



## BAGGAGE DECLARATION

In the unlikely event that your missing baggage has not been returned to you within 5 days of your travel, you should complete this Baggage Declaration form.

The form has a dual purpose: to augment the tracing efforts, and to be used as the basis of a claim should the search prove unsuccessful. We know that finding your missing baggage is more important to you than the limited indemnities described below. An erroneous or incomplete description will hamper the tracing in spite of our staff's best efforts and could hinder any settlement.

If you reside in North America, the completed form should be mailed to our Montreal office at the address below. Residents of other countries should send it to the closest Air Canada office. **PLEASE INCLUDE ALL AIRLINE TICKETS, BAGGAGE CLAIM CHECKS, AND EXCESS BAGGAGE RECEIPTS (if applicable) AND RECEIPTS FOR ALL ITEMS CLAIMED MUST BE ATTACHED TO SUBSTANTIATE YOUR CLAIM.** If you have homeowner/household insurance, baggage or credit card insurance against which you may claim, please complete question # 13.

Air Canada Baggage Claims  
Air Canada ZIP 1116  
P.O. Box 8000, station Airport  
Dorval, Quebec  
H4Y 1C3

Any claim must be made in writing **within 21 days** of your arrival. This completed signed Baggage Declaration form is the official written notice of a claim. The report made at the airport is an incident report only. All claims will be processed as quickly as possible.

The Conditions of Contract on your ticket/e-ticket itinerary, refer to limitations of liability based on tariffs, and/or the Warsaw Convention and/or the Montreal Convention. These amounts are not automatically payable but reflect what the **maximum** compensation might be, as each claim is subject to proof of loss.

Airlines are not liable for the loss of money, jewelry, silverware, samples, business documents, electronic equipment or other valuable articles whatever the circumstances. Special rules apply to fragile and perishable items. Consequential damages such as loss of enjoyment, loss of business, inconvenience, etc. are not compensable.

Thank you for your cooperation and understanding. We sincerely hope that our combined efforts will result in the prompt return of your missing property.



# BAGGAGE DECLARATION

Baggage Tracing Number : (ex. YULAC12345) \_\_\_\_\_

I, Mr. / Mrs. / Ms. _____ (Family Name/s)	_____ ( Given Name/s)
(Name as indicated on Passport if different from above) _____	

do solemnly declare that on the \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_  
I checked baggage belonging to \_\_\_\_\_  
which is now missing and for which this claim is made.

COMPLETE ITNERARY				
From	To	Airline	Flight number	Full date

1. Number of persons travelling together: \_\_\_\_\_ Infants (under 2 yrs) \_\_\_\_\_  
Ticket numbers \_\_\_\_\_
2. Total number of bags checked \_\_\_\_\_ Number of bags received \_\_\_\_\_ Number missing \_\_\_\_\_
3. Claim check numbers \_\_\_\_\_
4. Weight of missing bag(s) 1. \_\_\_\_\_ Lbs/Kgs 2. \_\_\_\_\_ Lbs/Kgs 3. \_\_\_\_\_ Lbs/Kgs 4. \_\_\_\_\_ Lbs/Kgs
5. Were you charged for "Excess Baggage"? \_\_\_\_\_ Amount paid \_\_\_\_\_  
(Attach receipt)
6. Did you declare "excess valuation" and purchase additional coverage? \_\_\_\_\_ Value declared \_\_\_\_\_  
Amount paid \_\_\_\_\_  
(Attach receipt)
7. Was there a name and address label on the bag(s) - if so, what did it show \_\_\_\_\_
8. Was there any other identification on the bag(s)? (i.e. tags, stickers, ribbons) \_\_\_\_\_
9. Was loss reported? \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ By phone or in person \_\_\_\_\_  
To which airline? \_\_\_\_\_ Where? \_\_\_\_\_  
If missing baggage not reported immediately upon arrival, state reason for the delay \_\_\_\_\_
- Are you pursuing this claim with another carrier? \_\_\_\_\_ Carrier? \_\_\_\_\_
10. Was your baggage rerouted or rechecked enroute? \_\_\_\_\_ Where? \_\_\_\_\_  
Why? \_\_\_\_\_  
By which airline? \_\_\_\_\_ New tag numbers \_\_\_\_\_
11. Where/When did you last see your baggage for which you are claiming? \_\_\_\_\_
12. Was baggage, for which this claim is being made, cleared through Customs? \_\_\_\_\_  
If so, where? \_\_\_\_\_ Were contents inspected? \_\_\_\_\_  
After clearance, where was bag placed? \_\_\_\_\_ By whom? \_\_\_\_\_
13. Do you have any insurance covering the missing items? \_\_\_\_\_ Will you be claiming from them? \_\_\_\_\_  
Name / Address of insurance company \_\_\_\_\_
14. Other relevant information or comments \_\_\_\_\_

Date of Birth : \_\_\_\_\_  
(Optional) yy/mm/dd

Passport Number : \_\_\_\_\_  
(Optional)

Frequent Flyer ID : \_\_\_\_\_

Residence Address : \_\_\_\_\_  
\_\_\_\_\_

Residence Tel (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

E-Mail : \_\_\_\_\_

Company Name : \_\_\_\_\_ + \_\_\_\_\_

Business Address : \_\_\_\_\_

Business Tel.: (\_\_\_\_) \_\_\_\_\_

Any prior address (within past 2 years): \_\_\_\_\_  
\_\_\_\_\_

Prior Tel.: (\_\_\_\_) \_\_\_\_\_

Have you, or any member of your household, ever had a previous claim with Air Canada or any other airline?  YES  NO

If yes, give name of Carrier \_\_\_\_\_ and date \_\_\_\_\_

**For the purpose of tracing your baggage as well as processing and verifying your claim, it is sometimes necessary to disclose personal information that you have provided us to a baggage tracing database (World Tracer), which is accessible by other participating airlines and handling agencies.**

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I understand this declaration may be subject to review and investigation and I hereby give Air Canada the authority to require from anyone any documents or statements in relation to this declaration.

According to section 131 and 132 of the Criminal Code, any person who makes a solemn declaration knowing that the declaration is false, is guilty of an indictable offense and may be liable for imprisonment for a term not exceeding fourteen years. Similar laws are applicable in other countries.

I also understand that Air Canada may disallow any claim for loss, which contains misrepresentations, including false statements concerning whether or not previous claims have been made with Air Canada or other carriers.

Claimant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

ATTACH YOUR AIRLINE TICKET(S)/BAGGAGE CLAIM CHECK'S AND EXCESS BAGGAGE RECEIPTS (IF APPLICABLE)

RECEIPTS FOR ALL ITEMS CLAIMED MUST BE ATTACHED



### Airline Baggage Identification Chart

Circle appropriate item and supply Brand, Color and Size descriptions  
Circle any descriptive elements (pockets, wheels, etc.)

BRAND NAME	_____
COLOUR	_____
SIZE	_____ ZIPPERED YES <input type="checkbox"/> NO <input type="checkbox"/>
DESCRIPTION	_____

									
01	02	03	05	20	22	22D	22R		
									
06			07	23			25		
									
08	09	10	12	26	27	28	29		
									
50	51	52	53	54	55	56	57	58	59
									
60	61	62	63	64	65	66	67	68	69
									
71	72	73	74	75	81	82	83	85	
									
89	90	92	93	94	95	96	97	98	99

## DOCUMENT CHECKLIST

Did you enclose:

- Ø Airline Ticket(s) / E-Ticket/Itinerary
- Ø Baggage Claim Check(s)
- Ø Boarding Pass
- Ø Original Purchase Receipts
- Ø Itemized list for each additional bag