



## 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. PLEASE ATTACH A PHOTOCOPY OF A SIGNED PHOTO IDENTIFICATION.** 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.

Please note that special rules apply to fragile and perishable items and that consequential damages such as loss of enjoyment, loss of business, inconvenience, etc. are not compensable.

Please also note that for domestic travel within Canada, or for any travel where none of the aforementioned Conventions apply, airlines are not liable for the loss of money, jewellery, silverware, samples, business documents, electronic equipment or other valuable articles, whatever the circumstances.

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. Y ULAC12345) \_\_\_\_\_

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 \_\_\_\_\_



**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	_____



**Baggage Identification Chart** Luggage/Bags

Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	
WT	BK	GY	BU	PU	RD	YW	BE	BN	GN	MC	PR

**Closes without zippers Types 01-13**      **Closes with zippers Types 20-29**

01	02	03	05	20	22	220	22R
06	Closes without zippers Types 01-12		07	23	Closes with zippers Types 20-29		25
08	09	10	12	26	27	28	29

**Descriptive Elements**

<b>Material Elements</b>				<b>Basic Elements</b>		<b>External Elements</b>				
D	L	M	R	B	K	C	H	S	W	X

**Miscellaneous Articles**

Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	Brand/Color	
WT	BK	GY	BU	PU	RD	YW	BE	BN	GN	MC	PR

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

Article not shown (describe item)

## **DOCUMENT CHECKLIST**

**Did you enclose:**

- ⊖ **Airline Ticket(s) / E-Ticket/Itinerary**
- ⊖ **Baggage Claim Check(s)**
- ⊖ **Boarding Pass**
- ⊖ **Original Purchase Receipts**
- ⊖ **Itemized list for each additional bag**
- ⊖ **Photocopy of signed photo identification**