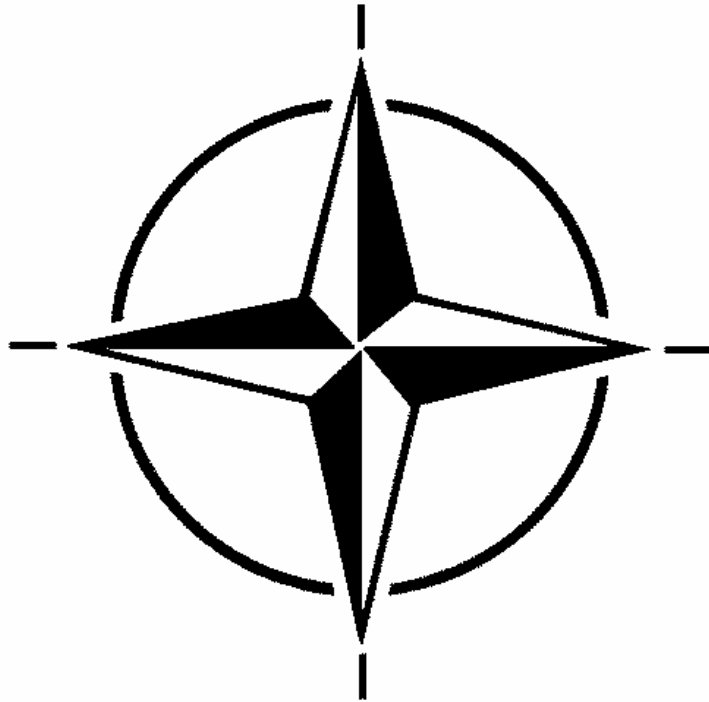


ALLIED MOVEMENT PUBLICATION 2 (B)

**PROCEDURES FOR SURFACE MOVEMENTS
ACROSS NATIONAL FRONTIERS**

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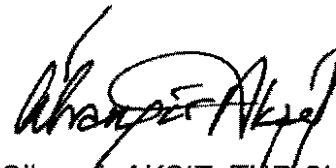
JUNE 2011

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NORTH ATLANTIC TREATY ORGANISATION
NATO STANDARDIZATION AGENCY (NSA)
NATO LETTER OF PROMULGATION

20 June 2011

1. AMovP-2(B) – PROCEDURES FOR SURFACE MOVEMENTS ACROSS NATIONAL FRONTIERS – is a NATO UNCLASSIFIED publication. The agreement of nations to use this publication is recorded in STANAG 2455.
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Cihangir AKSIT, TUR Civ
Director, NATO Standardization Agency

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RECORD OF CHANGES

Change Date	Date Entered	Effective Date	By Whom Entered

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RECORD OF RESERVATIONS BY NATIONS

CHAPTER	RECORD OF RESERVATIONS BY NATIONS

RECORD OF SPECIFIC RESERVATIONS

NATION	SPECIFIC RESERVATIONS

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CHAPTER 1

INTRODUCTION

0101 Aim

The aim of this agreement is to:

Standardise the regulations, procedures and forms applying to NATO, PfP forces when crossing frontiers between NATO, PfP countries and participating nations, for transportation of military equipment and personnel.

Determine responsibilities and procedures for border crossing in and out an area of operations.

It applies to all movements and transportation (peacetime/wartime) carried out by all modes of transport.

0102 Agreement

This publication applies to NATO, PfP and participating nations who have agreed to the regulations, procedures and forms contained within this publication.

0103 Related documents

Status of forces Agreement (SOFA)

MC-336/3	NATO Principles and Policies for Movement and Transportation
AJP 3.13	Allied Joint Doctrine for the Deployment of Forces.
AJP-4.4(A), Chapter 9	Movement and Transportation Information Exchange
AMovP-1(A)	Road Movements and Movement Control
AMovP-3(B), chapter 2	NATO Travel Order
AMovP-3(B), chapter 3	ROADMOV
AMovP-4(A)	Regulations for the securing of military Tracked and Wheeled Vehicles on Railway Wagons
AMovP-5, chapter 8	Details of the National Points of Contacts and an overview of the National regulations and exemptions to be applied for the Transportation of dangerous goods, from or within that country.
MC472	Concept of Defence against Terrorism.

0104 Area of responsibilities

Co-ordinating custodian for AMovP-2(B) is France. The chapter custodians are:

Chapter 1, 2, 3, 4,	France
Chapter 5	Slovenia

0105 Organisations involved and their tasks and responsibilities

MC336/3: "NATO Principles and Policies for Movement and Transportation", identified the following key players and defined their tasks and responsibilities. It stresses the stage for dealing with the issue of border crossing movements:

The Sending Nation (SN) will plan, control, and execute the movement of their national forces, national components of multinational forces and forces of other Nations, if agreed. This should take into account the Joint Force Commander's operational requirements and priorities. SN is responsible for obtaining transportation resources to deploy, sustain, and redeploy its forces. For planning and/or execution of deployment it will designate a responsible military movement staff.

Develop the National Detailed Deployment Plan (DDP) and provide it to the AMCC.

Provide national liaison augmentation to the AMCC and, as necessary, to the HN National Movement Coordination Centre (NMCC).

The Host Nation (HN) has the ultimate authority to approve, coordinate and control all movements, including RSOM and integration related to activities on its sovereign territory, unless otherwise agreed (based on HNS arrangements). For this purpose it should establish a National Movement Co-ordination Centre (NMCC), which will approve, control and co-ordinate air, sea and inland surface movements on its territory in support of NATO operations, in order to ensure that all movements will be executed in accordance with SN requirements and the NATO Commander's operational requirements. The JFC will assume them or may request the Logistic Lead Nation (LLN) to discharge the associated tasks on his behalf.

The Lead Nation (LN) takes the lead in performing specific movement and transportation tasks as identified by NATO in cooperation with the nations (e.g. port handling teams).

The Allied Command Operations (ACO) through the Allied Movement Coordination Centre (AMCC) initiates, plans, prioritises and deconflicts strategic movements including deployment, transportation for sustainment and redeployment. ACO conducts movement planning conferences and develops the Multinational Detailed Deployment Plans (MNDDP). It also advises and assists in the development of bilateral or multinational agreements or arrangements for strategic lift as required. In addition, ACO controls the strategic lift of NRF deployments.

The Joint Force commander (JFC) tasks are:

To recommend required changes concerning force deployment (desired order of arrival, etc.), transportation for sustainment (resupply), and re-deployment to the Strategic Command.

To coordinate movement and transportation issues as applicable within the joint operation area with host nations NMCCs, National Support Element(s) and the AMCC.

0107 Procedures

1 Sending Nation:

- a. At certain stages during the deployment planning process, the military staff responsible for creating the national Detailed Deployment Plan (DDP) will send the DDP to the AMCC for coordination purposes. This plan is sent in ADAMS format using the ADAMS Wide Area Network, or as a Deployment Report. The end of the planning process will result in a final multinational DDP (MNDDP), approved by Sending Nations, Host Nations and HQs. The final DDP will identify for each movement:
 - i Transport assets and types to be used
 - ii Movements Schedules
 - iii POEs, PODs, Railheads etc
 - iv Manifests listing the equipment of the units on board
 - v Unique serial-numbers for each unit in the DDP.
- b. For the execution of the deployment, transportation for sustainment and redeployment of national forces, the responsible Military Movement Staff of the Sending Nation will organise the required transports assets by assigning military, or chartering civilian transport assets. In some nations, these assets could be under military control. As soon as the movement schedules are known, the Military Movement staff should:
 - i inform the military staff responsible for creating/amending the national DDP, in order to enable them to update the DDP and by this, inform the involved AMCC and NMCCs;
 - ii send the Notification of Movement message to the involved NMCCs or their designated POCs. The Notification of Movement message (described in AMovP-3(A), chapter 6 will identify at least :
 - Transport asset and type
 - Movement schedule
 - PODs
 - Unique DDP serial-number of involved units.
- c. As sea, air and rail movements normally will be succeeded by onward road/rail movements; the responsible Military Staff of the Sending Nation will at the same time send the required messages to the involved NMCCs or its designated POCs. It could be:
 - i The ROADMOV Form, see AmovP-3(B), chapter 3 with the chosen item.

2 Host Nation:

- a The Host Nation, in parallel with the development of the MNDDP, will conduct Reception, Staging and Onward Movement (RSOM) planning, focusing on capacity planning, in coordination with the JFC.
- b The Host Nation will notify the sending Nations of the following requirements:
 - i At what notice movements, crossing its borders, must be reported;
 - ii The required information and the message /format be used;
 - iii The HN organisation(s) to be informed.
- c For the implementation of its RSOM plan the Host Nation should establish a NMCC; which will approve, control and coordinate air, sea and inland surface movements on its own territory. The NMCC should have the most updated version of the MNDDP in order to support this task.
- d By comparing the unique serial numbers in the DDP and the Notification of Movement messages, the NMCC (or POC) will have access to all required information which will enable it to prepare/implement RSOM.

3. Lead Nation(s)

If a Lead Nation is requested (and accepts) to perform specific movements and transportation tasks such as port handling, it should establish close contacts with the NMCC and appropriate authorities. The performed services could comprise berth-/gate-/railhead allocation, unloading/handling activities, assistance in customs clearance etc.

4. Allied Command Operations (ACO)/AMCC:

The AMCC will coordinate and combine DDPs into a MNDDP. MNDDPs should be distributed to Sending Nations, Host Nations and In-Theatre, HQs like the NRF or CJTF in order to enable RSOM planning and execution.

5. NRF M&T Staff/CJTF JTMS:

The tasks of these In-Theatre Commands are:

- a To recommend required changes concerning force deployment (desired order of arrival, etc.), transportation for sustainment (resupply), and re-deployment to the Strategic Command.
- b To coordinate movements and transportation issues as applicable within the joint operation area with Host Nations NMCCs, National Support Element(s) and the AMCC.

The most efficient way to enable this coordination is co-locating representatives or cells of the CJTF/JTMS or NRF/M&T Staff with the involved NMCCs. By this co-location the JTMS or M&T Staff can follow the deployment flow and RSOM as the NMCC will receive the updated MNDDP from AMCC (or through its national node) as well as the related Notifications of Movements.

0108 MOVEMENT AND TRANSPORT INFORMATION EXCHANGE

The policy and procedures related to M&T Information Exchange is described in the Allied Joint Publication 4.4 (A) and can be subdivided into:

1. NATO M&T Information Exchange: the information flow on DDPs or Deployment Reports and Movement Situation Reports between Nations, the AMCC and involved HQs.
2. Bi- or Multinational Information Exchange: the information flow between Sending and Host Nations of the messages described in the AMovPs (e.g. ROADMOV).
3. National reporting: information flow between Sending Nations and NSEs. Not further specified.
4. Theatre information Exchange: the information flow on RSOM between NMCC(s), In-Theatre HQs (JTMS or M&T Staff) and NSEs.

CHAPTER 2

STANDARD PROVISIONS

0201 No NATO Military Force may enter, stay, or pass through the territory of another NATO nation without the application of AMovP-1 and AMovP-3 and/or the consent of the Nation.

0202 Under the provisions of the London Agreement of 19 June 1951, more commonly called the Status of Forces Agreement (SOFA):

- 1 Territorial rights of the civilian and military authorities are maintained for the planning and control of movements and military transport in their respective areas of responsibility.
- 2 The members of a force normally wear their uniform. Subject to any arrangement to the contrary between authorities of the sending nation and the host nation, civilian dress will be worn under the same conditions as for the members of the forces of the Host Nation.
Properly constituted military units or formations must present themselves in uniform at the frontiers, which they are crossing.
- 3 The members of a force may possess and carry arms, on condition that they are authorised to do so by their order (e.g. NATO Travel Order). The authorities of the Sending Nation(s) shall give sympathetic consideration to requests from the Host Nation concerning this matter.

0203 Measures concerning the Defence Against Terrorism (DAT) must be compliant with the NATO General policy concerning the DAT, particularly about the Anti-Terrorism and the protection of forces, equipment and goods.

0204 No private firearms and other weapons are to be brought by military personnel without the Host Nation's approval, according to the national laws.

CHAPTER 3

POLICE/IMMIGRATION CONTROL

0301 Regulations for passports and identity documents.

NATO Military personnel, civilian personnel and their dependants will carry the following documents when crossing frontiers and will present them on demand:

1 Military personnel:

- a Military identity card with photograph
- b NATO travel order (see AMovP-3(B), chapter 2)
- c When entering/leaving an area of operations outside of NATO, an official passport with/without visa may be required.

2 Civilian Personnel

- a Members of a civilian component and dependants will be identified in their passports.

3 Drivers of motor vehicles carrying out military mission:

- a Personal documents as required in 0301.1 and 2,
- b Valid driving licence,
- c Motor vehicle documents
- d Driver's authority for the journey.
- e Any document necessary to cross the country if required (e.g.: March document).

Note: The documents required in paragraph 0301.3.c. and d. may be combined in one paper.

CHAPTER 4

MOVEMENT AND CUSTOMS FORMALITIES

0401 General provisions applied to forces of NATO members forces.

1. NATO Military and civilian personnel are subject to customs laws and regulations of the Host Nation.

2. NATO, PfP and contributing nations Forces should apply the requirement of the SOFA.

3. A Force may import free of duty its equipment as well as appropriate quantities of provisions, supplies, and other goods intended for exclusive use by the Force concerned and, if authorised by the Host Nation, also for use by the civilian component. That duty-free importation is dependent on the deposit of a customs declaration (Form 302- see Annex A) at the customs office of the Host Nation, the reverse of the form showing the distribution list. The customs declaration must be signed by a person authorised by the Sending Nation.

a. For motor vehicles.

The vehicle identification number of the official vehicles will be listed on a separate page which, marked with an official seal, will be attached to the customs declaration. Only one Form 302 is to be completed for a convoy.

b. For railway wagons.

The registration numbers of the railway wagons are to be taken from the military freight warrants; a list of them is to be added to the Form 302 on a separate page provided with an official seal. Only one form 302 is to be completed for the entire train.

c. For aircraft.

The tail/flight number for each individual aircraft is to be entered onto the Form 302.

d. For all vessels including barges.

The name of each individual vessel, barge or other identification number is to be entered onto the Form 302.

e. For containers.

The owner's code and container number for an individual container on a single vehicle (military or/and civilian) or railway wagon is to be entered onto the Form 302.

- (i) For a train load; vessel or barge load; or where more than one container is loaded to a vehicle/trailer combination; and the owner's code and container numbers cannot all fit onto a Form 302, then that detail is to be listed on a separate page. This page is to be marked with an official seal, and is to be attached to the Form 302.

- f For weapons.

The serial number of each weapon must be listed onto or attached with an official seal on the Form 302.

0402 Special provisions.

1. Simplified formalities

When applicable, special facilities may be granted to a Force (see SOFA, Article XI (paragraph 10)) e.g. in wartime, times of tension, or during military exercises. Provided that the customs authorities concerned have been informed previously, the customs formalities are simplified by the following procedure: the competent movement staff of the Sending Nation notifies to the competent customs authorities the desired border crossing point and border crossing time. In the case of troop transportation, the troop commander submits a certificate (Annex B) to the customs authority.

2 NATO Forces of a Member State of the European Union (EU)

- a Movement inside the EU area.

NATO forces of a Member Nation of the EU, moving inside the EU area may travel freely provided that they apply the existing procedures described in AMovP-1, AMovP-3 and AMovP-5 and that their personnel are carrying the mandatory documents provided for this purpose (see Para 0301).

- b Movement crossing the frontier of the EU area (outward and inward) :

The NATO forces of a Member Nation of the EU crossing, even temporarily, one or more frontiers of the EU area should use Form 302. Where countries outside the EU area do not recognise Form 302, the customs documents used under civilian regulations will be used.

Customs clearance is performed by the customs authorities of the Host Nation when the force leaves the EU.

0403 Host Nation provisions.

The customs formalities required by each NATO Host Nation when crossing their borders are listed in Annex C (to be completed).

CHAPTER 5

SPECIFIC PROVISIONS FOR MOVEMENTS

SECTION I ROAD MOVEMENTS

0501 Scope of application.

This section applies to road movements by military vehicles, as well as civilian vehicles, chartered by armed forces in operations related to deployment, transportation for sustainment and redeployment in peace and war time.

0502 Specific provisions for movements not requiring a movement credit (see AMovP-3).

1 No movement bid/credit (see AMovP-3, Chapter 3) is required for any vehicle or column moving within NATO countries and not exceeding the number and/or weight and dimension limits, as well as dangerous goods, nationally specified in AMovP-1, Chapter 5-Annex D and E.

2 However, any movement has to be in compliance with the applicable national/military traffic regulations, see AMovP-1, especially the rules and procedures for transportation of dangerous goods.

3 The documents required in Chapter 3 and 4 of this publication are also required for all movements not requiring a movement credit.

4 For movements outside the NATO territory, even for single vehicle, a diplomatic clearance is always required from the host nation.

5 Whenever Host Nation Support (HNS) is required, the request has to be sent to the national territorial command or the Military Movement Staff as soon as possible in accordance with the applicable national HNS catalogue.

0503 Specific provisions for movements requiring a movement credit.

1 These provisions (described in Para 0503 to 0505) are applicable to movements and transport by road requiring a movement credit as per AMovP-1, Chapter 5.

2 The provisioning, procedures and forms applying to requests for movement bids and credits are dealt with in AMovP-3, Chapter 3.

0504 Notice and times.

The Military Movement Staff of the Host Nation is responsible for processing movement bids and credits. In general, it is imperative that the period of notice and times referred to in AMovP-1, Chapter 5 Annex C, be followed. However exceptions may be made through bilateral or multinational agreements.

0505 Procedures for military movement staff.

1 The responsible Military Movement Staff of the Nation where the movement starts (Nation A), having received the Bid from the originator, will process the Road Movement Request (ROADMOV) up to its border crossing point(s). This ROADMOV is forwarded to the receiving nation (Nation B).

2 The Military Movement Staff of the receiving nation (Nation B) will process the ROADMOV from its frontier on, and will forward the Movement Credit granted to the movement staff where the movement starts (Nation A). This staff will then forward the Road Movement Credit to the originator.

3 In the case of transit through several nations, the nation where the movement starts (Nation A) should submit the message with the additional information as described in Para 0504.1. To the first transit nation (Nation B). Once processed, Nation B will submit all documentation to the next nation (Nation C) for processing. Upon completion, Nation C will either forward all documentation to the next transit nation, if applicable, or pass the Road Movement Credit granted to Nation B. Once reviewed, Nation B will return the Road Movement Credit granted to the nation where the movements starts (Nation A).

4 In exceptional cases, the Military Movement Staff may, after contacting the corresponding cell of the neighbouring nation, grant the originator a limited Road Movement Credit valid up to its border. After the crossing, the responsible Military Movement Staff of the neighbouring nation will extend this limited Road Movement Credit and issue it directly to the originator with information copies to all Military Movement Staffs concerned.

0506 Dangerous goods.

1 The movement and equipment and supplies of military forces will most likely incorporate dangerous goods. When using road transport, the regulatory documents of the Accord Européen Relatif au Transport International des Marchandises Dangereuses par Route (ADR) must be applied. If the ADR is not recognised by a nation or when necessary, the UN “orange book” could be used.

2 An overview of the National Regulations related to the transportation of dangerous goods is taken up in AMovP-5 (Multi Modal Transport Issues), Chapter 8.

3 The transportation of class 1 dangerous goods (explosives and ammunitions) by all modes of transport is covered by the NATO publication AASTP-2 “Manual of NATO Safety Principles for the Transport of Military Ammunition and Explosives”, in which the national deviations from international rules are also shown. The publication, kept by AC 326 SG 4, is going to be expanded in the near future to include class 2 to 9 dangerous goods.

SECTION II RAIL MOVEMENTS

0510 Specific provisions for individual train wagons/passenger railcars.

- 1 The documents required in AMovP-2, Chapters 2, 3 and 4 of this publication are also required for these movements.
- 2 The procedure defined by the International Railways Union (UIC) shall be applied to military individual freight wagons integrated in a civilian commercial train crossing borders.
- 3 Whenever additional military support is required for freight and/or passengers close cooperation between affected Military Movement Staffs has to be established as soon as possible. The national movement staff is responsible for further coordination with the civilian railway companies.
- 4 AMovP-4 will provide all the necessary information on railway movements.

0511 Specific provisions for military trains.

- 1 The following provisions shall apply to:
 - a Military trains only, as defined in Para 3. c
 - b Rail transports in peace time and wartime which are executed following the procedures of AMovP-3, Chapter 4. The action at the transfer station will be taken in case of large or important transports as well as from the start of deployment by rail transport.
2. Coordination between Railway Authorities and Military Staffs.

The processing of movements by the civil railway authorities runs parallel to this military information procedure. Close cooperation between the cells of the railway and the military movement staff can therefore ensure that notifications by the military and railway authorities supplement one another and avoid duplication in reporting.

3. Definitions

The following terms and definitions are used for the purpose of the agreement:

- a Transfer station

A railway station large enough to receive military trains and to perform the various exchange operations at the border crossing.
- b Counterpart station

A designated railway station for every station and located on the other side of the frontier in order to enable the railway networks to work out in peacetime,

equidistant and parallel runs between these two stations. The numbers of these runs are approved by both railway networks.

c Military train

Any train for the exclusive use of the Armed Forces at their specific request.

These types of trains are as follows:

- 1 Military personnel trains: those normally of passenger carriages.
- 2 Military freight trains: those normally composed of freight wagons; however military escorts may be carried.
- 3 Mixed military trains: those, which can carry both personnel and freight.

These trains may move in both internal (one network) and international (several networks) traffic. The latter category has been allocated an International Identification Code in accordance with AMovP-4.

0512 Practical arrangements.

1 Military Representatives (Assistants and Supervisors of Exchanges).

2 Although the exchange operations are a responsibility of the personnel of the adjacent railway networks or of the frontier authorities, the national control of important or large transport movements requires that there must be in the transfer station concerned, railway transport officers appointed by the military authorities responsible for the military rail movements on each of the two adjacent networks.

a The role of the representative of the military authorities is to:

- (1) Ensure the rapid and direct liaison between the relevant Military Movement Staffs.
- (2) Pass the necessary information regarding the loading and operating conditions between the adjacent military authorities.
- (3) Facilitate the rapid execution of the Customs, Police and Immigration formalities.

b Military authorities responsible for military rail movements on each two adjacent networks may also require that delegates of the authorities of user forces be present in the transfer station.

3 List and codes of Border Crossing Points

The border crossing points are coordinated between the civil railway companies and the movement staff involved.

- 4 Movement Staff responsible for the border crossing point.
- 5 Both Military Movement Staff responsible for the border crossing points are:
 - a In the case of large or important transports to provide as quickly as possible at the transfer station military personnel for national control of the rail movement.
 - b Responsible for dealing with foreign military movement staff regard to outgoing military trains.
 - c In charge of military trains arriving from abroad.

0513 Dangerous goods.

- 1 The movement of equipment and supplies of military forces will most likely incorporate dangerous goods. When using rail transport, the regulatory document of the Règlement Concernant le Transport International Ferroviaire de Marchandises Dangereuses(RID) must be applied.
- 2 An overview of the National regulations related to the transportation of dangerous goods is taken up in AMovP-5 (Multi-modal Transport Issues), Chapter 8.
- 3 The transportation of class 1 dangerous goods (explosives and ammunitions) by all modes of transport is covered by the NATO publication AASTP-2 “Manual of NATO Safety Principles for the Transport of Military Ammunition and Explosives”, in which the national deviations from international rules are also shown. The publication, kept by AC 326 SG 4, is going to be expanded in the near future to include class 2 to 9 dangerous goods.

SECTION III INLAND WATER TRANSPORT

0520 Area of application.

This section applies to:

- a Military vessels and vessels chartered by armed forces.
- b All Allied Forces likely to use inland waterway systems in peace and wartime.

0521 Procedures to be applied between the military movement staffs and with civilian authorities.

1 Transport by inland waterways should be carried out in accordance with the procedures of AMovP-3.

2 The military Movement Staff of the country of origin is responsible for the coordination for barge sailing including entry, transit and exit with affected national movement staffs.

3 Close cooperation between Military Movement Staffs and the civilian agencies responsible for inland navigation and charter agencies will be carried out in compliance with the applicable national procedures.

0522 Information exchange.

1 In order to inform the Military Movement Staff of origin as well as the other affected movement staffs, the ROADMOV message in AMovP-3 shall be used.

2 Whenever assistance is required, the surface transport request and reply messages in AMovP-3 shall be used.

0523 Dangerous goods.

1 The movement of equipment and supplies of military forces will most likely incorporate dangerous goods. When using civilian chartered vessels, the regulatory documents of the UN Orange Book, HN regulations for dangerous goods or the Accord Européen Relatif Au transport International de Marchandises Dangereuses Par Voie de Navigation Intérieure (ADNR) must be applied.

2 When entering a port/terminal, restrictions on dangerous goods will be in place. For explosives and ammunition most harbours have established Net Explosive Quantities (NEQ) limits within UN class 1 divisions.

3 An overview of the NATO members National Regulations related to the transportation of dangerous goods is taken up in AMovP-5 (Multi Modal Transport issues), Chapter 8.

4 The transportation of class 1 dangerous goods (explosives and ammunitions) by all modes of transport is covered by the NATO publication AASTP-2 "Manual of NATO Safety Principles for the Transport of Military Ammunition and Explosives", in which the national deviations from international rules are also shown. The publication, kept by AC 326 SG 4, is going to be expanded in the near future to include class 2 to 9 dangerous goods.

SECTION IV SEA TRANSPORT

0530 Scope of application.

1 This section will apply to sea movements by military as well as civilian vessels, used in sealift operations related to deployment, transportation for sustainment and re-deployment of Allied Forces.

2 Calling at a port will be considered as the crossing of national frontiers by vessels.

3 This chapter will focus on arrival at SPODs of vessels from a movement-flow perspective, during the execution-phase of the deployment process. It will therefore describe the tasks and responsibilities of those who plan and organise the sea movements within the military organisation.

4 This section will not deal with the “technical” aspects related to calling at a port of vessels, such as obtaining Diplomatic Clearances, as it is considered to be the responsibility of ship owners/operators. This issue should be covered by the information flow between ship owners and harbour authorities.

0531 Definitions/Abbreviations.

1	Berth	see AMovP-3, chapter 7, and Annex E
2	Embarkation	see AMovP-3, chapter 7, and Annex E
3	IMDG Code	see AMovP-3, chapter 7, and Annex E
4	Shipping assets under military control	see AMovP-3, chapter 7, and Annex E
5	SPOE	see AMovP-3, chapter 7, and Annex E
6	SPOD	see AMovP-3, chapter 7, and Annex E

0532 Procedures.

1 For the execution of the deployment, sustainment and re-deployment of national forces, the responsible Military Movement Staff of the Sending Nation will organise the required sea transport assets by assigning or chartering military or civilian vessels. In some nations, these vessels could be under military control. As soon as the sailing schedule is known, the Military Movement Staff should:

- a Inform the military staff responsible for creating/amending the national DDP, in order to enable them to update the DDP and by this inform the involved AMCC, NMCC and the In-Theatre HQ (TMCC) ;
- b Send the ROADMOV message (described in AMovP-3) to the involved NMCCs or their designated POCs. The message will identify at least:
 - (1) Vessel type and name
 - (2) Sailing schedule
 - (3) SPOD(s)
 - (4) Unique DDP serial number of involved units.

2 As sea movement normally will be succeeded by onward road/rail movements, the responsible Military Movement Staff of the Sending Nation will send the required messages to the involved NMCCs or their designated POCs. They could be:

- a The ROADMOV (see AMovP-3).
- b The Surface Transport Request (see AMovP-3, Chapter 4).

0533 Dangerous goods.

1 The movement of equipment and supplies of military forces will most likely incorporate dangerous goods. When using civilian chartered vessels, the regulatory documents of the International Maritime Dangerous Goods Code (IMDG) must be applied.

2 When entering a port, restrictions on dangerous goods will be in place. For explosives and ammunition most harbours have established Net Explosive Quantity (NEQ) limits within UN class 1 division.

3 An overview of the NATO members National regulations related to the transportation of dangerous goods is taken up in AMovP-5 (Multi-modal Transport Issues), Chapter 8.

4 The transportation of class 1 dangerous goods (explosives and ammunitions) by all modes of transport is covered by the NATO publication AASTP-2 "Manual of NATO Safety Principles for the Transport of Military Ammunition and Explosives", in which the national deviations from international rules are also shown. The publication, kept by AC 326 SG 4, is going to be expanded in the near future to include class 2 to 9 dangerous goods.

SECTION V AIR TRANSPORT

0540 Scope of application.

- 1 This section applies to military transport aircraft and aircraft chartered by the armed forces in order to transport passengers and/or cargo in airlift operations related to deployment, transportation for sustainment (resupply) and re-deployment.
- 2 This part will neither cover nor replace:
 - a Any applicable air traffic control regulation or flight plan, nor
 - b The necessary request and clearance to land at an airport (APOD), as it is considered to be the responsibility of the national traffic organisation/pilot in command.

0541 Procedures to be applied between the military movement staff and APOE/APOD information exchange.

- 1 Transports by air should be carried out as much as possible in line with the procedures for sea and surface transport, e.g. :
 - a The NATO Travel Order and National Identification Card are to be used for the movement of military personnel.
 - b The customs formalities at APOE/APOD should be similar to requirements specified in Chapter 4.
- 2 Close co-operation between Military Movements Staffs, the national air traffic control organisation(s), the aircraft operators (civilian and military) and the M&T experts at APOE/APOD should be established.
- 3 The Military Movement Staff of the Sending Nation is responsible for providing the information to the affected national movement staffs concerning Estimated Time of Departure (ETD) and Arrival (ETA) at APOE/APOD as well as the load of the aircraft. For this purpose, the "ROADMOV" message described in AMovP-3 should be used.
- 4 The appointed Military Movement Staff of the Sending Nation is responsible for the dispatch of the message.
- 5 Whenever transport support is required, the following messages have to be used:
 - a For air transport: NATO Request For Air Transport (NARAT) and answer (TRANSAR) messages in accordance with ATP-53/STANAG 3998AT.
 - b For Surface Transport: Surface Transport Request and Reply messages in accordance with AMovP-3, Chapter 4.

6 Whenever onward movement is planned as a road movement and a movement credit is required in accordance with AMovP-1, Chapter 5, Para 0507, the ROADMOV procedure in accordance with AMovP-3 has to be applied.

0542 Dangerous goods regulations / classified cargo.

1 Whenever dangerous cargo has to be transported, applicable national regulations and laws have to be applied at APOE and APOD. For non-contingency operations, the IATA Dangerous Goods Regulations and the Policies and Procedures governing the Air Transport of dangerous Cargo (STANAG 3854AT) will be applied.

2 An overview of the National Regulations related to the transportation of dangerous goods is taken up in AMovP-5 (Multi modal Transport Issues), Chapter8.

3 The movement of classified cargo could be granted, if the Military Movement Staff of the country of origin is responsible for information and coordination between the affected national movement staffs and provides a courier or can ensure other adequate security arrangements.

ANNEX A

FORMULAIRE 302 / FORM 302

Déclaration pour la douane relative à des marchandises appartenant ou destinées aux forces xxxx
Export customs declaration for goods which are the property of, or destined to be the property of the xxxx forces

Exemplaires n° Copy N°	N° de série Serial N°	Ce document sera sans valeur après (date) This document will be invalid after (date)
Mode de transport Mode of transport	N° d'enregistrement des véhicules, wagons de chemin de fer, etc. Registration number of vehicles, railway cars, etc	
Nom et adresse du transporteur Name and address of transporter	Numéro de référence Reference N°	
Nom et adresse de l'expéditeur Name and address of consignor	Nom et adresse du destinataire Name and address of consignee	

Destination finale/final destination

Plombé/non plombé (*): si l'envoi a été plombé, indiquer dans la colonne (e) ci-dessous l'espèce, le numéro et le nombre des plombs et l'autorité qui les a apposés
Sealed/not sealed (*): when sealed: seal numbers, quantity and sealing authority will be show in column (e) below.

(a) Nombre (en chiffres et en lettres) et Descriptions des colis Number (in figures and words) and Description of packages	(b) Marques et numéros Marks and numbers	(c) Désignation des marchandises Description of goods	(d) Poids (chiffres et lettres) Weight (figures and words) brut/proprie (*) gross/dead (*)	(e) Observations Remarks N. des plombs Seal numbers

(Tampon/ Stamp)

(nom et prénom) certifie que l'envoi décrit ci-dessus est transporté avec l'autorisation des forces xxxx et qu'il contient uniquement des marchandises pour leur usage.
(name in full) certify that the shipment described herein is transported under the authority of the xxxx forces and contains only goods for their use.
Qualité et unité-adresse/Rank and unit-address

Signature
Date

Certificat de réception/ Certificate of receipt

(nom et prénoms) certifie que les marchandises indiquées ci-dessus ont été reçues et qu'elles étaient conformes
(name in full) certify that the goods listed above have been received as described
Qualité et unité-adresse/Rank and unit-address.

Signature
Date

Ce document est un document comptable servant d'autorisation officielle d'importation et d'exportation ainsi que de déclaration en douane

This is an accountable document which constitutes both an official certificate of import/export authorization and a customs declaration
Voir au verso les instructions pour l'utilisation de ce document/For instructions for use of this document
see overleaf

Biffer la mention inutile/Delete where inapplicable.

FORMULAIRE 302 / FORM 302

- 1.
- 2.
- 3.

Je m'engage

1. à présenter aux autorités des douanes compétentes, avec cette déclaration d'importation/d'exportation les marchandises que les services des forces xxxx ou des forces armées de l'OTAN n'est réceptionnées.
2. à ne pas remettre à des tierces personnes les marchandises susdites sans respecter les règlements douaniers et autres en vigueur dans le pays où la réception aurait fait l'objet d'un refus.
3. à présenter mes papiers d'identité sur la demande de l'autorité des douanes.

I undertake

1. to produce this import/export notification to the appropriate customs authorities together with such goods as have not been accepted by the agency of the xxxx forces or NATO forces entitled to receive goods.
2. not to hand such goods to any third party or parties without due observance of the current customs and other requisitions of the land which delivery of the goods has been refused.
3. to produce my credentials to the customs authorities on demand.

Signature, nom et adresse de la personne qui présente les marchandises à la douane/Signature, name and address of person presenting the goods to customs.

Marchandises présentées à la douane (date et lieu)/Goods presented to customs authorities (on/at place)

PARTIE RESERVEE A LA DOUANE			PART RESERVED FOR CUSTOMS		
	Pays Country	Bureau des douanes customs office	Date du passage Date of crossing	Sign. de l'agent des douanes et obs Sign. of customs officer and remarks	Cachet de la douane Official customs stamp
Entrée Entry					
Sortie Exit					
Entrée Entry					
Sortie Exit					

INSTRUCTION POUR L' EXPEDITEUR/ INSTRUCTIONS FOR THE CONSIGNOR

L'EXPEDITEUR doit remettre tous les exemplaires au transporteur en même temps que l'envoi. L'altération des documents par l'expéditeur, le transporteur, ou leur employés (suppression, additions, surcharges, ratures) entraîne automatiquement la nullité de cette déclaration.

THE CONSIGNOR will present all copies the shipment to the transporter. Tampering with the forms by means of erasures or additions there to by the consignor and/or the transporter or their employees will void this declaration.

DESTINATION DES EXEMPLAIRES.

- | | |
|----------------|--|
| Exemplaire n°1 | Ayant été rempli et cacheté par le service des douanes, il est remis par le transporteur au destinataire avec l'envoi. |
| Exemplaire n°2 | Accompagné de l'accusé de réception, sera retourné par le destinataire service d'expédition. |
| Exemplaire n°3 | Est destiné au service des douanes du pays d'origine d'exportation qui, après l'avoir rempli le gardera dans ses archives. |
| Exemplaire n°4 | Est destiné au service des douanes du pays destinataire qui le gardera dans ses archives.
Pour les transports de transit , d'autres exemplaires qui sont destinés aux services des douanes du pays de transit concerné - seront établis, si nécessaire, et numérotés 4a, 4b, etc... |
| Exemplaire n°5 | Est destiné au service émetteur qui le gardera dans ses archives |

DISTRIBUTION OF COPIES

- | | |
|----------|--|
| Copy n°1 | Will be handed over the consignee together with the shipment by the transporter after customs officials have processed and stamped this copy |
| Copy n°2 | Should be returned by recipient to the despatching agency together with an acknowledgment of receipt. |
| Copy n°3 | Is intended for processing and retention by customs officials of origin. |
| Copy n°4 | Is intended for retention by customs officials of destination. For transit purposes further copies, as necessary, to be marked 4a, 4b, etc...are intended for retention by customs officials of transit countries concerned. |
| Copy n°5 | Is intended for retention by the issuing organisation. |

ANNEX B

CUSTOMS DECLARATION

I, the undersigned.....

From.....

Declare that, to the best of my knowledge, the personnel included in this movement is transporting, neither prohibited goods nor goods of greater quantities than those authorised by orders in force, and which adhere to the provisions of the convention on the status of NATO SOFA forces.

Transport Country of Origin.....

Wagons/Vehicles.....

Officers.....

Other Personnel.....

Date :.....

Signature.....

Rank.....

ANNEX C

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF ALBANIA**

Nationality Force		On entry into ALBANIA from a NON- EU country		On entry into ALBANIA from a EU Country		To leave ALBANIA for a NON-EU country		To leave ALBANIA For a EU Country
BEL								
BUL								
CAN								
CZE								
DEU								
DNK								
ESP								
EST								
FRA								
GBR								
GRC								
HRV								
HUN								
ITA								
LTU								
LUX								
LVA								
NLD								
NOR								
POL								
PRT								
ROM								
SVK								
SVN								
TUR								
USA								

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF BELGIUM**

Nationality Force		On entry into BELGIUM from a NON- EU country		On entry into BELGIUM from a EU Country		To leave BELGIUM for a NON-EU country		To leave BELGIUM For a EU Country
ALB		302		302		302		302
BGR		302-		-		302		-
CAN		302		302		302		302
CZE		302		-		302		-
DEU		302		-		302		-
DNK		302		-		302		-
ESP		302		-		302		-
EST		302		-		302		-
FRA		302		-		302		-
GBR		302		-		302		-
GRC		302		-		302		-
HUN		302		-		302		-
HRV		302		302		302		302
ITA		302		-		302		-
LTU		302		-		302		-
LUX		302		-		302		-
LVA		302		-		302		-
NLD		302		-		302		-
NOR		302		302		302		302
POL		302		-		302		-
PRT		302		-		302		-
ROU		302		-		302		-
SVK		302		-		302		-
SVN		302		-		302		-
TUR		302		302		302		302
USA		302		302		302		302

REMARKS:

- Excisable goods (Alcohol/tobacco): customs documentation depending on the rules in the country of departure. Prior to any movement, it is requested to consult the Belgium Customs Administration through the Movement Control Group.
- For any question concerning the crossing of the Belgium borders, it is requested to consult:

Movement Control Group
Staff
Kwartier Major HOUSIAU
Martelarenstraat, 181
B 1800 PEUTIE
Tel: ++32 2 755 56 30
Fax: ++32 2 755 56 19

Movement Control Group
Air Transshipment Unit
Kwartier GROENVELD Military Airport
Steenweg op Haacht, 138
B 1820 MELSBROEK
Tel: ++32 2 752 4565
Fax: ++32 2 752 4411

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF BULGARIA**

Nationality Force		On entry into BULGARIA from a NON- EU country		On entry into BULGARIA from a EU Country		To leave BULGARIA for a NON-EU country		To leave BULGARIA For a EU Country
ALB								
BEL								
CAN								
CZE								
DEU								
DNK								
ESP								
EST								
FRA								
GBR								
GRC								
HRV								
HUN								
ITA								
LTU								
LUX								
LVA								
NLD								
NOR								
POL								
PRT								
ROM								
SVK								
SVN								
TUR								
USA								
PfP/EU members								
PfP/non EU members								

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF CANADA**

Nationality Force		On entry into CANADA from a NON-EU country		On entry into CANADA from a EU Country		To leave CANADA for a NON-EU country		To leave CANADA For a EU Country
ALB								
BEL		302		302		302		302
BLG		302		302		302		302
CZK		302		302		302		302
DEU		302		302		302		302
DNK		302		302		302		302
ESP		302		302		302		302
EST		302		302		302		302
FRA		302		302		302		302
GBR		302		302		302		302
GRC		302		302		302		302
HRV								
HUN		302		302		302		302
ITA		302		302		302		302
LTU		302		302		302		302
LUX		302		302		302		302
LVA		302		302		302		302
NLD		302		302		302		302
NOR		302		302		302		302
POL		302		302		302		302
PRT		302		302		302		302
ROM		302		302		302		302
SVK		302		302		302		302
SVN		302		302		302		302
TUR		302		302		302		302
USA		302		302		302		302

① **NB:** Arriving: Form 302 with schedule 1+2.

Transiting: If not staying in Canada, nothing is required as it is shipped in bond by the authority of the carrier's licence. All shipments to military addresses will be cleared by Canadian Customs Brokers.

② **POC:**

(1) Customs-related matters are to be referred to: (2) Operational movements-related matters are to be referred to:

DLBM/TM2
NDHQ Ottawa
Mgen George R. Pearkes Bldg
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
Canada
Phone: (613) 995-0834
Fax: (613) 992-9921

J4 Log/J4 Mov Ops
NDHQ Ottawa
Mgen George R. Pearkes Bldg
101 Colonel by Drive
Ottawa Ontario
K1A 0K2
Canada
Phone: (613) 996-2601
Fax: (613) 992-7953
Secure Fax: (613) 992-2707

CANADA
Memorandum D21-3-1

SCHEDULE 1
(Section 2)

I certify that the articles and materials described
in

this certificate or in invoice N° _____ are
being

imported by or on behalf of

Name of designated government,
department, agency, office or military
unit

and are to remain the property of the government
of

_____ and are not for
resale,
name of designated foreign
country
gift or other distribution.

Name and title of authorised official

Telephone and fax numbers

Signature and date (day/month/year)

SCHEDULE 2
(Section 3)

I certify that the articles and materials described
in

this certificate or in invoice N° _____ are
being

imported on behalf of

name of designated foreign
country
by

name of designated military service agency or
institution

for the personal use of or consumption by
nationals

of that country who are employed in defence
establishment of that country in Canada.

Name and title of authorised official

Telephone and fax numbers

Signature and date (day/month/year)

CANADA
Memorandum D21-3-1

ANNEXE 1
(Article 2)

J'atteste que les matières et articles décrits dans
le

Présent certificat ou dans la facture N° _____
sont

Importés par ou au nom de

Nom du ministère, de l'organisme,
du bureau
ou de l'unité militaire désignée
resteront la propriété du gouvernement de

_____ et ne seront pas
nom du pays étranger
désigné
revendus, donnés ou autrement distribués.

Nom et titre du fonctionnaire autorisé

Numéro de téléphone et de télécopieur

Signature et date (jour-mois-année)

ANNEXE 2
(Article 3)

J'atteste que les matières et articles décrits dans
le

Présent certificat ou dans la facture N° _____
sont

Importés au nom de

nom du pays étranger désigné
par

Nom de l'organisme ou de l'institution militaire
désignée
pour l'usage personnel ou la consommation des
ressortissants de ce pays qui sont employés dans
les
établissements de défense que ce pays possède
au
Canada

Nom et titre du fonctionnaire autorisé

Numéro de téléphone et de télécopieur

Signature et date (jour-mois-année)

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF CZECH REPUBLIC**

Nationality Force		On entry into CZECH REPUBLIC from a NON- EU country		On entry into CZECH REPUBLIC from a EU Country		To leave CZECH REPUBLIC for a NON-EU country		To leave CZECH REPUBLIC For a EU Country
ALB								
BEL		302		-		302		-
BGR		302		302		302		302
CAN		302		302		302		302
DEU		302		-		302		-
DNK		302		-		302		-
ESP		302		-		302		-
EST		302		-		302		-
FRA		302		-		302		-
GBR		302		-		302		-
GRC		302		-		302		-
HRV								
HUN		302		-		302		-
ITA		302		-		302		-
LTU		302		-		302		-
LUX		302		-		302		-
LVA		302		-		302		-
NLD		302		-		302		-
NOR		302		302		302		302
POL		302		-		302		-
PRT		302		-		302		-
ROM		302		302		302		302
SVK		302		-		302		-
SVN		302		-		302		-
TUR		302		302		302		302
USA		302		302		302		302
PfP/EU members								
PfP/non EU members								

CZE POC

NMCC

Tel: +420973230929

Fax: +420973230920

Email; nmcc@army.cz

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF GERMANY**

Nationality Force		On entry into GERMANY from a NON- EU country		On entry into GERMANY from a EU Country		To leave GERMANY for a NON-EU country		To leave GERMANY For a EU Country
ALB								
BEL		302		-		302		-
BGR		302				302		
CAN		302		302		302		302
CZE		302				302		
DNK		302		-		302		-
ESP		302		-		302		-
EST		302				302		
FRA		302		-		302		-
GBR		302		-		302		-
GRC		302		-		302		-
HRV								
HUN		302				302		
ITA		302		-		302		-
LTU		302				302		
LUX		302		-		302		-
LVA		302				302		
NLD		302		-		302		-
NOR		302		302		302		302
POL		302				302		
PRT		302		-		302		-
ROM		302				302		
SVK		302				302		
SVN		302				302		
TUR		302		302		302		302
USA		302		302		302		302
PfP/EU members								
PfP/non EU members								

* The rules of the Customs Act for Armed Forces (Entry into force as of November 1, 2009) and the respective supplementary agreements shall apply in case of the import/export of non-community goods from one EU Member state to another EU Member state.

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF DENMARK**

Nationality Force		On entry into DENMARK from a NON- EU country		On entry into DENMARK from a EU Country		To leave DENMARK for a NON-EU country		To leave DENMARK For a EU Country
ALB								
BEL		302		-		302		-
BGR		302		-		302		-
CAN		302		302		302		302
CZE		302		-		302		-
DEU		302		-		302		-
ESP		302		-		302		-
EST		302		-		302		-
FRA		302		-		302		-
GBR		302		-		302		-
GRC		302		-		302		-
HRV								
HUN		302		-		302		-
ITA		302		-		302		-
LTU		302		-		302		-
LUX		302		-		302		-
LVA		302		-		302		-
NLD		302		-		302		-
NOR		302		302		302		302
POL		302		-		302		-
PRT		302		-		302		-
ROM		302		-		302		-
SVK		302		-		302		-
SVN		302		-		302		-
TUR		302		302		302		302
USA		302		302		302		302
PfP/EU members								
PfP/non EU members								

DNK POC

DNK NMCC

Tel: +45 9962 49 70, EXT 6806

Fax: +45 9962 4978.

E-mail : nmcc@mil.dk

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF SPAIN**

Nationality Force		On entry into SPAIN from a NON- EU country		On entry into SPAIN from a EU Country		To leave SPAIN for a NON-EU country		To leave SPAIN For a EU Country
ALB		302		302		303		302
BEL		302		-		302		-
BGR		302		-		302		-
CAN		302		302		302		302
CZE		302		-		302		-
DEU		302		-		302		-
DNK		302		-		302		-
EST		302		-		302		-
FRA		302		-		302		-
GBR		302		-		302		-
GRC		302		-		302		-
HRV		302		302		302		302
HUN		302		-		302		-
ITA		302		-		302		-
LTU		302		-		302		-
LUX		302		-		302		-
LVA		302		-		302		-
NLD		302		-		302		-
NOR		302		302		302		302
POL		302		-		302		-
PRT		302		-		302		-
ROM		302		-		302		-
SVK		302		-		302		-
SVN		302		-		302		-
TUR		302		302		302		302
USA		302		302		302		302
PfP/EU members		302		-		302		-
PfP/non EU members		302		302		302		302

ESP POC: Demands of transit on the Spanish territory have to be sent simultaneously to the two following points of contact:

Ministerio de Defensa.
SEGENPOL/DIGENPOL
Subdirección General de Cooperación y Defensa Civil.
Paseo de la Castellana Nº 109.
28071 Madrid
ESPAÑA.
Telf.- 00 34 91 395 57 26.
Fax.- 00 34 91 395 51 08.

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF ESTONIA**

Nationality Force		On entry into ESTONIA from a NON- EU country		On entry into ESTONIA from a EU Country		To leave ESTONIA for a NON-EU country		To leave ESTONIA For a EU Country
ALB								
BEL								
BGR								
CAN								
CZE								
DEU								
DNK								
ESP								
FRA								
GBR								
GRC								
HRV								
HUN								
ITA								
LTU								
LUX								
LVA								
NLD								
NOR								
POL								
PRT								
ROM								
SVK								
SVN								
TUR								
USA								
PfP/EU members								
PfP/non EU members								

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF FRANCE**

Nationality Force		On entry into FRANCE from a NON- EU country		On entry into FRANCE from a EU Country		To leave FRANCE for a NON-EU country		To leave FRANCE For a EU Country
ALB								
BEL		302		-		302		-
BGR								
CAN		302		302		302		302
CZE								
DEU		302		-		302		-
DNK		302		-		302		-
ESP		302		-		302		-
EST								
GBR		302		-		302		-
GRC		302		-		302		-
HRV								
HUN		302		-		302		-
ITA		302		-		302		-
LTU								
LUX		302		-		302		-
LVA								
NLD		302		-		302		-
NOR		302		302		302		302
POL		302		-		302		-
PRT		302		-		302		-
ROM								
SVK								
SVN								
TUR		302		302		302		302
USA		302		302		302		302
PfP/EU members								
PfP/non EU members								

FR POC: Demands of transit on the French territory have to be sent to the following points of contact:
(see page 2).

Etat-major de l'Armée de Terre Surface (CTTS)	Centre des Transits et Transports de
Bureau des affaires particulières	Quartier Laroche- Rue des Corlues
14, rue Saint Dominique	BP 60207
00453 ARMEES	91315 MONTLHERY Cedex
France	France
Tel : +33 1 42 19 87 31	Tel : +33 1 64 92 4616
	4684
	Télécopie (fax) 4614

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF GREAT BRITAIN**

Nationality Force		On entry into the UNITED KINGDOM from a NON- EU country		On entry into the UNITED KINGDOM from a EU Country		To leave the UNITED KINGDOM for a NON-EU country		To leave the UNITED KINGDOM For a EU Country
ALB								
BEL		302		-		302		-
BGR								
CAN		UK Form C88		UK Form C88		UK Form C88		UK Form C88
CZE								
DEU		302		-		302		-
DNK		302		-		302		-
ESP		302		-		302		-
EST								
FRA		302		-		302		-
GRC		302		-		302		-
HRV								
HUN								
ITA		302		-		302		-
LTU								
LUX		302		-		302		-
LVA								
NLD		302		-		302		-
NOR		UK Form C88		UK Form C88		UK Form C88		UK Form C88
POL								
PRT		302		-		302		-
ROM		302		302		302		302
SVK								
SVN								
TUR		UK Form C88		UK Form C88		UK Form C88		UK Form C88
USA		UK Form C88		UK Form C88		UK Form C88		UK Form C88
PfP/EU members								
PfP/non EU members								

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF GREECE**

Nationality Force		On entry into GREECE from a NON- EU country		On entry into GREECE from a EU Country		To leave GREECE for a NON-EU country		To leave GREECE For a EU Country
ALB								
BEL								
BGR								
CAN								
CZE								
DEU								
DNK								
ESP								
EST								
FRA								
GBR								
HRV								
HUN								
ITA								
LTU								
LUX								
LVA								
NLD								
NOR								
POL								
PRT								
ROM								
SVK								
SVN								
TUR								
USA								
PfP/EU members								
PfP/non EU members								

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF THE REPUBLIC of CROATIA**

Nationality Force		On entry into the CROATIA from a NON-EU country		On entry into the CROATIA from a EU Country		To leave the CROATIA for a NON-EU country		To leave the CROATIA For a EU Country
ALB								
BEL		302		302		302		302
BGR		302		302		302		302
CAN		302		302		302		302
CZE		302		302		302		302
DEU		302		302		302		302
DNK		302		302		302		302
ESP		302		302		302		302
EST		302		302		302		302
FRA		302		302		302		302
GBR		302		302		302		302
GRC		302		302		302		302
HUN		302		302		302		302
ITA		302		302		302		302
LTU		302		302		302		302
LUX		302		302		302		302
LVA		302		302		302		302
NLD		302		302		302		302
NOR		302		302		302		302
POL		302		302		302		302
PRT		302		302		302		302
ROM		302		302		302		302
SVK		302		302		302		302
SVN		302		302		302		302
TUR		302		302		302		302
USA		302		302		302		302
PFP / EU members		302		302		302		302
PFP / non- EU members		302		302		302		302

Note: It is advised to consult the HRV NMCC prior to the deployment in the Croatia.

HRV POC for custom formalities:

Support Command

M&T Department – NMCC

Barracks “satnik Josip Zidar”

Velika Buna

CROATIA

Tel : (+385)-1-6229-146

Fax : (+385)-1-6229-094

E-mail : hr.nmcc@morh.hr

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF HUNGARY**

Nationality Force		On entry into HUNGARY from a NON- EU country		On entry into HUNGARY from a EU Country		To leave HUNGARY for a NON-EU country		To leave HUNGARY For a EU Country
ALB								
BEL		302+certificates		302+ certificates		302		302
BGR								
CAN		302 +certificates		302+ certificates		302		302
CZK								
DEU		302+certificates		302+certificates		302		302
DNK		302+certificates		302+certificates		302		302
ESP		302+certificates		302+certificates		302		302
EST								
FRA		302+certificates		302+certificates		302		302
GBR		302+certificates		302+certificates		302		302
GRC		302+certificates		302+certificates		302		302
HRV								
ITA		302+certificates		302+certificates		302		302
LTU								
LUX		302+certificates		302+certificates		302		302
LVA								
NLD		302+certificates		302+certificates		302		
NOR		302+certificates		302+certificates		302		302
POL								
PRT		302+certificates		302+certificates		302		302
ROM								
SVK								
SVN								
TUR		302+certificates		302+certificates		302		302
USA		302+certificates		302+certificates		302		302

See attached samples I to 4

It is advised to consult the HU POC prior to the deployment.

HU POC for customs facilities:

MOD Acquisition and security investment bureau

Directorate for customs and frontier traffic

LTC Szabados

Tel: (36-1) 260 5170; 260 9844

Fax: (36-1) 261 8242

Email: szabados.tobor@hmbbbh.gov.hu

NATO/PfP tagállam Fegyveres Erői
 Defence Forces of NATO/PfP Member
 Forces Armées d'un état membre de
 l'OTAN/PpP

sz. példány
Copy No.

Exemplaire n°

Kiadmányozó szervezet megnevezése
 Issuing organisation
 Organisme émetteur

A szervezet címe
 Address of the issuing organisation
 Adresse de l'organisme émetteur

.....sz.**NYILATKOZAT**
No. CERTIFICATE
CERTIFICAT N°

Alulírott tanúsítom, hogy a SZ.
NATO okmányon
szereplő termékek/szállítmány a

..... **Fegyveres Erői**
és/vagy személyi állománya hivatalos tevékenységével összefüggésben az 1999.
évi CXVII. törvénnyel kihirdetett "Az Észak-atlanti Szerződés tagállamai közötti,
fegyveres erők jogállásáról szóló Megállapodás"-nak (NATO-SOFA) megfelelően
kerülnek szállításra és/vagy felhasználásra.

I, undersigned hereby certify that goods/shipment listed in the NATO document
 No. are shipped and/or used relating to the official
 activity ofArmed Forces and/or its
 personnel in accordance with Agreement Between the Parties to the North Atlantic
 Treaty Regarding the Status of their Forces (NATO SOFA), announced by CXVII Act of
 1999 of the Republic of Hungary.

Je, soussigné, certifie que les chargement/marchandises dont la liste apparaît
 sur le document OTAN n°.....est (sont) envoyé (es) et/ ou utilisé
 (es) en relation avec l'activité officielle des Forces
 Armées.....et/ ou de ses personnels, conformément à l'Accord
 entre les Etats Membres au Traité de l'Atlantique Nord sur le statut de leurs forces
 armées (SOFA OTAN) promulgué en République de Hongrie par la loi CXVII de 1999.

.....
 Dátum/date/date

hivatalos pecsét
 official seal
 timbre officiel

.....
 kiadmányozó aláírása
 signature of the issuing officer
 signature de l'officier émetteur

.....
 beosztás
 title of the issuing officer
 fonction

NATO HU VÁM 001/NATO HU CUSTOMS 001/TOTAN HU DOUANES 001

NATO/PfP tagállam Fegyveres Erői
 Defence Forces of NATO/PfP Member
 Forces Armées d'un état membre de l'OTAN/PpP

sz. példány
 Copy No.

Exemplaire n°

Kiadmányozó szervezet megnevezése

Issuing organisation

Organisme émetteur

A szervezet címe

Address of the issuing organisation

Adresse de l'organisme émetteur

..... sz. IGAZOLÁS a fegyveres erő, polgári állomány vagy hozzátartozó
 részére

**CERTIFICATE No..... for the military or civilian personnel of the Armed Forces
 or their dependents**

**CERTIFICAT N°..... pour des personnels militaires ou civils des Forces
 Armées ou leurs dépendants**

Alulírott igazolom, hogy a sz. arcképes katonai/szolgálati igazolvány vagy
 útlevele tulajdonosa a Fegyveres Erőhöz tartozik. A
 Magyar Köztársaság területén történő tartózkodás, illetve állomásozás a Fegyveres Erők szolgálati feladatainak
 végéig, előreláthatólag napig tart.

Jelen igazolást az "Észak-atlanti Szerződés tagállamai közötti, fegyveres erők jogállásáról szóló
 Megállapodás" (NATO-SOFA) XI. Cikk. 5. 6., 8. pontjainak érvényesítése, illetve "Az Észak-atlanti Szerződés
 tagállamai közötti, fegyveres erők jogállásáról szóló megállapodáshoz történő csatlakozásról, a megállapodás
 kihirdetéséről, valamint a megállapodáshoz kapcsolódó egyes jogszabályok módosításáról szóló 1999. évi CXVII.
 törvény" 8. §-ának (5) bekezdésében foglalt vámkezeléshez adom ki.

**I undersigned hereby certify that the holder of military/service identity card or passport respectively
 No..... is the member of the Armed Forces.
 The duration of his/her stay or stationing on the territory of the Republic of Hungary will last till his/her duty
 obligations are completed, as predictable for days.**

The present Certificate has been issued for customs clearances performed in accordance with the validation
 of points 5. 6., 8. of Clause XI. of the Agreement between the Parties to the North Atlantic Treaty Regarding the
 Status of their Forces (NATO SOFA) and paragraph (5) of section 8 of act CXVII of 1999 of the Republic Hungary on
 Joining "Agreement between the Parties to the North Atlantic Treaty Regarding the Status of their of the Republic of
 Hungary Forces its announcement and modification of some legal regulations related to the Agreement"

**Je, soussigné, certifie par la présente que le porteur de la carte d'identité militaire/de service ou du
 passeport dont le numéro est le....., est bien membre des Forces
 Armées.....**

La durée de son séjour ou stationnement sur le territoire de la République de Hongrie ira jusqu'à l'achèvement de sa
 mission, prévue pour.....jours.

Le présent certificat a été établi pour les autorisations douanières pratiquées conformément à la validation
 des points 5,6 et 8 de l'article XI de l'Accord entre les Etats parties au Traité de l'Atlantique Nord concernant le statut
 de leurs Forces Armées et au paragraphe(5) de la section 8 de la loi CXVII de 1999 de la République de Hongrie
 portant sur l'adhésion à "l'Accord entre les Etats Membres du Traité de l'Atlantique Nord sur le statut de leurs Forces
 Armées, sa parution et une modification quelconque des règles légales de cet Accord

dátum/date/date

hivatalos pecsét
 official seal
 timbre officiel

kiadmányozó aláírása
 signature of the issuing officer
 signature de l'officier émetteur

beosztás
 title of the issuing officer
 fonction

NATO HU VÁM 002/NATO HU CUSTOMS 002/TOTAN HU DOUANES 002

NATO/PfP tagállam Fegyveres Erői
 Defence Forces of NATO/PfP Member
 Forces Armées d'un état membre de l'OTAN/PpP

sz. példány
 Copy No.

Exemplaire n°

Kiadmányozó szervezet megnevezése
 Issuing organisation
 Organisme émetteur

A szervezet címe
 Address of the issuing organisation
 Adresse de l'organisme émetteur

Nyilatkozat minősített adatokból/okmányokból álló küldemény nemzetközi szállítására
Declaration on International Transportation of consignment consisting of classified
data/documents

Déclaration de Transport International pour l'envoi de marchandises composées
d'informations/de documents classifiés

A kiadó parancsnokság részéről tanúsítom, hogy ezen igazolás birtokosa.

Név.....beosztás.....
 . aki.....(nap, hó, év)
 született.....országban,
állampolgár, akinek úti okmány
 száma:.....agyveres Erő
 alkalmazásában áll és felhatalmazást kapott a kizárólag hivatalos adatokból/okmányokból álló,
 a.....számú pecsétellátott küldemény továbbítására.

I hereby certify from the side of the issuing Command that the holder of the present Certificate

Name:.....Title:.....

Born:.....(day, month, year)

Country:.....citizen of

.....Travel Document No.

is employed by the Defence Forces of and has been authorized
 to forward exclusively the consignment constituted from official information/documents under the seal
 No.....

Je, soussigné, agissant au titre du Commandement émetteur certifie que le porteur du présent
 Certificat.

Nom:.....Fonction:.....

Nné le:.....(jour, mois, année)

Pays:.....

.....nationalité.....Document de Voyage

n°.....

est employé par les Forces Armées:.....et est
 autorisé à expédier les marchandises composées d'informations/de documents officiels sous le plomb
 n°.....

A küldemény azonosító adatai:

Identification data of the consignment:

Données d'identification de l'envoi:

Darabszám/No. of packages/Numéro des colis:
 db/ea/pièce

Súly/Weight/Poids:
 kg/kg/kg

Méret/Dimensions/Dimensions:

Dátum/date/date

hivatalos pecsét
 official/seal
 timbre officiel

a kiállító NATO nyilvántartó vezetőjének aláírása
 signature of the head of NATO Registering Office
 signature du Chef du Bureau Enregistrement de l'OTAN

Beosztás/titre/fonction

NATO HU VÁM 003/NATO HU CUSTOMS 003/TOTAN HU DOUANES 003

NATO/PfP tagállam Fegyveres Erői
 Defence Forces of NATO/PfP Member
 Forces Armées d'un état membre de l'OTAN/PpP

sz. példány
 Copy No.

Exemplaire n°

Kiadmányozó szervezet megnevezése
 Issuing organisation

Organisme émetteur

A szervezet címe

Address of the issuing organisation

Adresse de l'organisme émetteur

Nyilatkozat NATO biztonsági/titokvédelmi szempontból minősített küldemény

Nemzetközi szállítására

Declaration on International Transport of safety/security of classified consignment

Déclaration de Transport International d'envoi de marchandises classifiées en matière de sûreté/sécurité

Alulírott tanúsítom, hogy aszámú NATO okmányon szereplő küldemény NATO biztonsági/titokvédelmi szempontból minősített küldeménynek minősül, amely az "Az Észak atlanti Szerződés tagállamai közötti, fegyveres erők jogállásáról szóló megállapodáshoz történő csatlakozásról, a megállapodás kihirdetéséről, valamint a megállapodáshoz kapcsolódó egyes jogszabályok módosításáról szóló 1999. Evi CXVII. törvény" 8. §-ának (3) bekezdése alapján mentez a belső áruvizsgálat alól.

I, undersigned hereby certify that the consignment escorted by NATO form No is classified from NATO safety/security aspect this it is exempt from internal examination of goods in accordance with Section (3) of paragraph 8. Of act CXVII of 1999 on Joining "Agreement Between the Parties to the North Atlantic Treaty Regarding the Status of their forces, its announcement and modification of some legal regulations related to the Agreement."

Je, soussigné, certifie par la présente que l'envoi de marchandises accompagnées du document OTAN n° est bien classifié en correspondance avec les aspects de sûreté et de sécurité. Ceci les exempte du contrôle national des marchandises en accord avec la section (3) du paragraphe 8 de la loi CXVII de 1999 de la République de Hongrie portant adhésion à l'Accord entre les Etats Membres au Traité de l'Atlantique Nord sur le statut de leurs forces armées, sa parution et un quelconque modification des règles en relation avec cet Accord.

A küldemény azonosító adatai/Identification data of the consignment/Données d'identification de l'envoi :

Darabszám/No. of packages/Numéro des colis :

..... db/ea/pièce

Súly/Weight/Poids :

..... Kg/kg/kg

Méret/Dimensions/Dimensions

Dátum/date/date

kiadmányozó aláírása

signature of the issuing officer

signature de l'officier émetteur

hivatalos pecsét

official/seal

timbre officiel

beosztás

title of the issuing officer

fonction

NATO HU VÁM 004/NATO HU CUSTOMS 004/TOTAN HU DOUANES 004

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF ITALY**

Nationality Force		On entry into ITALY from a NON-EU country		On entry into ITALY from a EU Country		To leave ITALY for a NON-EU country		To leave ITALY for a EU Country
ALB		302		302		302		302
BEL		302		-		302		-
BGR		302		-		302		-
CAN		302		302		302		302
CZE		302		-		302		-
DEU		302		-		302		-
DNK		302		-		302		-
ESP		302		-		302		-
EST		302		-		302		-
FRA		302		-		302		-
GBR		302		-		302		-
GRC		302		-		302		-
HRV		302		302		302		302
HUN		302		-		302		-
LTU		302		-		302		-
LUX		302		-		302		-
LVA		302		-		302		-
NLD		302		-		302		-
NOR		302		302		302		302
POL		302		-		302		-
PRT		302		-		302		-
ROM		302		-		302		-
SVK		302		-		302		-
SVN		302		-		302		-
TUR		302		302		302		302
USA		302		302		302		302
PfP/EU members		302		-		302		-
PfP/non EU members		302		302		302		302

ITA POC:

Comando Logistico dell'Esercito
Stato Maggiore - Ufficio Movimenti e Trasporti
Viale Castro Pretorio, 123 00185 ROMA
Tel. +39 (0) 6 5023 3504
Fax +39 (0) 6 4884 040; +39 (0) 6 4885 994
motra@esercito.difesa.it

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF LITHUANIA**

Nationality Force		On entry into LITHUANIA from a NON- EU country		On entry into LITHUANIA from a EU Country		To leave LITHUANIA for a NON-EU country		To leave LITHUANIA For a EU Country
ALB								
BEL								
BGR								
CAN								
CZE								
DEU								
DNK								
ESP								
EST								
FRA								
GBR								
GRC								
HRV								
HUN								
ITA								
LUX								
LVA								
NLD								
NOR								
POL								
PRT								
ROM								
SVK								
SVN								
TUR								
USA								
PfP/EU members								
PfP/non EU members								

Nationality Force		On entry into LUXEMBURG from a NON- EU country		On entry into LUXEMBURG from a EU Country		To leave LUXEMBURG for a NON-EU country		To leave LUXEMBURG For a EU Country
ALB		302		302		302		302
BEL		302		-		302		-
BGR		302		-		302		-
CAN		302		302		302		302
CZE		302		-		302		-
DEU		302		-		302		-
DNK		302		-		302		-
ESP		302		-		302		-
EST		302		-		302		-
FRA		302		-		302		-
GBR		302		-		302		-
GRC		302		-		302		-
HRV		302		302		302		302
HUN		302		-		302		-
ITA		302		-		302		-
LTU		302		-		302		-
LVA		302		-		302		-
NLD		302		-		302		-
NOR		302		302		302		302
POL		302		-		302		-
PRT		302		-		302		-
ROM		302		-		302		-
SVK		302		-		302		-
SVN		302		-		302		-
TUR		302		302		302		302
USA		302		302		302		302

Administration des Douanes et

26, Place de la Gare
L-1616 Luxembourg

Tel : +352 290191-239
Télécopie : +352 498790
Email : guy.loesch@do.etat.lu /
fernand.schmit@do.etat.lu

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF LATVIA**

Nationality Force		On entry into LATVIA from a NON- EU country		On entry into LATVIA from a EU Country		To leave LATVIA for a NON-EU country		To leave LATVIA For a EU Country
ALB								
BEL		302		302		302		302
BGR		302		302		302		302
CAN		302		302		302		302
CZE		302		302		302		302
DEU		302		302		302		302
DNK		302		302		302		302
ESP		302		302		302		302
EST		302		302		302		302
FRA		302		302		302		302
GBR		302		302		302		302
GRC		302		302		302		302
HRV								
HUN		302		302		302		302
ITA		302		302		302		302
LTU		302		302		302		302
LUX		302		302		302		302
NLD		302		302		302		302
NOR		302		302		302		302
POL		302		302		302		302
PRT		302		302		302		302
ROM		302		302		302		302
SVK		302		302		302		302
SVN		302		302		302		302
TUR		302		302		302		302
USA		302		302		302		302

Note: For bringing any armament, ammunition and special equipment in territory of Latvia require special permission from MoD of Latvia.

Point of Contact: LR NBS NP G3 PKN (National Movement Control Centre (NMCC))
Tel. +371 7892606, +371 7892616
Fax +371 7804412

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF THE NETHERLANDS**

Nationality Force		On entry into the NETHERLANDS from a NON-EU country		On entry into the NETHERLANDS from a EU Country		To leave the NETHERLANDS for a NON-EU country		To leave the NETHERLANDS For a EU Country
ALB								
BEL		302		NOTE 4		302		NOTE 4
BGR		NOTE 3		NOTE 5		NOTE 3		NOTE 5
CAN		302		NOTE 4		302		NOTE 4
CZK		NOTE 3		NOTE 5		NOTE 3		NOTE 5
DEU		302		NOTE 4		302		NOTE 4
DNK		NOTE 3		NOTE 5		NOTE 3		NOTE 5
ESP		NOTE 3		NOTE 5		NOTE 3		NOTE 5
EST		NOTE 3		NOTE 5		NOTE 3		NOTE 5
FRA		NOTE 3		NOTE 5		NOTE 3		NOTE 5
GBR		302		NOTE 4		302		NOTE 4
GRC		NOTE 3		NOTE 5		NOTE 3		NOTE 5
HRV								
HUN		NOTE 3		NOTE 5		NOTE 3		NOTE 5
ITA		NOTE 3		NOTE 5		NOTE 3		NOTE 5
LTU		NOTE 3		NOTE 5		NOTE 3		NOTE 5
LUX		NOTE 3		NOTE 5		NOTE 3		NOTE 5
LVA		NOTE 3		NOTE 5		NOTE 3		NOTE 5
NOR		NOTE 3		NOTE 5		NOTE 3		NOTE 5
POL		NOTE 3		NOTE 5		NOTE 3		NOTE 5
PRT		NOTE 3		NOTE 5		NOTE 3		NOTE 5
ROM		NOTE 3		NOTE 5		NOTE 3		NOTE 5
SVK		NOTE 3		NOTE 5		NOTE 3		NOTE 5
SVN		NOTE 3		NOTE 5		NOTE 3		NOTE 5
TUR		NOTE 3		NOTE 5		NOTE 3		NOTE 5
USA		302		NOTE 4		302		NOTE 4
PFP / EU members		NOTE 3		NOTE 5		NOTE 3		NOTE 5
PFP / non- EU members		NOTE 3		NOTE 5		NOTE 3		NOTE 5

(N= Note)

Note 1: *In case of 'non-commune goods' importation by EU-members, different customs-formalities could be applicable.*

Note 2: *It is advised to consult the NLD Custom Helpdesk prior to the deployment in the Netherlands.*

NLD POC for custom formalities:

Helpdesk Custom formalities

Mr. R. NOTE Pietersma

Tel: (31) - 70 – 316 6500

Fax: (31) - 70 – 316 6521

Email: rNote pietersma@mindef.nl

Note 3: *As there is no exchange of letters between the Netherlands and the specific NATO-country regarding the lay out and use of the 302-Form in case of articles XII-4, 8a, 9 and 13 of NATO SOFA, regular customs procedures are applicable.*

Note 4: *A Form 302 and corresponding national customs formalities are applicable for duty-free or tax free goods. No form 302 and no corresponding national customs formalities required as far as the goods have the status op T2-goods.*

Note 5: *The regular customs procedures are applicable for duty-free or tax free goods. No customs or other fiscal formalities are applicable as far as the goods have the status op T2-goods.*

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF NORWAY**

Nationality Force		On entry into NORWAY from a NON- EU country		On entry into NORWAY from a EU Country		To leave NORWAY for a NON-EU country		To leave NORWAY For a EU Country
ALB								
BEL		302		302		302		302
BGR								
CAN		302		302		302		302
CZE								
DEU		302		-		302		302
DNK		302		302		302		302
ESP		302		302		302		302
EST								
FRA		302		302		302		302
GBR		302		302		302		302
GRC		302		302		302		302
HRV								
HUN								
ITA		302		302		302		302
LTU								
LUX		302		-		302		302
LVA								
NLD		302		302		302		302
POL		302		302		302		302
PRT		302		302		302		302
ROM								
SVK								
SVN								
TUR		302		302		302		302
USA		302		302		302		302
PfP/EU members								
PfP/non EU members								

NO POC for custom formalities:

SITCENTER Hq DEFCOMNO

Tel : + 47 23 09 77 91

Fax: + 47 23 09 83 12

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF POLAND**

Nationality Force	On entry into POLAND from a NON-EU country	On entry into POLAND from a EU Country	To leave POLAND for a NON-EU country	To leave POLAND For a EU Country
ALB				
BEL	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
BGR				
CAN	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
CZK	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
DEU	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
DNK	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
ESP	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
EST				
FRA	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
GBR	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
GRC	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
HRV				
HUN	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
ITA	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
LTU				
LUX	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
LVA				
NLD	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
NOR	Country of origin exit document+302	Country of origin exit document+302	Exit document + 302	Exit document + 302
PRT	Country of origin exit	Country of origin exit	Exit document + 302	Exit document + 302

		document+302		document+302			
ROM							
SVK							
SVN							
TUR							
USA		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302	Exit document + 302

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF PORTUGAL**

Nationality Force		On entry into PORTUGAL from a NON- EU country		On entry into PORTUGAL from a EU Country		To leave PORTUGAL for a NON-EU country		To leave PORTUGAL For a EU Country
ALB								
BEL								
BGR								
CAN								
CZK								
DEU								
DNK								
ESP								
EST								
FRA								
GBR								
GRC								
HRV								
HUN								
ITA								
LTU								
LUX								
LVA								
NLD								
NOR								
POL								
ROM								
SVK								
SVN								
TUR								
USA								

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF ROMANIA**

Nationality Force		On entry into ROMANIA from a NON- EU country		On entry into ROMANIA from a EU Country		To leave ROMANIA for a NON-EU country		To leave ROMANIA For a EU Country
ALB		302		302		302		302
BEL		302		302		302		302
BGR		302		302		302		302
CAN		302		302		302		302
CZE		302		302		302		302
DEU		302		302		302		302
DNK		302		302		302		302
ESP		302		302		302		302
EST		302		302		302		302
FRA		302		302		302		302
GBR		302		302		302		302
GRC		302		302		302		302
HRV		302		302		302		302
HUN		302		302		302		302
ITA		302		302		302		302
LTU		302		302		302		302
LUX		302		302		302		302
LVA		302		302		302		302
NLD		302		302		302		302
NOR		302		302		302		302
POL		302		302		302		302
PRT		302		302		302		302
SVK		302		302		302		302
SVN		302		302		302		302
TUR		302		302		302		302
USA		302		302		302		302
PfP/EU members		Customs documents		Customs documents		Customs documents		Customs documents
PfP/non EU members		Customs documents		Customs documents		Customs documents		Customs documents

For any question concerning the crossing of the Romanian borders, it is requested to consult the:

MOVEMENT COORDINATION CENTRE

7-9 Iuliu Maniu Boulevard

Bucharest

Romania

tel./fax : +4021 411 50 66

tel./fax : +4021 410 13 42

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF SLOVAK REPUBLIC**

Nationality Force		On entry into SVK from a NON- EU country		On entry into SVK from a EU Country		To leave SVK for a NON-EU country		To leave SVK For a EU Country
ALB								
BEL*		302		-		302		-
BGR*		302		-		302		-
CAN		302		-		302		-
CZE*		302		-		302		-
DEU*		302		-		302		-
DNK*		302		-		302		-
ESP*		302		-		302		-
EST*		302		-		302		-
FRA*		302		-		302		-
GBR*		302		-		302		-
GRC*		302		-		302		-
HUN*		302		-		302		-
HRV								
ITA*		302		-		302		-
LTU*		302		-		302		-
LUX*		302		-		302		-
LVA*		302		-		302		-
NLD*		302		-		302		-
NOR		302		-		302		-
POL*		302		-		302		-
PRT*		302		-		302		-
ROM*		302		-		302		-
SVN*		302		-		302		-
TUR		302		-		302		-
USA		302		-		302		-
PfP/EU members		302		-		302		-
PfP/ non EU members		302		-		302		-

Legend : *EU members

Note : Nations are advised to consult the current customs procedures and formalities with liaison officer of National Movement Co-ordination Centre (NMCC) of Armed Forces of the Slovak Republic prior to the deployment in the Slovak Republic :

SVK POC - NMCC:

General staff of Armed forces of the Slovak republic
Logistic staff (J-4)
Movement and Transportation Branch
Kutuzovova 8
Bratislava 832 47
SLOVAKIA

Tel: +421 960 313 029
Fax: +421 960 313 037
E-mail: mtcc@mil.sk

NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS FORCES WHEN CROSSING BORDERS OF SLOVENIA

Nationality Force		On entry into SLOVENIA from a NON- EU country		On entry into SLOVENIA from a EU Country		To leave SLOVENIA for a NON-EU country		To leave SLOVENIA For a EU Country
ALB								
BEL		302		302		302		302
BGR		302		302		302		302
CAN		302		302		302		302
CZE		302		302		302		302
DEU		302		302		302		302
DNK		302		302		302		302
ESP		302		302		302		302
EST		302		302		302		302
FRA		302		302		302		302
GBR		302		302		302		302
GRC		302		302		302		302
HRV								
HUN		302		302		302		302
ITA		302		302		302		302
LTU		302		302		302		302
LUX		302		302		302		302
LVA		302		302		302		302
NLD		302		302		302		302
NOR		302		302		302		302
POL		302		302		302		302
PRT		302		302		302		302
ROM		302		302		302		302
SVK		302		302		302		302
TUR		302		302		302		302
USA		302		302		302		302
For other PfP countries		302		302		302		302

Note:	Prior to movement, send movement bid. Nations are advised to consult the current customs procedures and formalities with officer of National Movement Co-ordination Centre (NMCC) of SVN Armed Forces prior to the deployment in the Slovenia.
POC:	NMCC SVN , (National Movement Coordination Centre of SVN Armed Forces)
Phone:	+386 1 279 4346
Fax:	+386 1 279 4556
Email:	nmcc@mors.si
Address:	NMCC SVN Raskovec 50 1360 Vrhnika SLOVENIA

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF TURKEY**

Nationality Force		On entry into TURKEY from a NON-EU country		On entry into TURKEY from a EU Country		To leave TURKEY for a NON-EU country		To leave TURKEY For a EU Country
ALB		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
BEL		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
BGR		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
CAN		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
CRO		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
CZE		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
DEU		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
DNK		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
ESP		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
EST		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
FRA		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
GBR		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
GRC		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
HUN		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
ITA		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
LTU		Country of origin exit document+302		Country of origin exit document+302		Exit document + 302		Exit document + 302
LUX		Country of origin exit		Country of origin exit document+302		Exit document + 302		Exit document + 302

		document+302				
LVA		Country of origin exit document+302	Country of origin exit document+302		Exit document + 302	Exit document + 302
NLD		Country of origin exit document+302	Country of origin exit document+302		Exit document + 302	Exit document + 302
NOR		Country of origin exit document+302	Country of origin exit document+302		Exit document + 302	Exit document + 302
POL		Country of origin exit document+302	Country of origin exit document+302		Exit document + 302	Exit document + 302
PRT		Country of origin exit document+302	Country of origin exit document+302		Exit document + 302	Exit document + 302
ROM		Country of origin exit document+302	Country of origin exit document+302		Exit document + 302	Exit document + 302
SVK		Country of origin exit document+302	Country of origin exit document+302		Exit document + 302	Exit document + 302
SVN		Country of origin exit document+302	Country of origin exit document+302		Exit document + 302	Exit document + 302
USA		Country of origin exit document+302	Country of origin exit document+302		Exit document + 302	Exit document + 302
PfP/EU members		Country of origin exit document+302	Country of origin exit document+302		Exit document + 302	Exit document + 302
PfP/non EU members		Country of origin exit document+302	Country of origin exit document+302		Exit document + 302	Exit document + 302

TU POC :

TSK UKM

TEL : (+90) 312 - 402 -1815
 (+90) 312 - 402 -1830
 FAX : (+90) 312 - 418 -4761
 E-MAIL : TCAKAR@tsk.mil.tr

**NATIONAL CUSTOMS FORMALITIES REQUIRED FOR OTHER NATO NATIONS
FORCES WHEN CROSSING BORDERS
OF THE UNITED STATES**

Nationality Force		On entry into United States from a NON-EU country		On entry into United States from a EU Country		To leave United States for a NON-EU country		To leave United States For a EU Country
ALB		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
BEL		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
BGR		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
CAN		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
CZK		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
DEU		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
DNK		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
ESP		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
EST		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
FRA		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
GBR		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
GRC		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
HRV		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
HUN		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
ITA		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
LTU		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
LUX		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
LVA		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
NLD		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
NOR		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501

NATO UNCLASSIFIED

AMovP-2(B)

POL		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
PRT		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
ROM		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
SVK		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
SVN		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501
TUR		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501		DS FORM 1504 AND CBP FORM 7501

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 CityStateZip				26. Importer of Record Name and Address CityStateZip					
27. Line No.	28. Description of Merchandise			32. A. Entered Value B. CHGS C. Relationship	33. A. HTSUS Rate B. ADA/CVD Rate C. IRC Rate D. Visa No.		34. Duty and I.R. Tax DollarsCents		
	29. A. HTSUS No. B. ADA/CVD No.	30. A. Grossweight B. Manifest Qty.	31. Net Quantity in HTSUS Units						
Other Fee Summary for Block 39				35. Total Entered Value \$ Total Other Fees \$		CBP USE ONLY		TOTALS	
36. DECLARATION OF IMPORTER OF RECORD (OWNER OR PURCHASER) OR AUTHORIZED AGENT 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, OR <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, OR <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.				A. LIQ CODE		B. Ascertained Duty	37. Duty		
				REASON CODE		C. Ascertained Tax	38. Tax		
						D. Ascertained Other	39. Other		
						E. Ascertained Total	40. Total		
41. DECLARANT NAME				TITLE		SIGNATURE		DATE	
42. Broker/Filer Information (Name, address, phone number)				43. Broker/Importer File No.					
CBP Form 7501 (04/05)									

1. Filer Code/Entry No.

27.	28. Description of Merchandise			32.	33.	34.
Line No.	29.	30.	31.	A. Entered Value B. CHGS C. Relationship	A. HTSUS Rate B. ADA/CVD Rate C. IRC Rate D. Visa No.	Duty and I.R. Tax
	A. HTSUS No. B. ADA/CVD No.	A. Grossweight B. Manifest Qty.	Net Quantity in HTSUS Units			Dollars Cents

1. Filer Code/Entry No.

27.	28. Description of Merchandise			32.	33.	34.
Line No.	29.	30.	31.	A. Entered Value B. CHGS C. Relationship	A. HTSUS Rate B. ADA/CVD Rate C. IRC Rate D. Visa No.	Duty and I.R. Tax
	A. HTSUS No. B. ADA/CVD No.	A. Grossweight B. Manifest Qty.	Net Quantity in HTSUS Units			Dollars Cents

1. Filer Code/Entry No.

27.	28. Description of Merchandise			32.	33.	34.
Line No.	29.	30.	31.	A. Entered Value B. CHGS C. Relationship	A. HTSUS Rate B. ADA/CVD Rate C. IRC Rate D. Visa No.	Duty and I.R. Tax
	A. HTSUS No. B. ADA/CVD No.	A. Grossweight B. Manifest Qty.	Net Quantity in HTSUS Units			Dollars Cents

1. Filer Code/Entry No.

27.	28. Description of Merchandise			32.	33.	34.
Line No.	29.	30.	31.	A. Entered Value B. CHGS C. Relationship	A. HTSUS Rate B. ADA/CVD Rate C. IRC Rate D. Visa No.	Duty and I.R. Tax
	A. HTSUS No. B. ADA/CVD No.	A. Grossweight B. Manifest Qty.	Net Quantity in HTSUS Units			Dollars Cents

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

CBP FORM 7501 INSTRUCTIONS**BLOCK 1) ENTRY NUMBER**

Record the 11 digit alphanumeric code. The entry number is comprised of the three digit filer code, followed by the seven digit entry number, and completed with the one digit check digit.

Entry Filer Code represents the three-character alphanumeric filer code assigned to the filer or importer by CBP.

Entry Number represents the seven-digit number assigned by the filer. The number may be assigned in any manner convenient, provided that the same number is not assigned to more than one CBP Form 7501. Leading zeros must be shown.

Check Digit is computed on the previous 10 characters. The formula for calculating the check digit can be found in Appendix 1.

BLOCK 2) ENTRY TYPE

Record the appropriate entry type code by selecting the two-digit code for the type of entry summary being filed. The first digit of the code identifies the general category of the entry (i.e., consumption = 0, informal = 1, warehouse = 2). The second digit further defines the specific processing type within the entry category. The following codes shall be used:

Consumption Entries	
Free and Dutiable	01
Quota/Visa	02
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Automated Broker Interface (ABI) processing requires an ABI status indicator. This indicator must be recorded in the entry type code block. It is to be shown for those entry summaries with ABI status only, and must be shown in one of the following formats:

ABI/S = ABI statement paid by check or cash
 ABI/A = ABI statement paid via Automated Clearinghouse (ACH)
 ABI/P = ABI statement paid on a periodic monthly basis
 ABI/N = ABI summary not paid on a statement

Note: Either a slash (/) or hyphen (-) may be used to separate ABI from the indicator (i.e., ABI/S or ABI-S).

A "LIVE" entry is when the entry summary documentation is filed at the time of entry with estimated duties. Warehouse withdrawals are always considered "LIVE" entries. When a "LIVE" entry/entry summary is presented, an additional indicator is required to be shown in the following formats:

ABI/A/L = ABI statement paid via ACH for a "live" entry/entry summary
 ABI/N/L = ABI "live" entry/entry summary not paid on a statement
 "LIVE" or "L" = non-ABI "live" entry/entry summary

BLOCK 3) SUMMARY DATE

Record the month, day, and year (MM/DD/YYYY) on which the entry summary is filed with CBP. The record copy of the entry summary will be time stamped by the filer at the time of presentation of the entry summary. In the case of entry summaries submitted on an ABI statement, only the statement is required to be time stamped.

This block should not be printed or typed prior to presentation of the entry/entry summary. Use of this field is optional for ABI statement entries. The time stamp will serve as the entry summary date.

The filer will record the proper team number designation in the upper right portion of the form above this block (three-character team number code). For ABI entry summaries, the team number is supplied by CBP's automated system in the summary processing output message.

BLOCK 4) SURETY NO.

Record the three digit numeric code that identifies the surety company on the Customs Bond. This code can be found in block 7 of the CBP Form 301, or is available through CBP's automated system to ABI filers, via the importer bond query transaction. For U.S. Government importations and entry types not requiring surety, code 999 should appear in this block. When cash or Government securities are used in lieu of surety, use code 998.

BLOCK 5) BOND TYPE

Record the single digit numeric code as follows:

- 0 - U.S. Government or entry types not requiring a bond
- 8 - Continuous
- 9 - Single Transaction

Bond type "0" should be used in conjunction with surety code "999" for government entries secured by stipulation as provided for in 19 C.F.R. § 10.101(d).

Bond type "8" or "9," as appropriate, should be used in conjunction with surety code "998" when cash or government securities are deposited in lieu of surety.

Bond type "9" should be used in conjunction with surety code "999" when surety has been waived in accordance with 19 C.F.R. § 142.4 (c). A single entry bond should be attached to the entry summary package.

BLOCK 6) PORT CODE

Record the U.S. port code utilizing the Schedule D, Customs District and Port Codes, listed in Annex C of the Harmonized Tariff Schedule (HTS). The port is where the merchandise was entered under an entry or released under an immediate delivery permit. Use the following format: DDPP (no spaces or hyphens).

BLOCK 7) ENTRY DATE

Record the month, day, and year (MM/DD/YYYY) on which the goods are released, except for immediate delivery, quota goods, or where the filer requests another date prior to release (see 19 C.F.R. § 141.68). It is the responsibility of the filer to ensure that the entry date shown for entry/entry summaries is the date of presentation (i.e., the time stamp date). The entry date for a warehouse withdrawal is the date of withdrawal.

BLOCK 8) IMPORTING CARRIER

For merchandise arriving in the U.S. by vessel, record the name of the vessel that transported the merchandise from the foreign port of lading to the first U.S. port of unloading. Do not record the vessel identifier code in lieu of the vessel name. Pursuant to General Statistical Note 1 (a) (ii) of the HTS, the reporting of the vessel flag is not required. For merchandise arriving in the U.S. by air, record the two digit IATA alpha code corresponding to the name of the airline which transported the merchandise from the last airport of foreign lading to the first U.S. airport of unloading.

If the carrier file does not contain a specific air carrier's code, write the designation "*"C" for Canadian airlines, "*"F" for other foreign airlines, and "*"U" for U.S. airlines.

These designations should be used only for unknown charter and private aircraft. When a private aircraft is being entered under its own power (ferried), the designation "***" will be used.

For merchandise arriving in the U.S. by means of transportation other than vessel or air, leave blank.

Do not record the name of a domestic carrier transporting merchandise after initial lading in the U.S.

For merchandise arriving in the customs territory from a U.S. Foreign Trade Zone (FTZ), insert "FTZ" followed by the FTZ number. Use the following format: FTZ NNNN

BLOCK 9) MODE OF TRANSPORT

Record the mode of transportation by which the imported merchandise entered the U.S. port of arrival from the last foreign country utilizing the following two digit numeric codes:

- 10 - Vessel, non-container (including all cargo at first U.S. port of unloading aboard a vessel regardless of later disposition; lightered, land bridge and LASH all included). If container status unknown, but goods did arrive by vessel, use this code.
- 11 - Vessel, container
- 12 - Border, Waterborne (used in cases where vessels are used exclusively to ferry automobiles, trucks, and/or rail cars, carrying passengers and baggage and/or cargo and merchandise, between the U.S. and a contiguous country).
- 20 - Rail, non-container
- 21 - Rail, container
- 30 - Truck, non-container
- 31 - Truck, container
- 32 - Auto

- 33 - Pedestrian
- 34 - Road, other
- 40 - Air, non-container
- 41 - Air, container
- 50 - Mail
- 60 - Passenger, hand-carried
- 70 - Fixed transport installation (includes pipelines, powerhouse, etc.)

For merchandise arriving in the customs territory from a U.S. FTZ, leave blank.

BLOCK 10) COUNTRY OF ORIGIN

Record the country of origin utilizing the International Organization for Standardization (ISO) country code located in Annex B of the HTS.

The country of origin is the country of manufacture, production, or growth of any article. If the article consists of material produced, derived from, or processed in more than one foreign territory or country, or insular possession of the U.S., it shall be considered a product of that foreign territory or country, or insular possession, where it last underwent a substantial transformation. For reporting purposes only on the CBP Form 7501, whenever merchandise has been returned to the U.S. after undergoing repair, alteration, or assembly under HTS heading 9802, the country of origin should be shown as the country in which the repair, alteration, or assembly was performed.

When merchandise is invoiced in or exported from a country other than that in which it originated, the actual country of origin shall be specified rather than the country of invoice or exportation.

When an entry summary covers merchandise from more than one country of origin, record the word "MULTI" in this block. In column 27, directly below the line number, prefixed with the letter "O," indicate the ISO code corresponding to each line item. Where line items are segregated by invoice, indicate the ISO code corresponding to each invoice.

BLOCK 11) IMPORT DATE

For merchandise arriving in the U.S. by vessel, record the month, day, and year (MM/DD/YYYY) on which the importing vessel transporting the merchandise from the foreign country arrived within the limits of the U.S. port with the intent to unlade.

For merchandise arriving in the U.S. other than by vessel, record the month, day, and year (MM/DD/YYYY) in which the merchandise arrived within the U.S. port limits.

For merchandise entering the customs territory for consumption from a U.S. FTZ, in compliance with 19 C.F.R. § 146.63, if the import date is not the date of removal from the zone, leave blank.

For merchandise moving from a U.S. FTZ to a bonded warehouse in the customs territory, in compliance with 19 C.F.R. § 146.64, report the month, day, and year (MM/DD/YYYY) of importation.

BLOCK 12) BILL OF LADING (B/L) OR AIR WAYBILL (AWB) NUMBER

Record the number assigned on the manifest by the international carrier delivering the goods to the U.S.

Each B/L number for vessel or rail shipments must conform to a unique format comprised of 2 elements. The first element comprises the first four characters of the unique bill number, and is the Standard Carrier Alpha Code (SCAC) of the bill's issuer. The second element may be any length up to a maximum 12 characters and may be alpha and/or numeric. Use the following format: ABCD1234567

If multiple bills are associated with an entry summary, list additional B/L or AWB numbers across the top of column 28 or on a separate attachment.

BLOCK 13) MANUFACTURER ID (MID)

This block is provided to accommodate the manufacturer/shipper identification code. This code identifies the manufacture/shipper of the merchandise by a constructed code. The method for deriving the code can be found in Appendix 2. For the purposes of this code, the manufacturer should be construed to refer to the invoicing party or parties (manufacturers or other direct suppliers). The name and address of the invoicing party, whose invoice accompanies the CBP entry, should be used to construct the MID. The manufacturer/shipper identification code is required for all entry summaries and entry/entry summaries, including informal entries, filed on the CBP Form 7501.

When an entry summary covers merchandise from more than one manufacturer, record the word "MULTI" in this block. In column 28, indicate the MID Code corresponding to each line item. If there is more than one vendor for a particular HTS number, separate line items will be required for each MID.

BLOCK 14) EXPORTING COUNTRY

Record the exporting country utilizing the ISO country code located in Annex B of the HTS.

The country of exportation is the country of which the merchandise was last part of the commerce and from which the merchandise was shipped to the U.S. without contingency of diversion.

When an entry summary covers merchandise from more than one country of export, record the word "MULTI" in this block. In column 27, directly below the line number, prefixed with the letter "E," indicate the ISO code corresponding to each line item. Where line items are segregated by invoice, indicate the ISO code corresponding to each invoice.

For merchandise entering the customs territory from a U.S. FTZ, if multiple countries of export are involved, indicate the country of export with the greatest value. In the case where the merchandise is U.S. goods returned and the filer opts to pay the duty and report only the Chapter 1 - 97 HTS number, report the country of invoice or exportation. Country of export U.S. will not be acceptable when country of origin is U.S.

BLOCK 15) EXPORT DATE

For merchandise exported by vessel, record the month, day, and year (MM/DD/YYYY), on which the carrier departed the last port in the exporting country.

For merchandise exported by air, record the month, day, and year (MM/DD/YYYY), on which the aircraft departed the last airport in the exporting country.

For overland shipments from Canada or Mexico and shipments where the port of lading is located outside the exporting country (e.g., goods are exported from Switzerland but laden and shipped from Hamburg, Germany), record the month, day, and year (MM/DD/YYYY), that the goods crossed the border of the exporting country (Switzerland in this example).

For mail shipments, record the month, day, and year (MM/DD/YYYY) of export as noted on the Notice to Addressee, CBP Form 3509.

For goods entering the customs territory from a U.S. FTZ, leave blank.

When an entry summary covers merchandise with more than one date of export, record the word "MULTI" in this block. In column 27, directly below the line number, indicate the date corresponding to each line item. Where line items are segregated by invoice, indicate the date corresponding to each invoice.

For textile merchandise, refer to additional requirements listed under VISA NUMBER/CERTIFICATE OF ELIGIBILITY/EXPORT CERTIFICATE in Column 33(d) instructions.

BLOCK 16) IMMEDIATE TRANSPORTATION (IT) NUMBER

Record the IT number obtained from the CBP Form 7512, AWB number from the Transit Air Cargo Manifest (TACM), or Automated Manifest System (AMS) master in-bond (MIB) movement number.

When an entry summary covers merchandise with more than one IT, place additional IT numbers and associated IT dates across the top of column 28 or on a separate attachment.

If merchandise moves on an IT into a U.S. FTZ, the IT number need not be recorded on the CBP Form 7501 when the merchandise is removed from the zone.

BLOCK 17) IT DATE

Record the month, day, and year (MM/DD/YYYY), obtained from the CBP Form 7512, TACM, or AMS MIB record.

When an entry summary covers merchandise with more than one IT, place additional IT numbers and associated IT dates across the top of column 28 or on a separate attachment.

Note: IT date cannot be prior to import date.

BLOCK 18) MISSING DOCUMENTS

Record the appropriate document code number(s) to indicate documents not available at the time of filing the entry summary. A maximum of two codes may be used. The bond charge should be made on the entry summary only for those documents required to be filed with the entry summary.

The following codes shall be used:

- 01 - Commercial Invoice
- 10 - CBP FORM 5523 (19 C.F.R. § 141.89) (Optional for footwear)
- 16 - Corrected Commercial Invoice (19 C.F.R. § 141.89, et al)
- 17 - Other Agency Form (19 C.F.R. § Part 12)
- 19 - Scale weight
- 21 - Coffee Form O
- 22 - Chemical Analysis
- 23 - Outturn Report
- 26 - Packing List (19 C.F.R. § 141.86(e))
- 98 - Not Specified Above
- 99- If three or more documents are missing, record the code number for the first document and insert code "99" to indicate more than one additional document is missing.

If a document has been waived prior to entry summary filing or is not required at time of entry summary, it should not be recorded as a missing document.

Be aware that the following forms cannot be waived and filers shall be obligated to file the forms within the appropriate time limits:

- 14 – Lease Statements (19 C.F.R. § 10.108)
- 15 – Re Melting Certificate (19 C.F.R. § 54.6(a))
- 18 – Duty Free Entry Certificate (19 C.F.R. § 10.102; 9808.00.3000)
- 20 – End Use Certificate (19 C.F.R. § 10.138)

BLOCK 19) FOREIGN PORT OF LADING

For merchandise arriving in the U.S. by vessel, record the five digit numeric code listed in the "Schedule K" (Classification of Foreign Ports by Geographic Trade Area and Country) for the foreign port at which the merchandise was actually laden on the vessel that carried the merchandise to the U.S. The "Schedule K" may be retrieved at:

<http://www.iwr.usace.army.mil/ndc/wcsc/scheduleK/schedulek.htm>

If the actual port name is not provided, use the code for "all other ports" for the country in which the merchandise was laden on the vessel that carried the merchandise to the U.S.

When an entry summary covers merchandise with more than one foreign port of lading, record the word "MULTI" in this block. In column 27, directly below the line number, indicate the code corresponding to each line item. When line items are segregated by invoice, indicate the code corresponding to each invoice.

When merchandise is transported by a mode of transportation other than vessel, leave blank.

For merchandise entering the customs territory from a U.S. FTZ, leave blank.

BLOCK 20) U.S. PORT OF UNLOADING

Record the U.S. port code where the merchandise was unladen from the importing vessel, aircraft or train. Do not show the name of the port instead of the numeric code.

For merchandise arriving in the U.S. by means of transportation other than vessel, rail or air, leave blank.

For merchandise arriving in the customs territory from a U.S. FTZ, leave blank.

BLOCK 21) LOCATION OF GOODS/General Order (GO) Number

Where the entry summary serves as entry/entry summary, record the pier or site where the goods are available for examination. For air shipments, record the flight number. Where the Facilities Information and Resources Management (FIRMS) codes are available, they must be used in lieu of pier/site.

Where the entry summary is used for merchandise that has been placed in GO, record the number assigned by CBP in the following format: G.O. NNNNNNNNNNNN

Where the entry summary is used for merchandise placed in a bonded warehouse, record the name and the FIRMS code of the bonded warehouse where the goods will be delivered.

BLOCK 22) CONSIGNEE NUMBER

Record the Internal Revenue Service (IRS) Employee Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the consignee. This number must reflect a valid identification number filed with CBP via the CBP Form 5106 or its electronic equivalent. When the consignee number is the same as the importer of record number, the word "SAME" may be used in lieu of repeating the importer of record number.

Only the following formats shall be used:

IRS EIN NN-NNNNNNN
IRS EIN with suffix NN-NNNNNNNXX
SSN NNN-NN-NNNN
CBP assigned number YYDDPP-NNNNN

For consolidated shipments, enter zeros in this block in the IRS EIN format shown above (i.e., 00-0000000). The reporting of zeros on the entry summary is limited to consolidated shipments and consolidated entry summaries.

BLOCK 23) IMPORTER NUMBER

Record the IRS EIN, SSN, or CBP assigned number of the importer of record. Proper format is listed under the instructions for Consignee Number.

BLOCK 24) REFERENCE NUMBER

Record the IRS EIN, SSN, or CBP assigned number of the individual or firm to whom refunds, bills, or notices of extension or suspension of liquidation are to be sent (if other than the importer of record and only when a CBP Form 4811 is on file). Proper format is listed under the instructions for Consignee Number. Do not use this block to record any other information.

BLOCK 25) ULTIMATE CONSIGNEE NAME AND ADDRESS

At the time of Entry Summary, record the name and address of the individual or firm purchasing the merchandise or, if a consigned shipment, to whom the merchandise is consigned. If those parties are not known, indicate to whose premises the merchandise is being shipped. If this information is the same as the importer of record, leave blank.

Note: For express consignment shipments and land border shipments, at the time of Entry Summary, record the name and address of the individual or firm for whose account the merchandise is shipped. The account of party is the actual owner, who is holder of title to the goods.

In the space provided for indicating the state, report the ultimate state of destination of the imported merchandise, as known at the time of entry summary filing. If the contents of the shipment are destined to more than one state or if the entry summary represents a consolidated shipment, report the state of destination with the greatest aggregate value. If in either case, this information is unknown, the state of the ultimate consignee, or the state where the entry is filed, in that order, should be reported. However, before either of these alternatives is used, a good faith effort should be made by the entry filer to ascertain the state where the imported merchandise will be delivered. In all cases, the state code reported should be derived from the standard postal two-letter state or territory abbreviation.

On a warehouse withdrawal, the original warehouse entry number should be recorded at the bottom of this block.

BLOCK 26) IMPORTER OF RECORD NAME AND ADDRESS

Record the name and address, including the standard postal two-letter state or territory abbreviation, of the importer of record. The importer of record is defined as the owner or purchaser of the goods, or when designated by the owner, purchaser, or consignee, a licensed customs broker. The importer of record is the individual or firm liable for payment of all duties and meeting all statutory and regulatory requirements incurred as a result of importation, as described in 19 C.F.R. § 141.1(b). The importer of record shown on the invoice should be the same party on the CBP Form 7501, unless the CBP form reflects a licensed customs broker.

COLUMN 27) LINE NUMBER

Record the appropriate line number, in sequence, beginning with the number 001.

A "line number" refers to a commodity from one country, covered by a line which includes a net quantity, entered value, HTS number, charges, rate of duty and tax. However, some line numbers may actually include more than one HTS number and value. For example, many items in Chapter 98 of the HTS require a dual HTS number. Articles assembled abroad with U.S. components require the HTS number 9802.00.80 along with the appropriate reporting number of the provision in Chapters 1 through 97.

Also, many items in Chapter 91 of the HTS require as many as four HTS numbers. Watches classifiable under subheading 9101.11.40, for example, require that the appropriate reporting number and duty rate be shown separately for the movement, case, strap, band or bracelet, and battery. A separate line item is also required for each commodity that is the subject of a Customs binding ruling. Proper format is listed under the instructions for HTS number.

Where a reporting number is preceded by an alpha character designating a special program (i.e., NAFTA = "CA" or "MX"; GSP = "A"), that indicator is to be placed in column 27, directly below the line number. The special program indicator (SPI) should be right justified on the same line and immediately preceding the HTS number to which it applies. If more than one HTS number is required for a line item, place the SPI on the same line as the HTS number upon which the rate of duty is based. If more than one SPI is used, the primary indicator that establishes the rate of duty is shown first, followed by a period and the secondary SPI immediately following.

If "MULTI" was recorded in block(s) 10, 14, 15, and/or 19, the appropriate codes or dates are to be shown in column 27 below the SPI. See specific instructions for those items with multiple elements.

COLUMN 28) DESCRIPTION OF MERCHANDISE

A description of the articles in sufficient detail to permit the classification thereof under the proper statistical reporting number in the HTS should be reported at the top of column 28. The standard definitions from the CBP HTS database are acceptable for this requirement.

For a warehouse withdrawal, all copies of the CBP Form 7501 must be clearly marked "WAREHOUSE WITHDRAWAL FOR CONSUMPTION" at the top of column 28, followed by the words "FINAL WITHDRAWAL" if applicable. Next will be the "Bonded Amount" (quantity in the warehouse account before the withdrawal), "Withdrawal" (quantity being withdrawn), and "Balance" (quantity remaining in warehouse after withdrawal), as required in 19 C.F.R. § 144.32(a).

Transfer of the right to withdraw the merchandise included on the CBP Form 7501 will be established by including the name, and hand-written or facsimile signature of the person primarily liable for payment of duties before the transfer is completed. This endorsement should be shown after the "Balance" in column 28. When there is deferred tax paid by electronic funds transfer (EFT), the following statement is required in this section:

Electronic Funds Transfer (EFT)
Tax Payment Deferred
XXX Distillers, Inc.
IRN: XX-XXXXXXX-XX
ALC: #####
EFT Payment Date: month/day

If the deferred tax will not be paid by EFT, the words "DEFERRED TAX" should show after the words "WAREHOUSE WITHDRAWAL FOR CONSUMPTION" at the top of this block.

COLUMN 29)

Do not record the column heading letters, only the required data in the proper format.

A. HTS NUMBER

Record the appropriate full 10-digit HTS item number. This item number should be left justified. Decimals are to be used in the 10-digit number exactly as they appear in the HTS. Use the following format: 4012.11.4000

If more than one HTS number is required, follow the reporting instructions in the statistical head note in the appropriate HTS section or chapter.

Where an SPI is required for an HTS number, see Column 27 instructions.

For each item covered by a binding tariff classification ruling, report the ruling number (provided in the applicable ruling letter) directly below the HTS number of the appropriate line item. Precede the ruling number with the abbreviation "RLNG." For an item classified under the same tariff classification number but not specifically covered by the binding tariff classification ruling, provide a separate line item breakout for that item.

For those line items that require the reporting of more than one data element (i.e. category number and/or manufacturer identification number) in this same area, the hierarchy should be as follows:

Category Number
Manufacturer Identification Number
Ruling Number

The correct format for reporting a ruling number or pre-approval indicator are listed below, respectively:

RLNG 654321
INDCTR 356780

For sets, which are classifiable in accordance with GRI 3(b) or 3(c) of the HTS, report in column 30 the HTS number from which the rate of duty for the set is derived. Precede this number with an SPI of "X." Report with that part of the set so classified the total value, quantity and charges associated with the set, as well as all applicable duties, taxes, and fees, in the appropriate columns. In addition, each article in the set (including the article designated with a prefix of "X") should be reported on a separate line as if it were

separately classified. Precede these HTS numbers with an SPI of "V." Report the quantity and value attributed to each article associated with the "V" SPI.

All other reporting requirements including, but not limited to, quota, visa, licensing, and other government agency requirements, should be reported along with the appropriate HTS number preceded with an SPI of "V." Both the "X" and "V" should be right justified in column 27, immediately preceding, and on the same line as the HTS number to which it applies.

B. AD/CVD CASE NUMBER

Directly below the HTS number, indicate the appropriate AD/CVD case number(s), as assigned by the Department of Commerce, International Trade Administration. The following format shall be used:

A000-000-000 -or- A-000-000-000 (AD)
C000-000-000 -or- C-000-000-000 (CV)

If the actual manufacturer of the goods is not known, the suffix 999 (ex. A-000-000-999) must be used to indicate that the actual manufacturer is not known. The case numbers with a suffix of 000 (ex. A-000-000-000) should only be used when the identity of the manufacturer is known and falls under the other provisions of the AD/CVD case.

When bonding is permitted and used, record the phrase "Surety Code" and the surety number [e.g., (Surety Code #123)]. If cash or government securities are deposited in lieu of surety, record "Surety Code #998."

C. CATEGORY NUMBER

Directly below the HTS number record the textile category for each separate line, as applicable. Use the following format: CAT NNN

D. OTHER FEES

Directly below the pertinent line information, on the same line as the applicable rate in column 33, identify any other fee, charge or exaction that applies. Examples include the beef fee, honey fee, pork fee, cotton fee, harbour maintenance fee (HMF), sugar fee, and merchandise processing fee (MPF). All fees, with the exception of the HMF, are to be reported at the line item level. The HMF may be shown either at the line item level or once at the bottom of column 29 on the first page of the summary.

COLUMN 30)

Do not record the column heading letters, only the required data in the proper format.

A. GROSS WEIGHT

Report gross shipping weight in kilograms for merchandise imported by ALL modes of transportation. The gross weight must be reported on the same line as the entered value.

In cases where more than one value is shown on a line item, record the gross weight on the same line as the first tariff number for the line item. Gross weight information must be provided for each line item. If the gross weight is not available for each line item, the approximate shipping weight shall be estimated and reported. The total of the estimated weights should equal the actual gross shipping weight. For multi-line summaries, the grand total gross weight need not be shown.

In the case of containerized cargo carried in lift vans, cargo vans, or similar substantial outer containers, the weight of such container should not be included in the gross weight of the merchandise.

B. MANIFEST QUANTITY

Where the entry summary serves as entry/entry summary, indicate the manifest quantity reported on the B/L or AWB.

If multiple bills are associated with an entry/entry summary, indicate the manifest quantity reported on the B/L or AWB with the appropriate B/L or AWB number listed across the top of column 28.

COLUMN 31) NET QUANTITY IN HTS UNITS

When a unit of measure is specified in the HTS for an HTS number, report the net quantity in the specified unit of measure, and show the unit of measure after the net quantity figure. Record quantities in whole numbers for statistical purposes unless fractions of units are required for other CBP purposes. Fractions must be expressed as decimals.

When an "X" appears in the column for units of quantity, no quantity is to be reported in column 31. (Gross weight must still be reported in Column 30.)

When two units of measure are shown for the same article, report the net quantity for both in the specified unit of measure. The value of the article is to be reported with the first unit of measure unless a "V" follows the second which indicates the value of the article is to be reported with that unit of measure.

Example: Shipment consists of 50 dozen t-shirts, weighing 1 kg per dozen and valued at \$10 per dozen. Report as follows:

```

*****
COLUMN 29          COLUMN 31          COLUMN 32
*****
6205.20.2065      50 doz.          500
                  50 kgs.
*****

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COLUMN 32)

Do not record the column heading letters, only the required data in the proper format.

A. ENTERED VALUE

Record the U.S. dollar value as defined in 19 U.S.C. § 1401a for all merchandise.

Record the value for each line item on the same line as the HTS number.

If the value required for assessment of AD/CVD is different from the entered value, record in parentheses the amount in this column, on the same line as the AD/CVD case number and rate. If the reported value is not the transaction value it should later be reported under a Reconciliation Entry (Type 09), if approved for reconciliation, or other alternate means.

Report the value in whole dollars rounded off to the nearest whole dollar (if the total entered value for a line item is less than 50 cents report as "0"). Dollar signs are omitted.

Report the total entered value for all line items in block 35.

B. CHARGES (CHGS)

Record the aggregate cost in U.S. dollars of freight, insurance and all other charges, costs and expenses incurred while bringing the merchandise from alongside the carrier at the port of exportation in the country of exportation and placing it alongside the carrier at the first U.S. port of entry. Do not include U.S. import duties.

This value shall be shown in whole numbers for each HTS number. It is to be placed beneath the entered value and identified with the letter "C" (e.g. C550). Dollar signs are omitted.

Charges are not required to be reported for merchandise entered by mode of transportation code 60 (passenger, hand-carried).

C. RELATIONSHIP

Record whether the transaction was between related parties, as defined in 19 C.F.R. § 152.102(g), by placing a "Y" in the column for related and an "N" for not related (the words "related" and "not related" may be used in lieu of "Y" or "N"). "Y" or "N" may be recorded once, at the top of column 32, when applicable to the entire entry summary or may be recorded with each line item below entered value and charges. "Y" or "N" must be recorded with each line item when the relationship differs for line items.

COLUMN 33)

Do not record the column heading letters, only the required data in the proper format.

A. HTS RATE

Record the rate(s) of duty for the classified item as designated in the HTS: free, ad valorem, specific, or compound.

```
*****
COLUMN 29      COLUMN 33
*****
6201.19.1010    Free

6201.19.9060    2.8%
*****
```

B. AD/CVD RATE

Record the AD/CVD rate(s) as designated by the Department of Commerce, International Trade Administration, directly opposite the respective AD/CVD case number(s) shown in column 29.

C. I.R.C. RATE

Record the tax rate(s) for the classified item as designated in the HTS, or record the CBP approved metric conversion tax rate.

If I.R. tax is deferred, precede I.R.C. rate with "DEF." Show the amount in column 34 and in block 38 but do not include in the "Total" in block 40.

Deferred I.R. tax under 26 U.S.C. § 5232(a) should be identified as "IRS DEF 5232(a)," at the bottom of columns 33 and 34 on the first page of the CBP Form 7501. The deferred I.R. tax amount should not be shown in column 34, block 38, or block 40.

D. VISA NUMBER/CERTIFICATE OF ELIGIBILITY/EXPORT CERTIFICATE

Record the letter "V" or "C" followed by the visa/certificate number associated with each line. Visa/certificate numbers are generally nine alphanumeric characters in length. The first character is numeric, the second and third character is alpha, and the fourth through the ninth character varies depending on the trade agreement.

The first position of the visa/certificate represents either the year of export, the year for which the certificate is in effect (e.g. date of presentation), or a grouping such as those required for African Growth and Opportunity Act (AGOA) claims. The second and third positions represent the ISO country of origin code. The fourth through the ninth positions represent a unique number issued by the foreign government.

For specific information pertaining to formatting, refer to the Quota Book Transmittals (QBT) that are issued at the beginning of each quota period or to Textile Book Transmittals

(TBT). The TBT is issued when new trade legislation or free trade agreements are implemented. These references can be found at:

http://www.cbp.gov/xp/cgov/import/textiles_and_quotas/

If merchandise is covered by more than one visa/certificate, then separate line items must be shown for each visa/certificate number. All visa numbers and those certificates required to be eligible for a reduced rate of duty associated with a tariff rate quota must be recorded in column 33. The above instructions do not apply to agriculture licenses issued by the U.S. Department of Agriculture.

When the country of origin differs from the country of export and the visa/certificate is issued based on the date of export, or the quota is based on the date of export, report the date of export from the country of origin in column 33. The date of exportation from the exporting country will continue to be reported in block 15.

E. AGRICULTURE LICENSE NUMBER

For merchandise subject to agriculture licensing, report the license number in column 33 directly below the tariff rate for that line item.

The license number will be in a ten-character format, including hyphens and spaces. The two acceptable formats are as follows:

(1) N-AA-NNN-N or (2) N-AB-NNN-N
(1-cc-234-5) (1-c -234-5)

The letters N and A represent numeric and alpha characters respectively. The letter B represents a blank space. For format 1, the first position is the license type. The third and fourth positions are the commodity type code. Positions six through eight represent the license serial number. The tenth position is the license year. Positions two, five and nine are hyphens. Format 2 is identical to the above except position four is blank.

BLOCK 34) DUTY AND I.R. TAX

Record the estimated duty, AD/CVD, I.R. tax, and any other fees or charges calculated by applying the rate times the dutiable value or quantity. The amount shown in this column must be directly opposite the appropriate HTS rate(s), AD/CVD rate, I.R. rate and other fees or charges. This includes those instances where bonding is permitted for AD/CVD. Where bonding is accomplished, enclose the AD/CVD amounts in parentheses. Where I.R. tax is deferred under 26 U.S.C. § 5232(a), leave blank. (See instructions for column 33.) Dollar signs are omitted.

OTHER FEE SUMMARY FOR BLOCK 39

For entries subject to payment of AD/CVD and/or any of the various fees, each applicable fee must be indicated in this area, and the individual amount of each fee must be shown on the corresponding line. AD/CVD amounts are to be included in the summary only when they are actually deposited. Bonded amounts should not be included. The Block 39 Summary must be on the first page if the entry summary consists of more than one page.

The applicable collection code must be indicated on the same line as the fee or other charge or exaction. Report the fees in the format below:

AD	012
CVD	013
Tea Fee	038
Misc. Interest	044
Beef Fee	053
Pork Fee	054
Honey Fee	055
Cotton Fee	056
Pecan Fee	057
Sugar Fee	079
Potato Fee	090
Mushroom Fee	103
Watermelon	104
Blueberry Fee	106
Avocado	107
Mango	108
Informal Entry MPF	311
Dutiable Mail Fee	496
Merchandise Processing Fee (MPF)	499
Manual Surcharge	500
Harbour Maintenance Fee (HMF)	501

There is no de minimis collection for the MPF. There is an established minimum and maximum due on each formal entry, release or withdrawal from warehouse for consumption. Report the actual MPF due unless the perspective amount due is less than the established minimum (record the minimum), or exceeds the established maximum (record the maximum).

There is a de minimis on the HMF if it is the only payment due on the entry summary. If such is the case, HMF of \$3 or less will not be collected. The grand total user fee in this block should be reported as the total fee amount of all line items, but the amount in block 39 should be reported as \$0.

Goods originating under a Free Trade Agreement (FTA) may be exempt from MPF. To obtain this exemption, the importer must indicate the appropriate SPI for each HTS number in Column 27.

BLOCK 35) TOTAL ENTERED VALUE

Report the total entered value for all line items. This information is required on all entry summaries.

BLOCK 36) DECLARATION OF IMPORTER OF RECORD OR AUTHORIZED AGENT

Select the appropriate boxes as it relates to your circumstances as an importer or agent.

BLOCK 37) DUTY

Record the total estimated duty paid (excluding AD/CVD).

BLOCK 38) TAX

Record the total estimated tax paid, including any amount deferred (except tax deferred under 26 U.S.C. § 5232(a)).

BLOCK 39) OTHER

Record the total estimated AD/CVD or other fees, charges or exactions paid. Do not show AD/CVD amounts that were bonded. The amounts shown in block 39 of the summary should reflect the amounts actually being paid.

BLOCK 40) TOTAL

Record the sum of blocks 37, 38, and 39. Do not include any I.R. deferred tax shown in column 34 and block 38. Do not include any AD/CVD that has been bonded.

If no duty, tax, or other charges apply to the transaction, record "0" in this block.

HMF is required to be paid on all warehouse entry summaries (type 21), but is not due on re-warehouse (type 22) entries.

BLOCK 41) DECLARANT NAME, TITLE, SIGNATURE AND DATE

Record the name, job title, and signature of the owner, purchaser, or agent who signs the declaration. Record the month, day, and year (MM/DD/YYYY), when the declaration is signed.

When the entry summary consists of more than one page, the signature of the declarant, title, and date must be recorded on the first page.

Certification is the electronic equivalent of a signature for data transmitted through ABI. This electronic (facsimile) signature must be transmitted as part of the entry summary data.

BLOCK 42) BROKER/FILER INFORMATION

This block is reserved for a broker or filer name, address and phone number.

BLOCK 43) BROKER/IMPORTER FILE NO.

This block is reserved for a broker or importer internal file or reference number.

PREPARATION OF ENTRY DOCUMENTS

The filer must submit entry documents for both entry summaries and entry/entry summaries in an ordered manner. To ensure uniformity in this matter, entry documents are to be arranged in the following order:

Check
Statistical copy (Non-ABI only)
Collection copy (non-statement)
Certification
Record Copy
CBP Form 3461 or Alt.
Single entry bond, when applicable
Invoice
Packing List
Other Agency Documents

All documents should be stapled together in the upper left-hand corner by the filer of the entry summary or entry/entry summary.

A minimum of two copies of a warehouse withdrawal for consumption, CBP Form 7501, will be presented (importer's copy and permit copy). If not paying via ACH, a cashier's copy is also required. Non-ABI submissions must include a fourth copy for statistical purposes. If deferred tax is involved, at least one extra copy of the CBP Form 7501 must be included.

SUMMARY OF ENTERED VALUE/CURRENCY CONVERSION

The summary of entered value and currency conversion (if appropriate) may be shown on a worksheet attached to the entry summary or across column 28. On a multi-page entry summary, show the summary of entered values on the last page following the last line item.

If a filer prepares line items by invoice (i.e., group line items by invoice), the summary may be prepared with values for each invoice in lieu of a grand summation at the end of the entry summary.

INFORMAL ENTRY

Informal entries may be made on the CBP Form 7501. The following blocks are to be completed for informal entries where applicable: [1, 2, 6, 8, 10, 11, 12, 14, 16, 17, 23, 26, 27, 28, 29A, 30A, 30B, 31, 32A, 33A, 33C, 34, 35, 36, 37, 38, 39, 40, and 41]. For ABI transmissions, blocks 9, 15, and 20 are also required.

When goods are released on a CBP Form 3461 and subsequently followed up by an informal entry summary (CBP Form 7501), the entry date (date of release) must be shown in block 7 on the CBP Form 7501.

Block 21, Location of Goods, will be filled in only if merchandise has been placed in a general order warehouse.

No statistical copy of the CBP Form 7501 is required for an informal entry summary.

APPRAISEMENT ENTRY

When the CBP Form 7501 is used as an appraisal entry as, defined in 19 C.F.R. § 143.11, the following declaration requesting appraisal under 19 U.S.C. §1498(a)(10), should be added to the body of the CBP Form 7501 or attached on top as follows:

I hereby request appraisal under 19 U.S.C. §1498(a)(10). I declare, to the best of my knowledge and belief, that this entry and the documents presented therewith set forth all the information in my possession, or in the possession of the owner of the merchandise described herein, as to the cost of such merchandise; that I am unable to obtain any further information as to the value of the said merchandise or to determine its value for the purpose of making formal entry thereof; that the information contained in this entry and in the accompanying documents is true and correct; and that the person(s) named above is the owner of the same merchandise.

Signature

Title

To the Port Director: The merchandise described above has been examined and the contents and values are noted above.

CBP Officer

Date

DELIMITERS FOR LINE ITEMS

A solid line, broken line, or a blank line to facilitate the processing of the entry summary must separate each line item on the CBP Form 7501 and continuation sheet.

ADDITIONAL DATA ELEMENTS

Filers of the CBP Form 7501 may, on their own initiative, provide additional or clarifying information on the form provided such additional information does not interfere with the reporting of those required data elements. Such additional or clarifying information may be placed in any location on the form solely at the discretion of the filer provided it does not interfere with any required data element. In such instances, CBP will not mandate what the additional information may be or where it is to be placed on the form.

Invoices may be separately identified in the body of the CBP Form 7501 and the continuation sheet across column 28 followed by the line items appropriate to that invoice.

WAREHOUSE WITHDRAWAL

If the warehouse withdrawal is for the personal use of diplomatic, consular, other privileged personnel, or for public international organizations, the CBP Form 7501 must clearly state "WAREHOUSE WITHDRAWAL FOR DIPLOMATIC USE" at the top of Column 28, followed by the words "DS Form 1504 Attached."

Blanket permits may be issued to withdraw (1) merchandise from duty-free stores for exportation, (2) merchandise for diplomatic use, and (3) merchandise for aircraft or vessel supply.

Applications for Blanket Permits shall be filed in triplicate on the CBP Form 7501. The words "APPLICATION FOR BLANKET PERMIT TO WITHDRAW" must be printed in capital letters or stamped in the top margin.

Withdrawal for blanket permits shall bear the words "APPLICATION FOR BLANKET PERMIT TO WITHDRAW." When the last withdrawal under a blanket permit is filed, the words "LAST WITHDRAWAL UNDER BLANKET PERMIT" shall be depicted on the CBP Form 7501.

REWAREHOUSE ENTRY

Where the CBP Form 7501 is filed as a rewarehouse entry, blocks 8, 12, 19 and 20 are not required to be completed.

NAFTA DUTY DEFERRAL

The CBP Form 7501 is used to file a NAFTA Duty Deferral claim (entry type 08). Refer to the Duty Deferral Handbook or contact the local CBP Office for complete instructions on how to complete the form for Duty Deferral purposes.

CONSOLIDATED ENTRY SUMMARY

Where the CBP Form 7501 entry summary covers more than one release, (19 C.F.R. § 142.17) report each entry or release number separately, followed by the associated line item number and information.

TEMPORARY IMPORTATION UNDER BOND (TIB) ENTRY

TIB Entry Summaries (type 23) are processed in CBP's automated system after review for TIB eligibility. The data required to be reported on a TIB entry summary are the same as those usually reported on a regular consumption entry. Also, 19 C.F.R. § 10.31(a)(3) identifies additional information that is required to be shown on a TIB entry summary. As a reminder, merchandise that is normally subject to quota, either on consumption entries or on withdrawals from warehouse for consumption, is also subject to quota when entered on a TIB.

Appendix 1

CHECK DIGIT COMPUTATION FORMULA

Check digits are computed from the filer code and transaction numbers (the first 7 digits of the entry number). Entry filer codes containing alpha characters must be transformed to a numeric equivalent prior to computing the check digit. The numeric equivalent for each alpha character is as follows:

A=1	H=8	O=15	U=21
B=2	I=9	P=16	V=22
C=3	J=10	Q=17	W=23
D=4	K=11	R=18	X=24
E=5	L=12	S=19	Y=25
F=6	M=13	T=20	Z=26
G=7	N=14		

Example: Entry filer code B76 would transform to 276 for check digit computation purposes.

A. Using entry filer code B76 (276) and a transaction number 0324527 as an example, the check digit is computed as follows:

Number for which check digit will be computed is: 2760324527

B. Start the calculation process by multiplying every other position by 2. (Essentially, all even positions will be multiplied by 2.)

*Note: High order zeros are a significant element in the computation process and must be included in the transaction number. If the result of the multiplication is greater than 9, add 1 to the sum, but disregard the digit in the tens column.

7	0	2	5	7		
	<u>x2</u>	<u>x2</u>	<u>x2</u>	<u>x2</u>	<u>x2</u>	(Multiply by 2)
14	0	4	10	14		
<u>+1</u>			<u>+1</u>	<u>+1</u>		(Add 1 if total is greater than 9.)
15	+	0	+	4	+	11
						15
						(Disregard digit in the tens column)

C. Add results $5+0+4+1+5=15$

D. Total all odd positions starting at the beginning 2760324527
 $2+6+3+4+2=17$

E. Add the sums from steps C and D. $15+17 = 32$

F. Subtract the unit's digit (last digit) derived in step E (32) from 10. The result is the check digit. $10 - 2 = 8$

G. Normally, the result of the arithmetic will be a single digit. In instances when the units digit subtracted from the sum in step E is a 0, the check digit will be 0.

The resulting entry number from the example would be shown as follows:

B76-0324527-8

CHECK DIGIT COMPUTATION FORMULA

Using the entry number R07-1010035, this chart was used to compute the check digit:

	R	O	7	1	0	1	0	0	3	5	?
A	9	<u>6</u>	7	<u>1</u>	0	<u>1</u>	0	<u>0</u>	3	<u>5</u>	
B		<u>X 2</u>		<u>X 2</u>		<u>X 2</u>		<u>X 2</u>		<u>X 2</u>	
		<u>1 2</u>		<u>2</u>		<u>2</u>		<u>0</u>		<u>10</u>	
*		<u>+ 1</u>		<u>+ 0</u>		<u>+ 0</u>		<u>+ 0</u>		<u>+ 1</u>	
C		3	+	2	+	2	+	0	+	1	8
D	9	+	7	+	0	+	0	+	3	=	<u>+ 19</u>
E											<u>27</u>
F											10
											<u>- 7</u>
G											3
	R	O	7	1	0	1	0	0	3	5	3

CHECK DIGIT FACTOR

There are some filers who are authorized to use a check digit factor of 1 or higher. Essentially, the check digit factor is provided to filers who have exhausted the check digits for their filer code. The check digit factor allows the filer to compute the check digit then add one or two for the new check. When authorized, the check digit factor is posted to the filer's national filer maintenance record.

Example, if a filer has been authorized to use a check digit factor of 1, using the example above, B76-0324527-8, the check digit (8) would be changed to (9).

The Office of Field Operations, Trade Compliance and Facilitation, Broker Management Branch authorizes the Check Digit Factor.

Appendix 2

RULES FOR CONSTRUCTING THE MANUFACTURER IDENTIFICATION CODE

These instructions provide for the construction of an identifying code for a manufacturer or shipper from its name and address. The code can be up to 15 characters in length, with no inserted spaces.

To begin, for the first 2 characters, use the ISO code for the actual country of origin of the goods. The exception to this rule is Canada. "CA" is NOT a valid country for the manufacturer code; instead, show as one of the appropriate province codes listed below:

ALBERTA	XA
BRITISH COLUMBIA	XC
MANITOBA	XM
NEW BRUNSWICK	XB
NEWFOUNDLAND (LABRADOR)	XW
NORTHWEST TERRITORIES	XT
NOVA SCOTIA	XN
NUNAVUT	XV
ONTARIO	XO
PRINCE EDWARD ISLAND	XP
QUEBEC	XQ
SASKATCHEWAN	XS
YUKON TERRITORY	XY

Next, use the first three characters from the first two "words" of the name. If there is only one "word" in the name, then use only the first three characters from the first name. For example, Amalgamated Plastics Corp. would be "AMAPLA;" Bergstrom would be "BER."

If there are two or more initials together, treat them as a single word. For example, A.B.C. Company or A B C Company would yield "ABCCOM." O.A.S.I.S. Corp. would yield "OASCOR." Dr. S.A. Smith yields "DRSA," Shavings B L Inc. yields "SHABL."

In the manufacturer name, ignore the English words a, an, and, of, and the. For example, "The Embassy of Spain" would yield "EMBSPA."

Portions of a name separated by a hyphen are to be treated as a single word. For example, "Rawles-Aden Corp." or "Rawles – Aden Corp." would both yield "RAWCOR."

Some names will include numbers. For examples, "20th Century Fox" would yield "20TCEN" and "Concept 2000" yields "CON200."

Some words in the title of the foreign manufacturer's name should not be used for the purpose of constructing the MID. For example, most textile factories in Macau start with the same words, "Fabrica de Artigos de Vestuario" which means "Factory of Clothing." For a factory named "Fabrica de Artigos de Vestuario JUMP HIGH Ltd," the portion of the factory name that identifies it as a unique entity is "JUMP HIGH." This is the portion of the name that should be used to construct the MID. Otherwise, all of the MIDs from Macau would be the same, using "FABDE," which is incorrect.

Similarly, many factories in Indonesia begin with the prefix PT, such as “PT Morich Indo Fashion.” In Russia, other prefixes are used, such as “JSC,” “OAO,” “OOO,” and “ZAO.” These prefixes should be eliminated for the purpose of constructing the MID.

Next, find the largest number on the street address line and use up to the first four numbers. For example, “11455 Main Street Suite 9999” would yield “1145.” A suite number or a post office box should be used if it contains the largest number. For example, “232 Main Street Suite 1234” would yield “1234.” If the numbers in the street address are spelled out, such as “One Thousand Century Plaza,” there will be no numbers in this section of the MID. However, if the address is “One Thousand Century Plaza Suite 345,” this would yield “345.”

When commas or hyphens separate numbers, ignore all punctuation and use the number that remains. For examples, “12,34,56 Alaska Road” and “12-34-56 Alaska Road” would yield “1234.” When numbers are separated by a space, the space is a delimiter and the larger of the two numbers should be selected. For example, “Apt. 509 2727 Cleveland St.” yields “2727.”

Finally, use the first three alpha characters from the city name. “Tokyo” would be “TOK,” “St. Michel” would be “STM,” “18-Mile High” would be “MIL,” and “The Hague” would be “HAG.” Notice that numerals in the city line are to be ignored.

For city-states, use the country name to compose the first three alpha characters. For examples, Hong Kong would be “HON,” Singapore would be “SIN,” and Macau would be “MAC.”

General Rules:

Ignore all punctuation, such as commas, periods, apostrophes and ampersands. Ignore all single character initials, such as the “S” in “Thomas S. Delvaux Company.” Ignore leading spaces in front of any name or address.

Listed below are examples of manufacturer names and addresses and their MID codes:

LA VIE DE FRANCE 243 Rue de la Payees 62591 Bremond, France	FRLAVIE243BRE
20 TH CENTURY TECHNOLOGIES 5 Ricardo Munoz, Suite 5880 Caracas, Venezuela	VE20TCEN5880CAR
THE E.K. RODGERS COMPANIES One Hawthorne Lane London, England SW1Y5HO	GBEKRODLON
THE GREENHOUSE 45 Royal Crescent Birmingham, Alabama 35204	USGRE45BIR

CARDUCCIO AND JONES
88 Canberra Avenue
Sidney, Australia

AUCARJON88SID

N. MINAMI & CO., LTD.
2-6, 8-Chome Isogami-Dori
Fukiai-Ku
Kobe, Japan

JPMINCO26KOB

BOCCHACCIO S.P.A.
Visa Mendotti, 61
8320 Verona, Italy

ITBOCSPA61VER

MURLA-PRAXITELES INC.
Athens, Greece

GRMURINCATH

SIGMA COY E.X.T.
4000 Smyrna, Italy
1640 Delgado

ITSIGCOY1640SMY

COMPANHIA TEXTIL KARSTEN
Calle Grande, 25-27
67890 Lisbon, Portugal

PTKAR2527LIS

HURON LANDMARK
1840 Huron Road
Windsor, ON, Canada N9C 2L5

XOHURLAN1840WIN



U.S. Department of State
REQUEST FOR CUSTOMS CLEARANCE OF MERCHANDISE

OMB Approval No. 1405-0104
Expires: 02/28/2005
Estimated burden: 15 Minutes

TO THE SECRETARY OF STATE - ATTENTION: OFFICE OF FOREIGN MISSIONS It is requested that the necessary arrangements be made for the appropriate authorities to admit free of duty the merchandise described below. This merchandise is intended for the personal and/or official use of the person(s) or foreign government noted based on reciprocity or, for representatives of international organizations, or others herein designated, based on privileges under the authority specified on the form.			
NAME OF EMBASSY, LEGATION, OR INT'L. ORG. <i>(Includes U.N.)</i>		PORT OF CLEARANCE	
CONSIGNEE Name <i>(First, Middle, Last)</i> _____ Title: _____			
PURPOSE Official (Explain Below) Personal Official and Personal		ENTER PID _____ or IF NEWLY ASSIGNED CHECK HERE	
CARRIER / SUPPLIER		Customs Entry or Manifest No.	Air Waybill or Bill of Lading No.
		Total Weight lbs. or Kg.	Mail Entry No.
DESCRIPTION OF MERCHANDISE Including warehouse or Catalogue No. <i>(if withdrawn from a customs bonded warehouse or foreign trade zone)</i> . If vehicle, include Vehicle Identification Number, Make, Model, and Year.			
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF INTERNATIONAL ORGANIZATION <i>(Includes U.N.)</i>			DATE <i>(mm-dd-yyyy)</i>
EMBASSY OR CONSULATE SEAL & AUTHORIZATION	U.S. DEPARTMENT OF STATE APPROVAL	USUN	U.S. CUSTOMS AUTHORIZATION
DATE: <i>(mm-dd-yyyy)</i>	FREE ENTRY REQUESTED		



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NAME OF EMBASSY, LEGATION, OR INT'L. ORG. <i>(Includes U.N.)</i>		PORT OF CLEARANCE	
CONSIGNEE Name <i>(First, Middle, Last)</i> _____ Title: _____			
PURPOSE Official (Explain Below) Personal Official and Personal		ENTER PID _____ or IF NEWLY ASSIGNED CHECK HERE	
CARRIER / SUPPLIER		Customs Entry or Manifest No.	Air Waybill or Bill of Lading No.
		Total Weight lbs. or Kg.	Mail Entry No.
DESCRIPTION OF MERCHANDISE Including warehouse or Catalogue No. <i>(if withdrawn from a customs bonded warehouse or foreign trade zone)</i> . If vehicle, include Vehicle Identification Number, Make, Model, and Year.			
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF INTERNATIONAL ORGANIZATION <i>(Includes U.N.)</i>			DATE <i>(mm-dd-yyyy)</i>
EMBASSY OR CONSULATE SEAL & AUTHORIZATION	U.S. DEPARTMENT OF STATE APPROVAL	USUN	U.S. CUSTOMS AUTHORIZATION
DATE: <i>(mm-dd-yyyy)</i>	FREE ENTRY REQUESTED		



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NAME OF EMBASSY, LEGATION, OR INT'L. ORG. <i>(Includes U.N.)</i>		PORT OF CLEARANCE	
CONSIGNEE Name <i>(First, Middle, Last)</i> _____ Title: _____			
PURPOSE Official (Explain Below) Personal Official and Personal		ENTER PID _____ or IF NEWLY ASSIGNED CHECK HERE	
CARRIER / SUPPLIER		Customs Entry or Manifest No.	Air Waybill or Bill of Lading No.
		Total Weight lbs. or Kg.	Mail Entry No.
DESCRIPTION OF MERCHANDISE Including warehouse or Catalogue No. <i>(if withdrawn from a customs bonded warehouse or foreign trade zone)</i> . If vehicle, include Vehicle Identification Number, Make, Model, and Year.			
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF INTERNATIONAL ORGANIZATION <i>(Includes U.N.)</i>			DATE <i>(mm-dd-yyyy)</i>
EMBASSY OR CONSULATE SEAL & AUTHORIZATION	U.S. DEPARTMENT OF STATE APPROVAL	USUN	U.S. CUSTOMS AUTHORIZATION
DATE: <i>(mm-dd-yyyy)</i>	FREE ENTRY REQUESTED		



U.S. Department of State
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TO THE SECRETARY OF STATE - ATTENTION: OFFICE OF FOREIGN MISSIONS It is requested that the necessary arrangements be made for the appropriate authorities to admit free of duty the merchandise described below. This merchandise is intended for the personal and/or official use of the person(s) or foreign government noted based on reciprocity or, for representatives of international organizations, or others herein designated, based on privileges under the authority specified on the form.			
NAME OF EMBASSY, LEGATION, OR INT'L. ORG. <i>(Includes U.N.)</i>		PORT OF CLEARANCE	
CONSIGNEE Name <i>(First, Middle, Last)</i> _____ Title: _____			
PURPOSE Official (Explain Below) Personal Official and Personal		ENTER PID _____ or IF NEWLY ASSIGNED CHECK HERE	
CARRIER / SUPPLIER		Customs Entry or Manifest No.	Air Waybill or Bill of Lading No.
		Total Weight lbs. or Kg.	Mail Entry No.
DESCRIPTION OF MERCHANDISE Including warehouse or Catalogue No. <i>(if withdrawn from a customs bonded warehouse or foreign trade zone)</i> . If vehicle, include Vehicle Identification Number, Make, Model, and Year.			
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF INTERNATIONAL ORGANIZATION <i>(Includes U.N.)</i>			DATE <i>(mm-dd-yyyy)</i>
EMBASSY OR CONSULATE SEAL & AUTHORIZATION	U.S. DEPARTMENT OF STATE APPROVAL	USUN	U.S. CUSTOMS AUTHORIZATION
DATE: <i>(mm-dd-yyyy)</i>	FREE ENTRY REQUESTED		

DIPLOMATIC NOTE 1504 SUPPLEMENT

Detailed instructions for completion of the DS-1504

The following pages explain how to fill out form DS-1504, Request for Customs Clearance of Merchandise. The lines highlighted in bold lettering correspond to the titles of each information block on that form. Please note that all DS-1504 forms must be typewritten.

Name of Embassy, Legation, or International Organization

Identify the country name of the Embassy, Consulate, Legation, or International Organization (hereinafter referred to as the "foreign mission").

Port of Clearance

Air: Enter the airport of arrival where goods will clear customs. (If the destination airport is not the first customs port of arrival in the United States, refer to "Immediate Transportation" paragraph below.)

Vessel: Enter the port where goods will clear customs. (If the final destination port is not the first customs port of arrival in the United States, refer to "Immediate Transportation" paragraph below.)

Truck: Enter the name of the place of border crossing from either Canada or Mexico.

IT (Immediate Transportation): For shipments which arrive initially at one port of entry but are in-transit to another for customs clearance, enter the port where the items will ultimately be cleared by Customs (the destination port). In these cases, also known as "transportation in-bond," the Customs officer at the initial Port of Entry accepts a form CF- 7512, "Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit." The shipping agent or Customs clearing agent should provide a copy of this document to be attached to the DS-1504.

Mail: Enter the complete address of the U. S. Post Office where the goods arrive.

Bonded Warehouse: Enter the port in which the Customs-bonded warehouse is located.

Consignee:

For official shipments, the consignee will be the foreign mission or other recognized entity having duty-free admission privileges.

For personal shipments, provide the name and title of the individual to whom the goods belong and for whose exclusive use they are being imported. The individual must have been (or is being) notified to the Department of State and must be eligible for duty-free admission privileges. For example, permanent residents of the United States are not eligible.

The consignee should be identified on the shipping document as follows:

For Air Shipments: Enter the name of the person or entity identified on the Air Waybill. If the foreign mission is listed on the Air Waybill but the goods are actually for the personal use of an entitled individual, list the name of the individual in parenthesis after the name of the foreign mission -- example: Embassy of Utopia (for John Doe).

For Sea Freight: Enter the name of the person or entity identified on the Bill of Lading. If the foreign mission is listed on the Bill of Lading but the goods are actually for the personal use of an entitled individual, list the name of the individual in parenthesis after the name of the foreign mission -- example: Embassy of Utopia (for John Doe).

For Truck Cargo: Enter the name of the person or entity identified on the truck manifest. If the foreign mission is listed on the truck manifest but the goods are actually for the personal use of an entitled individual, list the name of the individual in parenthesis after the name of the foreign mission -- example: Embassy of Utopia (for John Doe).

For IT Shipments: Enter the name of person or entity shown on the Immediate Transport document. If the foreign mission is listed on the IT document but the goods are actually for the personal use of an entitled individual, list the name of the individual in parenthesis after the name of the foreign mission -- example: Embassy of Utopia (for John Doe).

For Mail: Enter the name of the addressee.

For Bonded Warehouse Purchases: Enter the name of person who is requesting the goods. For an official function such as a national day celebration, list the name of the host of the event.

Purpose:

Please select the appropriate box:

Official: The Customs Regulations of the United States permit duty free admission of articles which are the property of a foreign government and which will be used only in connection with non-commercial functions. For all importation requests for official purposes, please explain the official nature of the request in the "Description of Merchandise" block below. Categories of official requests are:

Office supplies, equipment, and other articles for the official use of a foreign government;

Items for an exhibition which is sponsored by or participated in by a foreign government and which are not connected with commercial undertakings. To qualify for duty-free importation, no admission may be charged and items may neither be sold nor advertised for sale;

Equipment being imported for limited duration and which will remain the property of the foreign government until it is exported, such as equipment being serviced or repaired;

Items intended to be permanent fixtures, such as carpeting, draperies, construction materials, etc.;

Printed matter that is the property of a foreign government, that does not contain advertising matter, and that is being imported for free distribution.

Personal: Foreign mission personnel qualify for free importation privileges under the provisions of the U.S. Customs Regulations, Sections 148.85(a) and 148.85(b); Articles 36(1)(b) and 37(2) of the Vienna Convention on Diplomatic Relations (VCDR); and Articles 50(1)(b) and 50(2) of the Vienna Convention on Consular Relations (VCCR). Accordingly, eligible personnel may import articles, with the exception of those prohibited by law, free of duty. Such items must be for the personal or family use of eligible personnel. The Department of States does not impose any quantity or time limitations, except to reciprocate for like treatment by a sending government, under the terms of Articles 47 and 72 of the VCDR and VCCR respectively.

Official and Personal: This block should be checked if the request contains both official and personal goods in a combined shipment. If so, the official goods should be clearly identified as such in the "Description of Merchandise" block. This block is also used to request duty-free admission of alcoholic beverages and other consumables to be used for official entertainment purposes by a foreign mission. Such items are by nature intended for personal consumption, and should not be identified as solely for official use. Identify the type of official function in the "Description of Merchandise" block.

Personal Identification Number (PID):

For personal import requests, enter the Personal Identification Number of the requester. For official requests, leave this block empty.

If an individual for whom duty-free admission is being requested is newly-assigned, check the appropriate box and provide the following information:

Date of arrival in the United States (this may be typed in the box marked "Enter PID");

Copy of passport page showing photograph and name;

Copy of visa;

Copy of the "Notification of Appointment" form DS-2003 or DS-2004.

The Department of State may on occasion accept and initiate processing of the request for duty-free admission of personal effects prior to the arrival of the individual in order to facilitate his or her establishment. In this case, all of the above information must be provided, except that the DS-2003/2004 will lack the individual's photograph and signature. Although initial processing of paperwork can be initiated upon receipt of these documents, final authorization for release of the personal effects will be granted only upon submission of the fully-completed and signed DSP- 2003/2004 after the individual's arrival. Requests to initiate the clearance process prior to arrival will be accepted only from foreign missions whose governments provide reciprocal courtesies to U.S. personnel. Each such request must contain the following statement in the "Description of Merchandise" block:

"This request to initiate clearance prior to arrival of the consignee is made in accordance with reciprocal treatment provided to U.S. personnel in [name of country]."

Carrier/ Supplier:

Air: Enter the name of the airline on which the goods will arrive in the U.S. and the flight number and arrival date. The flight number must have the carrier prefix as well as the number, for example: "Skyway Airlines Flight SA-#100, date of arrival August 30, 2003"

Vessel: Enter the name of the steamship company and the name of the vessel, the voyage number and the expected arrival date (ETA).

Truck: For shipments crossing by land from Canada or Mexico, enter the name of the trucking company and the estimated date/time of arrival at the border.

IT: Enter the name of the common carrier to whom goods were released from the Port of Entry and identify who is transporting the goods to their final destination, and the expected arrival date.

Mail: Enter the name and address of the post office where the shipment is being held.

Bonded Warehouse: Enter the name and address of the importer of the goods.

Note: *this may be different from the bonded warehouse where the goods are located, unless the importer operates his own bonded warehouse.*

Customs Entry or Manifest No.:

IT: Enter the IT number. (Sometimes an Air Waybill may be stamped by Customs as the IT document. If that is done, indicate the Air Waybill number as the IT number.)

All others: Leave blank.

Air Waybill or Bill of Lading No.:

Air: Enter the Air Waybill number prefixed by "AWB."

Note: *In some cases a consolidated shipment will arrive in the United States under a Master Air Waybill and is split up for delivery to different consignees for whom House Air Waybills are assigned. In such cases, the Master Air Waybill number should be listed in this block and the House Air Waybill (HAWB) number entered in the "Description of Merchandise" block below. A Master Air Waybill always has eleven digits.*

A copy of all Air Waybills must be attached to the DS-1504.

Vessel: Enter the Bill of Lading number prefixed by "B/L." If there are both Master or Ocean and House Bills of Lading, list the Master or Ocean here and put the House number in the "Description of Merchandise" block below. Master or Ocean Bills of Lading are usually identified as MBL or OBL; House as HBL. Master or Ocean Bills of Lading always start with four letters that identify the shipping company. Those numbers are always clearly identified on the Notice of Arrival form.

A copy of all Bills of Lading must be attached to the DS-1504. In addition, a copy of the Notice of Arrival should be attached, if available.

Truck: Enter the Manifest Number, if available. (There may not be one assigned.)

IT: Enter the AWB or B/L number as appropriate. (In addition, include the IT number in the "Customs Entry or Manifest No." block.)

Mail: Leave this entry blank.

Bonded Warehouse: Leave this entry blank.

Total Weight:

List the gross weight of the goods being imported. This information is available from the Air Waybill, the Bill of Lading, or the mail notification card/receipt. Indicate whether the weight measure is in pounds (lbs.) or kilograms (Kgs.). For bonded warehouse purchases, leave this block empty.

Mail Entry No.:

For mail deliveries only, enter the article number from the Delivery Notice/Reminder/Receipt (PS Form 3849. This is usually found in the upper right corner. For all other types of shipment, leave blank. Note that the address of the mail facility should be indicated in the "Carrier/Supplier" block above. Please attach the original copy of the notification card/receipt to the DS-1504. The original will be returned to the Embassy attached to the approved copy of the DS-1504.

Description of Merchandise:

The following five elements must be included on all requests for clearance:

Description: The items in the shipment must be fully described. If a shipment under one Bill of Lading contains different types of cargo (for example household effects and a vehicle) both should be clearly identified. However, do not submit separate DS-1504 forms for different items if they are combined on the same Bill of Lading or Air Waybill. For official shipments, the description should include confirmation of governmental ownership and the intended disposition (example: remain in the mission, export, distribute free to the public, etc.)

Quantity: Enter the number of cartons, cases, packages, boxes, crates, or items.

Note: pallets, containers, skids, and igloos are means of transport, not measurements of quantity. They are insufficient to describe the quantity unless the number of cartons, packages, boxes, or items is identified. Example: "One 20' container of personal effects containing 220 boxes" is acceptable. If the goods are containerized, indicate the container number in this entry box.

Vertical Line: Draw a vertical line across the request immediately following description and/or after last item(s) ordered from any Bonded Warehouse.

Delivery address: Enter the address where the shipment will be delivered.

Location of goods: Enter the name and complete address of the storage facility where the goods are being held and from which U.S. Customs will release them. Occasionally, the storage location may not be known when the DS-1504 is submitted; for example, when a sea shipment is less than a full container load (LCL). Fully describe any such situation and provide the name, address, and telephone number of the moving and storage company handling the customs clearance.

Customs brokers do not hold goods in storage. Therefore, the address of the customs broker should not be entered here

Air: Enter the name, address, building number, and telephone number of the facility where the goods are being held for Customs clearance. This may be either the airline's own warehouse, a Customs Container Station, or a Customs Examination Station (CES) or a Customs border warehouse facility.

Vessel: Enter the name, address, building number, and telephone number of the facility where the goods are being held for Customs clearance. This may be the steamship company warehouse, a Customs Container Station, or a Customs Examination Station (CES).

Truck: Enter the name, address, building number, and phone number of the facility where the goods are being held for Customs clearance. This may be a Customs Container Station, a Customs Examination Station (CES), or a Customs border warehouse facility.

Bonded Warehouse Enter the name and address of the bonded warehouse or foreign trade zone where or the goods are located. This information may be different from the name and Foreign Trade Zone: address of the importer from whom the goods were ordered. If unsure, ask the importer for the exact address of the warehouse.

Mail: Enter the name and address of the post office where the goods are being held.

Point of Contact: At the bottom of the "Description of Merchandise" block, please enter the name and telephone number of the person at the foreign mission who can be contacted for further information.

The following categories of imports require specialized information in the "Description of Merchandise" block on the DS-1504:

- ◆ Motor vehicles: Include the make, model, year of manufacture, and vehicle identification number (VIN).

State whether the vehicle is "conforming" or "non- conforming." This means that it either does or does not meet the standards of the U. S. Department of Transportation (DOT) and the Environmental Protection Agency (EPA). The applicable certifications should be typed on the DS-1504, for example:

"The vehicle does conform to DOT safety standards" or...

"The vehicle does not conform to DOT safety standards, however the consignee requests exemption from compliance with these requirements" and,

"The vehicle does conform to EPA environmental standards" or

"The vehicle does not conform to EPA environmental standards, however the consignee requests exemption from compliance with these requirements."

U.S. Customs requires that DOT and EPA forms be completed prior to releasing the vehicle. Foreign missions may choose to complete these forms in advance to expedite processing, but it is not necessary to attach these forms to the DS-1504. Nevertheless, U.S. Customs strongly encourages completion of the forms prior to submitting the DS-1504 to Customs, since often the person claiming the vehicle has no knowledge of or authority to sign, the declaration forms.

Note: Vehicle imports require the consignee to register the car with the Office of Foreign Missions prior to its release. Foreign missions should initiate the registration process and importation request simultaneously to ensure that the clearance is not delayed.

- ◆ Firearms: Enter the make of the weapon(s), year of manufacture, and serial number.

Note: Foreign missions are reminded that granting permission to possess firearms in the United States is a matter within the jurisdiction of local authorities. Any request to possess or carry a firearm must be made to the appropriate authority in the local jurisdiction in which the affected person proposes to keep the weapon. Customs officials will release imported firearms only upon presentation of the authorization form issued by the appropriate local authorities.

- ◆ **Agricultural Products:** The U.S. Department of Agriculture has strict regulations on the importation of agricultural products such as meat, fruits and vegetables, and plants. A detailed inventory should be provided for any shipment containing these items. Also, certifications or other documentation may be required before these items can be released. Foreign missions intending to import agricultural products should familiarize themselves with the specialized requirements well before the intended arrival date.

Purchases from Bonded Warehouses: Alcoholic beverages purchased from a Customs Bonded Warehouse or a Foreign Trade Zone must be itemized, including the size of the bottles and the number of bottles for each size.

Note: The Department of State does not impose quantitative restrictions on alcoholic beverages or other items purchased from bonded warehouses, except in rare instances as a reciprocal measure for like treatment by another country. The Department expects responsible senior official of mission to screen these requests (submitted on the DS-1504 form) for reasonableness of quantity and frequency of submission in order to meet personal and representational needs only. Liquor requests for an official function should be identified in the "Purpose" block as "Official and Personal". The type and date of the official function and the name of the host should be entered.

- ◆ **Pouches:** Customs regulations provide for the immediate release of unaccompanied diplomatic and consular pouches when they meet the requirements of U.S. Customs. These requirements are:
 - Bear external, visible markings that clearly identify it as a pouch, for example by stating: "Diplomatic Pouch" or "Consular Pouch."
 - Be addressed to one of the following offices of the Government or organization whose seal the pouch bears: an embassy, legation, consulate, mission, or regional office of an international organization listed as such in section 148.7(b) of U.S. Customs regulations.
 - Be securely closed with the seal of the sending government on the lock.
 - Have a detachable certificate on the outside. The certificate, which is removed and retained by U.S. Customs, provides the authority for immediate release, without the requirement for submission of a DS-1504. If there is no detachable certificate on the pouch, the foreign mission should submit a DS-1504, which identifies the shipment as a "Diplomatic Bag" or "Consular Bag" and includes the following statement:
"Admission without entry or examination is requested."

The Department of State will make every effort to get diplomatic and consular pouches released as soon as possible.

- ◆ **Exhibition Materials:** Requests for duty-free clearance of exhibition materials must contain all of the particulars of the shipment and the exhibition as follows:
 - Ownership and a good description of the materials;
 - Description of items, identify subject matter including government publications and printed matter.
 - Location and dates of the exhibition (if outside the foreign mission, provide a copy of the contract from the hosting location);
 - Sponsorship, purpose, and intended participants;
 - Intended disposition of the goods
 - Will items be offered for sale, distributed gratis, or will orders be taken at this exhibition?
 - State final disposition of goods.

This information must be typed in the "Description of Merchandise" block, even if it takes two or three DS-1504s to answer all statements above. Flyers, programs, announcements, and contracts may be submitted as attachments to the DS-1504.

House Air Waybill or House Bill of Lading: If the number entered in the "Air Waybill or Bill of Lading Number" block above, is a Master Air Waybill or Ocean Bill of Lading number, include in the "Description of Merchandise" block the House Waybill or Bill of Lading number.

Reciprocity Certification: For requests to initiate the clearance process of personal effects prior to the arrival of the individual, include the following statement: "This request to initiate clearance prior to arrival of the consignee is made in accordance with reciprocal treatment provided to U.S. personnel in [name of country]."

Signature of Authorized Representative of an International Organization

This block must be completed by all international organizations. Embassies and Consulates should leave it blank.

Date

Date that the DS-1504 is prepared (to be completed by all requesters).

Embassy or Consulate Seal:

Foreign Missions should stamp, initial, and date each copy of the DS-1504 form. If a mission chooses to, it may use an embossing seal that will penetrate all six copies, rather than in stamping each copy.

U.S. Department of State Approval:

Leave blank

USUN:

Leave blank.

U.S. Customs Authorization:

Leave blank

Attachments:

Please attach photocopies of all pertinent paperwork as appropriate. This should include all of the available and applicable shipping and personal identification documentation identified in the detailed instructions above, such as:

- Air Waybill (Master and House, if applicable) and Carrier Certificate
- Bill of Lading (Master or Ocean and House, if applicable) and Arrival Notice
- Identification page of the applicant's passport
- Visa (copy only)
- Copy of the "Notification of Appointment" form DS-2003 or DS-2004

Inquiries:

Inquiries regarding these procedures – or any other problems – should be directed to the Office of Foreign Missions at 202/895-3563, between the hours of 8:30 AM and 4:30 PM, Monday through Friday.

NATO M&T terms and definitions in English

Terms and definition from AAP-6 are in italics

- A -

AIR WAYBILL (AWB) also air consignment note : is a transport document constituting a contract of transport. After completion by the consignor, the document is signed by the flying company and then given back to the shipper before the effective loading of goods. / FRA : Lettre de transport aérien (LTA)

AIRFREIGHT FORWARDER : Person or company receiving a mandate from a consignor or a consignee for goods being transported mostly by air. This forwarder liaises with transport companies, checks the continuity of transport and of all administrative and customs documentation, insurances. / FRA : Transitaire aérien.

AIRFREIGHT CONSOLIDATOR : person or company responsible for the collective shipment of different goods being shipped by air. / FRA : groupeur aérien.

APRON : *A defined area on an aerodrome, intended for parking, loading and unloading and/or servicing of aircraft (AAP-6). FRA : aire de trafic.*

- B -

BILL OF LADING : is a document issued by a carrier (ship master) acknowledging that specified goods have been received on board as cargo for conveyance to a named place for delivery to a consignee who is usually defined./ FRA: Connaissance.

- C -

CLEARANCE CERTIFICATE : Official customs document signed by a competent person and entitled to set one's hand to this type of document stating that goods declared on the document will circulate under a certain status./ FRA : Certificat de douane

CONSIGNMENT NOTE : Registration document or recapitulatory statement document prepared before the sending of goods/ FRA : Bordereau d'expédition

CANCELING DATE : A precise date indicating when the current status (of a contract for instance) will be cancelled by the will of the concerned parties or by the will of one of them /FRA : date de résiliation

CPT- Carriage Paid To- (named place of destination) - INCOTERM- the general/ containerised/ multimodal equivalent of CFR. The seller pays for carriage to the named point of destination, but the risk passes when the goods are handed over to the first carrier./ FRA : port payé.

CFR- Cost and freight (named destination port) - INCOTERM- the seller must pay the costs and freight to bring the goods to the port of destination. However, the risk is transferred to the buyer once the goods have crossed the ship's rail. Maritime transport only.

CIF- Cost Insurance and Freight (named destination port) - INCOTERM- the same as CFR except that the seller must pay for insurance for the buyer. Maritime transport only.

CIP- Carriage and Insurance Paid to (named place of destination)- INCOTERM- the containerised transport /multimodal equivalent of the CIF. Seller pays for carriage and insurance to the named

destination point, but the risk passes to the buyer when the goods are handed over to the first carrier.

CLEAN BoL : same definition as Bill of Lading but the receiver must mention and declare that there is no reservation. /FRA : connaissance sans réserve

CMR convention : the CMR convention (full title : Convention on the Contract for the International Carriage of Goods by Road) is a UN convention signed in Geneva in 1956. It relates the various legal issues concerning the transporting of cargo mostly by road. It has been ratified by the majority of the European States, Norway, Switzerland, Bosnia- Herzegovina, Croatia, Russia, as well as Morocco and Tunisia.

COMMUNITY TRANSIT DECLARATION T1, T2 la déclaration de transit communautaire.

The communal transit declaration is applicable to goods moving between two points inside the EC. This procedure is also applicable to countries belonging to the AELE (Iceland, Switzerland, Norway, and Lichtenstein) known as common transit and since 1996 to countries belonging to the VISEGRAD community (Czech Republic, Slovakia, Hungary, and Poland).

Two cases can be studied:

1- External Communal Transit; T1: in this case, goods coming from an AELE country are transiting on the European customs territory and the EC, or from a VISEGRAD country and the EC.

2- Internal Communal Transit; T2 : This regime does not exist any more since 1993, when it has been replaced by a free move of goods and persons inside the UE.

CONTROLLED PORT (*port contrôlé*) A harbor or anchorage at which entry and departure assignment of berths and traffic within the harbor or anchorage are controlled by military authorities. (AAP-6)

CONTROLLED ROUTE (*itinéraire réglementé*) : A route, the use of which is subject to traffic or movement restrictions which may be supervised.(AAP-6)

CUSTOMS AGENT; CUSTOMS BROKER : /commissionnaire en douane.

CUSTOMS TARIFF : table indicating the cost of goods divided into branches and the taxes to be paid by the importer or exporter. /Le tarif des douanes

CUSTOMS DUTY le droit de douane.

CUSTOMS VALUE la valeur en douane

- D -

DISPATCH NOTE (DN) also named consignment note : (FRA : bordereau d'expédition)

DAF- Delivered at Frontier- INCOTERM- used when the goods are transported by road or rail . The seller pays for transportation to the named destination place of delivery at border. The buyer arranges for customs clearance and pays for transportation from frontier to his factory. Risk is transferred at the frontier. / FRA : rendu frontière.

DES- Delivered ex Ship (named port) - INCOTERM- When goods are delivered ex ship the passing of risk does not occur until the ship has arrived at the named port of destination and the goods made available for the buyer. A commonly used term, when shipping bulk goods such as coal, grain or dry chemicals. / FRA : rendu ex ship (port de destination).

DEQ- Delivered ex Quay (named port) - INCOTERM- Same meaning as DES but the passing of risk does not occur before the unloading of goods at the port of destination. / FRA : rendu à quai.

DDP- Delivered Duty Paid (named destination place) - INCOTERM- The seller pays for all transportation costs and bears all risk until the goods have been delivered and pays the duty. Also used interchangeably with the term "Free Domicile". / FRA : rendu droits acquittés (lieu de destination convenu)

DDU- Delivered Duty Unpaid (named destination place) - INCOTERM- the seller delivers the goods to the buyer to the named place of destination. Goods are not cleared for import or unloaded from any form of transport at the point of destination. The buyer is responsible for the costs and risks for the unloading, duty and any subsequent delivery beyond the place of destination. / FRA : droits non acquittés (lieu de destination convenu)

- E -

EXCISE- or excise tax is a type of tax charged on goods produced within the country (as opposed to customs duties, charged from outside the country). Typical examples of excise duties are taxes on tobacco, alcohol and gasoline.

EXW- Ex Work- (Named place) (INCOTERM) : the seller makes the goods available at his premises.

- F -

FCA- FREE CARRIER- INCOTERM : The seller hands over the goods, cleared for export, into the custody of the first carrier, (named by the buyer) at the named place. This term is suitable for all modes of transport, including carriage by air, rail, road and containerised/ multi modal transport. / Franco transporteur

FAS- FREE ALONGSIDE SHIP (named loading port) - INCOTERM: The seller must place the goods alongside the ship at the named port. The seller must clear the goods for export. Suitable for maritime transport only. / Franco le long du navire.

FOB-FREE ON BOARD (named loading port) : INCOTERM : The classic maritime trade term, the seller must load the goods on board the ship designated by the buyer, costs and risks being divided at ship's rail. The seller must clear the goods for export. Maritime transport only. /Franco à bord.

G- H

GROSS WEIGHT (*Poids total en charge*) : *Weight of a vehicle, fully equipped and serviced for operation, including the weight of the fuel, lubricants, coolant, vehicle tools and spares, crew, personal equipment and load.*

I - J

INCOTERMS : (International Commercial Terms) are a series of international sales terms widely used throughout the world. They are used to divide transaction costs and responsibilities between buyer and seller and reflect state-of-the art transportation practices. They closely correspond to the UN Convention on Contracts for the International sales of Goods.

K- L- M

N

NOMENCLATURE OF GOODS : nomenclature des marchandises

O

OCEAN MANIFEST (*manifeste*) : A detailed listing of the entire cargo loaded into any one ship showing all pertinent data which will readily identify such cargo and where and how the cargo is stowed (AAP-6)

P

PACKING LIST : A precise list of goods established on a referred document . /FRA liste de colisage.

PORT OF DEBARKATION (*port de débarquement*) Port of disembarkation : A seaport, airport or railhead where personnel, equipment and/or stocks are unloaded from a means of transport (AAP-6)

PORT OF EMBARKATION (*port d'embarquement*) : A seaport, airport or railhead where personnel, equipment and/or stocks are loaded onto a means of transport (AAP-6)

Q

QUAY DUES : fees paid upon arrival and the drawing alongside the quay. /FRA: les droits de quai

R

RAILHEAD (*terminal ferroviaire*: A point on a railway where loads are transferred between trains and other means of transport (AAP-6)

RAILWAY LINE CAPACITY (*capacité d'une ligne de chemin de fer*): The maximum number of trains which can be moved in each direction over a specified section of track in a 24 hour period. (AAP-6)

RAILWAY LOADING RAMP (*rampe de chargement*) : A sloping platform situated at the end or beside a track and rising to the level of the floor of the railcars or wagons (AAP-6).

S

SAFE WORKING LOAD (*charge maximum pratique*) : In sea operations, the maximum load that can be safely applied to a fitting, and normally shown on a label plate adjacent to the fitting (AAP-6)

STEVEDORE; person in charge of guiding, placing and securing mostly a container from the port to a ship, or from a ship to the wharf or a storage place. This term can be applied to the handling firm. / FRA acconier, l'entrepreneur de manutention.

T- U- V- W

TRAIN PATH (*marche d'un train*) : In railway terminology, the timing of a possible movement of a train along a given route. All the train paths on a given route constitute a time table. (AAP-6).

TRANSSHIPMENT POINT : *point de transbordement* : A location where material is transferred between vehicles (AAP-6)

TERMINAL HANDLING CHARGES frais de passage portuaire

WHARFAGE CHARGES frais de mise à quai

X- Y- Z