CHAPTER 502

UNITED STATES (U.S.) ENTRY REQUIREMENTS

A. GENERAL

1. Personnel and property enter the United States daily to support the Department of Defense (DoD) mission. This chapter addresses U.S. entry requirements for those personnel and/or property, whether shipped by military or commercial Transportation Service Provider (TSP), and the conveyance, if owned or controlled by the DoD.

2. All conveyances (ships, aircraft, and other mode/methods of transport) entering the Customs Territory of the United States (CTUS) from a foreign port or place will be subject to a complete customs inspection upon arrival at the first U.S. port of entry. Exception provisions apply where an agreement exists between the U.S. Customs and Border Protection (CBP) and the U.S. Navy Customs and Border Clearance Agent (CBCA) (Afloat) for shipboard inspections and authorized preclearance operations. Personnel, accompanied baggage, personal property, and cargo and the associated documentation are also subject to inspection. This chapter outlines the general U.S. entry requirements and refers to more specific requirements either in this regulation, or from other sources.

3. The requirements specified in this chapter apply whether preclearance takes place outside the CTUS, or whether clearance is accomplished at the first U.S. port of entry.

4. Upon establishment of the Department of Homeland Security (DHS), a combined organization of Border Patrol, the Bureau of Citizenship and Immigration Services (USCIS), Agriculture Inspection, and the U.S. Customs Service became CBP. CBP is now responsible for border inspections and clearances previously performed by these separate agencies.

B. RESPONSIBILITIES

1. Individual (or customer). The individual customer and his or her family members are responsible for complying with the rules and laws of the host country to which they are assigned and the laws and regulations associated with imports to the United States.

2. Transportation Officer (TO).

   a. DoD-sponsored cargo transported by commercial air, sea, rail, highway, or inland waterway to a destination within the CTUS, or when such cargo is delivered to a commercial air or water terminal not operated by the military, the TO responsible for the area within which the destination or terminal is situated will assist the commercial TSP, in accordance with (IAW) the commercial contract, in accomplishing all customs/agriculture documentation required for entry of the cargo.

   b. TOs at locations designated as ports of entry in the CTUS will make arrangements at the nearest CBP office to have a CBP Form 3461, Entry/Immediate Delivery, Figure 502-1, on file for a fixed or indefinite period of time.

3. Installation Commanders (CDR). All DoD components, including reserve components, that operate, sponsor, or provide water or airfield arrival services to a ship or aircraft entering the CTUS will provide information on the departure point, the expected arrival time at the port of entry, and the status of the ship or aircraft (with information on number of passengers and crew) to the CBP and other border clearance agencies. Notification is mandatory to coordinate arrangements for border clearances and for providing such assistance to CBP and other border
clearance agencies. DoD Components that operate, sponsor, or provide arrival services will not allow entry into the CTUS without notification of the border clearance authorities.

4. **Ship/Aircraft CDR.** The ship’s captain/master or aircraft CDR is responsible for providing border clearance documentation and manifests of any onboard cargo to boarding CBP officials upon arrival at the sea or air terminal at the first point of entry into the CTUS. The ship’s captain/master or aircraft CDR is also required to provide documentation such as crew and passenger lists. The ship’s captain/master or aircraft CDR will not:

   a. Interfere with the performance of the duties of the CBP or CBCA/Military Customs Inspector-Excepted (MCI-E) personnel (including Navy Afloat CBCAs).
   
   b. Permit any cargo, baggage, or equipment to be removed from any vessel or aircraft without permission from the designated border clearance official.
   
   c. Allow any passenger or crew member to depart from a vessel or aircraft prior to completion of arrangements for final border clearance processing. Aircrews usually have one crew member deplane to assist with aircraft block (i.e., gear pins and chocks) and then return to the flight deck. Removal of cargo or departure of personnel may be allowed should it become necessary for the safety or preservation of life or property.

5. **DoD Components.** DoD Components which operate ships and aircraft entering the CTUS are responsible for establishing procedures to ensure compliance with provisions of this regulation, written agreements between the DoD and CBP and other border clearance agencies, and the federal laws and regulations of those agencies. Implementing regulations of DoD components will include specific entry procedures for:

   a. Ships, aircraft, and terminal operations.
   
   b. Passengers and crew members to include medical crews, attendants, and patients.
   
   c. Maintaining a sterile environment for personnel who have departed the ship or aircraft but have not yet been cleared by border clearance agency officials.
   
   d. Cargo, including personal property and accompanied baggage, placed onboard the ship or aircraft as either checked baggage or cabin (carry-on) baggage.
   
   e. Maintaining the security of the ship, aircraft, or terminal and its contents pending arrival of border clearance officials, should those officials not be immediately on-hand upon arrival.
   
   f. Coordinating with the CBP Port Director and the local offices of the CBP.
   
   g. Ensuring personnel receive formalized instruction in border clearance procedures to ensure successful accomplishment of the CBCP.

6. **Contracting Officer.** The contracting officer will ensure that all contracts will comply with import/export requirements of the Defense Federal Acquisition Regulation Supplement (DFARS). This provision includes the responsibility for preparation of shipper’s export/import declaration documents and obtaining licensing permits.
C. CBP CLEARANCE REQUIREMENTS FOR CONVEYANCES (DOD-OWNED OR -CONTROLLED)

1. **U.S. Navy Ships.** The Navy maintains the only remaining Navy Afloat CBCA program accredited by the CBP Port Directors at Norfolk and San Diego.

   a. **Clearance Requirement.** The captain/master or commanding officer of each military ship entering into the CTUS is responsible for ensuring a complete U.S. border clearance inspection has been accomplished prior to arrival at the U.S. port of entry.

      (1) At a minimum, the inspection will encompass all ship spaces (e.g., lockers, boats, cargo holds, living areas, and embarked aircraft, and all cargo and equipment onboard), to include organic equipment of units embarked.

      (2) All on-board personnel and accompanying baggage will be inspected, to include passengers, crew members, super cargo personnel, security personnel, observers, and civilian technicians. As part of the border clearance inspection, and in preparation for clearance at the port of entry, all personnel will complete a personal declaration, CBP Form 6059B, U.S. Customs and Border Protection Customs Declaration, Figure 502-2.

      (3) The ship’s captain/master or their representative will notify CBP officials at the U.S. port of entry and the Service investigative service of any contraband found during underway inspections, prior to arrival at the first port of entry. The Service investigative service will meet the ship upon arrival and transfer custody of the contraband into the Service evidence system. Entrance of the contraband into the Service evidence system greatly diminishes the possibility of an error in the chain of custody.

   b. **Clearance Procedures.** Inspection will normally be performed by trained and designated CBCAs. Each military-operated ship will have at least one trained and designated CBCA within its crew. If a shipboard CBCA capability does not exist, the captain/master or commanding officer of the ship will appoint an officer to conduct the inspection.

      (1) At the first U.S. port of entry, the captain/master or commanding officer of each ship will present CBP officials with a manifest of all cargo loaded aboard the ship for discharge in the CTUS. A copy of this manifest will also be presented to the operator of the military water terminal.

      (2) When the crew and vessel, but not the cargo, are cleared at the first U.S. port of entry, the ship’s captain/master or commanding officer will notify the CBP at subsequent ports of entry and provide them a manifest of the cargo to be discharged at that port.

      (3) The inspection will be conducted at the last port of call before entry into the CTUS. This permits support from land-based Customs activities and maximizes inspection effectiveness. If mission requirements, ship size or characteristics, inspection resources, or port considerations preclude inspection prior to departure, the inspection will be conducted while the ship is en route to the U.S. port of entry.

      (4) For each ship operating outside the CTUS, the ship’s captain/master or commanding officer will prepare a customs inspection plan. The plan will be developed to outline those procedures to be followed to ensure effective conduct of the CBCA inspection. The plan will include procedures both for inspecting the ship, its cargo, equipment, and personnel, and for completion and collection of personal customs declarations.

      (5) For each ship operating outside the CTUS, the ship’s captain/master or commanding officer will prepare a counter-narcotics plan to prevent the use of the ship, its cargo, equipment, or personnel onboard, for the illegal introduction of drugs, narcotics, or other contraband into the CTUS.
(6) Clearance at the Port of Entry. Ships normally arrive at established U.S. ports of entry at which border clearance officials are readily available. The pre-departure examination/inspection under the CBCA program will expedite the procedures on arrival in the CTUS. Integrity inspections or examinations at the first port of entry and/or subsequent ports of call are within the prerogative of the clearance officials. In most cases, this will consist of a cursory check for the proper paperwork.

(1) Dutiable and restricted items: All items acquired outside the United States must be declared and may be subject to duty and/or other taxes. Certain items may be subject to restrictions or prohibited from import. All baggage is subject to examination. All personnel will make items in their possession available for inspection if so requested by CBP officials. Animals, foodstuffs, plants, or plant parts will be made available for inspection before being brought ashore.

(2) The captain/master or commanding officer of the ship will complete, and provide to the clearance officials, written certification that a border clearance inspection has been completed.

(3) In addition to notification of border clearance agencies, military elements operating in U.S. water terminals will provide transportation for border clearance officials to and from inbound ships to permit clearance process as early as possible before berthing.

(4) Shipboard Mail. The captain/master or commanding officer of ships will institute onboard mail control procedures IAW the provisions of DoD 4525.6 M, Department of Defense Postal Manual.

2. Vessel Passenger Manifesting Requirements:

a. For all civilians entering the United States on DoD-owned or -chartered vessels, IAW 19 Code of Federal Regulations (CFR) 4.7b, Electronic Passenger and Crew Arrival Manifests, advance electronic passenger manifest data is required to be provided to CBP’s Advance Passenger Information System (APIS) through the Coast Guard’s Electronic Notice of Arrival/Departure (eNOAD) system. Submission time frames are provided in Paragraph C.2.c below. Active duty U.S. military personnel are exempt. If a manifesting entity has a direct interface between an automated system and eNOAD that interface may be used or data must be manually entered using the Web-based eNOAD system at https://enoad.nvmc.uscg.gov/. Required data elements include:

(1) Full name (last, first, and, if available, middle)
(2) Date of birth
(3) Gender (F = female; M = male)
(4) Citizenship
(5) Country of residence
(6) Status on board the vessel
(7) Travel document type (e.g., P = passport; A = alien registration card)
(8) Passport number, if a passport is required
(9) Passport country of issuance, if a passport is required
(10) Passport expiration date, if a passport is required
(11) Alien registration number, where applicable
(12) Passenger Name Record locator, if available

(13) Address while in the United States (number and street, city, state, and zip code), except that this information is not required for U.S. citizens, lawful permanent residents, or persons who are in transit to a location outside the United States

(14) Foreign port/place where transportation to the United States began (foreign port code)

(15) Port/place of first arrival (CBP port code)

(16) Final foreign port/place of destination for in-transit passengers (foreign port code)

(17) Vessel name

(18) Vessel country of registry/flag

(19) International Maritime Organization (IMO) number or other official number of the vessel

(20) Voyage number (applicable only for multiple arrivals on the same calendar day)

(21) Date of vessel arrival.

b. Any other information to expedite processing should be provided.

c. The appropriate official must transmit each electronic arrival manifest to meet the time frames specified below:

   (1) For a voyage of 96 hours or more, at least 96 hours before entering the first U.S. port or place of destination

   (2) For a voyage of less than 96 hours but at least 24 hours, prior to departure of the vessel

   (3) For a voyage of less than 24 hours, at least 24 hours before entering the first U.S. port or place of destination.

d. For additional information on timing and special circumstances, 19 CFR 4.7b (b) (2) should be consulted.

3. Aircraft Entrance Requirements.

   a. Aircraft not precleared at approved preclearance locations may be cleared upon arrival at first port of entry into the CTUS or at their final destination if a Domestic Military Customs program is in place. This will be decided by the local CBP official at time of arrival. CBP reserves the right to re-inspect any precleared aircraft, cargo, or personnel upon entry into the United States either at its first port of entry or at its final destination. There are no preclearance requirements for aircraft, unless arranged for in advance as part of an exercise or unit redeployment.

   b. The aircraft CDR of each DoD-owned or -controlled aircraft entering into the CTUS is responsible for ensuring a complete U.S. border clearance inspection has been accomplished upon arrival at the U.S. port of entry.

   c. Advance Notification. Departure airfield installation CDRs will ensure aircraft arrival/manifest data is passed to the down-line CTUS terminal or station prior to the arrival of the aircraft, to arrange for CBP processing. Arrival data will include:

      (1) Aircraft identification.

      (2) Aircraft cabin load, including number of passengers, number of crew, and a general description of types and amount of cargo.
(3) Notice of unusual cargo or passengers (including first-time entrants into the United States).

(4) For all civilians entering the United States on commercial charter aircraft, IAW 19 CFR 122.49a, Electronic Manifest Requirement for Passengers Onboard Commercial Aircraft Arriving in the United States, advance electronic passenger manifest data is required to be provided to CBP’s APIS no later than 30 minutes prior to the securing of the aircraft. Active duty U.S. military personnel are exempt. Data may be entered through direct interface between the Global Air Transportation Execution System (GATES) and APIS, or over the internet on the Web-based e-APIS (https://eapis.cbp.dhs.gov/). Required data elements include:

(a) Full name (last, first, and, if available, middle)
(b) Date of birth
(c) Gender (F = female; M = male)
(d) Citizenship
(e) Country of residence
(f) Status on board the aircraft
(g) Travel document type (e.g., P = passport; A = alien registration card)
(h) Passport number, if a passport is required
(i) Passport country of issuance, if a passport is required
(j) Passport expiration date, if a passport is required
(k) Alien registration number, where applicable
(l) Passenger Name Record locator, if available
(m) Address while in the United States (number and street, city, state, and zip code), except that this information is not required for U.S. citizens, lawful permanent residents, or persons who are in transit to a location outside the United States
(n) International Air Transport Association (IATA) code of foreign port/place where transportation to the United States began (foreign port code)
(o) IATA code of port/place of first arrival (arrival port code)
(p) IATA code of final foreign port/place of destination for in-transit passengers (foreign port code)
(q) Airline TSP code
(r) Flight number
(s) Date of aircraft arrival.

(5) Any other information to expedite processing.

d. The flight crew will complete a CBP Form 7507, General Declaration (Outward/Inward) Agriculture, Customs, Immigration, and Public Health, Figure 502-3.

e. For specifics on Aircraft Entrance Requirements and Personnel Entrance Requirements and for a listing of Regular and Limited Airports of Entry, see the DoD Foreign Clearance Guide (FCG) (https://www.fcg.pentagon.mil/). Regular and Limited Airports of Entry can be found
in the FCG by typing “United States” in the search function, selecting “Go”, and scrolling to Section VIII: Miscellaneous.

D. TERMINAL OPERATIONS

1. Water Terminal.
   a. When DoD-sponsored cargo is transported by water or inland waterway TSPs to a destination within the CTUS, or when such cargo is delivered to a commercial water terminal not operated by the military, the TO responsible for the area within which the destination or terminal is situated will accomplish all customs/agriculture documentation for entry of the cargo.
   b. If cargo arrives without the proper CBP or United States Department of Agriculture (USDA)/Animal Plant Health Inspection Service (APHIS) documentation for entry into the CTUS, it must be prepared by the local installation or terminal TO or vendor as prescribed.

2. Air Terminal.
   a. When DoD-sponsored cargo is transported by air to a destination within the CTUS, or when such cargo is delivered to a commercial air terminal not operated by the military, the TO responsible for the area within which the destination or terminal is situated will accomplish all customs/agriculture documentation for entry of the cargo.
   b. Regular Airports of Entry (R-AOE).
      (1) CDRs of U.S. aerial ports of debarkation (APOD) will, when requested, arrange for immediate return of passengers to the point of origin when CBP has denied such passengers admission into the CTUS.
      (2) For a listing of R-AOEs see the DoD Foreign Clearance Guide at https://www.fcg.pentagon.mil/. R-AOEs can be found in the FCG by typing “United States” in the search function, selecting “Go”, and scrolling to Section VIII: Miscellaneous.
   c. Limited Airports of Entry (L-AOE).
      (1) Federal Inspection Service (FIS) officials are normally assigned to perform border clearance function at R-AOEs. These functions, with prior coordination and authorization from CBP may be performed at L-AOEs by military personnel specifically trained and designated as MCI-E. With prior coordination, FIS officials may be available (a fee may be required). CDRs of Continental United States (CONUS)-based installations having an airfield, airbase, or air station, which is used as a first CTUS port of entry, will become familiar with the requirements of this program by contacting the CBP.
      (2) For a listing of L-AOEs see the DoD Foreign Clearance Guide at https://www.fcg.pentagon.mil/. L-AOEs can be found in the FCG by typing “United States” in the search function, selecting “Go”, and scrolling to Section VIII: Miscellaneous.
   d. DoD components operating aircraft into the CTUS are responsible for the establishment and management of the procedures at all R-AOEs and L-AOEs to ensure compliance with the provisions of this regulation.
e. CDRs of R-AOEs and L-AOEs will:

(1) Establish local procedures to ensure all entry and departure requirements for aircraft, crew members, passengers, and cargo specified in this regulation and the Foreign Clearance Guide are met. Quarterly meetings are recommended between CBP Port Directors and the CDR of the Airports of Entry.

(2) Designate a functional element or official to furnish advance notice of aircraft arrivals and departures to the FIS.

(3) Maintain an active liaison with local FIS officials.

(4) Budget overtime charges for U.S. CBP agencies.

(5) Facilitate the efficient and expeditious inspection and clearance of aircraft, crew members, passengers, and cargo by U.S. CBP officials.

(6) Provide office and inspection facilities for CBP activities.

(7) In coordination with U.S. CBP Agencies; provide briefings on U.S. CBP requirements for crew members and other personnel traveling on DoD-owned/controlled aircraft.

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

1. Clearance Requirements.

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

b. Passengers will be required to complete a CBP Form 6059B, Figure 502-2, CBP Form I-94 Arrival/Departure Record, Figure 502-4, or I-94W, Nonimmigrant Visa Waiver Arrival/Departure Record, Figure 502-5, depending on the status of the traveler, provided by the TSP on the aircraft, and will go through CBP procedures at the first U.S. port of entry. Entry of Immigrant Visa holders to the CTUS is permitted only at a recognized port of entry, where CBP officers will process them. Reentry of DoD-sponsored personnel into the CTUS will be coordinated with CBP. CBP will be notified of all Immigrant Visa holder entries into the CTUS as soon as the entry or potential entry is detected. Whenever possible, advanced notification of an Immigrant Visa holder will be given not less than 24 hours prior to the time of arrival in the CTUS. In all cases, notification will occur no more than 4 working hours from the time of arrival in the CTUS.

c. CBP performs inspections and examinations to prevent entry into the CTUS of prohibited and restricted articles, with particular attention to drugs and narcotics, firearms, plant and animal products, and undeclared articles.

d. Personal Examination. MCI-Es are not authorized to conduct personal examinations. In all cases where physical personal examination is deemed necessary, MCI-Es will contact the base law enforcement personnel and CBP.

e. Accompanied Baggage:

(1) MCI-Es will normally inspect or examine all accompanied baggage in the passengers or crew member’s presence.

(2) Each passenger or crew member will make their accompanied baggage available for inspection or examination with the exception of patients (whose baggage will be made available by medical crew or attendant).
(3) If, while inspecting or examining baggage, a MCI-E suspects a customs violation has occurred, the MCI-E will call for the assistance of base law enforcement officials and CBP. These officials will accept responsibility for the individual and any contraband and, prior to further questioning, will advise the individual regarding their constitutional rights. If the violation involves narcotics, the violation will be reported to the CBP and military law enforcement personnel.

2. Immigrant Visa Holders. Except in cases of emergency evacuations, Immigrant Visa Holders will be routed through normal CBP-staffed airports of entry for clearance and CBP processing.

3. When DoD-sponsored personnel arrive at a DoD-controlled Military Air (MILAIR) terminal, CBP officials must be provided a legible copy of the passenger manifests for personnel on the vessel or aircraft. Operators of MILAIR and water terminals within the CTUS will establish coordination with the local CBP Port Director and local CBP representatives and will prepare and provide border clearance entry documentation. Although these procedures are generally applicable, local practices may vary to a degree.

4. For specific passenger requirements, see the DoD Foreign Clearance Guide (https://www.fcg.pentagon.mil/).

F. U.S. ENTRY PROCEDURES FOR DOD-OWNED CARGO

1. Clearance of Inbound Cargo through CBP. U.S. Public Law, 19 United States Code (USC), requires that all imported articles, with few exceptions, are subject to either formal or informal entry procedures, depending on the commodity and its value. The law requires that all articles entering the United States be subject to examination or inspection. To satisfy these requirements, it is mandatory that all DoD-sponsored cargo be:
   a. Properly documented
   b. Free of contraband, and pests of agricultural and natural ecosystems
   c. Declared to the CBP inspector at the first port of entry
   d. Available for border clearance inspection when requested by the CBP authority.

2. In general, when a shipment reaches the United States, the importer of record (i.e., the owner, purchaser, freight forwarder, or licensed customs broker designated by the owner, purchaser, or consignee) will file entry documents for the goods with the CBP Port Director at the port of entry. In the case of DoD-owned cargo, the commercial TSP, acting as the agent, will file the Duty-Free Entry (DFE) on behalf of the DoD, using a combined TSP’s certificate issued IAW 19 CFR 141.11(a)(4), Evidence of Right to Make Entry for Importations by Common Carrier, and a copy of the bill of lading (BL), airway bill, shipping receipt, or other comparable document.

3. DoD-owned shipments may be eligible for DFE under certain tariff provisions in the Harmonized Tariff Schedule of the United States, Annotated (HTSA). DoD cargo entry procedures vary depending on whether the entry is accomplished by a DoD-controlled transportation or by commercial transportation activity. When cargo is entered through the commercial transportation system, more documentation is required to ensure DoD-owned cargo is clearly differentiated from commercially or privately owned material, which may be subject to duties and taxes. Documentation requirements for each method of entry are outlined in the following paragraphs.

4. When DoD-sponsored cargo arrives at a DoD-controlled military air or water terminal, CBP officials must be provided a legible copy of the cargo manifests for material on the vessel or aircraft. Operators of military air and water terminals within the CTUS will establish coordination with the local CBP Port Director and will prepare and provide CBP entry
documentation. Although these procedures are generally applicable, local practices may vary to a degree.

5. When DoD-sponsored cargo arrives on a commercial TSP, at a commercial air or water terminal, the following documentation is required:

a. When articles (other than military scrap or surplus) belonging to the DoD are imported for further use by the DoD as returned products of the United States under a free entry classification in the HTS, a Certificate in Lieu of Other Entry Documentation Covering Articles of Returned U.S. Products for Use by the DoD, Figure 502-6, prepared on the letterhead of the agency or office importing the articles, will be used for those shipments (See 19 CFR 10.103, American Goods Returned) in addition to a copy of the Ocean Bill of Lading. All military scrap or surplus must meet USDA/APHIS standards for freedom from soil and pests.

b. Commercial air shipments.

(1) On the airway bill, the shipper block must identify the sponsoring DoD component command or Service, followed by the shipper unit name and address. The consignee block will also lead with the sponsoring component command, followed by the recipient name and address. This is especially critical on shipments consigned to commercial contractors and vendors.

(2) The commercial invoice (CI) will be printed on command letterhead. Shipper and consignee information will both reflect the sponsoring DoD component or Service as indicated in the previous paragraph, and contain a clear, detailed description of the item being shipped, its value and a statement of ownership (e.g., “Property of the United States Air Force”). See 19 CFR 141.85, Pro Forma Invoice.

(3) Types of DoD-Owned Cargo:

(a) United States Government Property (USGP). Shipments belonging to the U.S. Government (USG) returned to the United States without having been advanced in value or improved in condition by any means while abroad, entered by the USG or a contractor to the USG, and certified by the importer as USG.

1 Reference 19 CFR 10.103, 9801.00.11, Harmonized Tariff Schedule of the United States (HTSUS).

2 The DoD would be a USG agency or office eligible for duty-free treatment under 9801.00.11, HTSUS, provided the product returned is not military scrap belonging to the DoD.

3 Required documents for movement of USGP. Documentary requirements from 19 C.F.R. § 10.103 would be the applicable requirements for subheading, 9801.00.11, HTSUS, except with regard to showing that the USGP is a product of the United States. For example, this would include filing a certificate upon entry providing information about the article (e.g., a description of the article, carrier and shipment information, the port and date of entry, and the government agency that owns the article), and certifying that it was returned to the United States without having been advanced in value or improved in condition while abroad, and that it belongs to and is for further use of a government agency or office, among other requirements. Similarly, the certificate would have to be executed by an individual authorized to execute such a certificate for that government office or agency as indicated by § 10.103(c).
4. See sample certification on the letterhead of the DoD Agency or Service, Figure 502-6.

(b) American Goods Returned (AGR) statement. Shipments belonging to the DoD that are entering the United States that are imported for further use by the DoD require an AGR certificate. Such articles may be admitted free of duty under a tariff classification in the HTSA upon the filing of a certificate on the letterhead of the agency or office in lieu of other entry documentation. The certificate may be executed by any military installation TO having knowledge of the facts or by any other officer or official specifically designated or authorized.

(c) AGR certification may be included on the CI. See 19 CFR 10.103 for format and content requirements of the AGR. See Figure 502-7 for an example of a combined AGR and CI.

(4) For material procured from foreign sources that is imported for the sole purpose of transiting the CTUS to another point outside the CTUS, CBP Form 7512, Transportation Entry and Manifest of Goods Subject to CBP Inspection and Permit, Figure 502-8, will be initiated at the port of arrival and will be provided to the CBP officials at the U.S. port from which the shipment is subsequently exported.

6. Agriculture Requirements. Policies and procedures for meeting agricultural standards on DoD shipments entering the CTUS are found in Chapter 505. USDA supports and encourages agricultural preclearance inspections at Outside CONUS (OCONUS) locations for exercise and contingency redeployment operations. See Chapter 506 for details on requirements, procedures, and information on establishing a preclearance program.

7. Classified Shipments. If FIS personnel at CTUS ports of entry request to inspect or examine classified cargo, access will be granted only after FIS security clearances have been validated. FIS personnel assigned or performing duties at military terminals normally have had their security clearances previously validated. A cleared representative of the DoD Component, or other Agency to which the cargo belongs, will be present when the shipment is inspected by cleared FIS personnel.

8. CBP Inspection or Examination. All DoD cargo or personnel entering the CTUS are subject to inspection or examination by CBP at the first port of entry. The degree of inspection is the prerogative of CBP officials. Examination of goods and documents may be necessary to determine, among other things:
   a. The value of the goods for customs purposes and their dutiable status
   b. Whether the goods must be marked with their country of origin or require special marking or labeling and, if so, whether they are marked in the manner required
   c. Whether the shipment contains prohibited articles
   d. Whether the goods are correctly invoiced
   e. Whether the goods are in excess of the invoiced quantities or a shortage exists
   f. Whether the shipment contains illegal narcotics.

9. Prior to the release of the property, the CBP Port Director will designate representative quantities for examination by CBP officers under conditions that will safeguard the goods. Some kinds of goods must be examined to determine whether they meet special requirements of the law. For example, food and beverages unfit for human consumption would not meet the requirements of the Food and Drug Administration.
10. Immediate delivery. TSPs participating in the Automated Manifest System can receive conditional release authorizations after leaving the foreign country and up to 5 days before landing in the United States. If the application is approved, the shipment is released following arrival. A CBP Form 7501, Entry Summary, Figure 502-9, must then be filed in proper form, either on paper or electronically, and estimated duties deposited within 10 working days of release. Immediate delivery release using CBP 3461, Figure 502-1, is limited to certain types of merchandise, including shipments consigned to or for the account of any agency or officer of the USG.

11. For greater detail on CBP procedures and the addresses for Field Operations Offices, CBP Port Directors, and CBP Offices in foreign countries, go to the CBP Web page at http://www.cbp.gov/.

G. U.S. ENTRY REQUIREMENTS FOR VENDOR (COMMERCIAL CONTRACTOR) SHIPMENTS

1. The DoD Customs DFE process and application is administered by the Defense Contract Management Agency (DCMA) Transportation Group Customs Team based at DCMA, 201 Varick Street, Room 905C, New York, New York 10014. The DCMA New York Customs Team works DoD new overseas procurement duty-free issues.

2. The entities involved in the process are the contractor, the DCMA Administrative Contracting Officer (ACO) or the Procuring/Procurement Contracting Officer (PCO), the CBP, customs house brokers, foreign suppliers, TSPs, and the DCMA Transportation Customs Team.

3. The contractor is awarded a DoD contract containing the DFE clause. The contractor then determines if he/she is going to purchase/sub-contract OCONUS. It is the responsibility of the contractor to notify the ACO or PCO of his/her decision. The ACO or PCO will approve or deny the contractor’s DFE entitlement request using the DCMA DFE Tool application.

4. Upon shipment of the materiel to the CONUS, a broker is involved only when the shipment is consigned to a private sector entity.
   a. The broker is responsible for the preparation and filing of the CBP 3461, Figure 502-1. Imported supplies purchased pursuant to a DoD contract are supplies that are entitled to be released under the immediate delivery release program. A bond (continuous or single transaction) is required when the shipment is consigned to a private sector entity.
   b. The broker is responsible submitting the original shipping documents, including the invoices, BLs, or other pertinent entry documents, as well as one legible reproduction of CBP Form 7501, Entry Summary, Figure 502-9, prepared by the broker to the DCMA Transportation Customs Team using the DCMA e-tools DFE portal.
   c. For information on registration and access to the DFE e-tool, go to http://www.dcma.mil/Customer/
   d. For submitting documents, users should go to http://www.dcma.mil/WBT/dfes. After receipt of the duty-free entry certificate from the DCMA Transportation Customs Team, the broker will submit the original certificate to the CBP Port Entry allowing for the entry to be liquidated as entered. If a duty-free certificate is not submitted to CBP in a timely manner or an extension is not requested, CBP will notify the party and entry will be liquidated at the correct rate of duty.
   e. After receipt of a Letter of Denial from the CBP Team, the broker will notify the client of the denial and inform the client that, if corrective action is not taken, duty will be paid. The denial letter will indicate the reason for denial.
5. For materiel going to a military installation, the CBP Ports will:
   a. Release the material to the TSP for delivery directly to the military installation when the consignee is a military activity.
   b. Forward all entry documentation to the DCMA Transportation Customs Team. The documentation will include an entry number (EN) assigned by the port. The ENs will start with the filer code “P99”. Each port is assigned a block of ENs by CBP.
   c. Liquidate the entry when they receive a CBP Form 7501, Figure 502-9, from the DCMA Transportation Customs Team.

6. The DCMA Transportation Customs Team is the most significant player in the DFE process and the only organization that can certify supplies as being entitled to DFE. The Transportation Customs Team inbox is NewYorkCustomsTeam-DFE@dcma.mil if additional assistance is required.

7. Shipping documentation and exterior packages will be marked IAW DFARS 252.225-7013, Duty-Free Entry. This will indicate to the CBP that it is a DoD shipment claiming DFE.

8. Additional detail on these procedures can be found at the DCMA e-tools duty free entry portal (http://www.dcma.mil/WBT/DFE/). A process flowchart is shown at Figure 502-10.

9. Additional References:
   a. FAR Subpart 52.225-8, Duty-Free Entry.
   c. 19 CFR 142, Entry Process.

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

1. For HHG and UB to enter the CTUS, the customer must complete (with the assistance of the origin TO) and sign a DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I, Figure 502-11. A copy of the members’ orders will accompany the DD Form 1252. The member’s/employee’s full Social Security Number (SSN) must be shown on the DD Form 1252 to satisfy CBP customs clearance requirements.

2. If the shipment contains firearms, the customer must complete DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part II, Figure 502-12. The member’s/employee’s full SSN must be shown on the DD Form 1252-1 to satisfy CBP customs clearance requirements. A copy of any supporting importation documents (e.g., ATF Form 6-Part II, Application and Permit for Importation of Firearms, Ammunition and Defense Articles, Figure 502-13, for members and ATF Form 6-Part I, Application and Permit for Importation of Firearms, Ammunition and Defense Articles, Figure 502-14, for employees) will be attached to all copies. See Chapter 503 for firearms import requirements.

3. Commingling of personal property or baggage with other military cargo is prohibited. CBP requires that personal property be kept separate from other military cargo.

4. Inspection.
   a. All personal property shipments are subject to inspection by CBP officials upon entry to the CTUS. DoD members/employees are responsible for removing any prohibited articles from the HHG or UB prior to shipment. See Paragraph I for a list of restricted and prohibited articles.
b. The MCI program for OCONUS locations is no longer recognized by the CBP and has been canceled. However, all personnel involved in the shipment of personal property will be aware of the requirements in this regulation in order to advise the customer and to not allow the shipment of unauthorized articles.

c. DoD members/employees are also responsible for inspecting their personal property prior to shipment to ensure agricultural requirements are met (free of soil and pest infestations). USDA continues to support and encourage agricultural preclearance inspections at OCONUS locations. See Chapter 506, Paragraph H, for details on requirements, procedures, and information on establishing a pre-inspection program.

I. RESTRICTED AND PROHIBITED ARTICLES

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

1. Restricted Articles:

   a. These items may be imported under the conditions specified. Although such items may be imported upon conditions being met for U.S. border clearance agencies, members/employees must still comply with Service shipping regulations.

   (1) Firearms, ammunition, and dangerous devices, as specified in Chapter 503.

   (2) Trademark items (articles produced outside the United States, bearing marks or names copying or simulating U.S. trademarks or trade names that have been recorded by the CBP), provided they fall within limited numbers permitted under blanket policies by some trademark or trade-name owners, or are accompanied with written consent of the owners of the trademarks or trade names, or if the trademarks or trade names have been removed or obliterated.

   (3) Foreign reprints of U.S. copyrighted material, provided that they are intended for personal use.

   (4) Importation of switchblade knives is permitted by 19 CFR 12.98, Importations Permitted by Statutory Exceptions, and 15 USC 1244, Exceptions, when:

   (a) Imported pursuant to contract with a branch of the Armed Forces of the United States.

   (b) Imported by a branch of the Armed Forces of the United States or any member or employee thereof acting in the performance of his duty; or

   (c) A switchblade knife, other than a ballistic knife, having a blade not exceeding 3 inches in length is in the possession of and is being transported on the person of an individual who has only one arm

   (d) A switchblade knife is any knife that has a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.
Spring-loaded knives are authorized for military personnel when the knife is a Government Issue item from military or commercial sources and issued to individuals such as Special Forces or aircrews.

Liquor or alcoholic beverages and tobacco products, as permitted by the laws of the United States state of destination and may be shipped duty free into the CONUS pursuant to HTSA, Chapter 98, Subchapter V. Personal Exemptions Extended to United States Personnel and Evacuees, Section 9805.00.50.

Prescription drugs provided they are hand-carried.

Wildlife and wildlife parts and products may be imported if specifically permitted by federal law and U.S. Fish and Wildlife Service, USDA, and CBP requirements if documentation (permits and certificates) is obtained and procedures followed. Border clearance agencies will be contacted prior to shipment.

Elephant ivory, elephant parts, and products made thereof are prohibited unless from legally taken hunting trophies (hunting permits required) or antiques over 100 years old (documentation required).

Bonsai plants and tatami mats may only be shipped with a proper USDA permit (see Paragraph 1.3.b).

2. **Prohibited Articles:**

a. The import into the CTUS of articles in the following categories is specifically prohibited except in those cases where a license to import said items, such as for scientific, educational, or military use, is obtained from a USG agency.

1. Any controlled substance as defined by U.S. Federal Law (including narcotics, hallucinogenic drugs, amphetamines, barbiturates, marijuana, hashish, peyote, opium, cocaine, and other dangerous drugs) or drug paraphernalia.

2. Goods made by convict labor, forced labor, or indentured labor under penal sanctions (includes goods, wares, articles, and merchandise that has been mined, produced, or manufactured wholly, or in part, in any foreign country by the above type labor).

3. Articles originating in embargoed countries, unless the articles are accompanied with special import licenses issued by the Department of Treasury, are prohibited. Updated lists of embargoed countries may be found at [https://www.pmddtc.state.gov/ddtc_public?id=ddtc_public_portal_country_landing](https://www.pmddtc.state.gov/ddtc_public?id=ddtc_public_portal_country_landing).

4. Destructive devices (e.g., explosive caps, hand grenades, tear gas projectiles, artillery simulators).

5. Explosives and flammables, substances or articles.

6. White phosphorous matches.

7. Counterfeits of coins, securities, obligations, postage or revenue stamps, and color illustrations of postage stamps of the United States or foreign governments.

8. Lottery tickets and advertisements of any lottery.

9. Obscene and immoral articles, books, pictures, films, or publications. CBP defines obscene pictorial (photos, films, cassettes) material as pictorial matter devoted to the portrayal of sexual acts (oral, anal, or coital penetration) in any manner, including those with an animal. The CBP definition does not include the mere exposure of the genitals, even in a grossly offensive manner.
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3. **Agricultural Restrictions and Prohibitions:**
   
   a. Certain agricultural items may be imported into the CTUS only under specific conditions. Many items that require a permit must be consigned to an USDA plant inspection station or an approved establishment. Because restricted agriculture products must be inspected by CBP at a CTUS commercial port of entry to determine whether the product meets all requirements for importation, transport of restricted agricultural products by aircraft will severely limit entry points into the CTUS.

   (1) **Animal and Poultry Products.** USDA restricts entry of animals, poultry, birds’ eggs, wild bird feathers, poultry products and byproducts, and animal products and byproducts, to include meat extracts, secretions (including milk and cheese), untanned hides, untanned skins, wool, hair, bone, and horns. (There are no USDA restrictions on animal trophies that are fully-finished for display. There are, however, U.S. Fish and Wildlife Service restrictions and prohibitions on the importation of mounted birds and animals, including elephant ivory, elephant parts, and products thereof.) Importers contemplating entry into the CTUS of the above will obtain detailed requirements from the Veterinary Services, Animal and Plant Health Inspection Service, U.S. Department of Agriculture, Riverdale, MD  20737-1232, prior to leaving the country of origin.

   (2) **Pets.** Due to the multitude of restrictions on the importation of pets (including dogs, cats, and birds) from various oversea areas, specific information on their importation is not included herein. Pet birds require a permit and must be quarantined on return to CTUS (contact USDA for full requirements). Dogs (other than working herd dogs) and cats must meet U.S. Code and Public Health restrictions. Pet owners must consult the local TO or write the Veterinary Services as above.

   (3) **Plants and Plant Products.** The following plants and plant products may not be imported as such: fresh fruits and vegetables; trees, shrubs, and herbaceous plants; bulbs, roots, cuttings, or other parts of plants, and seeds for or capable of propagation; dried or undried grasses; various grains, to include hay and straw; and leaves of plants, forest litter, and soil (such as that likely to be on vehicles, lawnmowers, and similar items used outdoors). Importation of animals and insects that present a hazard to the indigenous U.S. life is also prohibited.

   b. Application for permits to import these items or to obtain information may be made to the USDA, APHIS, Plant Protection and Quarantine (PPQ) Permit Unit, 4700 River Road, Riverdale, MD  20737-1232. This permit may specify entry conditions by personal baggage, mail, or freight through any one of several inspection stations in the United States to the destination. Additional information and PPQ Form 587, **Application for Permit to Import Plants or Plant Product**, Figure 502-15, can be downloaded from http://www.aphis.usda.gov/ppq/permits/.

   c. Unrestricted. Commercially dried, cured, or processed fruits and vegetables, such as cured figs and dates or dried peas and beans, are unrestricted.

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

J. PRIVATELY OWNED VEHICLES (POV)

1. To import POVs into the CTUS, the vehicles must have been manufactured in compliance with both the Department of Transportation (DOT) motor safety standards and U.S. Environmental Protection Agency (EPA) emission control standards in effect at the time of manufacture, or the vehicles must be modified to comply with such standards. Additionally, POVs equipped with catalytic converters or other emission control devices must meet emission test requirements and standards. All POVs must be free of soil to meet USDA requirements.

2. Safety Standards. All vehicles, foreign or domestic, manufactured on or after 1 January 1968, must conform to the U.S. motor vehicle safety standards in effect on the date of manufacture. Certification for all vehicles, to include motorized bikes and motor scooters manufactured on or after 1 January 1969, being imported into the CTUS is accomplished on a DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, Figure 502-16. The completed form will be attached to the original DD Form 1252, Figure 502-11, which was completed for the vehicle.

   a. U.S. Specification POV. The original manufacturer’s certification label affixed to the vehicle door post or frame of motorized bike or motor scooter is the best evidence of conformance. The label must show the date of manufacture and the Vehicle Identification Number (VIN). For multipurpose passenger vehicles, the type of vehicle must also be shown.

   b. Non-U.S. Specification POV.

      (1) Effective 31 January 1990, Public Law (PL) 100-562, Imported Vehicle Safety Compliance Act of 1988, and its implementing regulations require that POVs which are not certified by their original manufacturer to be in conformity with U.S. Federal Motor Vehicle safety, bumper, tires, and theft prevention standards, be imported into the CTUS only through importers registered with the DOT National Highway Traffic Safety Administration (NHTSA). Non-U.S. specification vehicles must be brought into conformity with all Federal motor safety standards proscribed by PL 100-562 within a reasonable time after importation. Members/employees will contact the NHTSA for a current listing of Registered Importers applicable to their POV.

      (2) In addition to customs requirements, importers of such vehicles must furnish a DOT conformance bond, in the amount of three times the value of the vehicle, on DOT Bond Form HS-474, Bond to Ensure Conformance with Motor Vehicle Safety and Bumper Standards, Figure 502-17.

3. EPA Emission Standards. Under the provisions of the Clean Air Act, 42 USC § 7522, Prohibited Acts, passenger cars, light-duty trucks, and four-wheel drive vehicles, both foreign and domestic manufacture, 1968 gasoline fueled models and later, 1975 diesel fueled models and later, 1976 diesel fueled light-duty truck models and later, and motorcycles manufactured after 1 January 1978, must conform with Federal emission control standards in effect at the time of manufacture. Certification for all vehicles, to include motorized bikes and motor scooters, being imported into the CTUS is accomplished on an EPA Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations, Figure 502-18. Depending upon the state (e.g., California), POVs may have to conform to more stringent state emission standards.

   a. U.S. Specification POV. A U.S. Specification POV will bear an EPA emission control label in the English language. The label will generally be found attached to the vehicle engine, radiator fan shroud, or the underside of the hood. The label must show the engine family
identification assigned by EPA to the original manufacturer during certification, and an unconditional statement of compliance with the model year EPA emission regulations.

b. U.S. Specification POV with Removed or Damaged Catalytic Converter or Oxygen Sensor. A U.S. Specification POV with a removed or damaged catalytic converter or oxygen sensor at the time of entry into the CTUS must be brought into conformity with EPA requirements by the customer (POV owner). This is accomplished by reinstallation or replacement of the catalytic converter and oxygen sensor or replacement of the fuel neck if the fuel neck restriction is missing or has been rendered inoperative. No bond is required for a U.S. Specification POV imported for this purpose.


(1) Vehicles not built to U.S. emission requirements must be imported through an Independent Commercial Importer (ICI) that holds a valid certificate of conformity from EPA. The ICI bears responsibility for ensuring that the vehicle is properly modified to conform to U.S. emission requirements. The EPA will not accept ICI work performed outside the United States. Vehicles demonstrated to be at least 21 years of age are exempted from the EPA emission requirements and are not required to be imported through an ICI.

(2) The makes or models that an ICI can import are limited. EPA cautions that an ICI’s capability of bringing a vehicle into conformity with U.S. emission requirements does not guarantee that in individual cases the ICI will agree to accept the vehicle or that the work will be performed properly or in a timely manner.

(3) Vehicles previously modified to meet U.S. emission requirements are considered to be U.S. specification vehicles by EPA if the vehicle is labeled by an EPA-authorized ICI as meeting all U.S. emission requirements at the time of modification, or the customer has a letter from EPA stating that the vehicle was modified to meet EPA requirements.

(4) Additional information on the specific model vehicle that ICIs can import may be obtained from the U.S. Environmental Protection Agency, Certification and Compliance Division (6405-J), Attn: Imports, 1200 Pennsylvania Avenue, NW, Washington, DC 20460 (Commercial: 202-564-9660).

4. Motorcycles, Motor Scooters, and Mopeds. The inclusion of motorcycles, motor scooters, or mopeds in a HHG shipment does not change, reduce, or eliminate any federal emission control or safety requirement in effect for that model year vehicle. Motorcycles, motor scooters, or mopeds in HHG shipments will be treated in the same manner as any other vehicle. DOT and EPA documentation must be completed and included as part of the shipping documentation just as if the motorcycle, motor scooter, or moped was to be shipped as a separate POV.
K. WAR TROPHIES/SOUVENIRS

1. Under certain circumstances, some enemy articles captured on the battlefield may be removed from the theater of operations and returned to the United States or another location outside the area of responsibility (AOR).

2. Unit war trophies. These articles are generally pieces of military equipment that have been captured from the enemy and returned to unit museums, static displays, etc. Early in contingency operations, the theater CDR will implement procedures consistent with 10 USC, Chapter 153, § 2579, War Booty: Procedures for Handling and Retaining Battlefield Objects, and political/military objectives. For any unit war trophy, two pieces of documentation are required.
   a. A memorandum, on command letterhead, from the theater CDR’s designated approval authority stating that the article may be removed from the AOR. This memorandum will provide an item description and list identifying serial numbers.
   b. A memorandum, on unit letterhead, from the receiving unit which provides:
      (1) Authorizing references
      (2) Purpose for removing the artifact (e.g., museum piece, command section display)
      (3) Demilitarization instructions (whether the item should be demilitarization prior to transfer)
      (4) Instructions for transfer of accountability of the artifact upon receipt.
   c. Further guidance can be found in Army Regulation 870-20, Army Museums, Historical Artifacts, and Art, Paragraph 4-4.

3. Personal war souvenirs. If possible, before the beginning of hostilities, theater commands will establish criteria for allowable individual war souvenirs in general orders specific to an operation. These policies will ensure that the political objectives of the operation are considered relative to what items are allowed and do not blemish the conduct of combat operations or result in the mistreatment of enemy personnel, the dishonoring of the dead, distraction from the conduct of operations, or other unbecoming activities. The criteria and procedures will ensure that service members who have obtained battlefield souvenirs in a manner consistent with military customs, traditions, and regulations have a reasonable opportunity to obtain possession of such souvenirs, consistent with the needs of the DoD. These articles may include, for example, such items as:
   a. Helmets and head coverings
   b. Uniforms and uniform items such as insignia and patches
   c. Canteens, compasses, rucksacks, pouches, and load bearing equipment
   d. Flags
   e. Military training manuals, books, and pamphlets
   f. Posters, placards, and photographs
   g. Other items that clearly pose no safety or health risk, and are not otherwise prohibited by law or regulation.

This list may be modified by the theater CDR IAW the broader guidance established in 10 USC, Chapter 153, § 2579. Weapons, munitions, and items of military equipment are not authorized as individual war souvenirs. For authorized personal items, no specific documentation is required unless required by another regulation. All personnel who desire to retain a war souvenir will complete a DD Form 603-1, War Souvenir Registration/Authorization, Figure 502-19. A war
souvenir is acquired if it is captured, found abandoned, or obtained by any other lawful means. “Abandoned” means property left behind by the enemy (does not include museum pieces).

4. Reviewing officers of DD Form 603-1 will apply the following criteria in evaluating a war souvenir:
   a. Intelligence requirements for enemy materials captured or found abandoned in the theater of operations will take priority over personnel retention of a war souvenir.
   b. Retention of items will be consistent with military customs, traditions, and regulations.
   c. Items that will not be approved for retention include:
      (1) Items taken from the dead, or from prisoners of war or other detained individuals, including items bought or traded
      (2) Weaponry
      (3) Other prohibited items
      (4) Items deemed to be of value for an occupied nation’s future defense force
      (5) Items that pose safety or health risks
      (6) Firearm mounted on a plaque.

5. All personnel are subject to these policies.

L. HUMAN REMAINS AND PERSONAL EFFECTS

1. Human Remains (HR). DoD mortuary facilities outside of the United States are responsible for ensuring that HR and transfer case/containers are examined and certified by mortuary affairs personnel to prevent introduction of narcotics, drugs, and other contraband items during processing and movement of remains to the CTUS.
   a. The mortuary affairs individual present during the preparation and inspection of remains will ensure that each HR and transfer case/container is examined for prohibited and restricted items prior to closure of the transfer case/container.
   b. In theaters where the CCDR has an approved Military Customs/Agriculture Preclearance Program (see Chapter 506), mortuary affairs certifies completion of the examination by annotating and signing the following statement on the DD Form 1384, Transportation Control and Movement Document, Figure 502-20, “The attached HR transfer case contains no prohibited items or commodities.” This certification by mortuary affairs is in lieu of the requirement to coordinate for a customs inspection.

2. Personal Effects (PE) of Deceased, Injured, or Missing in Action Service Members. PE of deceased, injured or missing in action service members must be free of narcotics, drugs and other contraband items prior to movement to a CONUS Joint Personal Effects Depot or family members/next of kin.
   a. In theaters where the CCDR has an approved Military Agriculture/Customs Preclearance Program (see Chapter 506), mortuary affairs must coordinate with the Combatant Command’s Customs, Agriculture, and Border Clearance Coordinator (i.e., Provost Marshall) to determine preclearance procedures. If a CBCA conducts an inspection/examination of the PE, the CBCA will affix a DD Form 2855, U.S. Military Agriculture and Customs Preclearance Program, Figure 502-21, label to the PE shipping container.
   b. In areas without a military agriculture/customs preclearance program, mortuary affairs is responsible for ensuring PE shipments are free of the contraband items listed in Paragraph I

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of this chapter. CBP will be responsible for completing customs clearance at the first CONUS arrival port.

M. FORMS

1. Compliance with provisions of this regulation will require use of other federal agency forms and publications. Specific forms and publications are described in chapters in this regulation.

2. Forms required by this regulation and pamphlets pertinent to implementation of its technical aspects may be obtained through normal publications supply channels IAW Service regulations.

3. Service publication and distribution centers will coordinate supply and stock of other federal agency forms and publications with the following:
   a. U.S. Customs and Border Protection. DHS/CBP, National Distribution Center, 6482 Corporate Drive, Indianapolis, Indiana 46278-5000.

N. IMPORTER SECURITY FILING (ISF) 10+2

1. ISF 10+2 is a DHS program to prevent the importation of terrorist weapons into the United States. Per 19 CFR Part 149, Importer Security Filing, commercial vessel TSPs bringing containerized cargo (including personal effects/HHG/UB) into the United States are required to provide CBP additional shipment information pertaining to the cargo prior to lading the cargo at foreign ports of entry. The importer (shipper) provides the 10 data elements described below in Paragraph N.3 for ISF 10+2 submission, while the TSP provides two additional data elements (vessel stow plan and Container Status Message). DoD-owned/sponsored cargo and DoD-sponsored personal effects/HHG/UB shipments entering the United States aboard commercial sealift vessels are not exempt from ISF requirements.
   a. DoD shipments exempt from ISF 10+2:
      (1) Bulk cargo
      (2) Cargo entering the United States by any mode other than commercial sealift vessel
      (3) Cargo entering the United States aboard DoD-owned or -chartered vessels.
b. Procedures for submitting ISF 10+2 DoD ISF data are submitted to CBP in the following manner:
   
   (1) DoD-sponsored HHG shipments: ISFs are submitted to CBP by the TSP on behalf of the service customer.
   
   (2) DoD cargo shipped under SDDC Universal Service Contract (USCXX): ISFs are submitted to CBP by means of a SDDC contractor.

c. All other DoD cargo shipments: ISFs can be transmitted to CBP via AMS (Automated Manifest System) or ABI (Automated Broker Interface). Information for creating an AMS or ABI account can be found at [http://www.cbp.gov/trade/acs/catair](http://www.cbp.gov/trade/acs/catair).

   **NOTE**: Select Letter of Intent Instructions.
   
   (1) ISFs can also be transmitted to CBP via third-party service contract.

2. To establish an ABI or AMS account, CBP requires an “IMPORTER NUMBER”. The DoD importer number is EIN 13-254626186

3. ISF “10+2” data elements must be provided to CBP prior to vessel loading at the overseas seaport. CBP will accept the following 10 data elements for DoD cargo and DoD-sponsored personal effects:

   a. Importer of Record:
      
      (1) Personal Effects/HHG/UB: Name/Address of TSP port agent
      
      (2) Cargo: Use EIN 13-254626186.

   b. Consignee Number (e.g., IRS, SSN):
      
      (1) Personal Effects/HHG/UB: Date of birth and either a full SSN, passport number, or Employee Identification Number/Internal Revenue Service (IRS) number
      
      (2) Cargo: Use EIN 13-254626186.

   c. Seller:
      
      (1) Personal Effects/HHG/UB: Member’s/employee’s name/origin pick-up address
      
      (2) Cargo: Use EIN 13-254626186.

   d. Buyer:
      
      (1) Personal Effects/HHG/UB: Member’s/employee’s name/origin pick-up address
      
      (2) Cargo: Use EIN 13-254626186.

   e. “Ship To” Party:
      
      (1) Personal Effects/HHG/UB: Actual delivery address or destination Transportation Office address
      
      (2) Cargo: Enter name/address of the destination unit and military installation.

   f. Manufacturer:
      
      (1) Personal Effects/HHG/UB: Member’s/employee’s name/origin pick-up address
      
      (2) Cargo: Enter name/address of the origin unit and military installation arranging the shipment.
g. Commodity (Harmonized Tariff Schedule [HTS] Number):
   (1) Personal Effects/HHG/UB: Use applicable HTS code: 9805.00.50
   (2) Cargo: Use applicable HTS code(s):
      (a) 980100: U.S. goods exported for temporary use abroad American Goods Returned (AGR)
      (b) 930190: Other Military weapons NSPF (not specifically provided for).

   NOTE: The vast majority of DoD cargo returning to the United States is AGR (980100).
   If there are concerns regarding the actual HTS classification, please contact SDDC for assistance.

h. Country of Origin:
   (1) Personal Effects/HHG/UB: Country where shipment is originating
   (2) Cargo: Enter name/address of the origin unit and military installation.

i. Container stuffing location:
   (1) Personal Effects/HHG/UB: Name and address of commercial TSP and stuffing location
   (2) Cargo: Enter location where the containers were stuffed.

j. Consolidator (stuffer name/address):
   (1) Personal Effects/HHG/UB: Name of TSP’s agent performing stuffing
   (2) Cargo: Enter name and address of the company that arranged for stuffing.
**Figure 502-1. CBP Form 3461, Entry/Immediate Delivery**
Figure 502-1. CBP Form 3461, Entry/Immediate Delivery (Cont’d)
U.S. Customs and Border Protection Welcomes You to the United States

U.S. Customs and Border Protection is responsible for protecting the United States against the illegal importation of prohibited items. CBP officers have the authority to question you and to examine you and your personal property. If you are one of the travelers selected for an examination, you will be treated in a courteous, professional, and dignified manner. CBP Supervisors and Passenger Service Representatives are available to answer your questions. Comment cards are available to supplement or provide feedback.

Important Information

U.S. Residents—Declare all articles that you have acquired abroad and are bringing into the United States.

Visitors (Non-Residents)—Declare the value of all articles that will remain in the United States.

Declare all articles on this declaration form and show the value in U.S. dollars. For gifts, please indicate the retail value.

Duty—CBP officers will determine duty. U.S. residents are normally entitled to a duty-free exemption of $1,000 on items accompanying them. Visitors (non-residents) are normally entitled to an exemption of $100. Duty will be assessed at the current rate on the first $1,000 above the exemption.

Agricultural and Wildlife Products—In the event of dangerous agricultural pests and prohibited wildlife, the following are restricted:

Fruits, vegetables, plants, plant products, soil, meat, meat products, birds, snakes, and other live animals or animal products. Failure to declare such items is a violation of Customs and Border Protection Office/Customs and Border Protection Agriculture Specialties/Fish and Wildlife Inspector can result in penalties and the items may be subject to seizure.

Controlled substances, obscene articles, and toxic substances are generally prohibited entry. The importation of merchandise into the United States that infringes intellectual property rights may subject travelers to civil or criminal penalties and may pose serious risk to safety or health.

The transportation of currency or monetary instruments, regardless of the amount, is legal. However, if you bring into or take out of the United States more than $10,000 (U.S. or foreign equivalent, or a combination of both), you are required by law to file a report on FinCEN 115 (formerly Customs Form 4760) with U.S. Customs and Border Protection. Monetary instruments include coins, currency, travelers checks and bearer instruments such as personal or cashier’s checks and stocks and bonds. If you have someone else carry the currency or monetary instrument for you, you must also file a report on FinCEN 115. Failure to file the required report or failure to report the total amount that you are carrying may lead to the seizure of all the currency or monetary instruments, and may subject you to civil penalties and/or criminal prosecution. SIGN ON THE OPPOSITE SIDE OF THIS FORM AFTER YOU HAVE READ THE IMPORTANT INFORMATION ABOVE AND MADE A TRUTHFUL DECLARATION.

Description of Articles

(List may continue on another CBP Form 6059B)

<table>
<thead>
<tr>
<th>Description of Articles</th>
<th>Value</th>
<th>CBP Use Only</th>
</tr>
</thead>
</table>

PAPERWORK REDUCTION ACT STATEMENT: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number. The control number for this collection is 1501-0029. The estimated average time to complete this application is 4 minutes. Your response is mandatory. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection Office of Regulations and Rulings, 900 K Street, NC, 10th Floor, Washington, DC 20229.

CBP Form 6059B (11/16)

Figure 502-2. CBP Form 6059B, U.S. Customs and Border Protection Customs Declaration
DEPARTMENT OF HOMELAND SECURITY  
U.S. Customs and Border Protection  

GENERAL DECLARATION  
(Outward/Inward)  
AGRICULTURE, CUSTOMS, IMMIGRATION, AND PUBLIC HEALTH  
19 CFR 122.43, 122.52, 122.54, 122.73, 122.144  

Owner or Operator:  

Marks of Nationality and Registration:  

Flight No.:  

Date:  

Departure from:  

Arrival at:  

(Place)  

(Place)  

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

<table>
<thead>
<tr>
<th>PLACE</th>
<th>TOTAL NUMBER OF CREW</th>
<th>NUMBER OF PASSENGERS ON THIS STAGE (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>---</td>
</tr>
</tbody>
</table>

Departure Place:  

Embaring  

Through on same flight  

Arrival Place:  

Disembaring  

Through on same flight  

NUMBER OF SED's AND AWB’s:  

SED’s  

AWB’s  

Declaration of Health:  

Persons on board known to be suffering from illness other than airsickness or the effects of accidents, as well as those cases of illness disembarked during the flight:  

Any other condition on board which may lead to the spread of disease:  

Details of each disinfecting or sanitary treatment (place, date, time, method) during the flight. If no disinfecting has been carried out during the flight give details of most recent disinfecting:  

Signed, if required:  

(Sign in ink)  

Crew Member Concerned  

SIGNATURE Authorized Agent or Pilot-in-Command  

(Sign in ink)  

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

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

Notes and Specifications

NOTE 1.  An arrival-departure card (CBP Form I-94) for each passenger on board shall be presented to the immigration officer at the port of first arrival.

NOTE 2.  List surname, given name and middle initial of each crew member in the column headed “Total Number of Crew.”

NOTE 3.  Air cargo manifests shall be attached hereto.

NOTE 4.  If copies of air waybills/consignment notes are attached, their numbers shall be entered on separate cargo manifest CBP Form 7509 to be attached hereto. If copies of air waybills/consignment notes are not attached to this form, a separate cargo manifest CBP Form 7509 completed to show the full information required shall be furnished.

NOTE 5.  If the airline or operator consolidates a shipment with other shipments, or encloses the goods in other wrappers or containers, either separately or with other goods, the changes in packing and/or marks and numbers must be clearly stated in the air way-bill/consignment note.

NOTE 6.  Declaration of Health (U.S. Public Health Service requirements). This section is to be completed only as directed by the U.S. Centers for Disease Control and Prevention (CDC) in the event of a public health emergency.

Conveyance operators should follow established procedures for reporting deaths/ill persons onboard an aircraft as required by 42 CFR Part 71.

Third item—If entry is duplicated, it is to be (a) initialed by person signing the general declaration or (b) signed by his authorized agent having knowledge of measures applied.

NOTE 7.  This General Declaration and/or attached manifests or air waybills should not bear erasures or corrections except those approved by the proper public authorities concerned nor contain interlineations or several listings on the same line. As many extra sheets may be added as necessary.

The information requested by the official General Declaration may be furnished on ICAO Annex 9, Appendix 1, provided the form approximates (but does not exceed) 8 1/2" x 14", and is printed on white paper of appropriate quality.

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

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1051-0002. The obligation to respond is mandatory. The estimated average time to complete this application is 5 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 90K Street, NE, Washington DC 20229.

CBP Form 7507 (6/17)  Page 2 of 2

Figure 502-3. CBP Form 7507 General Declaration (Outward/Inward) Agriculture, Customs, Immigration, and Public Health (Cont’d)
### DEPARTMENT OF HOMELAND SECURITY

U.S. Customs and Border Protection

CMB No. 1651-0111

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

Instructions

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Arrival Record</th>
<th>Departure Record</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admission Number</strong></td>
<td><strong>Admission Number</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Family Name</td>
<td>18. Family Name</td>
</tr>
<tr>
<td>2. First Name</td>
<td>19. First Name</td>
</tr>
<tr>
<td>3. Last Name</td>
<td>20. Last Name</td>
</tr>
<tr>
<td>5. Sex (Male or Female)</td>
<td>5. Sex (Male or Female)</td>
</tr>
<tr>
<td>6. Passport/Document Date (DD/MM/YY)</td>
<td>6. Passport/Document Date (DD/MM/YY)</td>
</tr>
<tr>
<td>10. State in the United States (Number and State)</td>
<td>10. State in the United States (Number and State)</td>
</tr>
<tr>
<td>11. Date of Entry (DD/MM/YY)</td>
<td>11. Date of Exit (DD/MM/YY)</td>
</tr>
<tr>
<td>12. Date of Exit (DD/MM/YY)</td>
<td>12. Date of Exit (DD/MM/YY)</td>
</tr>
<tr>
<td>13. City and State</td>
<td>13. City and State</td>
</tr>
<tr>
<td>14. Telephone Number as in the United States (Number and State)</td>
<td>14. Telephone Number as in the United States (Number and State)</td>
</tr>
<tr>
<td>15. Email Address</td>
<td>15. Email Address</td>
</tr>
</tbody>
</table>

**CSP Form I-94 (04/04)**

See Other Side
Figure 502-4. I-94 Arrival/Departure Record (Cont’d)
**Defense Transportation Regulation – Part V**  
**Department of Defense Customs and Border Clearance Policies and Procedures**  
14 August 2020

---

**Welcome to the United States**

**I-94W Nonimmigrant Visa Waiver Arrival/Departure Record**

**1 Applicant Information**
- Applicant Name (Please print, ALL CAPS)
  - Family Name
  - First (Given) Name

**2 Passport Information**
- Passport Number
- Issued Date (DD/MM/YY)
- Expiration Date (DD/MM/YY)
- Country of Citizenship

**3 Citizenship Information**
- Are you a citizen or national of any other country? Yes No
- If yes, what country?
- How did you acquire citizenship?
- Have you ever been a citizen or national of any other country? Yes No
- If yes, state the document number
- Issued Date
- Expiration Date

---

**4 Contact Information**
- Email Address
- Telephone Number
- Country Code/Number

**5 Emergency Contact Information**
- Relationship: Mother/Father
- First (Given) Name
- Telephone Number
- Visa/Entry Code/Nationality

**6 Travel Information**
- Are you a member of U.S. Armed Forces? Yes No
- Are you a member of U.S. Diplomatic Personnel? Yes No
- Are you a member of U.S. International Organization? Yes No

---

**DEPARTURE RECORD Visa Waiver**
- Family Name
- First (Given) Name
- Birth Date (DD/MM/YY)
- Country of Citizenship

---

Figure 502-5. I-94W Nonimmigrant Visa Waiver Arrival/Departure Record
Do any of the following apply to you? (Answer Yes or No)

1. Do you have a physical or mental disorder, or are you a drug abuser or alcoholic? No
2. If so, can you name any of the following diseases communicable diseases are specified pursuant to section 5103 of the Public Health Service Act? No
3. Do you have any of the following diseases: Tuberculosis, syphilis, gonorrhea, meningitis, rheumatic fever, or malaria? No
4. Are you subject to a national security restriction or a national security criminal record? No
5. Have you been convicted of a crime? Yes
6. Have you ever been arrested or convicted for a crime that resulted in serious damage to property or serious harm to another person or government authority? Yes
7. Have you ever violated any law related to possessing, using, or distributing illegal drugs? Yes
8. Do you seek to engage in or have you ever engaged in terrorist activities, espionage, sabotage, or treason? Yes
9. Have you ever committed fraud or misrepresented yourself or others to obtain a visa or entry into the United States? Yes
10. Are you currently seeking employment in the United States or are you previously employed in the United States without prior permission from the U.S. government? Yes
11. Have you ever been denied a U.S. visa or have you applied for a visa with your current or a previous passport or visa ever been refused admission to the United States or withdrawn your application for admission at a U.S. port of entry? Yes
12. Have you ever stayed in the United States longer than the admission period granted to you by the U.S. government? Yes
13. Have you or your children ever been present in Iran, Iraq, Libya, Somalia, Sudan, Syria, or Yemen or after March 1, 2017? Yes
14. Have you or your children ever been present in a country that is not listed above? Yes

Figure 502-5. I-94W Nonimmigrant Visa Waiver Arrival/Departure Record (Cont’d)
I hereby certify:

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

   Number of containers  Bill of lading No\(^1\).  General description of articles

   .
   .
   .

2. That the shipment does not contain military scrap.

3. That the shipment is entitled to entry under subheading 9801.00.11, Harmonized Tariff Schedule, of the United States Annotated (HTSA) free of duty.

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

   Or

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

   __________

   (Name)

   __________

   (Rank and branch of service or Agency or Office)

\(^1\) If shipment arrives in the United States on a commercial carrier.

Figure 502-6. Certificate in Lieu of Other Entry Documentation Covering Articles of Returned U.S. Products for Use by the DoD
DEFENSE OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
NAV SUP WAP SYSTEMS SUPPORT
1837 MORRIS STREET
SUITE 600
NORFOLK, VIRGINIA 23513

SUBJECT: AMERICAN GOODS RETURNED
I HEREBY CERTIFY THAT:

1. The following article(s) returned to the Customs Territory of the United States by ________________ (Carrier name and Flight number) at the port of ________________ (port) on ________________ (date) consist of products which are the growth, product, or manufacture, of the United States, and are being returned to the United States without having been advanced in value or improved in condition by any process or manufacture or by other means, and that no drawback has been or will be claimed on such articles, and that the articles belong to and are for the further use of the United States Department of Defense.

2. The shipment does not contain any military scrap.

3. The shipment is entitled to duty free entry under subheading 9801.00.11, Harmonized Tariff Schedule of the United States (HTSUS). 19 CFR § 10.103 and 22 CFR § 126.4 applies.

4. The material listed on the below Commercial invoice/Bill of Lading is urgently needed by the United States Government. If this material is delayed at the United States Customs for any reason, please immediately contact the below United States Government authorized Official.

5. I am a military installation transportation officer having knowledge of the facts involved in this certificate.
OR
I am an officer or official authorized by __________________________ (Agency or Office) to execute this certificate.

<table>
<thead>
<tr>
<th>Name, Rank, and Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Telephone Number</td>
<td>Email Address / Group Email Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTERNATIONAL AIR WAYBILL NO. / BILL OF LADING NO.</th>
<th>NOTE: All shipments must be accompanied by an international waybill</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE OF EXPORTATION</th>
<th>EXPORT REFERENCE (E.G. ORDER NO. OR INVOICE NO.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SHIPPER/EXPORTER (COMPLETE NAME AND ADDRESS)</th>
<th>CONSIGNEE (COMPLETE NAME AND ADDRESS)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COUNTRY OF EXPORT</th>
<th>IMPORTER IF OTHER THAN CONSIGNEE (COMPLETE NAME AND ADDRESS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTRY OF MANUFACTURE</td>
<td></td>
</tr>
<tr>
<td>COUNTRY OF ULTIMATE DESTINATION</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NO. OF PKGS</th>
<th>TYPE OF PKGS</th>
<th>FULL DESCRIPTION OF GOODS</th>
<th>QUANTITY</th>
<th>UNIT OF MEASURE</th>
<th>WEIGHT</th>
<th>UNIT VALUE</th>
<th>TOTAL VALUE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>TOTAL</th>
<th>TOTAL VALUE THIS INVOICE</th>
<th></th>
</tr>
</thead>
</table>

Figure 502-7. Combined American Goods Returned Certificate and Commercial Invoice (Sample)
Figure 502-8. CBP Form 7512, Transportation Entry and Manifest of Goods Subject to CBP Inspection and Permit
Figure 502-8. CBP Form 7512, Transportation Entry and Manifest of Goods Subject to CBP Inspection and Permit (Cont’d)
### CBP Form 7501, Entry Summary


#### Figure 502-9.
Figure 502-10. Illustration of DFE Process for Vendor Shipments to the United States
US CUSTOMS AND BORDER PROTECTION (CBP) DECLARATION FOR PERSONAL PROPERTY SHIPMENTS

WARNING: Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution.

CBP DECLARATION NUMBER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 19 U.S.C. 1499.
PRINCIPAL PURPOSE: To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed.
Section A - Owner CBP declaration for type of shipment and reason for shipment. Section B - Overseas Port shipment data.
ROUTINE USE: (1) Use of your Social Security Number is proof of identification that person processing through CBP is not an impostor and also assists in criminal prosecution if counterfeit or undeclared articles, for which CBP fees are due, are found in shipment. (2) Origin transportation officer retains a copy as proof that shipment has been properly processed. Copy will be destroyed when no longer required.
DISCLOSURE: Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through CBP, pending positive identification.

PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES

1. TO: [Overseas POE/POE]
2. FROM: [Transportation Officer]

SECTION A - OWNER'S CBP DECLARATION (Attach copy of order)

3. NAME [Last, First, Middle initial] (Print or type)
4. GRADE
5. SOCIAL SECURITY NUMBER

6. UNIT ADDRESS OVERSEAS (Include APO number)
7. ADDRESS IN UNITED STATES (Include ZIP Code)

8. DECLARATION FOR: [X appropriate item] (Attach copy of order)
   - HOUSEHOLD GOODS
   - UNACCOMPANIED BAGGAGE
   - PRIVATELY OWNED VEHICLE

9. I DECLARE THAT: (1) All items in this shipment to the United States consist only of personal property for my personal use or the use of members of my family who have been residing with me; (2) The shipment contains no prohibited items; (3) Any articles which are (a) Restricted or (b) In excess of the quantities entitled to free entry under the law and regulations thereunder are listed and identified as such in the remarks space below (with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry) or if there are none, I have written the words "No Exceptions." in that space; (4) None of the items are to be taken or shipped to the United States as an accommodation for others or for sale, barter, or exchange; (5) This declaration is made for me and for [State number] members of my family; (6) Total quantities of alcoholic beverages and cigars included in this and other sets of CBP declaration forms: Alcohol beverages [State number]; Cigars [State number]; and (7) I have been serving overseas under competent US Government orders and was: [Check appropriate item below]
   - a. Assigned to permanent duty overseas.
   - b. Required to perform temporary duty overseas for 140 days or more.
   - c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more.
   - d. Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders.
   - e. Directed to evacuate myself, family, or personal property to the United States.
   - f. Directed to ship personal property in advance of the issuance of travel orders.

10. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4900.9-R PART V AND OVERSEAS INSTRUCTIONS.

   a. SIGNATURE OF OWNER
   b. DATE [YYYY/MM/DD]

11. REMARKS

12. FOR USE OF US CBP OFFICERS

SECTION B - OVERSEAS PORT SHIPMENT DATA

13. NAME OF CARRIER

14. VOYAGE OR FLIGHT NO.

DD FORM 1252, FEB 2006
COPY DESIGNATION (X one): 1 Attach to Manifest
   2 Place in envelope affixed to No. 1 cargo container or in No. 1 transoceanic cargo container
   3 Origin Transportation Office file
   4 Owner

Figure 502-11. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I
### PART II - FIREARMS AND AMMUNITION

**SECTION A - OWNER'S CBP DECLARATION (Attach copy of orders)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>TO: (Overseas POST/POE)</td>
</tr>
<tr>
<td>2.</td>
<td>FROM: (Transportation Officer)</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>UNIT ADDRESS OVERSEAS (include APO number)</td>
</tr>
<tr>
<td>7.</td>
<td>ADDRESS IN UNITED STATES (include ZIP Code)</td>
</tr>
</tbody>
</table>

**COMPLETE DECLARATION BELOW**

9. DECLARATION CONCERNING IMPORTATION OF FIREARMS OR AMMUNITION PREVIOUSLY TAKEN OUT OF THE UNITED STATES

Under penalty of perjury I hereby declare that my present address is ____________________________ , and that I departed from the United States (including possessions thereof) at ____________________________ on or about ___________ , and that with me as part of my personal property, the firearm(s) and ammunition which I previously possessed in the United States, I agree to be included in this declaration. Indicate in code "A" in description below. Evidence of such acquisitions will be attached.

10. FIREARMS OR AMMUNITION ACQUIRED DIRECTLY FROM A LICENSED US FIREARMS DEALER OR THROUGH AN AUTHORIZED ROD AND GUN CLUB OR THROUGH MILITARY EXCHANGE SERVICES SPECIFICALLY FOR THE MEMBER.

   Indicate in code "C" in description below. Evidence of such acquisitions will be attached.

11. FIREARMS OR AMMUNITION ACQUIRED OVERSEAS OTHER THAN AS INDICATED IN 10 ABOVE.

   An approved import permit (ATF Form 6A) (Firearms) Part II and Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) should be attached if available. If not, indicate in code "D" in description below.

12. DESCRIPTION OF FIREARMS OR AMMUNITION (List additional firearms/ammunition in Remarks, on back.)

   a. FIREARMS

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>CODE</td>
<td>MANUFACTURER</td>
<td>COUNTRY OF MANUFACTURE</td>
</tr>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>(6)</td>
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</table>

b. AMMUNITION

<p>| | | |</p>
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</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>(6)</td>
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<td></td>
</tr>
</tbody>
</table>

13. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4500.5-R PART V AND OVERSEAS INSTRUCTIONS.

   a. SIGNATURE OF OWNER

   b. DATE (YYYY/MM/DD)

---

Figure 502-12. DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part II
### SECTION B - OVERSEAS PORT SHIPMENT DATA

<table>
<thead>
<tr>
<th>14. NAME OF CARRIER</th>
<th>15. VOYAGE/FLIGHT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16. REMARKS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Figure 502-12.** DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part II (Cont’d)
Figure 502-13. ATF Form 6-Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Defense Articles
Figure 502-13. ATF Form 6-Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
Privacy Act Information

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

1. Authority. With respect to the importation of firearms, ammunition, and defense articles, the information requested on ATF Form 6 - Part II (5330.3B) is mandatory pursuant to 18 U.S.C. 925.

2. Purpose. To determine if the article(s) qualifies for importation by the applicant.

3. Routine Use: The information will be used by ATF to make determinations set forth in paragraph 2. In addition, information may be disclosed to other Federal, State, foreign and local law enforcement and regulatory agency personnel to verify information on the application and to aid in the performance of their duties with respect to the enforcement and regulation of firearms and/or ammunition where such disclosure is not prohibited by law. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, the information may be disclosed to members of the public in order to verify the information on the application when such disclosure is not prohibited by law.

4. Effects of not Supplying Information Requested. Failure to supply complete information will delay processing and may cause denial of the application.

Paperwork Reduction Act Notice

This request in accordance with the Paperwork Reduction Act of 1995. This information collection is mandatory pursuant to 18 U.S.C. 925, 18 U.S.C. 5814, and 22 U.S.C. 2778. The purpose of this information collection is to allow ATF to determine that the article(s) described on the application qualifies for importation by the importer, and to serve as the authorization for the importer.

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

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

Figure 502-13. ATF Form 6-Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
Figure 502-14. ATF Form 6-Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles
Figure 502-14. ATF Form 6-Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
Figure 502-14. ATF Form 6-Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
Figure 502-14. ATF Form 6-Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
Figure 502-14. ATF Form 6-Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
16. The permit is valid for 24 months from the date of approval. The approved application shall serve as the permit to import the article(s) described on the form.

17. After approval, the Director will retain one copy and forward the original to the applicant at his designated address, along with copies of ATF Form 6A, Release and Receipt of Imported Firearms, Ammunition and Implements of War.

18. No amendments or alterations may be made to an approved permit, except by the Director.

19. An approved ATF Form 6 - Part I (5330.3A) which is unused, expired, suspended or revoked shall be returned immediately to the Director, Bureau of ATF, 244 Holiday Road, Martinsburg, WV 25405.

20. For non-commercial imports, the ATF Form 6A, in duplicate with Section I completed, the approved permit, and any other necessary documents, must be presented to CBP officials handling the importation to effect release of the article(s).

Prohibited Persons Under U.S. Law

21. The importer of a firearm should be familiar with the provisions of law governing who may lawfully possess a firearm in the United States. Generally, 18 U.S.C. 922 prohibits the possession, transportation, receipt, or possession in or affecting interstate commerce of a firearm by one who has been convicted of a crime punishable by imprisonment for a term exceeding one year, by one who is a fugitive from justice, by one who is in unlawful receipt of a firearm, by one who is convicted of a misdemeanor crime of domestic violence, or by one who is in unlawful possession of a firearm or who is convicted of a misdemeanor crime involving a controlled substance, by one who has been adjudicated mentally defective or has been committed to a mental institution, by one who has been discharged from the Armed Forces under dishonorable conditions, by one who has renounced his or her U.S. citizenship, by one who is an alien illegally in the United States, or a non-transient alien admitted to the United States.

Privacy Act Information

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

1. Authority: Disclosures of the information requested on ATF Form 6 Part I (5330.3A) are mandatory pursuant to 18 U.S.C. 623 and Section 38 of the Arms Export Control Act of 1976 (22 U.S.C. 2789, 26 U.S.C. 1594) to obtain a permit to import firearms, ammunition, and implements of war.

2. Purpose: To determine if the applicant(s) qualify for importation by the applicant.

3. Routine Uses: The information will be used by ATF to make determinations set forth in paragraph 2. In addition, information may be disclosed to other federal, state, and local law enforcement and regulatory agencies for custody and care of the applicant(s) with respect to the enforcement and regulation of firearms and ammunition unless such disclosure is not prohibited by law. The information may further be disclosed to the background department if it appears that the furnishing of this information may constitute a violation of Federal law. Finally, the information may be disclosed to the public in order to verify the information on the application when such disclosure is not prohibited by law.

4. Effect: Failure to supply complete information will delay processing and may cause denial of the application.

Figure 502-14. ATF Form 6-Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
Figure 502-15. PPQ Form 587 (MD), Application for Permit to Import Plants or Plant Products
Instructions for completing PPQ Form 587
Application for Permit to Import Plants or Plant Products

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

1. Enter the name and street address of the person responsible for the importation. The applicant must be a United States resident. Enter the organization or company name, if applicable. A physical address of the facility or business is required. You may include a post office box address in addition to the street address for mailing purposes. Enter your daytime telephone number, including the Area Code. Enter your facsimile number, including the Area Code. Enter your e-mail address if applicable.

2. In the first column, enter a country or countries (if from Canada include Province, if from Mexico include State) from which you want to import the plants or plant products (the term "various" will not be accepted). In the second column, enter the scientific (Latin) name of each plant. If you do not know the scientific name(s), try to find out from the exporter. As a last resort, enter the English common name(s). In the third column, enter the type of plant parts you plan to import for each species. In the fourth column, enter the City and State of the preferred port(s) of arrival. If you do not know the port, enter "N/A." (Check your permit when you receive it for the approved ports.)

3. Check the appropriate box. Select "Plants for planting", if the plants/plant parts you want to import will be planted or sold for planting. Select "Small lots of seed" if you want to import under the small lots of seed program (see below*). Select "Fruits and Vegetables" if you are importing fruits and vegetables for consumption or resale. Select "Other" if the article you want to import does not fall into any of the other categories. List the category or additional information needed to describe the article (i.e., Cut flowers, broomcorn, etc...). * Special instructions for small lots of seed:
Small lots of eligible seed may be imported without a phytosanitary certificate with a written permit. See the permit website (http://www.aphis.usda.gov/import_export/plants/plant_imports/small lots_seed.shtml) for help in determining eligibility. In part #2 list the seed species and countries from which you want to ship each species. If the list of species and/or countries of origin is long, you may enter "eligible taxa." By using this option, you are accepting responsibility for determining the eligibility of the seeds. A permit is issued for taxa that are enterable with no restrictions beyond port of entry inspection. If port of entry inspectors find prohibited or restricted seeds in your shipment, they will remove the ineligible kinds.

4. Check the appropriate box or boxes that apply to the means of importation.

5. The applicant named in box #1 must sign the form.

6. Printed name of person who signed the form.

7. Enter the date the form is completed and signed.

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

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

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

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

Figure 502-15. PPQ Form 587 (MD), Application for Permit to Import Plants or Plant Products (Cont’d)
Figure 502-16. DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards
Figure 502-17. DOT Bond Form HS-474, Bond to Ensure Conformance with Motor Vehicle Safety and Bumper Standards
(3) The principal, if a Registered Importer, shall not release custody of the vehicle to any person for license or registration for use on public roads, streets, or highways, or license or register the vehicle from the date of entry until 30 calendar days after it has certified compliance of the vehicle to the Administrator, unless the Administrator notifies the principal before 30 days that (e) he has accepted such certification and the vehicle and bond maybe released, except that no such release shall be permitted, before or after the 30th calendar day, if the principal has received written notice from the Administrator that an inspection of such vehicle will be required, or that there is reason to believe that such certification is false or contains a misrepresentation;

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

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

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

Then this obligation shall be void; otherwise it shall remain in full force and effect.

Signed, sealed, and delivered in the presence of

______________________________
Name

______________________________
Address

______________________________
(SEAL)

______________________________
Name

______________________________
Address

______________________________
(Principal)

______________________________
Name

______________________________
Address

______________________________
(SEAL)

______________________________
Name

______________________________
Address

______________________________
(Surety)

(SEAL)

CERTIFICATE AS TO CORPORATE PRINCIPAL

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

______________________________ (CORPORATE SEAL)

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

Form HS-474 (1-90)

Figure 502-17. DOT Bond Form HS-474, Bond to Ensure Conformance with Motor Vehicle Safety and Bumper Standards (Cont’d)
**Figure 502-18. EPA Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations**

[Image of EPA Form 3520-1]

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### Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)

<table>
<thead>
<tr>
<th>Port code</th>
<th>Entry date (mm/dd/yyyy)</th>
<th>Customs entry number</th>
<th>Vehicle Identification Number (VIN), engine serial number, or Engine Family/Test Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manufacture date (mm/yyyy)</th>
<th>Manufacture (make)</th>
<th>Model</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ICI imports only, codes A, C, J, Z</th>
<th>EPA Exemption Number: required for codes L, G, I, K, O</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Names, Addresses, and Telephone Numbers of Relevant Parties**

- **Certification**: I certify that I have read and understand the purpose of this form, the penalties for falsly declaring information, or for providing misleading information, or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement Officers to conduct inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.

<table>
<thead>
<tr>
<th>Importer (code B) must be certificate holder or their agent for shipments of new vehicles prior to introduction into commerce, codes A, C, J, Z must be ICI</th>
<th>Owner</th>
<th>Storage contact</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**U.S. Conforming and "Identical" Vehicles**

- **Code B**: U.S. certified, unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English.
- **Code F**: U.S. certified, catalyst restoration - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filler neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filler neck restrictor, as applicable, will be reinstalled or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline. (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filler neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required.
- **Code EE**: Identical in all material respects to a U.S. certified version - either 1) Canadian vehicle (proof required e.g.: Canadian emission control label, registration or title, letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) or 2) vehicle from any country with letter attached to this form from the manufacturer's U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of "identical" Canadian vehicles for resale, use code FF.
- **Code FF**: Canadian "Identical" models imported for resale or lease - Canadian vehicles as described above appearing on EPA list of Canadian "Identical" models. Imported for resale or lease. The importer attests that the importer will satisfy applicable labeling, warranty and CAFE requirements as specified by EPA.

**EPA Exempted Vehicles**

- **Code M**: Miscellaneous exemption, either 1) Canadian vehicle as described above (proof required) and the importer is either permanently enlisting to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance. Or 3) EPA hardship letter based on unforeseen and extraordinary circumstances is attached to this form.
- **Code E**: Vehicle at least 21 years old (calendar year of manufacture subtracted from year of importation) and in original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless the engines contain equivalent or newer EPA certified engines. Customs may require proof of vehicle age.

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EPA Form: 3520-1 Page 1 of 2
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>Racking vehicles as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(a)). EPA letter of approval must be attached to this form.</td>
</tr>
<tr>
<td>U-2005</td>
<td>Non-chassis mounted engine used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate of conformity or will be covered by an EPA certificate prior to introduction into commerce.</td>
</tr>
<tr>
<td>W</td>
<td>Unregulated fuel - a vehicle that: (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991-1996 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1997 and later model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles.</td>
</tr>
</tbody>
</table>

**Temporary Imports**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>May be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.</td>
</tr>
<tr>
<td>I</td>
<td>Imported for testing purposes in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.</td>
</tr>
<tr>
<td>K</td>
<td>Imported for display solely for public or business purposes, and not for private purposes or U.S. market sales promotions in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.</td>
</tr>
<tr>
<td>N</td>
<td>Imported by member of the armed forces of personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.</td>
</tr>
<tr>
<td>O</td>
<td>Imported by nonresident for personal use by an individual for a period up to a year. EPA letter of approval must be attached to this form. Independent commercial importer (ICI) imports</td>
</tr>
<tr>
<td>A</td>
<td>Imported by an ICI for modifications in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year in accordance with 40 CFR 85.1500.</td>
</tr>
<tr>
<td>C</td>
<td>Imported by an ICI for modification and testing in accordance with 40 CFR 85.1509. Vehicle must be at least 5 years old.</td>
</tr>
<tr>
<td>J</td>
<td>Imported by an ICI for the purpose of pre-certification testing in order to obtain an EPA certificate of conformity. No EPA approval is required. The ICI has 180 days to obtain a certificate or export (40 CFR 85.1511(b)(2)). Customs bond required.</td>
</tr>
<tr>
<td>Z</td>
<td>Imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified vehicle in accordance with written instructions from the OEM that are specific to the vehicle being imported. OEM imports</td>
</tr>
</tbody>
</table>

**OEM Imports**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently owned by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.</td>
</tr>
<tr>
<td>Q</td>
<td>Imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.</td>
</tr>
</tbody>
</table>

**U.S. Department of Transportation Requirements**

*Note:* Importers of vehicles that are primarily manufactured for use on public roads must also file an HS-7 Declaration form to identify the basis for the vehicle’s admission under the laws administered by the U.S. Department of Transportation. For more information, see www.fera.dot.gov/sa/rules/import/.

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**Paperwork Reduction Act Notice**

This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are mandatory (40 CFR 85.1001 et seq., and Clean Air Act Sections 203 and 208). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 44, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 10 minutes per response. Human means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, entering data, and completing and submitting a collection of information. It does not include the time for voluntary activities. The accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden, including the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

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**Figure 502-18. EPA Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations (Cont’d)**
### WAR SOUVENIR REGISTRATION/AUTHORIZATION

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C., Part IV, Chapter 153, Sec. 2579; DODD 5030.40; DOD 4500.9-R; E.O. 9397.

**PRINCIPAL PURPOSE(S):** To register and authorize an individual to retain a war souvenir and return item to the United States.

**ROUTINE USE(S):** None. The DoD "Blanket Routine Uses" set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

**DISCLOSURE:** Voluntary; however, without the requested information the theater command does not have a means to provide proof that you are authorized to retain the war souvenirs. Without the proof of authorization, items will be seized when going through customs.

**INSTRUCTIONS:** This form will be prepared for all types of war souvenirs. Original copy to Owner; Copy 1 with the souvenir; Copy 2 retained by the issuing unit.

1. **THEATER AND INCLUSIVE PERIOD OF SERVICE IN OVERSEAS COMMAND**

2. **NAME OF OWNER** [Last, First, Middle Initial]

3. **SSN**

4. **GRADE/RANK**

5. **UNIT/ORGANIZATION**

6. **PERMANENT HOME ADDRESS** (Include ZIP Code)

7. **WAR SOUVENIR(S)**
   
   a. **ITEM DESCRIPTION**
   
   b. **HOW ACQUIRED**
   
   (1)

   (2)

   (3)

   (4)

   (5)

   (6)

   (7)

   (8)

   (9)

   (10)

8. **CERTIFICATION**
   
   1. as Owner or Receiving/Reviewing Officer, do hereby certify that:
   
   (1) The above items have little or no intelligence value;
   
   (2) The retention of the above items is in compliance with military customs, traditions, regulations and the Law of Armed Conflict;
   
   (3) The above retained items are non-lethal and relatively inexpensive, and are not otherwise prohibited by law;
   
   (4) The retained items are not of value or serviceable for use;
   
   (5) The listed items are not unauthorized war souvenirs.

   a. **SIGNATURE OF OWNER**
   
   b. **SIGNATURE OF RECEIVING/REVIEWING OFFICER**
   
   c. **DATE (YYYY/MM/DD)**

   d. **TYPED NAME, GRADE AND ORGANIZATION OF RECEIVING/REVIEWING OFFICER**

   e. **STATION**

9. **AUTHENTICATING OFFICIAL**
   
   a. **SIGNING AS (X one)**
   
   □ COMPANY COMMANDER □ LTC OR ABOVE (O5+)

   □ CONTRACTING OFFICER REPRESENTATIVE

   b. **SIGNATURE**

---

**Figure 502-19. DD Form 603-1, War Souvenir Registration/Authorization**
<table>
<thead>
<tr>
<th>TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DOC ID</td>
<td>2. TRLR CTR</td>
</tr>
<tr>
<td>22. PIECES</td>
<td>23. WEIGHT</td>
</tr>
</tbody>
</table>

Figure 502-20, DD Form 1384, Transportation Control and Movement Document

DD FORM 1384, OCT 2000

PREVIOUS EDITIONS MAY BE USED.
Figure 502-21. DD Form 2855, U.S. Military Agriculture and Customs Preclearance Program

<table>
<thead>
<tr>
<th>1. INSPECTOR’S RANK AND NAME</th>
<th>2. DATE (YYYYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. ORIGIN</td>
<td>4. DESTINATION</td>
</tr>
<tr>
<td>5. INSPECTOR’S STAMP</td>
<td>6. REMARKS</td>
</tr>
</tbody>
</table>

DD FORM 2855, SEP 2008
PREVIOUS EDITION IS OBSOLETE.