

GET STARTED WITH


1  Go to inspection.gc.ca/MyCFIA.

2  Choose a **secure sign-in** option.


Sign-In Partner Use your online banking username and password.

No personal or financial information is shared between My CFIA and your bank.


OR

3  Create a **contact profile** by providing your name and email.

GCKey Register for a GCKey ID and password.

4  You can now request services for **personal use** (e.g. plant or animal import permit).

OR

 If you are requesting services for **business use**, continue to create a **party profile**.

Create a Party Profile for Your Business

Decide how you want to request services:

- Using one profile **OR**
- Using multiple profiles

01

Make sure you have the **information required**.



02

Enrol as a new party by creating a business profile (party profile).



03

Invite other contacts, such as ASPs* or employees, to access the profile(s) for your business.



04

You can now request services for business use.



Information Required

- Business Number (BN)**
 - For sole proprietorship, corporation, or partnership, you will need your 9-digit BN issued by the Canada Revenue Agency (CRA). For validation purposes, the legal name entered in My CFIA must match the one associated with the BN.
- Proof of Authority Form (CFIA 5805)** signed by the person identified in BN ownership information kept on file by CRA or on the proof of business document(s) submitted to the CFIA.

For more information, consult the frequently asked questions or glossary at inspection.gc.ca/MyCFIA.

* Alternative Service Providers (ASPs), such as a veterinarian or laboratory, must **enrol as an ASP** once you create a contact profile.

