

## CHAPTER 502

### US ENTRY REQUIREMENTS

#### A. GENERAL

1. Personnel and property enter the US daily to support the DOD mission. This chapter addresses US entry requirements for those personnel and/or property whether shipped by military or commercial carrier, and the conveyance, if owned or controlled by the DOD.
2. All conveyances (ships, aircraft and other mode/methods of transport) entering the CTUS from a foreign port or place will be subject to a complete customs inspection upon arrival at the first US port of entry. Exception provisions apply where an agreement exists between the CBP and the US Navy (CBCA Afloat) for shipboard inspections and authorized pre-clearance operations. Personnel, accompanied baggage, personal property, and cargo and the associated documentation are also subject to inspection. This chapter outlines the general US entry requirements and refers to more specific requirements either in this regulation, or from other sources.
3. The requirements specified in this chapter apply whether pre-clearance takes place outside the CTUS, or whether clearance is accomplished at the first US port of entry.
4. Upon establishment of the DHS, a combined organization of Border Patrol, the USCIS, Agriculture Inspection, and the US Customs Service became CBP. CBP is now responsible for border inspections and clearances previously performed by these separate agencies.

#### B. RESPONSIBILITIES

1. Individual (or member/employee). The individual member/employee and their family members are responsible for complying with the rules and laws of the host country to which assigned and laws and regulations associated with imports to the US.
2. Transportation Officer (TO).
  - a. DOD sponsored cargo transported by commercial air, sea, rail, highway, or inland waterway to a destination within the CTUS, or when such cargo is delivered to a commercial air or water terminal not operated by the military, the TO responsible for the area within which the destination or terminal is situated will assist the commercial carrier, IAW the commercial contract, in accomplishing all customs/agriculture documentation required for entry of the cargo.
  - b. TOs at locations designated as ports of entry in the CTUS will make arrangements at the nearest CBP office to have a CBP Form 3461, Entry/Immediate Delivery, [Figure 502-1](#), on file for a fixed or indefinite period of time.
3. Installation CDRs. All DOD components, including reserve components, that operate, sponsor, or provide water or airfield arrival services to a ship or aircraft entering the CTUS will provide information on the departure point, the expected arrival time at the port of entry, and the status of the ship or aircraft (with information on number of passengers and crew) to the CBP and other border clearance agencies. Notification is mandatory to coordinate arrangements for border clearances and for providing such assistance to CBP and other border clearance agencies. DOD Components that operate, sponsor, or provide arrival services will not allow entry into the CTUS without notification of the border clearance authorities.
4. Ship/Aircraft CDR. The ship's captain/master or aircraft CDR is responsible for providing border clearance documentation and manifests of any onboard cargo to boarding CBP officials upon arrival at the sea or air terminal at the first point of entry into the CTUS. The ship's

captain/master or aircraft CDR is also required to provide documentation such as crew and passenger lists. The ship's captain/master or aircraft CDR will not:

- a. Interfere with the performance of the duties of the CBP or CBCA/MCI-E personnel (including Navy Afloat CBCAs).
  - b. Permit any cargo, baggage, or equipment to be removed from any vessel or aircraft without permission from the designated border clearance official.
  - c. Allow any passenger or crew member to depart from a vessel or aircraft prior to completion of arrangements for final border clearance processing. Aircrews usually have one crew member deplane to assist with aircraft block (i.e., gear pins, chocks) and then return to the flight deck. Removal of cargo or departure of personnel may be allowed should it become necessary for the safety or preservation of life or property.
5. DOD Components. DOD Components which operate ships and aircraft entering the CTUS are responsible for establishing procedures to ensure compliance with provisions of this regulation, written agreements between the DOD and CBP and other border clearance agencies, and the federal laws and regulations of those agencies. Implementing regulations of DOD components will include specific entry procedures for:
- a. Ships, aircraft, and terminal operations.
  - b. Passengers and crew members to include medical crews, attendants, and patients.
  - c. Maintaining a sterile environment for personnel who have departed the ship or aircraft but have not yet been cleared by border clearance agency officials.
  - d. Cargo, including personal property and accompanied baggage, placed onboard the ship or aircraft as either checked baggage or cabin (carry-on) baggage.
  - e. Maintaining the security of the ship, aircraft, or terminal and its contents pending arrival of border clearance officials, should those officials not be immediately on-hand upon arrival.
  - f. Coordinating with the CBP Port Director and the local offices of the CBP.
  - g. Ensuring personnel receive formalized instruction in border clearance procedures to ensure successful accomplishment of the CBCP.
6. Contracting Officer. The contracting officer will ensure that all contracts will comply with import/export requirements of the Defense Federal Acquisition Regulation Supplement (DFARS). This provision includes the responsibility for preparation of shipper's export/import declaration documents and obtaining licensing permits.

### **C. CBP CLEARANCE REQUIREMENTS FOR CONVEYANCES (DOD OWNED OR CONTROLLED)**

1. US Navy Ships. The Navy maintains the only remaining Navy Afloat CBCA program accredited by the CBP Port Directors at Norfolk and San Diego.
  - a. Clearance Requirement. The captain/master or commanding officer of each military ship entering into the CTUS is responsible to ensure that a complete US border clearance inspection has been accomplished prior to arrival at the US port of entry.
    - (1) At a minimum, the inspection will encompass all ship spaces (e.g., lockers, boats, cargo holds, living areas, and embarked aircraft, and all cargo and equipment onboard) to include organic equipment of units embarked.

- (2) All on-board personnel and accompanying baggage will be inspected, to include passengers, crew members, super cargo personnel, security personnel, observers, and civilian technicians. As part of the border clearance inspection, and in preparation for clearance at the port of entry, all personnel will complete a personal declaration, CBP Form 6059B, US Customs and Border Protection Customs Declaration, [Figure 502-2](#).
  - (3) The ship's captain/master or their representative will notify CBP officials at the US port of entry and the Service investigative service of any contraband found during underway inspections, prior to arrival at the first port of entry. The Service investigative service will meet the ship upon arrival and transfer custody of the contraband into the Service evidence system. Entrance of the contraband into the Service evidence system greatly diminishes the possibility of an error in the chain of custody.
- b. [Clearance Procedures](#). Inspection will normally be performed by trained and designated CBCAs. Each military-operated ship will have at least one trained and designated CBCA within its crew. If a shipboard CBCA capability does not exist, the captain/master or commanding officer of the ship will appoint an officer to conduct the inspection.
- (1) At the first US port of entry, the captain/master or commanding officer of each ship will present CBP officials with a manifest of all cargo loaded aboard the ship for discharge in the CTUS. A copy of this manifest will also be presented to the operator of the military water terminal.
  - (2) When the crew and vessel, but not the cargo, are cleared at the first US port of entry, the ship's captain/master or commanding officer will notify the CBP at subsequent ports of entry and provide them a manifest of the cargo to be discharged at that port.
  - (3) The inspection will be conducted at the last port of call before entry into the CTUS. This permits support from land-based Customs activities and maximizes inspection effectiveness. If mission requirements, ship size or characteristics, inspection resources, or port considerations preclude inspection prior to departure, the inspection will be conducted while the ship is en route to the US port of entry.
  - (4) For each ship operating outside the CTUS, the ship's captain/master or commanding officer will prepare a customs inspection plan. The plan will be developed to outline those procedures to be followed to ensure effective conduct of the CBCA inspection. The plan will include procedures both for inspecting the ship, its cargo, equipment, and personnel, and for completion and collection of personal customs declarations.
  - (5) For each ship operating outside the CTUS, the ship's captain/master or commanding officer will prepare a counter-narcotics plan to prevent the use of the ship, its cargo, equipment, or personnel onboard, for the illegal introduction of drugs, narcotics, or other contraband into the CTUS.
  - (6) Clearance at the Port of Entry. Ships normally arrive at established US ports of entry at which border clearance officials are readily available. The pre-departure examination/inspection under the CBCA program will expedite the procedures on arrival in the CTUS. Integrity inspections or examinations at the first port of entry and/or subsequent ports of call are within the prerogative of the clearance officials. In most cases, this will consist of a cursory check for the proper paperwork.
    - (a) Dutiable and restricted items: All items acquired outside the US must be declared and may be subject to duty and/or other taxes. Certain items may be subject to restrictions or prohibited from import. All baggage is subject to examination. All personnel will make items in their possession available for inspection if so

requested by CBP officials. Animals, foodstuffs, plants or plant parts will be made available for inspection before being brought ashore.

- (b) The captain/master or commanding officer of the ship will complete, and provide to the clearance officials, written certification that a border clearance inspection has been completed.
- (c) In addition to notification of border clearance agencies, military elements operating in US water terminals will provide transportation for border clearance officials to and from inbound ships to permit clearance process as early as possible before berthing.
- (d) Shipboard Mail. The captain/master or commanding officer of ships will institute onboard mail control procedures IAW the provisions of DOD 4525.6 M, Department of Defense Postal Manual.

## 2. Aircraft Entrance Requirements.

- a. Aircraft not precleared at approved pre-clearance locations may be cleared upon arrival at first port of entry into the CTUS or at their final destination if a Domestic Military Customs program is in place. This will be decided by the local CBP official at time of arrival. CBP reserves the right to re-inspect any pre-cleared aircraft, cargo, or personnel upon entry into the US either at its first port of entry or at its final destination. There are no pre-clearance requirements for aircraft, unless arranged for in advance as part of an exercise or unit redeployment.
- b. The aircraft CDR of each DOD owned or controlled aircraft entering into the CTUS is responsible to ensure that a complete US border clearance inspection has been accomplished upon arrival at the US port of entry.
- c. Advance Notification. Departure airfield installation CDRs will ensure that aircraft arrival/manifest data is passed to the down-line CTUS terminal or station prior to arrival of the aircraft, to arrange for CBP processing. Arrival data will include:
  - (1) Aircraft identification.
  - (2) Aircraft cabin load, including number of passengers, number of crew, and a general description of types and amount of cargo.
  - (3) Notice of unusual cargo or passengers (including first time entrants into the US).
  - (4) For all civilians entering the US on commercial charter aircraft, IAW 19 CFR 122.49a, Passenger and Crew Manifests, advance electronic passenger manifest data is required to be provided to CBP's Advance Passenger Information System (APIS) no later than 30 minutes prior to the securing of the aircraft. Active duty US military personnel are exempt. Data may be entered through direct interface between the Global Air Transportation Execution System (GATES) and APIS, or over the internet on the web bases e-APIS (<https://eapis.cbp.dhs.gov/>(\*)). Required data elements include:
    - (a) Full name (last, first, and, if available, middle)
    - (b) Date of birth
    - (c) Gender (F = female; M = male)
    - (d) Citizenship
    - (e) Country of residence
    - (f) Status on board the aircraft

- (g) Travel document type (e.g., P = passport; A = alien registration card)
  - (h) Passport number, if a passport is required
  - (i) Passport country of issuance, if a passport is required
  - (j) Passport expiration date, if a passport is required
  - (k) Alien registration number, where applicable
  - (l) Passenger Name Record locator, if available
  - (m) Address while in the US (number and street, city, state, and zip code), except that this information is not required for US citizens, lawful permanent residents, or persons who are in transit to a location outside the US
  - (n) International Air Transport Association (IATA) code of foreign port/place where transportation to the US began (foreign port code)
  - (o) IATA code of port/place of first arrival (arrival port code)
  - (p) IATA code of final foreign port/place of destination for in-transit passengers (foreign port code)
  - (q) Airline carrier code
  - (r) Flight number; and
  - (s) Date of aircraft arrival.
- (5) Any other information to expedite processing.
- d. The flight crew will complete a CBP Form 7507, General Declaration (Outward/Inward) Agriculture, Customs, Immigration, and Public Health, [Figure 502-3](#).
  - e. For specifics on Aircraft Entrance Requirements, Personnel Entrance Requirements, and a listing of Regular Airports of Entry, Limited Airports of Entry, and US International Airports/Landing Rights Airports, see the DOD Foreign Clearance Guide, North and South America (<https://www.fcg.pentagon.mil/>).

## **D. TERMINAL OPERATIONS**

### **1. Water Terminal.**

- a. When DOD-sponsored cargo is transported by water or inland waterway carriers to a destination within the CTUS, or when such cargo is delivered to a commercial water terminal not operated by the military, the TO responsible for the area within which the destination or terminal is situated will accomplish all customs/agriculture documentation for entry of the cargo.
- b. If cargo arrives without the proper CBP or USDA/APHIS documentation for entry into the CTUS, it must be prepared by the local installation or terminal TO or vendor as prescribed.

### **2. Air Terminal.**

- a. When DOD-sponsored cargo is transported by air to a destination within the CTUS, or when such cargo is delivered to a commercial air terminal not operated by the military, the TO responsible for the area within which the destination or terminal is situated will accomplish all customs/agriculture documentation for entry of the cargo.

- b. Regular Airports of Entry (R-AOEs).
  - (1) CDRs of US Aerial Ports of Debarkation (APODs) will, when requested, arrange for immediate return of passengers to the point of origin when CBP has denied such passengers admission into the CTUS.
  - (2) For a listing of R-AOEs see the DOD Foreign Clearance Guide at (<https://www.fcg.pentagon.mil/>) and then select North and South America, United States of America, Section V.
- c. Limited Airports of Entry (L-AOEs).
  - (1) Federal Inspection Service (FIS) officials are normally assigned to perform border clearance function at R-AOEs. These functions, with prior coordination and authorization from CBP may be performed at L-AOEs by military personnel specifically trained and designated as MCI-E. With prior coordination, FIS officials may be available (a fee may be required). CDRs of CONUS-based installations having an airfield, airbase, or air station, which is used as a first CTUS port of entry, will become familiar with the requirements of this program by contacting the CBP.
  - (2) For a listing of L-AOEs see the DOD Foreign Clearance Guide at (<https://www.fcg.pentagon.mil/>) and then select North and South America, United States of America, Section V.
- d. DOD components operating aircraft into the CTUS are responsible for the establishment and management of the procedures at all R-AOEs and L-AOEs to ensure compliance with the provisions of this regulation.
- e. CDRs of R-AOEs and L-AOEs will:
  - (1) Establish local procedures to ensure that all entry and departure requirements for aircraft, crew members, passengers, and cargo specified in this regulation and the Foreign Clearance Guide are met. Quarterly meetings are recommended between CBP Port Directors and the CDR of the Airports of Entry.
  - (2) Designate a functional element or official to furnish advance notice of aircraft arrivals and departures to the FIS.
  - (3) Maintain an active liaison with local FIS officials.
  - (4) Budget overtime charges for US CBP agencies.
  - (5) Facilitate the efficient and expeditious inspection and clearance of aircraft, crew members, passengers, and cargo by US CBP officials.
  - (6) Provide office and inspection facilities for CBP activities.
  - (7) In coordination with US CBP Agencies; provide briefings on US CBP requirements for crew members and other personnel traveling on DOD owned/controlled aircraft.

## **E. ENTRY PROCEDURES FOR DOD SPONSORED PASSENGERS, CREWS, AND ACCOMPANIED BAGGAGE**

- 1. Clearance Requirements.
  - a. CBP officers and/or MCI-Es will inspect Aeromedical evacuation crews, attendants, and patients in such a manner as to expedite patient movement. Expeditious inspection does not preclude steps to detect prohibited articles prior to departure.

- b. Passengers will be required to complete a CBP Form 6059B, [Figure 502-2](#), CBP Form I-94 [Arrival/Departure Record](#), [Figure 502-4](#), or I-94W, [Nonimmigrant Visa Waiver Arrival/Departure Form](#), [Figure 502-5](#), depending on the status of the traveler, provided by the carrier on the aircraft, and will go through CBP procedures at the first US port of entry. Entry of Immigrant Visa holders to the CTUS is permitted only at a recognized port of entry, where CBP officers will process them. Reentry of DOD sponsored personnel into the CTUS will be coordinated with CBP. CBP will be notified of all Immigrant Visa holder entries into the CTUS as soon as the entry or potential entry is detected. Whenever possible, advanced notification of an Immigrant Visa holder will be given not less than 24 hours prior to the time of arrival in the CTUS. In all cases, notification will occur no more than four working hours from the time of arrival in the CTUS.
- c. CBP performs inspections and examinations to prevent entry into the CTUS of prohibited and restricted articles, with particular attention to drugs and narcotics, firearms, plant and animal products, and undeclared articles.
- d. Personal Examination. MCI-Es are not authorized to conduct personal examinations. In all cases where physical personal examination is deemed necessary, MCI-Es will contact the base law enforcement personnel and CBP.
- e. Accompanied Baggage:
  - (1) MCI-Es will normally inspect or examine all accompanied baggage in the passengers or crew member's presence.
  - (2) Each passenger or crew member will make their accompanied baggage available for inspection or examination with the exception of patients (whose baggage will be made available by medical crew or attendant).
  - (3) If, while inspecting or examining baggage, a MCI-E suspects a customs violation has occurred, the MCI-E will call for the assistance of base law enforcement officials and CBP. These officials will accept responsibility for the individual and any contraband and, prior to further questioning, will advise the individual regarding their constitutional rights. If the violation involves narcotics, the violation will be reported to the CBP and military law enforcement personnel.
2. Immigrant Visa Holders. Except in cases of emergency evacuations, Immigrant Visa Holders will be routed through normal CBP-staffed airports of entry for clearance and CBP processing.
3. When DOD-sponsored personnel arrive at a DOD-controlled Military Air (MILAIR) terminal, CBP officials must be provided a legible copy of the passenger manifests for personnel on the vessel or aircraft. Operators of MILAIR and water terminals within the CTUS will establish coordination with the local CBP Port Director and local CBP representatives and will prepare and provide border clearance entry documentation. Although these procedures are generally applicable, local practices may vary to a degree.
4. For specific passenger requirements, see the [DOD Foreign Clearance Guide, North and South America](#) (<https://www.fcg.pentagon.mil/>).

## F. US ENTRY PROCEDURES FOR DOD-OWNED CARGO

1. Clearance of Inbound Cargo through CBP. US Public Law, 19 United States Code (USC), requires that all imported articles, with few exceptions, are subject to either formal or informal entry procedures, depending on the commodity and its value. The law requires that all articles entering the US be subject to examination or inspection. To satisfy these requirements, it is mandatory that all DOD-sponsored cargo be:
  - a. Properly documented.
  - b. Free of contraband, and pests of agricultural and natural ecosystems.
  - c. Declared to the CBP inspector at the first port of entry.
  - d. Available for border clearance inspection when requested by the CBP authority.
2. In general, when a shipment reaches the US, the importer of record (i.e., the owner, purchaser, freight forwarder, or licensed customs broker designated by the owner, purchaser, or consignee) will file entry documents for the goods with the CBP Port Director at the port of entry. In the case of DOD owned cargo, the commercial carrier, acting as the agent, will file the Duty-Free Entry (DFE) on behalf of the DOD, using a combined carrier's certificate issued IAW 19 CFR 141.11(a)(4), Evidence of Right to Make Entry for Importations by Common Carrier and a copy of the Bill of Lading (BL), airway bill, shipping receipt, or other comparable document.
3. DOD-owned shipments may be eligible for DFE under certain tariff provisions in the Harmonized Tariff Schedule of the United States, Annotated (HTSA). DOD cargo entry procedures vary depending on whether the entry is accomplished by a DOD-controlled transportation or by commercial transportation activity. When cargo is entered through the commercial transportation system, more documentation is required to ensure that DOD-owned cargo is clearly differentiated from commercially or privately-owned material which may be subject to duties and taxes. Documentation requirements for each method of entry are outlined in the following Paras.
4. When DOD-sponsored cargo arrives at a DOD-controlled military air or water terminal, CBP officials must be provided a legible copy of the cargo manifests for material on the vessel or aircraft. Operators of military air and water terminals within the CTUS will establish coordination with the local CBP Port Director and will prepare and provide CBP entry documentation. Although these procedures are generally applicable, local practices may vary to a degree.
5. When DOD-sponsored cargo arrives on a commercial carrier, at a commercial air or water terminal the following documentation is required:
  - a. When articles (other than military scrap or surplus) belonging to the DOD are imported for further use by the DOD as returned products of the US under a free entry classification in the HTSA, a Certificate in Lieu of Other Entry Documentation Covering Articles of Returned U.S. Products for Use by the DOD, [Figure 502-6](#), prepared on the letterhead of the agency or office importing the articles, will be used for those shipments (See 19 CFR 10.103, American Goods Returned) in addition to a copy of the Ocean Bill of Lading. All military scrap or surplus must meet USDA/APHIS standards for freedom from soil and pests.
  - b. Commercial air shipments.
    - (1) On the airway bill, the shipper block must identify the sponsoring DOD component command or Service, followed by the shipper unit name and address. The consignee block will also lead with the sponsoring component command, followed by the recipient

name and address. This is especially critical on shipments consigned to commercial contractors and vendors.

- (2) The Commercial Invoice (CI) will be printed on command letterhead. Shipper and consignee information will both reflect the sponsoring DOD component or Service as indicated in the previous Para, and contain a clear, detailed description of the item being shipped, its value and a statement of ownership (e.g., “Property of the United States Air Force”). See 19 CFR 141.85, Pro Forma Invoice.
  - (3) American Goods Returned (AGR) statement. Shipments belonging to the DOD that are entering the US that are imported for further use by the DOD require an AGR certificate. Such articles may be admitted free of duty under a tariff classification in the HTSA upon the filing of a certificate on the letterhead of the agency or office in lieu of other entry documentation. The certificate may be executed by any military installation TO having knowledge of the facts or by any other officer or official specifically designated or authorized. AGR certification may be included on the CI.
  - (4) See 19 CFR 10.103 for format and content requirements of the AGR. See Figure 502-7 for an example of a combined AGR and CI.
  - (5) For material procured from foreign sources which is imported for the sole purpose of transiting the CTUS to another point outside the CTUS, CBP Form 7512, Transportation Entry and Manifest of Goods Subject to CBP Inspection and Permit, Figure 502-8, will be initiated at the port of arrival and will be provided to the CBP officials at the US port from which the shipment is subsequently exported.
6. Agriculture Requirements. Policies and procedures for meeting agricultural standards on DOD shipments entering the CTUS are found in Chapter 505. USDA supports and encourages agricultural pre-clearance inspections at OCONUS locations for exercise and contingency redeployment operations. See Chapter 506 for details on requirements, procedures, and information on establishing a pre-clearance program.
  7. Classified Shipments. If FIS personnel at CTUS ports of entry request to inspect or examine classified cargo, access will be granted only after FIS security clearances have been validated. FIS personnel assigned or performing duties at military terminals normally have had their security clearances previously validated. A cleared representative of the DOD Component, or other Agency to which the cargo belongs, will be present when the shipment is inspected by cleared FIS personnel.
  8. CBP Inspection or Examination. All DOD cargo or personnel entering the CTUS are subject to inspection or examination by CBP at the first port of entry. The degree of inspection is the prerogative of CBP officials. Examination of goods and documents may be necessary to determine, among other things:
    - a. The value of the goods for customs purposes and their dutiable status.
    - b. Whether the goods must be marked with their country of origin or require special marking or labeling. If so, whether they are marked in the manner required.
    - c. Whether the shipment contains prohibited articles.
    - d. Whether the goods are correctly invoiced.
    - e. Whether the goods are in excess of the invoiced quantities or a shortage exists.
    - f. Whether the shipment contains illegal narcotics.

9. Prior to the release of the property, the CBP Port Director will designate representative quantities for examination by CBP officers under conditions that will safeguard the goods. Some kinds of goods must be examined to determine whether they meet special requirements of the law. For example, food and beverages unfit for human consumption would not meet the requirements of the Food and Drug Administration.
10. Immediate delivery. Carriers participating in the Automated Manifest System can receive conditional release authorizations after leaving the foreign country and up to five days before landing in the US. If the application is approved, the shipment is released following arrival. A CBP Form 7501, Entry Summary, [Figure 502-9](#), must then be filed in proper form, either on paper or electronically, and estimated duties deposited within 10 working days of release. Immediate delivery release using CBP 3461, [Figure 502-1](#), is limited to certain types of merchandise, including shipments consigned to or for the account of any agency or officer of the USG.
11. For greater detail on CBP procedures and the addresses for Field Operations Offices, CBP Port Directors, and CBP Offices in foreign countries, go to the CBP web page at <http://www.cbp.gov/> (\*).

#### **G. US ENTRY REQUIREMENTS FOR VENDOR (COMMERCIAL CONTRACTOR) SHIPMENTS**

1. The DOD Customs Duty-Free Management System is administered by and based at DCMA New York, Staten Island, New York. The DCMA New York Customs Team works DOD new overseas procurement duty-free issues.
2. The entities involved in the process are the contractor, the Administrative Contracting Officer (ACO), the Procuring/Procurement Contracting Officer, the CBP, customs house brokers, foreign suppliers, carriers, and the Customs Team of DCMA New York.
3. The contractor is awarded a DOD contract containing the DFE clause. The contractor then determines if he/she is going to purchase/sub-contract OCONUS. It is the responsibility of the contractor to notify the ACO of his/her decision.
4. Upon shipment of the materiel to the CONUS, a broker is involved only when the shipment is consigned to a private sector entity. The broker is responsible for:
  - a. Preparation and filing of the CBP 3461, [Figure 502-1](#). Imported supplies purchased pursuant to a DOD contract are supplies that are entitled to be released under the immediate delivery release program. A bond (continuous or single transaction) is required when the shipment is consigned to a private sector entity.
  - b. Submitting the original shipping documents including the invoices, BLs, or other pertinent entry documents as well as one legible reproduction of CBP Form 7501, Entry Summary, [Figure 502-9](#), prepared by the broker to the DCMA New York Customs Team using the DCMA e-tools duty free entry portal. For submitting documents, information on, registration and access to the duty free entry e-tool, users should go to: <http://www.dcma.mil/aboutetools.cfm>. After receipt of the duty free entry certificate from the DCMA New York Customs Team, the broker will submit the original certificate to the CBP Port Entry allowing for the entry to be liquidated as entered. If a duty free certificate is not submitted to CBP in a timely manner or an extension is not requested, CBP will notify the party and entry will be liquidated at the correct rate of duty.
  - c. After receipt of a Letter of Denial from the CBP Team, the broker will notify their client of the denial and inform the client of the fact that if corrective action is not taken, duty will be paid. The denial letter will indicate the reason for denial.

5. For materiel going to a military installation, the CBP Ports will:
  - a. Release the material to the carrier for delivery directly to the military installation when the consignee is a military activity.
  - b. Forward all entry documentation to the DCMA New York Customs Team. The documentation will include an Entry Number (EN) assigned by the port. The ENs will start with the filer code “P99”. Each port is assigned a block of ENs by CBP.
  - c. Liquidate the entry when they receive a CBP Form 7501, [Figure 502-9](#), from DCMA New York.
6. The DCMA New York Customs Team is the most significant player in the DFE process and the only organization that can certify supplies as being entitled to DFE.
7. Shipping documentation and exterior packages will be marked IAW DFARS 252.225-7013, Duty-Free Entry. This will indicate to the CBP that it is a DOD shipment claiming DFE.
8. Additional detail on these procedures can be found at the DCMA e-tools duty free entry portal (<http://www.dcmsa.mil/aboutetools.cfm>). A process flowchart is shown at [Figure 502-10](#).
9. Additional References:
  - a. FAR Subpart 52.225-8, Duty-Free Entry.
  - b. 19 CFR 10.101, Immediate Delivery.
  - c. 19 CFR 142, Entry Process.

#### **H. PERSONAL PROPERTY (UNACCOMPANIED BAGGAGE [UB] AND HOUSEHOLD GOODS [HHG])**

1. For HHG and UB to enter the CTUS, the member/employee must complete (with the assistance of the origin TO) and sign a DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I, [Figure 502-11](#). A copy of the members' orders will accompany the DD Form 1252. The member's/employee's full Social Security Number (SSN) must be shown on the DD Form 1252 to satisfy CBP customs clearance requirements.
2. If the shipment contains firearms, the member/employee must complete DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part II, [Figure 502-12](#). The member's/employee's full SSN must be shown on the DD Form 1252 to satisfy CBP customs clearance requirements. A copy of any supporting importation documents (e.g., ATF Form 6-Part II, Application and Permit for Importation of Firearms, Ammunition and Implements of War, [Figure 502-13](#) for members and ATF Form 6-Part I, Application and Permit for Importation of Firearms, Ammunition and Implements of War, [Figure 502-14](#) for employees) will be attached to all copies. See Chapter 503 for firearms import requirements.
3. Commingling of personal property or baggage with other military cargo is prohibited. CBP requires that personal property be kept separate from other military cargo.
4. Inspection.
  - a. All personal property shipments are subject to inspection by CBP officials upon entry to the CTUS. DOD members/employees are responsible for removing any prohibited articles from the HHG or UB prior to shipment. See [Para I](#) for a list of restricted and prohibited articles.
  - b. The MCI program for OCONUS locations is no longer recognized by the CBP and has been cancelled. However, all personnel involved in the shipment of personal property will be

- aware of the requirements in this regulation in order to advise the member/employee and to not allow the shipment of unauthorized articles.
- c. DOD members/employees are also responsible for inspecting their personal property prior to shipment to ensure agricultural requirements are met (free of soil and pest infestations). USDA continues to support and encourage agricultural pre-clearance inspections at OCONUS locations. See Chapter 505 for details on requirements, procedures, and information on establishing a pre-inspection program.

## I. RESTRICTED AND PROHIBITED ARTICLES

US border clearance laws and regulations prohibit importation of certain items or restrict importation to certain specific conditions or prescribed quantities. Such laws and regulations are for the protection of public health, plant and animal life, or otherwise serve the welfare of the people of the US. The following lists encompass only those articles most commonly available in overseas areas and represent only a partial listing. More detailed information on specific prohibitions and restrictions is contained in numerous pamphlet and pamphlet-type publications available from the US border clearance agencies. In addition, items classified as war trophies/souvenirs can only be imported IAW regulations issued by the Secretary of Defense at the Unified CDRs direction and IAW US Border Clearance laws and regulations.

### 1. Restricted Articles:

- a. These items may be imported under the conditions specified. Although such items may be imported upon conditions being met for US border clearance agencies, members/employees must still comply with Service shipping regulations.
  - (1) Firearms, ammunition, and dangerous devices, as specified in Chapter 503.
  - (2) Trademark items (articles produced outside the US, bearing marks or names copying or simulating US trademarks or trade-names that have been recorded by the CBP), provided they fall within limited numbers permitted under blanket policies by some trademark or trade-name owners, or are accompanied with written consent of the owners of the trademarks or trade-names, or if the trademark or trade-names have been removed or obliterated.
  - (3) Foreign reprints of US copyrighted material, provided that they are intended for personal use.
  - (4) Importation of switchblade knives is permitted by 19 CFR 12.98, Importations Permitted by Statutory Exceptions, and 15 USC 1244, Exceptions, when:
    - (a) Imported pursuant to contract with a branch of the Armed Forces of the US.
    - (b) Imported by a branch of the Armed Forces of the US or any member or employee thereof acting in the performance of his duty; or
    - (c) A switchblade knife, other than a ballistic knife, having a blade not exceeding 3 inches in length is in the possession of and is being transported on the person of an individual who has only one arm
    - (d) A switchblade knife is any knife which has a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife
    - (e) Spring-loaded knives are authorized for military personnel when the knife is a Government Issue item from military or commercial sources and issued to individuals such as Special Forces or aircrews.

- (5) Liquor or alcoholic beverages and tobacco products, as permitted by the laws of the US state of destination and may be shipped duty free into the CONUS pursuant to HTSA, Chapter 98, Subchapter V. Personal Exemptions Extended to United States Personnel and Evacuees, Section 9805.00.50.
  - (6) Prescription drugs provided they are hand-carried.
  - (7) Wildlife and wildlife parts and products may be imported if specifically permitted by federal law and US Fish and Wildlife Service, USDA, and CBP requirements if documentation (permits and certificates) is obtained and procedures followed. Border clearance agencies will be contacted prior to shipment.
  - (8) Elephant ivory, elephant parts, and products made thereof are prohibited unless from legally taken hunting trophies (hunting permits required) or antiques over 100 years old (documentation required).
  - (9) Bonsai plants and tatami mats may only be shipped with a proper USDA permit (See Para [I.3.b](#)).
2. Prohibited Articles:
- a. The import into the CTUS of articles in the following categories is specifically prohibited except in those cases where a license to import said items, such as for scientific, educational, or military use, is obtained from a USG agency.
    - (1) Any controlled substance as defined by US Federal Law (including narcotics, hallucinogenic drugs, amphetamines, barbiturates, marijuana, hashish, peyote, opium, cocaine, and other dangerous drugs) or drug paraphernalia.
    - (2) Goods made by convict labor, forced labor, or indentured labor under penal sanctions (includes goods, wares, articles, and merchandise that has been mined, produced, or manufactured wholly, or in part, in any foreign country by the above type labor).
    - (3) Articles originating in embargoed countries, unless the articles are accompanied with special import licenses issued by the Department of Treasury, are prohibited. Updated lists of embargoed countries may be found at:  
[http://www.pmdtc.state.gov/embargoed\\_countries](http://www.pmdtc.state.gov/embargoed_countries) (\*).
    - (4) Destructive devices (e.g., explosive caps, hand grenades, tear gas projectiles, artillery simulators).
    - (5) Explosives and flammables, substances or articles.
    - (6) White phosphorous matches.
    - (7) Counterfeits of coins, securities, obligations, postage or revenue stamps, and color illustrations of postage stamps of the US or foreign governments.
    - (8) Lottery tickets and advertisements of any lottery.
    - (9) Obscene and immoral articles, books, pictures, films, or publications. CBP defines obscene pictorial (photos, films, cassettes) material as pictorial matter devoted to the portrayal of sexual acts (oral, anal, or coital penetration) in any manner, including those with an animal. The CBP definition does not include the mere exposure of the genitals, even in a grossly offensive manner.
    - (10) Federal Law and the Convention on International Trade in Endangered Species of Wild Fauna and Flora prohibit certain wildlife and wildlife parts and products. Border clearance Agencies will be contacted prior to shipment.

3. Agricultural Restrictions and Prohibitions:

- a. Certain agricultural items may be imported into the CTUS only under specific conditions. Many items that require a permit must be consigned to an USDA plant inspection station or an approved establishment. Because restricted agriculture products must be inspected by CBP at a CTUS commercial port of entry to determine if the product meets all requirements for importation, transport of restricted agricultural products by aircraft will severely limit entry points into the CTUS.
  - (1) Animal and Poultry Products. USDA restricts entry of animals, poultry, birds' eggs, wild bird feathers, poultry products and byproducts, and animal products and byproducts, to include meat extracts, secretions (including milk and cheese), untanned hides, untanned skins, wool, hair, bone, and horns. (There are no USDA restrictions on animal trophies that are fully-finished for display. There are, however, US Fish and Wildlife Service restrictions and prohibitions on the importation of mounted birds and animals, including elephant ivory, elephant parts, and products thereof.) Importers contemplating entry into the CTUS of the above will obtain detailed requirements from the Veterinary Services, Animal and Plant Health Inspection Service, US Department of Agriculture, Riverdale, MD 20737-1232, prior to leaving the country of origin.
  - (2) Pets. Due to the multitude of restrictions on the importation of pets (including dogs, cats, and birds) from various oversea areas, specific information on their importation is not included herein. Pet birds require a permit and must be quarantined on return to CTUS (contact USDA for full requirements). Dogs (other than working herd dogs) and cats must meet US Code and Public Health restrictions. Pet owners must consult the local TO or write the Veterinary Services as above.
  - (3) Plants and Plant Products. The following plants and plant products may not be imported as such: fresh fruits and vegetables; trees, shrubs, and herbaceous plants; bulbs, roots, cuttings, or other parts of plants, and seeds for or capable of propagation; dried or undried grasses; various grains, to include hay and straw; and leaves of plants, forest litter, and soil (such as that likely to be on vehicles, lawnmowers, and similar items used outdoors). Importation of animals and insects that present a hazard to the indigenous US life is also prohibited.
- b. Application for permits to import these items or to obtain information may be made to the USDA, Animal Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ) Permit Unit, 4700 River Road, Riverdale, MD 20737-1232. This permit may specify entry conditions by personal baggage, mail, or freight through any one of several inspection stations in the US to the destination. Additional information and PPQ Form 587, Application for Permit to Import Plants or Plant Product, [Figure 502-15](#), can be downloaded from: <http://www.aphis.usda.gov/ppq/permits/> (\*).
- c. Unrestricted. Commercially dried, cured, or processed fruits and vegetables, such as cured figs and dates or dried peas and beans, are unrestricted.

4. Restriction against Shipping Alcoholic Beverages and Tobacco Products. Liquor/alcoholic beverages and tobacco products are restricted and may be shipped separate from the rest of the member's/employee's personal property. Limited quantities may enter duty-free if accompanied by the member/employee. Unaccompanied shipments are subject to duty payments. The Government is not responsible for any fee or customs charges and certain charges may or may not be reimbursable.

## J. PRIVATELY OWNED VEHICLES (POVS)

1. To import POVs into the CTUS, the vehicles must have been manufactured in compliance with both the DOT motor safety standards and US EPA emission control standards in effect at the time of manufacture, or the vehicles must be modified to comply with such standards. Additionally, POVs equipped with catalytic converters or other emission control devices must meet emission test requirements and standards. All POVs must be free of soil to meet USDA requirements.
2. Safety Standards. All vehicles, foreign or domestic, manufactured on or after 1 January 1968, must conform to the US motor vehicle safety standards in effect on the date of manufacture. Certification for all vehicles, to include motorized bikes and motor scooters manufactured on or after 1 January 1969, being imported into the CTUS is accomplished on a DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, [Figure 502-16](#). The completed form will be attached to the original DD Form 1252, [Figure 502-11](#), which was completed for the vehicle.
  - a. US Specification POV. The original manufacturer's certification label affixed to the vehicle door post or frame of motorized bike or motor scooter is the best evidence of conformance. The label must show the date of manufacture and the Vehicle Identification Number (VIN). For multipurpose passenger vehicles, the type of vehicle must also be shown.
  - b. Non-US Specification POV.
    - (1) Effective 31 January 1990, Public Law (PL) 100-562, Imported Vehicle Safety Compliance Act of 1988, and its implementing regulations require that POVs which are not certified by their original manufacturer to be in conformity with US Federal Motor Vehicle safety, bumper, tires, and theft prevention standards, be imported into the CTUS only through importers registered with the DOT National Highway Traffic Safety Administration (NHTSA). Non-US specification vehicles must be brought into conformity with all Federal motor safety standards proscribed by PL 100-562 within a reasonable time after importation. Members/employees will contact the NHTSA for a current listing of Registered Importers applicable to their POV.
    - (2) In addition to customs requirements, importers of such vehicles must furnish a DOT conformance bond, in the amount of three times the value of the vehicle, on DOT Bond Form HS-474, Bond to Ensure Conformance with Motor Vehicle Safety and Bumper Standards, [Figure 502-17](#).
3. EPA Emission Standards. Under the provisions of the Clean Air Act, 42 USC § 7522, Prohibited Acts, passenger cars, light-duty trucks, and four-wheel drive vehicles, both foreign and domestic manufacture, 1968 gasoline fueled models and later, 1975 diesel fueled models and later, 1976 diesel fueled light-duty truck models and later, and motorcycles manufactured after 1 January 1978, must conform with Federal emission control standards in effect at the time of manufacture. Certification for all vehicles, to include motorized bikes and motor scooters, being imported into the CTUS is accomplished on an EPA Form 3520-1 Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations, [Figure 502-18](#). Depending upon the state (e.g., California), POVs may have to conform to more stringent state emission standards.
  - a. US Specification POV. A US Specification POV will bear an EPA emission control label in the English language. The label will generally be found attached to the vehicle engine, radiator fan shroud, or the underside of the hood. The label must show the engine family identification assigned by EPA to the original manufacturer during certification, and an unconditional statement of compliance with the model year EPA emission regulations.

- b. US Specification POV with Removed or Damaged Catalytic Converter or Oxygen Sensor. A US Specification POV with a removed or damaged catalytic converter or oxygen sensor at the time of entry into the CTUS must be brought into conformity with EPA requirements by the member/employee (POV owner). This is accomplished by reinstallation or replacement of the catalytic converter and oxygen sensor or replacement of the fuel neck if the fuel neck restriction is missing or has been rendered inoperative. No bond is required for a US Specification POV imported for this purpose.
- c. Non-US Specification Vehicles.
  - (1) Vehicles not built to US emission requirements must be imported through an Independent Commercial Importer (ICI) that holds a valid certificate of conformity from EPA. The ICI bears responsibility for ensuring that the vehicle is properly modified to conform to US emission requirements. The EPA will not accept ICI work performed outside the US. Vehicles demonstrated to be at least 21 years of age are exempted from the EPA emission requirements and are not required to be imported through an ICI.
  - (2) The makes or models that an ICI can import are limited. EPA cautions that an ICI's capability of bringing a vehicle into conformity with US emission requirements does not guarantee that in individual cases the ICI will agree to accept the vehicle or that the work will be performed properly or timely.
  - (3) Vehicles previously modified to meet US emission requirements are considered to be US specification vehicles by EPA if the vehicle is labeled by an EPA-authorized ICI as meeting all US emission requirements at the time of modification, or the member/employee has a letter from EPA stating that the vehicle was modified to meet EPA requirements.
  - (4) Additional information on the specific model vehicle that ICIs can import may be obtained from the US Environmental Protection Agency, Certification and Compliance Division (6405-J), Attn: Imports, 1200 Pennsylvania Avenue, NW, Washington, DC 20460 (Commercial: 202 564-9660).
4. Motorcycles, Motor Scooters, and Mopeds. The inclusion of motorcycles, motor scooters, or mopeds in a HHG shipment does not change, reduce, or eliminate any federal emission control or safety requirement in effect for that model year vehicle. Motorcycles, motor scooters, or mopeds in HHG shipments will be treated in the same manner as any other vehicle. DOT and EPA documentation must be completed and included as part of the shipping documentation just as if the motorcycle, motor scooter, or moped was to be shipped as a separate POV. Motorcycles, motor scooters, or mopeds with less than 50cc engine capacity are generally exempt from DOT/EPA requirements.

## **K. WAR TROPHIES/SOUVENIRS**

1. Under certain circumstances, some enemy articles captured on the battlefield may be removed from the theater of operations and returned to the US or another location outside the AOR.
2. Unit war trophies. These articles are generally pieces of military equipment that have been captured from the enemy and returned to unit museums, static displays, etc. Early in contingency operations, the theater CDR will implement procedures consistent with 10 USC, Chapter 153, § 2579, War Booty: Procedures for Handling and Retaining Battlefield Objects, and political/military objectives. For any unit war trophy, two pieces of documentation are required.
  - a. A memorandum, on command letterhead, from the theater CDR's designated approval authority stating that the article may be removed from the AOR. This memorandum will provide an item description and list identifying serial numbers.

- b. A memorandum, on unit letterhead, from the receiving unit which provides:
    - (1) Authorizing references.
    - (2) Purpose for removing the artifact (i.e., museum piece, command section display).
    - (3) Demilitarization instructions (whether the item should be demilitarization prior to transfer).
    - (4) Instructions for transfer of accountability of the artifact upon receipt.
  - c. Further guidance can be found in Army Regulation 870-20, Army Museums, Historical Artifacts, and Art, Para 4-4.
3. Personal war souvenirs. If possible, before the beginning of hostilities, theater commands will establish criteria for allowable individual war souvenirs in general orders specific to an operation. These policies will ensure that the political objectives of the operation are considered relative to what items are allowed and do not blemish the conduct of combat operations or result in the mistreatment of enemy personnel, the dishonoring of the dead, distraction from the conduct of operations, or other unbecoming activities. The criteria and procedures will ensure that service members who have obtained battlefield souvenirs in a manner consistent with military customs, traditions, and regulations have a reasonable opportunity to obtain possession of such souvenirs, consistent with the needs of the DOD. These articles may include, for example, such items as:
- a. Helmets and head coverings.
  - b. Uniforms and uniform items such as insignia and patches.
  - c. Canteens, compasses, rucksacks, pouches, and load bearing equipment.
  - d. Flags.
  - e. Military training manuals, books, and pamphlets.
  - f. Posters, placards, and photographs.
  - g. Other items that clearly pose no safety or health risk, and are not otherwise prohibited by law or regulation.
- This list may be modified by the theater CDR IAW the broader guidance established in 10 USC, Chapter 153, § 2579. Weapons, munitions, and items of military equipment are not authorized as individual war souvenirs. For authorized personal items, no specific documentation is required unless required by another regulation. All personnel who desire to retain a war souvenir will complete a DD 603-1, War Souvenir Registration/Authorization, [Figure 502-19](#). A war souvenir is acquired if it is captured, found abandoned, or obtained by any other lawful means. “Abandoned” means property left behind by the enemy (does not include museum pieces).
4. Reviewing officers of DD Form 603-1 will apply the following criteria in evaluating a war souvenir:
- a. Intelligence requirements for enemy materials captured or found abandoned in the theater of operations will take priority over personnel retention of a war souvenir.
  - b. Retention of items will be consistent with military customs, traditions, and regulations.
  - c. Items that will not be approved for retention include:
    - (1) Items taken from the dead, or from prisoners of war or other detained individuals, including items bought or traded.
    - (2) Weaponry.

- (3) Other prohibited items.
  - (4) Items deemed to be of value for an occupied nations future defense force.
  - (5) Items that pose safety or health risks.
  - (6) Firearm mounted on a plaque.
5. All personnel are subject to these policies.

#### **L. HUMAN REMAINS AND PERSONAL EFFECTS**

1. **Human Remains (HR):** DOD mortuary facilities outside of the US are responsible for ensuring that HR and transfer case/containers are examined and certified by mortuary affairs personnel to prevent introduction of narcotics, drugs, and other contraband items during processing and movement of remains to the CTUS.
  - a. The mortuary affairs individual present during the preparation and inspection of remains will ensure that each HR and transfer case/container is examined for prohibited and restricted items prior to closure of the transfer case/container.
  - b. In theaters where the CDR has an approved Military Customs/Agriculture Preclearance Program (see Chapter 506), mortuary affairs certifies completion of the examination by annotating and signing the following statement on the DD Form 1384, Transportation Control and Movement Document, [Figure 502-20](#), “The attached HR transfer case contains no prohibited items or commodities.” This certification by mortuary affairs is in lieu of the requirement to coordinate for a customs inspection.
2. **Personal Effects (PE) of Deceased, Injured or Missing in Action Service Members.** PE of deceased, injured or missing in action service members must be free of narcotics, drugs and other contraband items prior to movement to a CONUS Joint Personal Effects Depot or family members/next of kin.
  - a. In theaters where the CDR has an approved Military Agriculture/Customs Preclearance Program (see Chapter 506), mortuary affairs must coordinate with the COCOM’s Customs, Agriculture and Border Clearance Coordinator (i.e., Provost Marshall) to determine Preclearance procedures. If a CBCA conducts an inspection/examination of the PE, the CBCA will affix a DD Form 2855, [Figure 506-1, U.S. Military Agriculture and Customs Preclearance Program](#), label to the PE shipping container.
  - b. In areas without a military agriculture/customs preclearance program, mortuary affairs is responsible for ensuring PE shipments are free of contraband items listed in [Para I](#) of this chapter. CBP will be responsible for completing customs clearance at the first CONUS arrival port.

#### **M. FORMS**

1. Compliance with provisions of this regulation will require use of other federal agency forms and publications. Specific forms and publications are described in chapters in this regulation.
2. Forms required by this regulation and pamphlets pertinent to implementation of its technical aspects may be obtained through normal publications supply channels IAW Service regulations.
3. Service publication and distribution centers will coordinate supply and stock of other federal agency forms and publications with the following:
  - a. US Customs and Border Protection. DHS/CBP, National Distribution Center, 6482 Corporate Drive, Indianapolis, Indiana 46278-5000.

- b. US Department of Agriculture. Animal and Plant Health Inspection Service (APHIS), Information Division Room 1143, South Building, US Department of Agriculture, Washington, DC 20250-5000.
- c. Environmental Protection Agency. Public Information Center (PM-215), Environmental Protection Agency, Washington, DC 20460-5000.
- d. Bureau of Alcohol, Tobacco, Firearms and Explosives. Bureau of Alcohol, Tobacco, Firearms and Explosives Distribution Center, 3800 South Four Mile Run Drive, Arlington, VA 22206-5000.
- e. US Fish and Wildlife Service. Department of the Interior, US Fish and Wildlife Service, Washington, DC 20240-5000.
- f. Department of Transportation. National Highway Traffic Safety Administration, Office of Vehicle Safety Compliance NEF-32, 400 Seventh Street, S. W., Room 6115, Washington, DC 20590.

DEPARTMENT OF HOMELAND SECURITY  
 U.S. Customs and Border Protection

OMB No. 1651-0024  
 Exp. 03-31-2015

**ENTRY/IMMEDIATE DELIVERY**  
 19 CFR 142.3, 142.16, 142.22, 142.24

1. ARRIVAL DATE		2. ELECTED ENTRY DATE		3. ENTRY TYPE CODE/NAME		4. ENTRY NUMBER							
5. PORT		6. SINGLE TRANS. BOND		7. BROKER/IMPORTER FILE NUMBER									
		8. CONSIGNEE NUMBER		9. IMPORTER NUMBER									
10. ULTIMATE CONSIGNEE NAME				11. IMPORTER OF RECORD NAME									
12. CARRIER CODE		13. VOYAGE/FLIGHT/TRIP		14. LOCATION OF GOODS-CODE(S)/NAME(S)									
15. VESSEL CODE/NAME													
16. U.S. PORT OF UNLADING		17. MANIFEST NUMBER		18. G.O. NUMBER		19. TOTAL VALUE							
20. DESCRIPTION OF MERCHANDISE													
21. IT/BL/AWB CODE	22. IT/BL/AWB NO.	23. MANIFEST QUANTITY	24. H.S. NUMBER	25. COUNTRY OF ORIGIN	26. MANUFACTURER NO.								
<b>27. CERTIFICATION</b>				<b>28. CBP USE ONLY</b>									
I hereby make application for entry/immediate delivery. I certify that the above information is accurate, the bond is sufficient, valid, and current, and that all requirements of 19 CFR Part 142 have been met.				<input type="checkbox"/> OTHER AGENCY ACTION REQUIRED, NAMELY:  <input type="checkbox"/> CBP EXAMINATION REQUIRED. <input type="checkbox"/> ENTRY REJECTED, BECAUSE:									
SIGNATURE OF APPLICANT													
PHONE NO.		DATE		<table border="1"> <tr> <td>DELIVERY AUTHORIZED:</td> <td>SIGNATURE</td> <td>DATE</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>				DELIVERY AUTHORIZED:	SIGNATURE	DATE			
DELIVERY AUTHORIZED:	SIGNATURE	DATE											
29. BROKER OR OTHER GOV'T. AGENCY USE													

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0024. The estimated average time to complete this application is 15 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

**Figure 502-1. CBP Form 3461, Entry/Immediate Delivery**



**U.S. Customs and Border Protection**

**Customs Declaration** FORM APPROVED  
OMB NO. 1651-0009

19 CFR 122.27, 148.12, 148.13, 148.110, 148.111, 1498; 31 CFR 5316

Each arriving traveler or responsible family member must provide the following information (only ONE written declaration per family is required):

- Family Name   
 First (Given)  Middle
- Birth date Day   Month   Year
- Number of Family members traveling with you
- (a) U.S. Street Address (hotel name/destination)   
 (b) City  (c) State
- Passport issued by (country)
- Passport number
- Country of Residence
- Countries visited on this trip prior to U.S. arrival
- Airline/Flight No. or Vessel Name
- The primary purpose of this trip is business: Yes  No
- I am (We are) bringing
  - fruits, vegetables, plants, seeds, food, insects: Yes  No
  - meats, animals, animal/wildlife products: Yes  No
  - disease agents, cell cultures, snails: Yes  No
  - soil or have been on a farm/ranch/pasture: Yes  No
- I have (We have) been in close proximity of (such as touching or handling) livestock: Yes  No
- I am (We are) carrying currency or monetary instruments over \$10,000 U.S. or foreign equivalent: (see definition of monetary instruments on reverse) Yes  No
- I have (We have) commercial merchandise: (articles for sale, samples used for soliciting orders, or goods that are not considered personal effects) Yes  No
- Residents — the total value of all goods, including commercial merchandise I/we have purchased or acquired abroad, (including gifts for someone else, but not items mailed to the U.S.) and am/are bringing to the U.S. is: \$   
 Visitors — the total value of all articles that will remain in the U.S., including commercial merchandise is: \$

Read the instructions on the back of this form. Space is provided to list all the items you must declare.

**I HAVE READ THE IMPORTANT INFORMATION ON THE REVERSE SIDE OF THIS FORM AND HAVE MADE A TRUTHFUL DECLARATION.**

 \_\_\_\_\_  
 (Signature) Date (day/month/year)

For Official Use Only

CBP Form 6059B (10/07)

**Figure 502-2. CBP Form 6059B, US Customs and Border Protection Customs Declaration**



DEPARTMENT OF HOMELAND SECURITY  
 U.S. Customs and Border Protection  
**GENERAL DECLARATION**  
**(Outward/Inward)**

OMB No. 1651-0002  
 Expires 08/31/2012  
 See back of form for Paper-  
 work Reduction Act Notice.

**AGRICULTURE, CUSTOMS, IMMIGRATION, AND PUBLIC HEALTH**

19 CFR 122.43, 122.52, 122.54, 122.73, 122.144

Owner or Operator .....

Marks of Nationality and Registration ..... Flight No. .... Date .....

Departure from ..... Arrival at .....

(Place) (Place)

**FLIGHT ROUTING**  
 ("Place" Column always to list origin, every en-route stop and destination)

PLACE	TOTAL NUMBER OF CREW	NUMBER OF PASSENGERS ON THIS STAGE 1)
		<b>Departure Place:</b>
		Embarking .....
		Through on same flight .....
		<b>Arrival Place:</b>
		Disembarking .....
		Through on same flight .....
		NUMBER OF SED's AND AWB's
		SED's _____ AWB's _____

<p><b>Declaration of Health</b>                  Persons on board known to be suffering from illness other than airsickness or the effects of accidents, as well as those cases of illness disembarked during the flight:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Any other condition on board which may lead to the spread of disease:</p> <p>.....</p> <p>.....</p> <p>Details of each disinsecting or sanitary treatment (place, date, time, method) during the flight. If no disinsecting has been carried out during the flight give details of most recent disinsecting:</p> <p>.....</p> <p>.....</p> <p>Signed, if required .....                  Crew Member Concerned</p>	<p><b>For official use only</b></p> <p>.....</p> <p>.....</p> <p>.....</p>
--	--

I declare that all statements and particulars contained in this General Declaration, and in any supplementary forms required to be presented with this General Declaration are complete, exact and true to the best of my knowledge and that all through passengers will continue/have continued on the flight. **SIGNATURE** Authorized Agent or Pilot-in-Command

1) Not to be completed when passenger manifests are presented.

**Figure 502-3. CBP Form 7507 General Declaration (Outward/Inward) Agriculture, Customs, Immigration, and Public Health**

**DEPARTMENT OF HOMELAND SECURITY**  
 U.S. Customs and Border Protection

OMB No. 1651-0111

**Welcome to the United States**  
**I-94 Arrival/Departure Record**  
**Instructions**

This form must be completed by all persons except U.S. Citizens, returning resident aliens, aliens with immigrant visas, and Canadian Citizens visiting or in transit.

Type or print legibly with pen in ALL CAPITAL LETTERS. Use English. Do not write on the back of this form.

This form is in two parts. Please complete both the Arrival Record (Items 1 through 17) and the Departure Record (Items 18 through 21).

When all items are completed, present this form to the CBP Officer.

Item 9 - If you are entering the United States by land, enter LAND in this space. If you are entering the United States by ship, enter SEA in this space.

5 U.S.C. § 552a(e)(3) Privacy Act Notice: Information collected on this form is required by Title 8 of the U.S. Code, including the INA (8 U.S.C. 1103, 1187), and 8 CFR 235.1, 264, and 1235.1. The purposes for this collection are to give the terms of admission and document the arrival and departure of nonimmigrant aliens to the U.S. The information solicited on this form may be made available to other government agencies for law enforcement purposes or to assist DHS in determining your admissibility. All nonimmigrant aliens seeking admission to the U.S., unless otherwise exempted, must provide this information. Failure to provide this information may deny you entry to the United States and result in your removal.

CBP Form I-94 (05/08)  
 OMB No. 1651-0111

**Arrival Record**

Admission Number

XXXXXXXXXX XX

XXXXXXXXXX

1. Family Name		3. Birth Date (DD/MM/YY)	
2. First (Given) Name		5. Sex (Male or Female)	
4. Country of Citizenship		7. Passport Expiration Date (DD/MM/YY)	
6. Passport Issue Date (DD/MM/YY)		9. Airline and Flight Number	
8. Passport Number		11. Country Where You Boarded	
10. Country Where You Live		13. Date Issued (DD/MM/YY)	
12. City Where Visa Was Issued		15. Address While in the United States (Number and Street)	
14. City and State			
16. Telephone Number in the U.S. Where You Can be Reached			
17. Email Address			

CBP Form I-94 (05/08)  
 OMB No. 1651-0111

**DEPARTMENT OF HOMELAND SECURITY**  
 U.S. Customs and Border Protection

**Departure Record**

Admission Number

XXXXXXXXXX XX

XXXXXXXXXX

18. Family Name		20. Birth Date (DD/MM/YY)	
19. First (Given) Name		21. Country of Citizenship	

CBP Form I-94 (05/08)  
 STAPLE HERE

See Other Side

**This Side For Government Use Only**  
**Primary Inspection**

Applicant's Name \_\_\_\_\_  
 Date Referred \_\_\_\_\_ Time \_\_\_\_\_ Insp. # \_\_\_\_\_

**Reason Referred**

212A    PP  Visa  Parole  LJO  TWOV

Other \_\_\_\_\_  
 \_\_\_\_\_

**Secondary Inspection**

End Secondary Time \_\_\_\_\_ Insp. # \_\_\_\_\_  
 Disposition \_\_\_\_\_

22. Occupation	23. Waivers
24. CIS A Number	25. CIS FCO
A-	
26. Petition Number	27. Program Number
28. <input type="checkbox"/> Bond	29. <input type="checkbox"/> Prospective Student
30. Itinerary/Comments	
_____	
_____	
_____	
31. TWOV Ticket Number	
_____	

**Paperwork Reduction Act Statement:** An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number. The control number for this collection is 1651-0111. The estimated average time to complete this application is 8 minutes per respondent. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Asset Management, 1300 Pennsylvania Avenue, NW, Washington DC 20229

**Warning** A nonimmigrant who accepts unauthorized employment is subject to deportation. **Important** Retain this permit in your possession; you must surrender it when you leave the U.S. Failure to do so may delay your entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from Department of Homeland Security authorities, is a violation of the law. **Surrender this permit when you leave the U.S.:**  
 - By sea or air, to the transportation line;  
 - Across the Canadian border, to a Canadian Official;  
 - Across the Mexican border, to a U.S. Official  
 Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.

**Record of Changes**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Port: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Carrier: \_\_\_\_\_  
 Flight No/ Ship Name: \_\_\_\_\_

**Figure 502-4. I-94 Arrival/Departure Record**



I hereby certify:

1. That the following articles imported in the \_\_\_\_\_ (Name of Carrier) at the port of \_\_\_\_\_ (Port) on \_\_\_\_\_ (Date) consist of returned products which are the growth, produce, or manufacture of the United States, and have been returned to the United States without having been advanced in value or improved in condition by any process of manufacture or other means, and that no drawback has been or will be claimed on such articles, and that the articles currently belonging to and are for the further use of \_\_\_\_\_ (Agency or Office).

Number of containers	Bill of lading No <sup>1</sup> .	General description of articles
.		
.		
.		

2. That the shipment does not contain military scrap.

3. That the shipment is entitled to entry under subheading 9801.00.10, Harmonized Tariff Schedule of the United States Annotated (HTSA) free of duty.

4. That I am a military installation transportation officer having knowledge of the facts involved in this certificate.

Or

I am an officer or official authorized by \_\_\_\_\_ (Agency or Office) (Whichever is applicable) to execute this certificate.

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Rank and branch of service or Agency or Office)

**Figure 502-6. Certificate in Lieu of Other Entry Documentation Covering Articles of Returned US Products for Use by the DOD**

---

<sup>1</sup>If shipment arrives in the United States on a commercial carrier.



**DEPARTMENT OF THE NAVY**  
NAVAL INVENTORY CONTROL POINT  
**ADVANCED TRACEABILITY AND CONTROL (ATAC)**  
ATAC EASTERN REGION      ATAC WESTERN REGION  
406 "B" Street  
 Norfolk, Virginia 23511

COM & FTS  
 DSN & EXT  
 FAX #  
 IN REPLY REFER TO:

**Figure 502-7. Combined American Goods Returned Certificate and Commercial Invoice (Sample)**

OMB No. 1651-0003 Exp. 02/28/2014

19 CFR 10.60, 10.61, 123.41, 123.42

Entry No. _____
Port _____
Date _____

**TRANSPORTATION ENTRY AND MANIFEST  
 OF GOODS SUBJECT TO CBP  
 INSPECTION AND PERMIT**  
 U.S. Customs and Border Protection

Entry No. _____
Class of Entry _____ (I.T.) (T.E.) (WD.1E) (Drawback, etc.)

PORT CODE NO. \_\_\_\_\_ FIRST U.S. PORT OF UNLADING \_\_\_\_\_

PORT OF \_\_\_\_\_ DATE \_\_\_\_\_

*Any text that scrolls will not print*

Entered or imported by \_\_\_\_\_ Importer/IRS # \_\_\_\_\_ to be shipped

in bond via \_\_\_\_\_ consigned to \_\_\_\_\_  
(C.H.L number) (Vessel or carrier) (Car number and initial) (Pier or station)

CBP Port Director \_\_\_\_\_ Final foreign destination \_\_\_\_\_  
(For exportations only)

Consignee \_\_\_\_\_  
(At CBP port of exit or destination)

Foreign port of lading \_\_\_\_\_ B/L No. \_\_\_\_\_ Date of sailing \_\_\_\_\_  
(Above information to be furnished only when merchandise is imported by vessel)

Imported on the \_\_\_\_\_ Flag \_\_\_\_\_ on \_\_\_\_\_ via \_\_\_\_\_  
(Name of vessel or carrier and motive power) (Date imported) (Last foreign port)

Exported from \_\_\_\_\_ on \_\_\_\_\_ Goods now at \_\_\_\_\_  
(Country) (Date) (Name of warehouse, station, pier, etc.)

Marks and Numbers of Packages	Description and Quantity of Merchandise Number and Kind of Packages (Describe fully as per shipping papers)	Gross Weight in Pounds	Value (Dollars only)	Rate	Duty

G.O. No. \_\_\_\_\_  Check if withdrawn for Vessel supplies (19 U.S.C. 1309)

**CERTIFICATE OF LADING FOR TRANSPORTATION IN BOND  
 AND/OR LADING FOR EXPORTATION FOR**

WITH THE EXCEPTIONS NOTED ABOVE, THE WITHIN-DESCRIBED GOODS WERE:

Delivered to the Carrier named above, for delivery to the CBP Port Director at destination sealed with CBP seals Nos. \_\_\_\_\_ or the packages (were) (were not) labeled, or corded and sealed.

Laden on the-- \_\_\_\_\_  
(Vessel, vehicle, or aircraft)  
 which cleared for-- \_\_\_\_\_  
 on \_\_\_\_\_  
(Date)  
 as verified by export records.

\_\_\_\_\_  
(Inspector)  
 \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Inspector)  
 \_\_\_\_\_  
(Date)

I truly declare that the statements contained herein are true and correct to the best of my knowledge and belief.

Entered or withdrawn by \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

To the Inspector: The above-described goods shall be disposed of

\_\_\_\_\_  
For the Port Director

Received from the Port Director of the above CBP location the merchandise described in this manifest for transportation and delivery into the custody of the CBP officers at the port named above, all packages in apparent good order except as noted hereon.

\_\_\_\_\_  
Attorney or Agent of Carrier

CBP Form 7512 (02/12)

**Figure 502-8. CBP Form 7512, Transportation Entry and Manifest of Goods Subject to CBP Inspection and Permit**

**INSTRUCTIONS**

Consult CBP officer or Part 18, Customs Regulations, for the appropriate number of copies required for entry, withdrawal, or manifest purposes.

For the purpose of transfer under the cartage or lighterage provisions of a proper bond to the place of shipment from the port of entry, extra copies bearing a stamp, or notation as to their intended use may be required for local administration.

As the form is the same whether used as an entry or withdrawal or manifest, all copies may be prepared at the same time by carbon process, unless more than one vessel or vehicle is used, in which case a separate manifest must be prepared for each such vessel or vehicle.

Whenever this form is used as an entry or withdrawal, care should be taken that the kind of entry is plainly shown in the block in the upper right-hand corner of the face of the entry.

This form may be printed by private parties provided that the supply printed conforms to the official form in size, wording arrangement, and quality and color of paper.

**RECORD OF CARTAGE OR LIGHTERAGE**  
**Delivered to Cartman or Lighterman in apparent good condition except as noted on this form**

Conveyance	Quantity	Date	Delivered	Received	Received
			(Inspector)	(Cartman or Lighterman)	(Date) (Inspector)
			(Inspector)	(Cartman or Lighterman)	(Date) (Inspector)
			(Inspector)	(Cartman or Lighterman)	(Date) (Inspector)
Total			(Inspector)	(Cartman or Lighterman)	(Date) (Inspector)

\_\_\_\_\_  
(Warehouse proprietor)

**CERTIFICATES OF TRANSFER. (If required)**

I certify that within-described goods were transferred by reason of \_\_\_\_\_  
 to \_\_\_\_\_  
 on \_\_\_\_\_, at \_\_\_\_\_  
 and sealed with \_\_\_\_\_ or seals  
 Nos. \_\_\_\_\_, and that  
 goods were in same apparent condition as noted on  
 original lading except \_\_\_\_\_

\_\_\_\_\_  
 Inspector, Conductor, or Master

I certify that within-described goods were transferred by reason of \_\_\_\_\_  
 to \_\_\_\_\_  
 on \_\_\_\_\_, at \_\_\_\_\_  
 and sealed with \_\_\_\_\_ or seals  
 Nos. \_\_\_\_\_, and that  
 goods were in same apparent condition as noted on  
 original lading except \_\_\_\_\_

\_\_\_\_\_  
 Inspector, Conductor, or Master

**INSPECTED**

at \_\_\_\_\_  
 on \_\_\_\_\_  
 (Date)  
 and seals found \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Inspector.

*If transfer occurs within city limits of a CBP port or station, CBP officers must be notified to supervise transfer.*

**INSPECTOR'S REPORT OF DISCHARGE AT DESTINATION**

Port \_\_\_\_\_ Station \_\_\_\_\_, \_\_\_\_\_  
 (Date)

TO THE PORT DIRECTOR: Delivering line \_\_\_\_\_ Car No. \_\_\_\_\_ Initial \_\_\_\_\_  
 Arrived \_\_\_\_\_ Condition of car \_\_\_\_\_, of seals \_\_\_\_\_, of packages \_\_\_\_\_  
 (Date)

Date of Delivery to Importer, or Gen. Order	Packages	No. and Kind of Entry or General Order	Bonded Truck or Lighter No.	Conditions, Etc.

I certify above report is correct. \_\_\_\_\_, Inspector.

**PAPERWORK REDUCTION ACT NOTICE:** The Paperwork Reduction Act says we must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. We ask for the information in order to carry out the laws and regulations administered by U.S. Customs and Border Protection. These regulations and form apply to carriers and brokers who are transporting merchandise in-bond from a port of importation to another CBP port prior to final release of the merchandise from CBP custody. It is mandatory. The estimated average burden associated with this collection of information is 10 minutes per respondent depending on individual circumstances. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW, Washington, DC 20229.

**Figure 502-8. CBP Form 7512, Transportation Entry and Manifest of Goods  
 Subject to CBP Inspection and Permit (Cont'd)**

Form Approved OMB No. 1651-0022  
 EXP. 03-31-2012

DEPARTMENT OF HOMELAND SECURITY  
 U.S. Customs and Border Protection

**ENTRY SUMMARY**

1. Filer Code/Entry No.		2. Entry Type		3. Summary Date	
4. Surety No.		5. Bond Type		6. Port Code	
7. Entry Date		8. Importing Carrier		9. Mode of Transport	
10. Country of Origin		11. Import Date		12. B/L or AWB No.	
13. Manufacturer ID		14. Exporting Country		15. Export Date	
16. I.T. No.		17. I.T. Date		18. Missing Docs	
19. Foreign Port of Lading		20. U.S. Port of Unlading		21. Location of Goods/G.O. No.	
22. Consignee No.		23. Importer No.		24. Reference No.	
25. Ultimate Consignee Name and Address				26. Importer of Record Name and Address	
City		State		Zip	
City		State		Zip	
27. Line No.		28. Description of Merchandise		32. A. Entered Value	
29. A. HTSUS No.		30. A. Grossweight		33. A. HTSUS Rate	
B. ADA/CVD No.		B. Manifest Qty.		B. ADA/CVD Rate	
C. Net Quantity in HTSUS Units		C. Relationship		C. IRC Rate	
				D. Visa No.	
				34. Duty and I.R. Tax	
				Dollars	
				Cents	
Other Fee Summary for Block 39		35. Total Entered Value		<b>CBP USE ONLY</b>	
		\$		A. LIQ CODE	
Total Other Fees		\$		B. Ascertained Duty	
				37. Duty	
36. DECLARATION OF IMPORTER OF RECORD (OWNER OR PURCHASER) OR AUTHORIZED AGENT				REASON CODE	
I declare that I am the <input type="checkbox"/> Importer of record and that the actual owner, purchaser, or consignee for CBP purposes is as shown above, <b>OR</b> <input type="checkbox"/> owner or purchaser or agent thereof. I further declare that the merchandise <input type="checkbox"/> was obtained pursuant to a purchase or agreement to purchase and that the prices set forth in the invoices are true, <b>OR</b> <input type="checkbox"/> was not obtained pursuant to a purchase or agreement to purchase and the statements in the invoices as to value or price are true to the best of my knowledge and belief. I also declare that the statements in the documents herein filed fully disclose to the best of my knowledge and belief the true prices, values, quantities, rebates, drawbacks, fees, commissions, and royalties and are true and correct, and that all goods or services provided to the seller of the merchandise either free or at reduced cost are fully disclosed. I will immediately furnish to the appropriate CBP officer any information showing a different statement of facts.				C. Ascertained Tax	
				38. Tax	
				D. Ascertained Other	
				39. Other	
				E. Ascertained Total	
				40. Total	
41. DECLARANT NAME		TITLE		SIGNATURE	
42. Broker/Filer Information (Name, address, phone number)				43. Broker/Importer File No.	
<b>Paperwork Reduction Act Notice</b> CBP Form 7501 (06/09)					

**Figure 502-9. CBP Form 7501, Entry Summary**

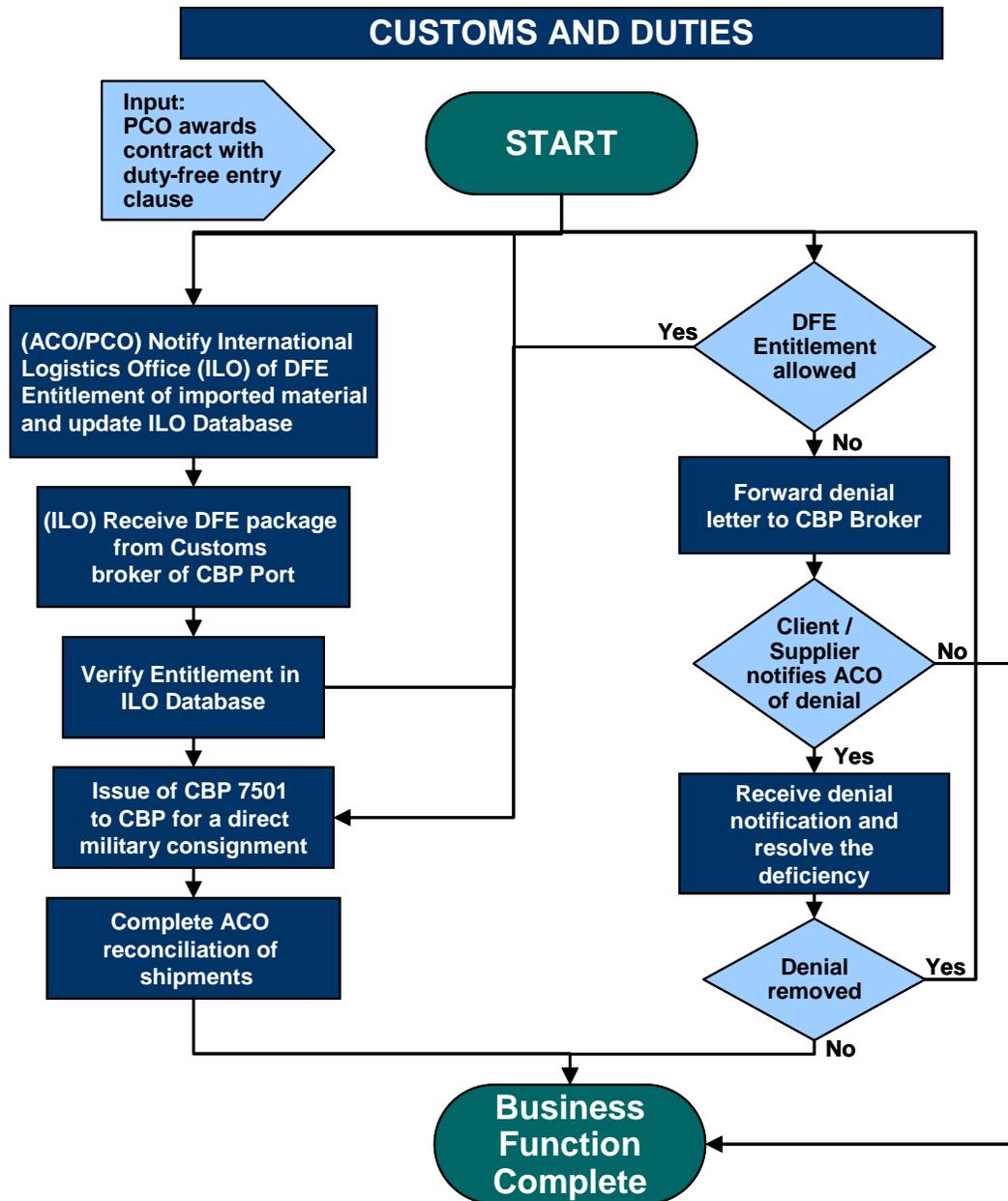


Figure 502-10. Illustration of DFE Process for Vendor Shipments to US

<b>US CUSTOMS AND BORDER PROTECTION (CBP) DECLARATION FOR PERSONAL PROPERTY SHIPMENTS</b>		<b>WARNING:</b> Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution.	<b>CBP DECLARATION NUMBER</b>
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<b>AUTHORITY:</b> 19 U.S.C. 1498. <b>PRINCIPAL PURPOSE(S):</b> To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner CBP declaration for type of shipment and reason for shipment. Section B - Overseas Port shipment data. <b>ROUTINE USE(S):</b> (1) Use of your Social Security Number is proof of identification that person processing through CBP is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which CBP fees are due, are found in shipment. (2) Origin transportation officer retains a copy as proof that shipment has been properly processed. Copy will be destroyed when no longer required. <b>DISCLOSURE:</b> Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through CBP, pending positive identification.			
<b>PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES</b>			
1. TO: <i>(Overseas POE/APOE)</i>		2. FROM: <i>(Transportation Officer)</i>	
<b>SECTION A - OWNER'S CBP DECLARATION (Attach copy of orders)</b>			
3. NAME <i>(Last, First, Middle Initial) (Print or type)</i>		4. GRADE	5. SOCIAL SECURITY NUMBER
6. UNIT ADDRESS OVERSEAS <i>(Include APO number)</i>		7. ADDRESS IN UNITED STATES <i>(Include ZIP Code)</i>	
8. DECLARATION FOR: <i>(X appropriate item) (Attach copy of orders)</i> <input type="checkbox"/> HOUSEHOLD GOODS <input type="checkbox"/> UNACCOMPANIED BAGGAGE <input type="checkbox"/> PRIVATELY OWNED VEHICLE			
9. I DECLARE THAT: (1) All items in this shipment to the United States consist only of personal property for my personal use or the use of members of my family who have been residing with me; (2) The shipment contains no prohibited items; (3) Any articles which are (a) Restricted or (b) In excess of the quantities entitled to free entry under the law and regulations thereunder are listed and identified as such in the remarks space below <i>(with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry)</i> or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items are to be taken or shipped to the United States as an accommodation for others or for sale, barter, or exchange; (5) This declaration is made for me and for <i>(State number)</i> _____ <i>members of my family</i> ; (6) Total quantities of alcohol beverages and cigars included in this and other sets of CBP declaration forms: Alcohol beverages <i>(State number)</i> _____ ; Cigars <i>(State number)</i> _____ ; and (7) I have been serving overseas under competent US Government orders and was: <i>(Check appropriate item below)</i>			
a. Assigned to permanent duty overseas.			
b. Required to perform temporary duty overseas for 140 days or more.			
c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more.			
d. Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders.			
e. Directed to evacuate myself, family, or personal property to the United States.			
f. Directed to ship personal property in advance of the issuance of travel orders.			
10. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4500.9-R PART V AND OVERSEAS INSTRUCTIONS.			
a. SIGNATURE OF OWNER		b. DATE (YYYYMMDD)	
11. REMARKS		12. FOR USE OF US CBP OFFICERS	
<b>SECTION B - OVERSEAS PORT SHIPMENT DATA</b>			
13. NAME OF CARRIER		14. VOYAGE OR FLIGHT NO.	

DD FORM 1252, FEB 2006

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 7.0

COPY DESIGNATION *(X one)*:

1  
 2

- 1 Attach to Manifest
- 2 Place in envelope affixed to No. 1 cargo container or in No. 1 transocean cargo container

3  
 4

- 3 Origin Transportation Office file
- 4 Owner

Reset

**Figure 502-11. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I**

<b>US CUSTOMS AND BORDER PROTECTION (CBP) DECLARATION FOR PERSONAL PROPERTY SHIPMENTS</b>		<b>WARNING:</b> Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution.		<b>CBP DECLARATION NO.</b> <i>(For Issuing Office Use)</i>																																																																																					
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<b>PART II - FIREARMS AND AMMUNITION</b>																																																																																									
1. TO: <i>(Overseas POE/APOE)</i>			2. FROM: <i>(Transportation Officer)</i>																																																																																						
<b>SECTION A - OWNER'S CBP DECLARATION (Attach copy of orders)</b>																																																																																									
3. NAME <i>(Last, First, Middle Initial) (Print or type)</i>			4. GRADE	5. SOCIAL SECURITY NUMBER																																																																																					
6. UNIT ADDRESS OVERSEAS <i>(Include APO number)</i>			7. ADDRESS IN UNITED STATES <i>(Include ZIP Code)</i>																																																																																						
<p>8. I DECLARE THAT: (1) All items in this shipment to the United States consist only of privately owned firearms and ammunition for my personal use; (2) The shipment contains (a) No surplus military firearm except as indicated in 2 below (b) No prohibited firearm (c) The firearms are generally recognized as suitable for sporting purposes as determined by the Department of Treasury or as indicated in 2 below. I <input type="checkbox"/> have <input type="checkbox"/> have not been serving overseas under U.S. Government orders and am traveling under orders for (or to): <i>(X appropriate item below)</i></p> <p>a. TDY or PCS to the United States or enroute to another oversea duty station</p> <p>b. PCS to the United States from overseas.</p> <p>c. PCS from overseas to a restricted oversea area where firearms are prohibited and personal property is being returned to the US.</p> <p>d. PCS to the US from a permanent duty station abroad to a permanent duty station in the United States or for release from active duty.</p> <p>e. PCS from a combat area or a combat zone to the United States.</p> <p>f. TDY to the United States from overseas.</p>																																																																																									
<b>COMPLETE DECLARATION BELOW</b>																																																																																									
<p>9. <b>DECLARATION CONCERNING IMPORTATION OF FIREARMS OR AMMUNITION PREVIOUSLY TAKEN OUT OF THE UNITED STATES</b>                  Under penalty of perjury I hereby declare that my present address is _____ and that I departed from the United States <i>(Including possessions thereof)</i> at <i>(Place of exit)</i> _____ on or about <i>(YYYYMMDD)</i> _____ and took with me as part of my personal property, the firearm(s) and ammunition which I previously possessed in the United States. Indicate as code "A" in description below.</p>																																																																																									
<p>10. <b>FIREARMS OR AMMUNITION ACQUIRED DIRECTLY FROM A LICENSED US FIREARMS DEALER OR THROUGH AN AUTHORIZED ROD AND GUN CLUB OR THROUGH MILITARY EXCHANGE SERVICES SPECIFICALLY FOR THE MEMBER.</b>                  Indicate as code "C" in description below. Evidence of such acquisitions will be attached.</p>																																																																																									
<p>11. <b>FIREARMS OR AMMUNITION ACQUIRED OVERSEAS OTHER THAN AS INDICATED IN 10 ABOVE.</b>                  An approved Import Permit (ATF Form 6) (Firearms) Part II and Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) should be attached if available. If not, indicate as code "D" in description below.</p>																																																																																									
<p>12. <b>DESCRIPTION OF FIREARMS OR AMMUNITION (List additional firearms/ammunition in Remarks, on back.)</b></p> <p><b>a. FIREARMS</b></p> <table border="1"> <thead> <tr> <th>ITEM</th> <th>CODE</th> <th>MANUFACTURER</th> <th>COUNTRY OF MANUFACTURE</th> <th>CALIBER SIZE OR GAUGE</th> <th>MODEL</th> <th>SERIAL NUMBER</th> </tr> </thead> <tbody> <tr><td>(1)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>(2)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>(3)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>(4)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>(5)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>(6)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>b. AMMUNITION</b></p> <table border="1"> <thead> <tr> <th>ITEM</th> <th>CODE</th> <th>TYPE</th> <th>QUANTITY</th> <th>CALIBER</th> </tr> </thead> <tbody> <tr><td>(1)</td><td></td><td></td><td></td><td></td></tr> <tr><td>(2)</td><td></td><td></td><td></td><td></td></tr> <tr><td>(3)</td><td></td><td></td><td></td><td></td></tr> <tr><td>(4)</td><td></td><td></td><td></td><td></td></tr> <tr><td>(5)</td><td></td><td></td><td></td><td></td></tr> <tr><td>(6)</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						ITEM	CODE	MANUFACTURER	COUNTRY OF MANUFACTURE	CALIBER SIZE OR GAUGE	MODEL	SERIAL NUMBER	(1)							(2)							(3)							(4)							(5)							(6)							ITEM	CODE	TYPE	QUANTITY	CALIBER	(1)					(2)					(3)					(4)					(5)					(6)				
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<p>13. <b>THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4500.9-R PART V AND OVERSEAS INSTRUCTIONS.</b></p> <p>a. SIGNATURE OF OWNER</p> <p>b. DATE <i>(YYYYMMDD)</i></p>																																																																																									

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PREVIOUS EDITION IS OBSOLETE.

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**Figure 502-12. DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part II**



U.S. Department of Justice  
 Bureau of Alcohol, Tobacco, Firearms and Explosives

OMB No. 1140-0006 (07/31/2014)

**Application and Permit for Importation of  
 Firearms, Ammunition and Implements of War**

For use by Members of the United States Armed Forces (Submit in triplicate)											
<b>For ATF use only</b>											
Permit No.					Valid for 12 months after the date of approval (item 20 below)						
<b>Section I - Application</b>											
1. Return Approved Permit to (Enter name, address and ZIP Code if different than applicant's)					2. Applicant's Name and Address (Including ZIP Code)						
					Telephone Number						
					E-mail Address						
3. Name and Address of Seller					4. Name and Address of Shipper						
5. Present or Last Foreign Duty Station					6. Country of Exportation						
7. Description of Firearms, Ammunition and Implements of War (For firearms, enter (SG)-Shotgun; (RI)-Rifle; (PI)-Pistol; (RE)-Revolver)											
	Name and Address of Manufacturer	Type (Frame, Receiver, SG, RI, PI, RE)	Caliber Gauge or Size	Quantity (Each type)	Unit Cost (U.S. Currency)	U.S. Munitions Import List Category	Model	Length of Barrel (Inches)	Overall Length (Inches)	Serial No.	New (N) or Used (U)
	a	b	c	d	e	f	g	h	i	j	k
Firearms											
Implements of War							Description				
							8. Specific Purpose of Importation (Use additional sheets, if necessary)				
Ammunition		(Ball Wad-cutter, Shot)									
9. Are you now or have you been on active duty outside the United States within the 60-day period immediately preceding this importation? <input type="checkbox"/> Yes <input type="checkbox"/> No						10. Place of Residence in the United States					
11. Date of Assignment to Duty Station within United States						12. Branch of Service		13. Date of Birth			
Under penalties of law, I declare that I have examined this application, including the documents submitted in support of it, and to the best of my knowledge and belief, it is true, correct, and complete, that the transportation to and the receipt and possession by me at my place of residence of the firearms and/or ammunition and/or implements of war described above, would not constitute any violation of Title I of the Gun Control Act of 1968 (U.S.C., Title 18 Chapter 44), or Title VII of the Omnibus Crime Control and Safe Streets Act of 1968 (U.S.C. Title 18, Appendix, Sections 1201-1203) or any State law or local ordinance, that the firearms and/or ammunition and/or implements of war are intended for my personal use and that no firearm is a surplus military firearm or a firearm as described in 26 U.S.C. 5845(a).											
14. Name of Applicant (Printed)				15. Signature of Applicant			16. Rank		17. Date		
<b>Section II - For ATF Use Only (Please make no entries in this section)</b>											
18. The application has been examined and the importation of the firearms and ammunition and implements of war described herein is:											
<input type="checkbox"/> Approved					<input type="checkbox"/> Withdrawn by Applicant Without Action						
<input type="checkbox"/> Partially Approved for the Reason Indicated Here or on Attached Letter					<input type="checkbox"/> Returned for Additional Information						
<input type="checkbox"/> Disapproved for the Reason Indicated on the Attached Letter					<input type="checkbox"/> No Permit Required						
19. Signature of Director, Bureau of Alcohol, Tobacco, Firearms and Explosives								20. Date			

ATF Form 6 - Part II (5330.3B)  
 Revised August 2011

**Figure 502-13. ATF Form 6 Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Implements of War**

Detach Instructions Before Filing.

**Instruction Sheet for ATF Form 6 Part II** (Submit in triplicate)

**General Information**

1. The Director, Bureau of Alcohol, Tobacco, Firearms and Explosives may issue a permit authorizing the importation of a firearm, ammunition or implement of war into the United States to the place of residence of any military member of the U.S. Armed Forces who is on active duty outside the United States within the 60-day period immediately preceding the intended importation, provided:
  - (a) that such firearm or ammunition is generally recognized as particularly suitable for sporting purposes; excluding surplus military firearms;
  - (b) that such firearm, ammunition or implement of war is intended for the personal use of such member; and
  - (c) that such importation would not constitute a violation of any provision of the Gun Control Act of 1968, Title VII of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (82 Stat. 236; 18 U.S.C. Appendix), or of any State law or local ordinance at the place of the member's residence.
2. A person not meeting the above criteria may engage the services of a Federal firearms licensee to effect the importation, provided that the firearm is importable.
3. A permit is not required for a firearm or ammunition brought into the United States or any possession thereof by any person who can establish to the satisfaction of Customs and Border Protection (CBP) that such firearm or ammunition was previously taken out of the United States or any possession thereof by such person.
4. No permit will be issued to import a surplus military firearm or, a firearm or ammunition which is not generally recognized as particularly suitable for sporting purposes, or a firearm as defined in 26 U.S.C. 5845(a) (e.g., *machinegun, silencer, destructive device, short-barreled rifle or short-barreled shotgun, etc.*).
5. Application for permission to import firearms, ammunition and implements of war by military members of the United States Armed Forces must be filed on ATF Form 6 -Part II (5330.3B). Commercial firms (i.e., *firearms importers, dealers, DOD civilians, military dependents, etc.*) must use ATF Form 6 -Part I (5330.3A) to apply for permission to import firearms, ammunition, and implements of war.
6. The use or sale of firearms (*including antique firearms*) or ammunition is taxable in certain situations. This tax will probably apply to the sale or use of firearms or ammunition in any business that you conduct. This Federal tax is in addition to any CBP duties. This tax does NOT apply to:
  - (a) The personal use of firearms or ammunition which you had in the U.S. before.
  - (b) Firearms or ammunition (*domestic or foreign*) that were sold and used in the U.S. anytime after 1918.
  - (c) Firearms or ammunition which an individual acquired for use (*for example, shooting or protection*) during a stay outside the U.S. AND used during the stay.
  - (d) Parts for firearms or ammunition. However, tax does apply to a complete firearm or to ammunition in knockdown condition (*for example, kits*).
  - (e) Firearms or ammunition of a nonresident that are temporarily imported for use in a specific event or action (*for example, any lawful sporting purpose, official law enforcement, or repair*).
7. If firearms or ammunition are brought into the U.S. that do not meet these conditions, this tax may apply to their use or sale. Contact the Alcohol and Tobacco Tax and Trade Bureau (TTB), National Revenue Center, 550 Main Street, #8002, Cincinnati, OH 45202, Telephone 1-877-882-3277 for help and forms.

**Preparation of ATF Form 6 - Part II**

8. **Item 1.** Name and address of person designated, in writing, by a member to effect the release of the articles from CBP custody or to handle the shipment from the duty station outside the United States.
9. **Item 7.** The application must show a detailed description of each firearm, ammunition or implement of war to be imported. The description must establish that the firearm or ammunition is generally recognized as particularly suitable for sporting purposes and meets the other criteria for importation. More than one firearm, ammunition or implement of war may be included on a single application. Failure to supply complete information will delay processing and may cause denial of the application.
10. **Item 14.** Sign all copies of the application in ink. All other entries must be printed in ink or be typewritten.

**Number of Copies and Mailing of ATF Form 6 - Part II**

11. The form must be submitted, in triplicate, to:  
Director, Bureau of Alcohol, Tobacco, Firearms and Explosives  
(Attention: Firearms and Explosives Imports Branch)  
244 Needy Road  
Martinsburg, WV 25405
12. Any questions concerning the application should be referred to the Imports Branch at the above address or telephone (304) 616-4550.
13. The application should be submitted approximately 60 days prior to the intended importation.

**Approval**

14. The Director will approve the application or advise the applicant of the reason for the disapproval. In some cases it may be necessary to request additional information to determine the import status of the firearm, ammunition or implement of war.
15. The permit is valid for 12 months from the date of approval. The approved application will serve as the permit to import the article(s) described on the form.
16. After approval, the Director will retain two copies and forward the original to the member or his designated agent, along with copies of ATF Form 6A, Release and Receipt of Imported Firearms, Ammunition and Implements of War.
17. No photographic or other copy may be used, unless certified by the Director, to effect release of the firearms, ammunition or implements of war from CBP. No amendments or alterations may be made to an approved permit, except by the Director.

**Release from CBP**

18. The ATF Form 6A, with Section I completed, the approved permit, and any other necessary documents, must be presented to the CBP officials handling the importation to effect release of the firearms, ammunition or implements of war.
19. The CBP officer, after determining that the importation is in order, will execute the certificate of release on ATF Form 6A.
20. The CBP officer will forward the ATF Form 6A to the address shown on the form and return the permit to the applicant.

ATF Form 6 - Part II (5330.3B)  
Revised August 2011

**Figure 502 13. ATF Form 6 Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Implements of War (Cont'd)**

**Privacy Act Information**

The following information is provided pursuant to Section 3(a)(3) of the Privacy of 1974:

1. **Authority.** With respect to the importation of firearms, ammunition, and implements of war, the information requested on ATF Form 6 - Part II (5330.3B) is mandatory pursuant to 18 U.S.C. 925.
2. **Purpose.** To determine if the article(s) qualifies for importation by the applicant.
3. **Routine Uses.** The information will be used by ATF to make determinations set forth in paragraph 2. In addition, information may be disclosed to other Federal, State, foreign and local law enforcement and regulatory agency personnel to verify information on the application and to aid in the performance of their duties with respect to the enforcement and regulation of firearms and/or ammunition where such disclosure is not prohibited by law. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, the information may be disclosed to members of the public in order to verify the information on the application when such disclosure is not prohibited by law.
4. **Effects of not Supplying Information Requested.** Failure to supply complete information will delay processing and may cause denial of the application.

**Paperwork Reduction Act Notice**

This request in accordance with the Paperwork Reduction Act of 1995. This information collection is mandatory pursuant to 18 U.S.C. 925, 26 U.S.C. 5844, and 22 U.S.C. 2778. The purpose of this information collection is to allow ATF to determine that the article(s) described on the application qualifies for importation by the importer, and to serve as the authorization for the importer.

The estimated average burden associated with this collection of information is 30 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Officer, Document Services, Bureau of Alcohol, Tobacco and Firearms and Explosives, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

ATF Form 6-Part II (5330.3B)  
Revised August 2011

**Figure 502 13. ATF Form 6 Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Implements of War (Cont'd)**

U.S. Department of Justice  
 Bureau of Alcohol, Tobacco, Firearms and Explosives

OMB No. 1140-0005 (07/31/2013)

**Application and Permit for Importation of  
 Firearms, Ammunition and Implements of War**

<b>Not for use by Members of the United States Armed Forces.</b>											
<b>For ATF Use Only</b>						<b>For Applicant's Optional Use</b>					
Permit No. (Valid for 12 months from the date appearing in Item 19 below.) NPR No.						Internal Control/Reference #			E-mail Address (Optional)		
<b>Section I - Application (Submit in triplicate) - For Applicant Use</b>											
1. Federal Firearms License (If Any)				2. Telephone No. (Including Extension No.)		3. Country of Exportation					
License No. (x-xx-xxx-xx-xxxx)		Expiration Date									
4. Name and Address of Customs Broker (Including Zip Code)						5. Applicant's Name and Address (Including Zip Code)					
Check here if permit is to be returned to Customs Broker. <input type="checkbox"/>						Check here if permit is to be returned to applicant. <input type="checkbox"/>					
6. Name and Address of Foreign Seller, if any						7. Name and Address of Foreign Shipper					
8. Description of Firearms and Ammunition (For firearms, enter (SG)-Shotgun; (RI)-Rifle; (PI)-Pistol; (RE)-Revolver; (DD)-Destructive Device; (MG)-Machinegun)											
	Name and Address of Manufacturer	Type (Frame, Receiver, SG, RI, PI, RE, DD, MG)	Caliber Gauge or Size	Quantity (Each type)	Unit Cost (U.S. Currency)	U.S. Munitions Import List Category	Model	Length of Barrel (Inches)	Overall Length (Inches)	Serial No.	New (N) or Used (U)
	a.	b.	c.	d.	e.	f.	g.	h.	i.	j.	k.
Firearms	<input type="checkbox"/> See Attachment										
Implements of War	<input type="checkbox"/> See Attachment						Description				
Ammunition	<input type="checkbox"/> See Attachment	(Ball Wad-cutter, Shot, AP, Tracer) (Rounds)					9. Certification of Origin. The items sought for importation in block 8:				
							a. Do not contain parts or components produced by or for the U.S. <b>military</b> and do not contain parts or components manufactured with U.S. military technical data or assistance. <input type="checkbox"/>				
							b. Contain parts or components produced by or for the U.S. <b>military</b> or parts or components manufactured with U.S. military technical data or assistance. <input type="checkbox"/>				
							c. Contain parts or components produced by or for the U.S. <b>military</b> or components manufactured with U.S. technical data or assistance that were sold abroad pursuant to a Direct Commercial Sale licensed by the Department of State. <input type="checkbox"/>				
10. Specific Purpose of Importation, Including Final Recipient, If Known (Use additional sheets, if necessary)											
11. Are You Registered as an Importer Pursuant to The Arms Export Control Act of 1976						12. If "Yes," Give Importer's Registration No. and Expiration Date (A-xx-xxx-xxxx)					
Yes <input type="checkbox"/> No <input type="checkbox"/>											
Under the penalties provided by law, I declare that I have examined this application, including the documents submitted in support of it, and, to the best of my knowledge and belief, it is true, correct, and complete.											
13. Name of Applicant (Printed)				14. Signature of Applicant				15. Title		16. Date	
<b>Section II - For ATF Use Only (Please make no entries in this section)</b>											
17. The Application Has Been Examined and the Importation of the Firearms, Ammunition, and Implements of War Described Herein is:											
Approved <input type="checkbox"/>				Disapproved for the Reason Indicated Here or on Attached Letter <input type="checkbox"/>				Returned Without Action for Additional Information <input type="checkbox"/>			
Partially Approved for the Reason Indicated Here or on Attached Letter <input type="checkbox"/>				Withdrawn By Applicant Without Action <input type="checkbox"/>				No Permit Required <input type="checkbox"/>			
18. Signature of the Director, Bureau of Alcohol, Tobacco, Firearms and Explosives										19. Date	

ATF Form 6 - Part I (5330.3A)  
 Revised August 2011

**Figure 502-14. ATF Form 6 Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Implements of War**







**Instruction Sheet for ATF Form 6 Part I (5330.3A)**

*(Submit in triplicate) (Detach this instruction sheet before submitting your application)*

**Paperwork Reduction Act Notice**

This request is in accordance with the Paperwork Reduction Act of 1995. The purpose of this information collection is to allow ATF to determine if the article(s) described on the application qualifies for importation by the importer, and to serve as the authorization for the importer. This information is mandatory (18 U.S.C. 925(d), 26 U.S.C. 5844, 22 U.S.C. 2778).

The estimated average burden associated with this collection of information is 30 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Officer, Document Services, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Confidentiality is not assured.

**General Information**

1. An approved ATF Form 6 - Part I (5330.3A) is required to import firearms, ammunition, and implements of war into the United States or any possession thereof, except for certain exempt importations prescribed in 27 CFR Parts 447, 478 and 479. A military member of the U.S. Armed Forces who is on active duty outside the U.S., or who has been on active duty outside the U.S. during the 60-day period immediately preceding the intended importation, should complete ATF Form 6 - Part II (5330.3B) to import sporting type firearms or ammunition for his personal use.
2. Any person engaged in the business of importing firearms or ammunition for resale must be licensed as an importer under the Gun Control Act of 1968 and, if he is importing firearms, ammunition, firearms parts or implements of war (*other than sporting shotguns, shotgun shells, or shotgun parts*) he must also be registered as an importer under the Arms Export Control Act of 1976. No permit to import such articles for resale will be issued until the importer is properly licensed and registered.
3. A Federal firearms licensee, other than an importer, may make an occasional importation of sporting firearms or ammunition (*excluding surplus military*) for himself or an unlicensed person in the licensee's State, provided that the firearms and ammunition are intended for personal use of the person for whom imported and not for resale. ATF Form 6 - Part I (5330.3A) is used to obtain approval for such importation.
4. A permit is not required for a firearm or ammunition brought into the United States or any possession thereof by any person who can establish to the satisfaction of U.S. Customs and Border Protection (CBP) that such firearm or ammunition was previously taken out of the United States or any possession thereof by such person.
5. A permit is not required for the return of a repaired firearm, or replacement firearm of the same kind and type, to the person in the United States who sent the defective firearm out of the United States for repair.
6. If you are a nonimmigrant alien do not complete this form. A nonimmigrant alien entering the U.S. temporarily needs to submit an ATF Form 6NIA (5330.3D) (Application and Permit for Temporary Importation of Firearms and Ammunition by Nonimmigrant Aliens) to temporarily import his personally owned firearms.
7. An unlicensed person may obtain a permit to import sporting type ammunition (excluding tracer or incendiary) and firearm parts (other than frames, receivers, or actions) without engaging the services of a Federal firearms licensee, provided that the importation is for his personal use and not for resale.
8. A nonresident U.S. citizen returning to the United States or a nonresident alien immigrating to the United States, from a permanent residence outside of the United States, may complete and forward the enclosed ATF Form 6 Part I permit application without having to utilize the services of a federally licensed firearms dealer. The nonresident should include a statement, either on the application form or on an attached sheet, that the firearms are being imported for his personal use and not for resale and that he is a nonresident U.S. citizen returning to the United States, or is a nonresident alien

immigrating to the United States. The firearms must accompany the nonresident U.S. citizen on entry into the United States, since once he is in the United States, and has acquired residence in a State, he may not directly import a firearm. He must engage the services of a federally licensed firearms dealer in his State of residence to import the sporting firearms (*excluding NFA and surplus military*) for him. A nonresident alien must bring in their firearms within 90 days of arrival in the United States, which is when they obtain State residency. If the firearms are to be imported after 90 days of arrival, he must engage the services of a federally licensed firearms dealer in his State of residence to import the sporting firearms (*excluding NFA and surplus military*) for him.

9. Under Arms Export Control Act of 1976 regulations in 27 CFR 447.41(c), a permit is not required for the importation of:
  - a. U.S. Munitions Import List articles from Canada not subject to 27 CFR Part 478 and 479, except articles enumerated in Categories I, II, III, IV, VI(c), VIII(a), XVI, and XX; and nuclear weapons, strategic delivery systems, and all specifically designed components, parts, accessories, attachments, and associated equipment thereof.
  - b. Minor components and parts of Category I(a) firearms, except barrels, cylinders, receivers (frames) or complete breech mechanisms, when the total value does not exceed \$100 wholesale in any single transaction.

**Preparation**

10. The applicant shall prepare this form in triplicate. Required signatures must be in ink on all copies. Other entries must be in ink or be typewritten.
11. The application should be submitted approximately 60 days prior to the intended importation. All copies shall be submitted to:

Director  
Bureau of Alcohol, Tobacco, Firearms, and Explosives  
244 Needy Road  
Martinsburg, WV 25405  
Attention: Firearms and Explosives Imports Branch

12. Any questions concerning the application should be referred to the Imports Branch at the above address or telephone (304) 616-4550.
13. If a licensee is applying to import an article for subsequent transfer to a known final recipient (*e.g., an individual, commercial entity, or government agency*), the licensee must complete items 1 through 16, and identify the final recipient by name and address in item 10.
14. Item 9, Certification of Origin: The purpose of this certification is to determine whether items sought for importation require retransfer authorization from the Department of State. Applicants should check block 9a if the articles sought for importation were produced for the civilian market and were not associated with the U.S. military. Applicants should check block 9b if the articles sought for importation contain parts or components produced by or for the U.S. military or manufactured with U.S. military technical data or assistance, and the articles were provided by the U.S. government to a foreign government through a grant or foreign military sales program. Applicants should check block 9c if the articles sought for importation contain parts or components produced by or for the U.S. military or manufactured with U.S. military technical data or assistance, and the articles were sold abroad pursuant to an export license issued by the Department of State authorizing a Direct Commercial Sale (DCS). **NOTE:** If block 9b is checked, a written retransfer authorization from the Department of State must be attached to the application or the applications will be denied. **NOTE:** If block 9c is checked, either a copy of the export license authorizing the DCS or a written retransfer authorization from the Department of State must be attached to the application or the application will be denied.

**Approval**

15. The Director will approve the application or advise the applicant of the reason for the disapproval. In some cases it may be necessary to request additional

*(INSTRUCTIONS CONTINUED ON REVERSE)*

ATF Form 6 - Part I (5330.3A)  
Revised August 2011

**Figure 502 14. ATF Form 6 Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Implements of War (Cont'd)**

information or to have the firearm or ammunition sent to ATF for examination to determine the import status.

16. The permit is valid for 12 months from the date of approval. The approved application will serve as the permit to import the article(s) described on the form.
17. After approval, the Director will retain one copy and forward the original to the applicant or his designated agent, along with copies of ATF Form 6A, Release and Receipt of Imported Firearms, Ammunition and Implements of War.

#### Release From Customs

18. No amendments or alterations may be made to an approved permit, except by the Director.
19. An approved ATF Form 6 - Part I (5330.3A) which is unused, expired, suspended or revoked shall be returned immediately to the Director, Bureau of ATF, 244 Needy Road, Martinsburg, WV 25405  
Attention: Firearms and Explosives Imports Branch.
20. The ATF Form 6A, in duplicate with Section I completed, the approved permit, and any other necessary documents, must be presented to CBP officials handling the importation to effect release of the articles. For the commercial import (*i.e., import for resale*) of firearms, firearms parts and components, and ammunition, the importer also must present to CBP, in order to effect release of the articles, either a corresponding export license issued by the exporting country or a statement, under penalty of perjury, that the exporting country does not issue export licenses.
21. The CBP officer, after determining that the importation is in order, will execute the certificate of release on ATF Form 6A.
22. The CBP officer will forward the ATF Form 6A to the address shown on the form and return the permit and any additional copies of ATF F 6A, to the applicant.

#### Prohibited Persons Under U.S. Law

23. The importer of a firearm should be familiar with the provisions of law governing who may lawfully possess a firearm in the United States. Generally, 18 U.S.C. 922 prohibits the shipment, transportation, receipt, or possession in or affecting interstate commerce of a firearm by one who has been convicted of a crime punishable by imprisonment for a term exceeding one year; by one who is a fugitive from justice; by one who is an unlawful

user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance; by one who has been adjudicated mentally defective or has been committed to a mental institution; by one who has been discharged from the Armed Forces under dishonorable conditions; by one who has renounced his or her U.S. citizenship; by one who is an alien illegally in the United States or is a nonimmigrant alien; by one who is subject to certain restraining orders; or by one who has been convicted of a misdemeanor crime of domestic violence. Furthermore, section 922 prohibits the shipment, transportation, or receipt in or affecting interstate commerce of a firearm by one who is under indictment or information for a crime punishable by imprisonment for a term exceeding one year.

#### Forms

24. Federal firearms licensees must retain this form as part of their ATF required records permanently as prescribed by 27 CFR 478.129(d). Importers registered under the Arms Export Control Act who do not also hold a Federal firearms license must retain this form as part of their ATF required records for at least the 6-year period prescribed by 27 CFR 447.34(b).

Additional Forms are available from:

ATF Distribution Center  
1519 Cabin Branch Drive  
Landover, MD 20785-3816

Or by accessing the ATF website at <http://www.atf.gov>

#### Privacy Act Information

The following information is provided pursuant to Section 3 of the Privacy Act of 1974 (5 U.S.C. § 552(a)(e)(3)).

1. **Authority.** Disclosure of the information requested on ATF Form 6 Part I (5330.3A) is mandatory pursuant to 18 U.S.C. 925 and Section 38 of the Arms Export Control Act of 1976 (22 U.S.C. 2778, 26 U.S.C. 5844) to obtain a permit to import firearms, ammunition, and implements of war.
2. **Purpose.** To determine if the article(s) qualifies for importation by the applicant.
3. **Routine Uses.** The information will be used by ATF to make determinations set forth in paragraph 2. In addition, information may be disclosed to other Federal, State, foreign and local law enforcement and regulatory agency personnel to verify information on the application and to aid in the performance of their duties with respect to the enforcement and regulation of firearms and/or ammunition where such disclosure is not prohibited by law. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, the information may be disclosed to members of the public in order to verify the information on the application when such disclosure is not prohibited by law.
4. **Effects.** Failure to supply complete information will delay processing and may cause denial of the application.

ATF Form 6 - Part I (5330.3A)  
Revised August 2011

### Figure 502 14. ATF Form 6 Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Implements of War (Cont'd)



**Instructions for completing PPQ Form 587  
Application for Permit to Import Plants or Plant Products**

**Please TYPE or PRINT legibly to complete. You must complete all of the boxes.**

1. Enter the name and street address of the person responsible for the importation. The applicant must be a United States resident. Enter the organization or company name, if applicable. A physical address of the facility or business is required. You may include a post office box address **in addition** to the street address for mailing purposes. Enter your daytime telephone number, including the Area Code. Enter your facsimile number, including the Area Code. Enter your e-mail address if applicable.
2. In the first column, enter a country or countries (if from Canada include Province, if from Mexico include State) from which you want to import the plants or plant products (the term “**various**” will **not** be accepted). In the second column, enter the scientific (Latin) name of each plant. If you do not know the scientific name(s), try to find out from the exporter. As a last resort, enter the English common name(s). In the third column, enter the type of plant parts you plan to import for each species. In the fourth column, enter the City and State of the preferred port(s) of arrival. If you do not know the port, enter “N/A.” (Check your permit when you receive it for the approved ports.)
3. Check the appropriate box. Select “Plants for planting”, if the plants/plant parts you want to import will be planted or sold for planting. Select “Small lots of seed” if you want to import under the small lots of seed program (see below\*). Select “Fruits and Vegetables” if you are importing fruits and vegetables for consumption or resale. Select “Other” if the article you want to import does not fall into any of the other categories. List the category or additional information needed to describe the article (i.e., Cut flowers, broomcorn, etc...). \* **Special instructions for small lots of seed:** Small lots of eligible seed may be imported without a phytosanitary certificate with a written permit. See the permit unit website ([http://www.aphis.usda.gov/import\\_export/plants/plant\\_imports/smalllots\\_seed.shtml](http://www.aphis.usda.gov/import_export/plants/plant_imports/smalllots_seed.shtml)) for help in determining eligibility. In part #2 list the seed species and countries from which you want to ship each species. If the list of species and/or countries of origin is long, you may enter “eligible taxa.” By using this option, you are accepting responsibility for determining the eligibility of the seeds. A permit is issued for taxa that are enterable with no restrictions beyond port of entry inspection. If port of entry inspectors find prohibited or restricted seeds in your shipment, they will remove the ineligible kinds.
4. Check the appropriate box or boxes that apply to the means of importation.
5. The applicant named in box #1 must sign the form.
6. Printed name of person who signed the form.
7. Enter the date the form is completed and signed.

**If you attach additional sheets of paper, type or print PPQ Form 587, the applicant’s name, and the company name at the top of each page.**

Send the completed application by facsimile to (301) 734-5786, or mail to:

USDA-APHIS-PPQ  
Permit Unit  
4700 River Road, Unit 133  
Riverdale, MD 20737-1236

Call our automated phone number at 1-877-770-5990 if you have questions.

**Figure 502 15. PPQ Form 587 (MD), Application for Permit to Import Plants or Plant Products  
(Cont’d)**

— <b>DECLARATION</b> — <b>Importation of Motor Vehicles and Motor Vehicle Equipment Subject to                  Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards</b>		OMB No. 2127-0002 Public Law 100-562, 49 USC Chap. 301	
PORT OF ENTRY	CUSTOMS PORT CODE	CUSTOMS ENTRY NO	ENTRY DATE
MAKE OF VEHICLE	MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER (VIN)
REGISTERED IMPORTER NAME AND NHTSA REGISTRATION NUMBER <i>(Required when Box 3 is checked)</i>			VEHICLE ELIGIBILITY NO. <i>(Box 3)</i>
DESCRIPTION OF MERCHANDISE IF MOTOR VEHICLE EQUIPMENT			

1. The vehicle is 25 or more years old or the equipment item was manufactured on a date when no applicable Federal Motor Vehicle Safety Standard or Theft Prevention Standard was in effect.  
 Date of manufacture: \_\_\_\_\_ [591.5(i)]
- 2A. The vehicle or equipment item conforms to all applicable Federal Motor Vehicle Safety Standards (or the vehicle does not conform solely because readily attachable equipment items that will be attached to it before it is offered for sale to the first purchaser for purposes other than resale are not attached), and Bumper and Theft Prevention Standards, and bears a certification label or tag to that effect permanently affixed by the original manufacturer to the vehicle or affixed by the manufacturer to the equipment item or to its delivery container in accordance with applicable National Highway Traffic Safety Administration (NHTSA) regulations [591.5(b)].
- 2B. The vehicle was certified by its original manufacturer as conforming to all applicable Canadian motor vehicle safety standards and its original manufacturer confirms that the vehicle conforms to all applicable U.S. Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards (or that it conforms to all such standards except for the labeling requirements of Standards Nos. 101 and 110 or 120, and/or the specifications of Standard No. 109 relating to daytime running lamps), and the vehicle is not a salvage motor vehicle, a repaired salvage motor vehicle, or a reconstructed motor vehicle, and I am importing it for personal use. [591.5(g)].
- Attachment:** Copy of manufacturer's confirmation letter.
3. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, but I am eligible to import it because NHTSA has determined that the model and model year of the vehicle to be imported is eligible for importation into the United States, and the vehicle is not a salvage motor vehicle or a reconstructed motor vehicle, and I have furnished a bond, which is attached to this declaration, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury. If the Administrator of NHTSA determines that the vehicle has not been brought into conformity with all such standards within 120 days after importation, then I state that I will deliver such vehicle to the Secretary of Homeland Security for export, or abandon it to the United States [591.8]; and that:
- a. I have registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked; or
- b. I have executed a contract or other agreement, which is attached to this declaration, with an importer who has registered with NHTSA and whose registration is not suspended and has not been revoked. [591.5(i)]
- Attachments:** Copy of DOT Bond; and  
 Copy of Contract with a Registered Importer, if applicable.
4. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but is intended solely for export and is labeled for export on the vehicle or equipment item, and the outside of any container of the vehicle or equipment item bears a label or tag to that effect. [591.5(c)]
5. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:
- a. I am a nonresident of the United States and the vehicle is registered in a country other than the United States;
- b. I am temporarily importing the vehicle for personal use for a period not to exceed 1 year, and will not sell it during that time; and
- c. I will export it not later than the end of 1 year after entry, and the declaration contains my passport number and country of issue. [591.5(d)]
- d. Passport No. \_\_\_\_\_ Country of Issue \_\_\_\_\_
6. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:
- a. I am a member of a foreign government on assignment in the United States, or a member of the Secretariat of a public international organization so designated under the International Organizations Immunities Act, and within the class of persons for whom free entry of motor vehicles has been authorized by the Department of State;
- b. I am importing the vehicle on a temporary basis for my personal use, and will register it through the Office of Foreign Missions of the Department of State;
- c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph;
- d. I will obtain from the Office of Foreign Missions of the State Department, before departing the United States at the conclusion of a tour of duty, an ownership title to the vehicle good for export only; and
- e. I have attached a copy of my official orders. [591.5(h)(1)]
- Name of Embassy: \_\_\_\_\_
- Attachment:** Copy of Official Orders.
7. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but is being imported solely for the purpose of research, investigations, demonstrations or training, or competitive racing events, and I state that I will comply with the applicable restrictions on importers of such merchandise as specified in 49 CFR 591.7 and I will provide the Administrator with documentary proof of export or destruction not later than 30 days following the end of the period for which the vehicle has been admitted into the United States. [591.5(j)]
- Attachment:**
- a. Copy of NHTSA permission letter if the importer is not an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable Federal Motor Vehicle Safety Standards (FMVSS). Use on the public roads must be authorized specifically [591.8(i)(1) or (2)].
- b. Importer's statement describing the use to be made of the vehicle or equipment item if the importer is an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable FMVSS. If use on the public roads is an integral part of the purpose for which the vehicle or equipment item is imported, the statement shall describe the purpose that makes such use necessary, state the estimated period of time during which use of the vehicle or equipment item on the public roads is necessary, and state the intended means of final disposition (and disposition date) of the vehicle or equipment item after completion of the purpose for which it is imported. [591.8(i)(3)]
8. The vehicle was not manufactured primarily for use on the public roads and thus is not a motor vehicle subject to the Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards or the equipment item is not a system, part, or component of a motor vehicle and thus is not an item of motor vehicle equipment subject to the Federal Motor Vehicle Safety Standards. [591.5(a)]
- Attachment:** Importer's statement substantiating that the vehicle was not manufactured for use on the public roads, or that the equipment item was not manufactured for use on a motor vehicle or is not an item of motor vehicle equipment. [591.6(a)]
9. The vehicle or equipment item requires further manufacturing operations to perform its intended function, other than the addition of readily attachable equipment items such as mirrors, wipers, or tire and rim assemblies, or minor finishing operations such as painting, and any part of such vehicle that is required to be marked by the Theft Prevention Standard is marked in accordance with that standard [591.5(e)].
- Attachment:** For a vehicle, a copy of the Incomplete Vehicle Document, issued by the incomplete vehicle manufacturer, providing guidance on completing the vehicle so that it conforms to all applicable Federal Motor Vehicle Safety Standards (FMVSS). For an equipment item, a statement issued by the item's manufacturer identifying the applicable FMVSS to which the item does not conform and describing the further manufacturing required for the item to perform its intended function [591.6(b)].
10. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards but is being imported solely for the purpose of show and display, and I state that I will comply with all applicable restrictions on importers of such vehicles as specified in 49 CFR 591.7. [591.5(j)]
- Attachment:** Copy of NHTSA Permission Letter.
11. The equipment item is subject to the Theft Prevention Standard and is marked in accordance with the requirements of 49 CFR Part 541. [591.5(k)]
12. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:
- a. I am a member of the armed forces of a foreign country on assignment in the United States;
- b. I am importing the vehicle on a temporary basis, and for my personal use;
- c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph;
- d. I will export the vehicle upon departing the United States at the conclusion of my tour of duty; and
- e. I have attached a copy of my official orders. [591.5(h)(2)]
- Attachment:** Copy of Official Orders.
13. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, and I am eligible to import it because I am registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked, I have informed NHTSA that I intend to petition, or I have petitioned, that agency to decide that the vehicle to be imported is eligible for importation, and NHTSA has granted me permission in writing to import the vehicle for that purpose. If the Administrator of NHTSA dismisses my petition, or decides that the vehicle is not eligible for importation, or if I withdraw my petition or I fail to submit a petition covering the vehicle within 180 days from the date of entry, then I state that I will deliver such vehicle, unless it is destroyed, to the Secretary of Homeland Security for export, or abandon it to the United States, within 30 days from the date of the dismissal, denial, or withdrawal of my petition, as appropriate, or within 210 days from the date of entry if I fail to submit a petition covering the vehicle. If the Administrator of NHTSA grants my petition, then I state that within 15 days from the date that I am notified of that decision, I will furnish a bond, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury, unless the vehicle is destroyed, to ensure that I will bring the vehicle into conformity with all applicable Federal Motor Vehicle Safety and Bumper standards within 120 days from the date the petition is granted, or will deliver the vehicle to the Secretary of Homeland Security for export, or abandon it to the United States. If the vehicle is destroyed, then I state that I will furnish NHTSA with documentary proof of that destruction within 15 days from the date that it occurs.
- Attachment:** Copy of NHTSA permission letter.

NAME OF IMPORTER <i>(Please type)</i>	IMPORTER'S ADDRESS <i>(Street, City, State, Zip Code)</i>	
NAME OF DECLARANT <i>(Please type)</i>	DECLARANT'S ADDRESS	
DECLARANT'S CAPACITY	DECLARANT'S SIGNATURE	DATE SIGNED

EPA Requirements: Importers of motor vehicles/engines and nonroad vehicles/engines/equipment must also submit EPA form 3520-1 or 3520-21 to U.S. Customs and Border Protection to identify the basis for importation into the United States and U.S. territories under the laws administered by the United States Environmental Protection Agency. For more information, please see [www.epa.gov/otag/imports/index.htm](http://www.epa.gov/otag/imports/index.htm).

OVER  
 75124-M340

HS-7 (Rev. 05-2006)

**Figure 502-16. DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards**

 US Department of Transportation  
National Highway Traffic Safety Administration

**BOND TO ENSURE CONFORMANCE WITH MOTOR VEHICLE SAFETY AND BUMPER STANDARDS**

OMB No. 2127-0002  
PL100-562, 15 USC 1397, and 1916

**Section 591.50(f)**

*(To redeliver vehicle, to produce documents, to perform conditions of release, such as to bring vehicle into conformance with all applicable federal Motor Vehicle Safety and Bumper Standards)*

Know All Men by These Presents That \_\_\_\_\_  
name of principal; if a corporation the State of Incorporation

of \_\_\_\_\_, as principal  
street address or post office box number, city, state, Zip Code

and \_\_\_\_\_ of \_\_\_\_\_  
Name, state of Incorporation, if any Address

and \_\_\_\_\_ of \_\_\_\_\_  
Name, state of Incorporation, if any Address

as sureties, are held and firmly bound unto the UNITED STATES OF AMERICA in the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), which represents 150% of the entered value of the following described motor vehicle as determined by the U. S. Customs Service:

\_\_\_\_\_  
Model year, make, series, engine, and chassis number

for the payment of which we bind ourselves, our heirs, executors, administrators, successors, and assigns (jointly and severally), firmly by these presents

**WITNESS** our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_\_

**WHEREAS**, motor vehicles may be entered under the provisions of section 108, National Traffic and Motor Vehicle Safety Act of 1966, as amended; and section 106 of the Motor Vehicle Information and Cost Savings Act; and

**WHEREAS**, pursuant to 49 CFR Part 591, a regulation promulgated under the provisions of section 108, National Traffic and Motor Vehicle Safety Act of 1966, as amended, the above-bounden principal desires to import permanently the motor vehicle described above, which is a motor vehicle that was not originally manufactured to conform with the Federal motor vehicle safety standards, and bumper standards; and

**WHEREAS**, pursuant to 49 CFR Part 592, a regulation promulgated under the provisions of section 108, National Traffic and Motor Vehicle Safety Act of 1966, as amended, the above-bounden principal has been granted the status of Registered Importer of motor vehicles not originally manufactured to conform with the Federal motor vehicle safety standards (or, if not Registered Importer, has a contract with a Registered Importer covering the motor vehicle described above); and

**WHEREAS**, pursuant to 49 CFR 593, a regulation promulgated under the provisions of section, 108, National Traffic and Motor Vehicle Safety Act of 1966, as amended, the Administrator of the National Highway Traffic Safety Administration as determined that the motor vehicle described above is eligible for importation into the United States; and

**WHEREAS**, the motor vehicle described above has been imported at the port \_\_\_\_\_  
for consumption on entry No. \_\_\_\_\_, dated \_\_\_\_\_, 199\_\_\_\_\_

**NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT-**

(1) The above-bounden principal (the "principal", in consideration of the permanent admission into the United States of the motor vehicle described above (the "vehicle", voluntarily undertakes and agrees to have such vehicle brought into conformity with all applicable Federal motor vehicle safety and bumper standards within 120 days after such importation, as specified by the Administrator of the National Highway Traffic Safety Administration (the "Administrator");

(2) The principal shall then file, or if not a Registered Importer shall then cause the Registered Importer of the Vehicle to file, with the Administrator, a certificate that the vehicle complies with each Federal motor vehicle safety standard in effect the year that the vehicle was manufactured and which applies in such year to the vehicle, and that the vehicle complies with the Federal bumper standard (if applicable);

**Form HS-474 (1-90)**

**Figure 502-17. DOT Bond Form HS-474, Bond to Ensure Conformance with Motor Vehicle Safety and Bumper Standards**

(3) The principal, if a Registered Importer, shall not release custody of the vehicle to any person for license or registration for use on public roads, streets, or highways, or license or register the vehicle from the date of entry until 30 calendar days after it has certified compliance of the vehicle to the Administrator, unless the Administrator notifies the principal before 30 days that (s)he has accepted such certification and the vehicle and bond maybe released, except that no such release shall be permitted, before or after the 30th calendar day, if the principal has received written notice from the Administrator that an inspection of such vehicle will be required, or that there is reason to believe that such certification is false or contains a misrepresentation;

(4) And if the principal has received written notice from the Administrator that an inspection is required, the principal shall cause the vehicle to be available for inspection; and the vehicle and bond shall be promptly released after completion of an inspection showing no failure to comply. However, if the inspection shows a failure to comply, the vehicle and bond shall not be released until such time as the failure to comply ceases to exist;

(5) And if the principal has received written notice from the Administrator that there is reason to believe that the certificate is false or contains a misrepresentation, the vehicle or bond shall not be released until the Administrator is satisfied with the certification and any modification thereof;

(6) And if the principal has received written notice from the Administrator that the vehicle has been found not to comply with all applicable Federal Motor vehicle safety and bumper standards, and written demand that the vehicle be abandoned to the United States, or delivered to the Secretary of the Treasury for the export (at no cost to the United States), the principal shall abandon the vehicle to the United States, or shall deliver the vehicle, or cause the vehicle to be delivered to, the custody of the District Director of Customs of the port of entry listed above, or any other port of entry, and shall execute all documents necessary for exportation of the vehicle from the United States, at no cost to the United States; or in default of abandonment or redelivery after proper notice by the Administrator to the principal, the principal shall pay to the administrator the amount of this obligation;

Then this obligation shall be void; otherwise it shall remain in full force amd effect.  
Signed, sealed, and delivered in the presence of

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_(SEAL)

_____	_____	_____
Name	Address	(Principal)

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_(SEAL)

_____	_____	_____
Name	Address	(Surety)

**CERTIFICATE AS TO CORPORATE PRINCIPAL**

I, \_\_\_\_\_ certify that I am the \_\_\_\_\_ of the corporation named as principal in the within bond; that \_\_\_\_\_, who signed the bond on behalf of the principal, was then \_\_\_\_\_ of said corporation; that I know his/her signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed and attested for and in behalf of said corporation by authority of its governing body.

\_\_\_\_\_(CORPORATE SEAL)

*(To be used when a power of attorney has been filed with NHTSA, and may be executed by secretary, assistant secretary, or other officer.)*

**Form HS-474 (1-90)**

**Figure 502-17. DOT Bond Form HS-474, Bond to Ensure Conformance with Motor Vehicle Safety and Bumper Standards (Cont'd)**

		<b>United States Environmental Protection Agency Declaration Form</b>	
<b>Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations</b>			
<small>U.S. E.P.A., Compliance &amp; Innovative Strategies Division, 2000 Traverwood Drive, Ann Arbor, MI 48105 <a href="http://www.epa.gov/otaq/imports">http://www.epa.gov/otaq/imports</a> Phone (734) 214-4100; Fax (734) 214-4676.</small>			
<p><b>This form must be submitted to the U.S. Customs and Border Protection (Customs) (42 USC 7522, 7601: 19 CFR 12.73) for each motor vehicle (including motorcycles, disassembled vehicles, kit cars, light-duty vehicle/motorcycle engines) imported into the U.S., except that this form is not required for motor vehicles that are imported by their original manufacturer and are new and are covered by an EPA certificate of conformity and bear an EPA emission control label. One form per shipment may be used, with attachments including all information required to fully describe each vehicle or engine as below. Check the box below indicating the provisions under which you are importing this vehicle or engine. Offroad vehicles/engines and heavy-duty engines must use form 3520-21. Note: Although only imports using codes G, I, K, L, M-3, and O require specific written authorization from EPA, Customs may request EPA review of importer documentation and eligibility for any import using this form. A nonconforming vehicle that is ineligible for the exemptions or exclusions listed below, must be imported through an independent commercial importer (ICI) under codes A, C, J, or Z. For codes A, C, J, and Z, EPA does not authorize the release to the vehicle owner.</b></p> <p><b>Penalties:</b> Any person who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to \$250,000 or imprisoned for up to 5 years, or both (18 USC 1001). Any person who improperly imports a motor vehicle (including a motorcycle) or engine may be fined up to \$32,500 per vehicle or engine (42 USC 7524), and may be subject to forfeiture of the entire importation bond, if applicable (40 CFR 85.1513), and the U.S. Customs Service may seize the vehicle or engine (19 CFR 162.21).</p>			
<b>Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)</b>			
1. Port code:	2. Entry date: (mm/dd/yyyy)	3. Customs entry number:	4. Vehicle Identification Number (VIN), or engine serial number:
5. Manufacture date (mm/yyyy):	6. Manufacturer (make):	7. Model:	
8. ICI imports only, codes A, C, J, Z - EPA certificate no., model year and expiration date of applicable certificate:			
<b>Names, Addresses, and Telephone Numbers of Relevant Parties</b>			
<p><b>Certification:</b> I certify that I have read and understand the purpose of this form, the penalties for falsely declaring information, or for providing misleading information, or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement Officers to conduct inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.</p>			
9. Importer (code B: must be certificate holder or their agent for shipments of new vehicles prior to introduction into commerce; codes A, C, J, Z: must be ICI):	10. Owner:	11. Storage location:	12. Signature:
			13. Date:
			14. Name, company and phone (type or print):
<b>U.S. conforming and "identical" vehicles</b>			
<p><input type="checkbox"/> <b>code B - U.S. certified</b> - unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English.</p> <p><input type="checkbox"/> <b>code F - U.S. certified, catalyst restoration</b> - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filler neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filler neck restrictor, as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline, (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filler neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required.</p> <p><input type="checkbox"/> <b>code EE - identical in all material respects to a U.S. certified version</b> - either 1) <b>Canadian</b> vehicle (proof required e.g. Canadian emission control label, registration or title, or letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) on EPA list of Canadian "identical" models, or 2) <b>vehicle from any country</b> with letter attached to this form from the manufacturer's U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of "identical" Canadian vehicles for resale, use <b>code FF</b>.</p> <p><input type="checkbox"/> <b>code FF - Canadian "identical" models imported for resale or lease</b> - Canadian vehicle as described above appearing on <a href="#">EPA list of Canadian "identical" models</a>, imported for resale or lease. The importer attests that the importer will satisfy applicable labeling, warranty and CAFÉ requirements as specified by EPA.</p>			
<b>EPA exempted vehicles</b>			
<p><input type="checkbox"/> <b>code M - miscellaneous exemption</b>, either 1) <b>Canadian</b> vehicle as described above (proof required) and the importer is either permanently emigrating to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance, or 3) EPA hardship letter based on unforeseen and extraordinary circumstances is attached to this form.</p> <p><input type="checkbox"/> <b>code E - vehicle at least 21 years old</b> (calendar year of manufacture subtracted from year of importation) and in original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless they contain equivalent or newer EPA certified engines. Customs may require proof of vehicle age.</p>			

**Figure 502-18. EPA Form 3520-1 Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations**

 <b>United States</b> Environmental Protection Agency
<b>Excluded vehicles</b>
<input type="checkbox"/> <b>code L - racing vehicle</b> as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(e)). EPA letter of approval must be attached to this form.
<input type="checkbox"/> <b>code U -2005 model year (or older) motorcycle, scooter or moped</b> with engine displacement less than 50cc and with rated speed greater than 5000 rpm.
<input type="checkbox"/> <b>code W - non-chassis-mounted engine</b> to be used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate or will be covered by an EPA certificate prior to introduction into commerce.
<input type="checkbox"/> <b>code Y - unregulated fuel</b> - a vehicle that: (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991- 1996 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1997 and later model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles.
<b>Temporary imports</b>
<input type="checkbox"/> <b>code G</b> - imported for <b>repair or alteration</b> in accordance with 40 CFR 85.1511(b)(1). May not be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. <b>Customs bond required.</b> EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
<input type="checkbox"/> <b>code I</b> - imported for <b>testing</b> purposes in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. <b>Customs bond required.</b> EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
<input type="checkbox"/> <b>code K</b> - imported for <b>display</b> (solely for public or business purposes, and not for private purposes or U.S. market sales promotions) in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. <b>Customs bond required.</b> EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
<input type="checkbox"/> <b>code N</b> - imported for up to one year by member of the armed forces or personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.
<input type="checkbox"/> <b>code O</b> - imported by nonresident for personal use by an individual for a period up to a year. EPA letter of approval must be attached to this form.
<b>Independent commercial importer (ICI) imports</b>
<input type="checkbox"/> <b>code A</b> - imported by an ICI for modifications in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year in accordance with 40 CFR 85.1505.
<input type="checkbox"/> <b>code C</b> - imported by an ICI for modification and testing in accordance with 40 CFR 85.1509. Vehicle must be at least 6 years old.
<input type="checkbox"/> <b>code J</b> - imported by an ICI for the purpose of pre-certification testing in order to obtain an EPA certificate of conformity. No EPA approval is required. The ICI has 180 days to obtain a certificate or export (40 CFR 85.1511(b)(3)). <b>Customs bond required.</b>
<input type="checkbox"/> <b>code Z</b> - imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified version in accordance with written instructions from the OEM that are specific to the vehicle being imported.
<b>OEM imports</b>
<input type="checkbox"/> <b>code H</b> - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently covered by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.
<input type="checkbox"/> <b>code Q</b> - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.
<b>U.S. Department of Transportation Requirements</b>
<b>Note:</b> Importers of vehicles that are primarily manufactured for use on public roads must also file an <b>HS-7 Declaration</b> form to identify the basis for the vehicle's admission under the laws administered by the U.S. Department of Transportation. For more information, see <a href="http://www.nhtsa.dot.gov/cars/rules/import/">www.nhtsa.dot.gov/cars/rules/import/</a> .
<b>Paperwork Reduction Act Notice</b>
This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are mandatory (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 208). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

**Figure 502-18. EPA Form 3520-1 Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations (Cont'd)**

<b>WAR SOUVENIR REGISTRATION/AUTHORIZATION</b>		
<b>PRIVACY ACT STATEMENT</b>		
<p><b>AUTHORITY:</b> 10 U.S.C., Part IV, Chapter 153, Sec. 2579; DODD 5030.40; DOD 4500.9R; E.O. 9397.  <b>PRINCIPAL PURPOSE(S):</b> To register and authorize an individual to retain a war souvenir and return item to the United States.  <b>ROUTINE USE(S):</b> None. The DoD "Blanket Routine Uses" set forth at the beginning of OSD's compilation of systems of records notices apply to this system.  <b>DISCLOSURE:</b> Voluntary; however, without the requested information the theater command does not have a means to provide proof that you are authorized to retain the war souvenirs. Without the proof of authorization, items will be seized when going through customs.</p>		
<b>INSTRUCTIONS:</b> This form will be prepared for all types of war souvenirs. Original copy to Owner; Copy 1 with the souvenir; Copy 2 retained by the issuing unit.		
<b>1. THEATER AND INCLUSIVE PERIOD OF SERVICE IN OVERSEAS COMMAND</b>		
<b>2. NAME OF OWNER</b> <i>(Last, First, Middle Initial)</i>	<b>3. SSN</b>	<b>4. GRADE/RANK</b>
<b>5. UNIT/ORGANIZATION</b>	<b>6. PERMANENT HOME ADDRESS</b> <i>(Include ZIP Code)</i>	
<b>7. WAR SOUVENIR(S)</b>		
<b>a. ITEM DESCRIPTION</b>	<b>b. HOW ACQUIRED</b>	
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
<b>8. CERTIFICATION</b>		
<p>I, as Owner or Receiving/Reviewing Officer, do hereby certify that:</p> <p>(1) The above items have little or no intelligence value;                      (2) The retention of the above items is in compliance with military customs, traditions, regulations and the Law of Armed Conflict;                      (3) The above retained items are non-lethal and relatively inexpensive, and are not otherwise prohibited by law;                      (4) The retained items are not of value or serviceable for use;                      (5) The listed items are not unauthorized war souvenirs.</p>		
<b>a. SIGNATURE OF OWNER</b>	<b>b. SIGNATURE OF RECEIVING/REVIEWING OFFICER</b>	<b>c. DATE (YYYYMMDD)</b>
<b>d. TYPED NAME, GRADE AND ORGANIZATION OF RECEIVING/REVIEWING OFFICER</b>		<b>e. STATION</b>
<b>9. AUTHENTICATING OFFICIAL</b>		
<b>a. SIGNING AS (X one)</b> <input type="checkbox"/> COMPANY COMMANDER <input type="checkbox"/> LTC OR ABOVE (O5+) <input type="checkbox"/> CONTRACTING OFFICER REPRESENTATIVE		<b>b. SIGNATURE</b>

DD FORM 603-1, MAY 2007

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 7.0

**Figure 502-19. DD Form 603-1, War Souvenir Registration/Authorization**

