us.

Addressing guidelines

Generally, items addressed to a CFPO or an FMO should include the following information, as applicable:

1. Rank, initials, and name (first line)
2. Section or mess number (second line)
3. HMCS (name of ship), unit, or operation (third line)
4. Postal Box number STN FORCES (fourth line)
5. Name of the city, province, and postal code (fifth line)

Examples of proper addressing

FINANCE SECTION CFSU (E) DET SHAPE
PO BOX 5048 STN FORCES
BELLEVILLE ON K8N 5W6

CAPT M.M.F. DUVAL
eFP OP REASSURANCE
PO BOX 5004 STN FORCES

BELLEVILLE ON K8N 5W6

6324

C/O CANADIAN CONTINGENT

OP KOBOLD (PRISTINA)

PO BOX 5249 STN FORCES

BELLEVILLE ON K8N 5W6

MS MARIE-CLAUDE TREMBLAY

MESS #3

HMCS CALGARY

PO BOX 17000 STN FORCES

VICTORIA BC V9A 7N2

PO W SMITH

MESS #5

HMCS TORONTO

PO BOX 99000 STN FORCES

HALIFAX NS B3K 5X5

ANY CANADIAN FORCES MEMBER

(or a variation of this phrase)

OP IMPACT

PO BOX 5006 STN FORCES

BELLEVILLE ON K8N 5W6

All mail items must bear a legible address, including the correct Postal Code, and the shipper's address. See [Addressing guidelines](#) for addressing details, tables of abbreviations, and symbols

Customs requirements

The customs documentation that's needed for an item shipped from Canada depends on the:

- International service used
- Content of the item
- Destination

All items addressed to a deployed ship or a CAF unit with the Belleville address must have the proper customs documentation.

Letter-post

Written correspondence or documents of no monetary value

No customs documentation needed.

Documents up to \$500 in value

Required:

- CN22 (43-074-076)

Documents over \$500 in value

Required:

- CN22
- CP72 (43-074-172)

Parcels

- International Parcel shipping label – CP72 (43-074-172) (includes the Customs Declaration)



Please note:

A manila tag (43-074-174) must be attached to small or cloth-wrapped parcels by using twine and affixing the Customs Declaration CP72 (43-074-172) to the tag.