



**Department of Justice and Public Safety**  
**Adult Custody Services**

Policy: **International Transfers E19**

Effective: March 2001

Revised: February 2022

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**MISSION STATEMENT**

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Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

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**PURPOSE**

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To outline procedural standards for foreign national clients serving a provincial custodial term seeking transfer to another country.

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**LEGISLATIVE AUTHORITY**

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[N.B Corrections act.](#)

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**SCOPE**

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This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

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**POLICY GUIDELINES**

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Foreign national persons serving a provincial term of custody in New Brunswick may be transferred to another country and are entitled to contact their consulate to access the international transfer program.

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**PROCEDURE**

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**Consultation**

Caseworkers receiving a request for an international transfer shall consult with the Director of Adult Custody Services to determine if Canada has an Exchange of Service Agreement with the requested country, prior to submitting any recommendations.

**Documentation**

Required in a request for transfer, to serve a sentence in another country, is:

- the formal client application.
- letter of request from the client's family (where appropriate).
- letter of acceptance into a program (if available).
- client profile; and
- current warrants of committal



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**Superintendent**

The Superintendent will review the information and forward it, along with a recommendation to the Director of Adult Custody Services.

**Director of Adult Custody Services**

The Director of Adult Custody Services will have staff:

- review all documentation; and
- make a recommendation to the Assistant Deputy Minister, who will have final provincial authority to approve or deny a request.

**Assistant Deputy Minister**

Approved transfers will be processed and forwarded to the Regional Manager, Offender Programs Correctional Services Canada, who will liaison with the Department of External Affairs.

Additional information may be examined at the following site:

<http://www.csc-scc.gc.ca/text/plcy/cdshtm/542-cde.shrml>

**Travel arrangements**

In cases where the transfer is approved by the receiving country, the originating institutional Superintendent will be advised. That Superintendent will arrange the necessary processing and travel arrangements.

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**RELATED POLICY**

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E8 Transfers

F6 Temporary Absence

Adult Institutional Policy Manual N.B.