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 clearance 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. 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 Officer-Excepted (MCO-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.

(a) 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.

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

(c) In addition to notification of border clearance agencies, military elements operating in 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.

(d) Shipboard Mail. The captain/master or commanding officer of ships will institute onboard mail control procedures IAW the provisions of DoDI 4525.09, Military Postal Service.

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) 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, crew members, or persons who are in transit to a location outside the United States.

(13) Passenger Name Record locator, if available.

(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 must 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. CBP reserves the right to inspect any aircraft, cargo, or personnel upon entry into the United States either at its first port of entry or at its final destination.

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) 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 State
(m) Passenger Name Record locator, if available
(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 carrier 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://apacs.milcloud.mil/fcg/fcg.cfm). 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://apacs.milcloud.mil/fcg/fcg.cfm. 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 MCO-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://apacs.milcloud.mil/fcg/fcg.cfm. 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 MCO-Es will inspect aeromedical evacuation crews, attendants, and patients in such a manner as to expedite patient movement. Expeditious inspection does not preclude steps to detect prohibited articles prior to departure.
   b. Passengers will be required to complete a CBP Form 6059B, Figure 502-2, CBP Form I-94 Arrival/Departure Record Figure 502-4, or I-94W, Nonimmigrant Visa Waiver Arrival/Departure 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. MCO-Es are not authorized to conduct personal examinations. In all cases where physical personal examination is deemed necessary, MCO-Es will contact the base law enforcement personnel and CBP.
   e. Accompanied Baggage:
      (1) MCO-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 MCO-E suspects a customs violation has occurred, the MCO-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://apacs.milcloud.mil/fcg/fcg.cfm](https://apacs.milcloud.mil/fcg/fcg.cfm)).

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 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 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, 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 HTSA, a Certificate in Lieu of Other Entry Documentation Covering Articles of Returned U.S. Products for Use by the DoD, Figure 502-6, prepared on the letterhead of the agency or office importing the articles, will be used for those shipments (See 19 CFR 10.103, American Goods Returned) in addition to a copy of the Ocean Bill of Lading. All military scrap or surplus must meet USDA/APHIS standards for freedom from soil and pests.

   b. Commercial air shipments.

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

   (2) The commercial invoice (CI) will be printed on command letterhead. Shipper and consignee information will both reflect the sponsoring DoD component or Service as indicated in the previous 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 USGP.

      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 mandates agricultural inspections at Outside CONUS (OCONUS) locations for cargo returning to the United States. See Chapter 506 for details on requirements, procedures, and information on establishing a Senior Agricultural Agent 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) Duty Free Entry (DFE) Team 1222 Spruce Street, Room 9.300, St. Louis, MO 63103-2812. The DCMA DFE 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 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 for 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/Customers/.
   d. For submitting documents, users should go to https://piece.eb.mil/. 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, 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 authorized to 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 indicates to the CBP it’s a DoD shipment claiming DFE.

8. Additional detail on these procedures can be found at the DCMA e-tools duty free entry portal
(https://pieetraining.eb.mil/wbt/xhtml/wbt/dfe/index.xhtml). 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. Personal property 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. 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.

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. 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 unit/organizational equipment and personal property or personal equipment is
strictly prohibited. CBP requires that personal property and personal equipment be kept separate
from other military cargo. Personal property and personal equipment include organizational
clothing and individual equipment, and other individually assigned equipment that Service
members are financially liable for while in their possession.

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 1 for a list of restricted and prohibited
articles.
b. The MCO 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 mandates agricultural inspections at OCONUS locations.

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) A switchblade knife is any knife that has a blade which opens automatically by hand pressure applied to a button or device in the handle of the knife, or any knife with a blade which opens automatically by operation of inertia, gravity, or both. 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

      (5) Alcoholic Beverages and Tobacco Product Restrictions. Limited quantities of alcoholic beverages and tobacco products may enter duty-free. If accompanied by the member, a
total of not more than 4 liters of alcoholic beverages and not more than 100 cigars shall be accorded free entry under subheading 9805.00.50, HTSUS, subject to conditions that:

(a) These articles accompany the person making the claim for free entry upon their arrival in the U.S.;

(b) Not more than 1 liter of any such alcoholic beverage shall have been distilled or otherwise manufactured and bottled in any place other than the U.S. or it’s possessions;

(c) Such individual has not concurrently claimed exemption as a returning resident under subheading 9804.00.65, 9804.00.70, or 9804.00.72, HTSUS;

(d) Such person, if other than one in the service of the U.S., shall have attained the age of 21.

There is no federal limit on the amount of alcohol someone may import into the U.S. for personal use, however large quantities might raise suspicion that the importation is for commercial purposes and a CBP officer could require you to obtain an Alcohol and Tobacco Tax and Trade Bureau (TTB) import license before release.

State laws might limit the amount of alcohol you can bring in without a license. If you arrive in a state that has limitations on the amount of alcohol you may import without a license, that state law will be enforced by CBP, even though it may be more restrictive than federal regulations. Service members should check the state laws at https://www.ttb.gov/wine/alcohol-beverage-control-boards, before importing alcohol. The U.S. Government is not responsible for any fees or customs charges.

(6) Prescription drugs provided they are hand-carried.

(7) Wildlife and wildlife parts and products may be imported if specifically permitted by federal law and 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.

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

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

(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.


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.

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.

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 Museum Enterprise and Army Artifact Collection.

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. 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.

2. Personal Effects (PE) of Deceased, or Missing in Action Service Members or DoD Affiliated Civilians. PE 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. For PE shipped to Joint Personal Effects Depot (JPED) by mortuary affairs personnel: Very strict security protocols are in place at the JPED. PE of eligible decedents are delivered to a mortuary affairs collection point. A mortuary affairs NCO will conduct an inspection/examination of the PE, ensure the containers are sealed, and will affix a DD Form 2855, U.S. Military Agriculture Inspection Form, Figure 506-1, label to the PE shipping container to certify as cleared of any prohibited items. The PE will be shipped to the JPED by the mortuary affairs personnel through the military transportation system or official US Mail. Current CBP Prohibited and Restricted Items are listed at https://www.cbp.gov/travel/us-citizens/\know-before-you-go/prohibited-and-restricted-items.
   b. For PE NOT shipped to JPED by mortuary affairs personnel: Personal effects not eligible for preparation by the JPED must be inspected and cleared of prohibited items before being
shipped to home station personal effects inventory officer, employing company representatives, or directly to family. The shipper is responsible for scheduling the Geographic Combatant Command’s Senior Agriculture Agent (SAA) (i.e., Provost Marshall) to ensure PE shipments are free of the contraband items listed in Paragraph I of this chapter (see CBP Prohibited and Restricted Items at https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items). If a SAA conducts an inspection/examination of the PE, the SAA will affix a DD Form 2855, Figure 506-1, label to the PE shipping container. Commercial carrier, defense transportation system, or U.S. Mail procedures will be utilized if the combatant command does not have a SAA program. CBP will be responsible for completing customs clearance at the first CONUS arrival port.

3. **Personal Effects (PE) of Injured Service Members, DoD Civilian employees, or DoD contractors evacuated from a Theater of Operation.** PE must be free of narcotics, drugs and other contraband items prior to movement to the injured member’s location, family members, or next of kin. The unit supply sergeant, company human resources representative, or other shipper is responsible for scheduling the Geographical Combatant Command SAA (i.e., Provost Marshall), to ensure PE shipments are free of the contraband items listed in Paragraph I of this chapter (see CBP Prohibited and Restricted Items at https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items). If a SAA conducts an inspection/examination of the PE, the SAA will affix a DD Form 2855, Figure 506-1, label to the PE shipping container and seal the container. Commercial carrier, defense transportation system, or U.S. Mail procedures will be utilized if the combatant command does not have a SAA program. CBP will be responsible for completing customs clearance at the first CONUS arrival.

4. Additional guidance on the movement of HR and Personal Effects (PE) can be found in Army Techniques Publication (ATP) 4-46/ Marine Corps Reference Publication (CRP) 3-40G.3/ Navy Tactics, Techniques, and Procedures (TTP) 4-06/ Air Force TTP 3-2.51, Multi-Service Tactics, Techniques, and Procedures for Mortuary Affairs in Theaters of Operations.

**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 https://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, EIN):
      (1) Personal Effects/HHG/UB: Employee Identification Number/Internal Revenue Service (IRS) number, or CBP assigned number of the firm(s), logistics provider, or the logistics
provider's intermediary agent in the United States on whose account the merchandise is shipped.

(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.
### CBP Form 3461

**Title:** ENTRY/IMMEDIATE DELIVERY

**Department of Homeland Security**

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

**19 CFR 142.3, 142.16, 142.22, 142.24, 149.3**

---

**HEADER INFORMATION**

1. **PORT OF ENTRY:**
2. **BOND TYPE:**
   - Single Transaction Bond
   - Continuous Bond
   - No Bond Required
3. **IMPORTER NUMBER:**
   - IRS
   - SSN
   - CBP Assigned

4. **IMPORTER NAME AND ADDRESS:**
   - Name (Last, First, Middle Initial):
   - Street Address:
   - City:
   - State:
   - Zip Code:

5. **ENTRY NUMBER:**
6. **BOND VALUE:**
7. **ENTRY VALUE:**
8. **CES:**

9. **ENTRY TYPE:**
10. **ORIGINATING WHSE ENTRY NUMBER (For Entry Type 22 Only):**
11. **SURETY CODE:**

12. **PORT OF UNLOADING:**
13. **MODE OF TRANSPORTATION:**
   - Air
   - Ocean
   - Rail
   - Truck
   - Hand Carry
   - Pipeline
   - Other

14. **LOCATION OF GOODS (FIRMS):**

15. **G.O. NUMBER:**
16. **CONVYANCE NAME/FLT ZONE ID:**

---

**HEADER REFERENCE INFORMATION**

17. **REFERENCE ID CODE:**
18. **REFERENCE ID NUMBER (max of 50 characters):**

---

**HEADER PARTIES (MUST APPLY TO ENTIRE ENTRY; IF NOT, SKIP TO LINE INFORMATION)**

19. **HEADER PARTY TYPE:**
20. **HEADER PARTY TYPE NAME (Last, First, Middle Initial) AND ADDRESS:**
21. **HEADER ID # (if applicable):**

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Consignee</th>
<th>Buying Party</th>
<th>Selling Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Street Address:</td>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Consignee</th>
<th>Buying Party</th>
<th>Selling Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Street Address:</td>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Consignee</th>
<th>Buying Party</th>
<th>Selling Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Street Address:</td>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Consignee</th>
<th>Buying Party</th>
<th>Selling Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Street Address:</td>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**22 CERTIFICATION**

I hereby make application for entry/immediate delivery. I certify that the above information is accurate, the bond is sufficient, valid, and current and that all requirements of 19 CFR Part 142 have been met.

**SIGNATURE OF APPLICANT:**

**PHONE NUMBER:**

**DATE:**

---

**23. CBP USE ONLY**

- CBP examination required.
- Other agency action required, namely:

**SIGNATURE OF APPLICANT:**

**PHONE NUMBER:**

**DATE:**

---

**DELIVERY AUTHORIZED:**

**SIGNATURE:**

**DATE:**

---

**Figure 502-1. CBP Form 3461, Entry/Immediate Delivery**
Figure 502-1. CBP Form 3461, Entry/Immediate Delivery (Cont’d)
Figure 502-1. CBP Form 3461, Entry/Immediate Delivery (Cont’d)
Figure 502-2. CBP Form 6059B, U.S. Customs and Border Protection Customs Declaration
**Figure 502-3. CBP Form 7507 General Declaration (Outward/Inward) Agriculture, Customs, Immigration, and Public Health**

<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>Departure Place:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Embarking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Through on same flight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Arrival Place:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Disembarking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Through on same flight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUMBER OF SED's AND AWB's</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SED's</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AWB's</td>
</tr>
</tbody>
</table>

**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: ___________________________  Crew Member Concerned: ___________________________

I declare that all statements and particulars contained in this General Declaration, and in any supplementary form required to be presented with this General Declaration are complete, exact and true to the best of my knowledge and that all through passengers will continue have continued on the flight.

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

**Signature** Authorized Agent or Pilot-in-Command (Sign in Ink)
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/fatal 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 interlinearations 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 1651-0002. 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.
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.

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection
OMB No. 1651-0011

Figure 502-4. I-94 Arrival/Departure Record
Figure 502-4. I-94 Arrival/Departure Record (Cont’d)
### 1. Applicant Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name (please print, ALL CAPS)</td>
<td>First (short name)</td>
</tr>
<tr>
<td>Other Names/Aliases</td>
<td>Yes</td>
</tr>
<tr>
<td>Parents Family Name</td>
<td>First (short name)</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Country of Birth</td>
<td></td>
</tr>
<tr>
<td>Gender (Male or Female)</td>
<td></td>
</tr>
</tbody>
</table>

### 2. Passport Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Number</td>
<td></td>
</tr>
<tr>
<td>Issuing Country</td>
<td></td>
</tr>
<tr>
<td>Date of Issue</td>
<td></td>
</tr>
<tr>
<td>Country of Citizenship</td>
<td></td>
</tr>
<tr>
<td>National Identification Number</td>
<td></td>
</tr>
</tbody>
</table>

### 3. Citizenship Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a citizen or national of any other country?</td>
<td>Yes</td>
</tr>
<tr>
<td>How do you acquire citizenship?</td>
<td></td>
</tr>
<tr>
<td>Are you a U.S. Permanent Resident?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are you a U.S. Citizen?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### 4. Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Immediate Family Member</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td></td>
</tr>
<tr>
<td>Address Line 1</td>
<td>APARTMENT NUMBER</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province/Zip Code</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

### 5. Emergency Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Residence</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td></td>
</tr>
<tr>
<td>Address Line 1</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province/Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

### 6. Travel Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your travel to the U.S. transit to another country?</td>
<td>Yes</td>
</tr>
<tr>
<td>Address within the United States Address Line 1</td>
<td>APARTMENT NUMBER</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province/Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

---

**Figure 502-5. I-94W Nonimmigrant Visa Waiver Arrival/Departure Record**
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 No1.    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**
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
INSTRUCTIONS
Consult CBP officer or Part 10, Customs Regulations, for the appropriate number of copies required for entry, withdrawal, or manifest purposes.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Conveyance</th>
<th>Quantity</th>
<th>Date Delivered</th>
<th>Received</th>
<th>(Inspector)</th>
<th>(Cartman or Lighterman)</th>
<th>(Date)</th>
<th>(Inspector)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Total

(Shippers property)

CERTIFICATES OF TRANSFER. (If required)

I certify that within-described goods were transferred by reason of

to ______________________, at ______________________

and sealed with ______________________ or seals

Nos. ______________________, and that

goods were in same apparent condition as noted on

original lading except ______________________

__________________________

I certify that within-described goods were transferred by reason of

to ______________________, at ______________________

and sealed with ______________________ or seals

Nos. ______________________, and that

goods were in same apparent condition as noted on

original lading except ______________________

__________________________

INSPECTOR

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

INSPECTOR'S REPORT OF DISCHARGE AT DESTINATION

Port ______________________

Station ______________________

TO THE PORT DIRECTOR: Delivering Line ______________________

Car No. ______________________

Initial ______________________

Arrived ______________________

Condition of car ______________________

of seals ______________________

of packages ______________________

Date of delivery to

Importer, or Gen. Order ______________________

Packages ______________________

No. and kind of Entry

or General Order ______________________

Bounded Truck or Lighter No. ______________________

Conditions, Etc. ______________________

__________________________

I certify above report is correct.

__________________________

Inspector.

The Paperwork Reduction Act Notice: The Paperwork Reduction Act says we must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. We ask for the information in order to carry out the laws and regulations administered by U.S. Customs and Border Protection. These regulations and forms apply to carriers and brokers who are transporting merchandise in-bond from a port of importation to another CBP port prior to final release of the merchandise from CBP custody. It is mandatory. The estimated average burden associated with this collection of information is 10 minutes per respondent depending on individual circumstances. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 754 6th Street, NW, Washington, DC 20229.

CBP Form 7512 (1/21)
### ENTRY SUMMARY

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description of Merchandise</th>
<th>CBP USE ONLY</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Figure 502-9. CBP Form 7501, Entry Summary
Figure 502-10. Illustration of DFE Process for Vendor Shipments to the United States
Figure 502-11. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I
**Figure 502-12. DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part II**
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)
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) 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, 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 is in accordance with the Paperwork Reduction Act of 1995. This information collection is mandatory pursuant to 18 U.S.C. 925, 26 U.S.C. 5844, and 22 U.S.C. 2778. The purpose of this information collection is to allow ATF to determine that the article(s) described on the application qualifies for importation by the importer, and to serve as the authorization for the importation.

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

<table>
<thead>
<tr>
<th><strong>Section I - Application (Submit in duplicate) - For Applicant's Use</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>License No.</strong> (including Extension No.)</td>
</tr>
<tr>
<td><strong>Telephone No.</strong> (including Extension No.)</td>
</tr>
<tr>
<td><strong>Name and Address of Custom Broker (including Zip Code)</strong></td>
</tr>
<tr>
<td><strong>Check here if permit is to be returned to Custom Broker</strong></td>
</tr>
<tr>
<td><strong>Name and Address of Foreign Seller, if any</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Section II - Description of Firearms and Ammunition</strong> (For firearms enter (R)-Rifle, (L)-Lever, (D)-Firing, (S)-Shotgun, (M)-Machinegun)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name and Address of Manufacturer</strong> (City and State or City and Country)</td>
</tr>
<tr>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td><strong>Defense Articles</strong></td>
</tr>
<tr>
<td><strong>Ammunition</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**10. Specific Purpose of Importation, Including Final Recipient, If Known** (Use additional sheet, if necessary) |

**11. Are You Registered as an Importer Pursuant to the Arms Export Control Act of 1974**

**12. If Yes, Give Your Registration No. and Expiration Date**

**13. Name of Applicant** (Printed)

**14. Signature of Applicant**

**15. Title**

**16. Date**

**Section II - For ATF Use Only** (Please make no entries in this section)

**17. The Application Has Been Examined and the Importation of the Firearms, Ammunition, and Defense Articles Described Hereto (is)

Approved

Partially Approved for the Reason

Rejected

Withdrawn by Applicant

Conditionally Approved

Withdrawn Without Action

No Permit Required

Withdrawn by ATF

18. Signature of the Director, Bureau of Alcohol, Tobacco, Firearms and Explosives

**Previous Editions Obsolete**

**OMR No. 1140-0005 (03/28/2023)**
<table>
<thead>
<tr>
<th>Name and Address of Manufacturer City and State or City and Country</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

**Firearms (Continued)**

*ATF Form 6-Part I (5330.3A)*

Repeatedly: 15 June 2023

Department of Defense Customs and Border Clearance Policies and Procedures

Figure 502-14. ATF Form 6-Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
<table>
<thead>
<tr>
<th>Name and Address of Manufacturer</th>
<th>Description</th>
<th>Caliber or Gauge or Size</th>
<th>Quantity (Each type)</th>
<th>Unit Cost (U.S. Currency)</th>
<th>U.S. Maintained Import List Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>City and State or City and Country</td>
<td>b.</td>
<td>c.</td>
<td>d.</td>
<td>a.</td>
<td>f.</td>
</tr>
</tbody>
</table>

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 will serve as the permit to import the article(s) described on the form.

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

Release From Customs

11. 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.

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 articles.

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, if U.S. C. 922 prohibits the shipment, transportation, reception, or possession of or affecting interstate commerce of a firearm by one who has been convicted of a misdemeanor crime of domestic violence. Furthermore, section 922 prohibits the shipment, transportation, or receipt in or affecting interstate commerce of a firearm by one who is under indictment or information for a crime punishable by imprisonment for a term exceeding one year.

22. For commercial imports, the CBP copy of the form 6A will be transmitted to CBP electronically through the Automated Commercial Environment (ACE). For more information on how to use ACE, visit the Trade Resource Center at www.biz.gov or contact a CBP client representative at 1-877-654-5500.

23. Licensed importers and AECs registrants are still required to fill out and sign each copy of the form 6A with ATFP within 15 days of receipt from CBP custody. This copy will have Section I and III completed. Section II is not required.

Prohibited Persons Under U.S. Law (Cont’d)

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

Privacy Act Information

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

1. Authority. Disclosure of the information requested on ATF Form 6 - Part I (5330.3A) is mandatory pursuant to 18 U.S.C. 923 and Section 38 of the Arms Export Control Act of 1976 (22 U.S.C. 2778, 26 U.S.C. 1844) to obtain a permit to import firearms, ammunition, and defense articles.

2. Purpose. To determine if the article(s) qualify 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 agencies personnel to verify information on the application and 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.

V-502-52
**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 unit website (http://www.aphis.usda.gov/import_export/plants/plant_imports/smalllots_seed.shtml) for help in determining eligibility. In part #2 list the seed species and countries from which you want to ship each species. If the list of species and/or countries of origin is long, you may enter "eligible taxa." By using this option, you are accepting responsibility for determining the eligibility of the seeds. A permit is issued for taxa that are enterable with no restrictions beyond port of entry inspection. If port of entry inspectors find prohibited or restricted seeds in your shipment, they will remove the ineligible kinds.

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

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

6. Printed name of person who signed the form.

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

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

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

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

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

Figure 502-15. PPQ Form 587 (MD), Application for Permit to Import Plants or Plant Products (Cont’d)
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 it has accepted such certification and the vehicle and bond may be 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 Department of Homeland Security 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 Customs and Border Protection Port Director 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 delivery, 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

(Principal)

________________________________________________________________________________________
Name
Address

(Corporate)

________________________________________________________________________________________
Name
Address

(Sub)

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, __________________________________________, certify that I am the __________________________________________ of the corporation named as principal in the within bond; that __________________________________________, who signed the bond on behalf of the principal, was then __________________________________________ of said corporation; that I know his/her signature, and his/her signature thereon 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)

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
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 4500.8-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 OMD'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.

<table>
<thead>
<tr>
<th>1. THEATER AND INCLUSIVE PERIOD OF SERVICE IN OVERSEAS COMMAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. NAME OF OWNER [Last, First, Middle Initial]</td>
</tr>
<tr>
<td>3. SSN</td>
</tr>
<tr>
<td>4. GRADE/RANK</td>
</tr>
<tr>
<td>5. UNIT/ORGANIZATION</td>
</tr>
<tr>
<td>6. PERMANENT HOME ADDRESS (Include ZIP Code)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>7. WAR SOUVENIR(S)</th>
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</thead>
<tbody>
<tr>
<td>a. ITEM DESCRIPTION</td>
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<tr>
<td>b. HOW ACQUIRED</td>
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<td>(1)</td>
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<td>(2)</td>
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<td>(9)</td>
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<td>(10)</td>
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<tr>
<th>8. CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, as Owner or Receiving/Reviewing Officer, do hereby certify that:</td>
</tr>
<tr>
<td>(1) The above items have little or no intelligence value;</td>
</tr>
<tr>
<td>(2) The retention of the above items is in compliance with military customs, traditions, regulations and the Law of Armed Conflict;</td>
</tr>
<tr>
<td>(3) The above retained items are non-lethal and relatively inexpensive, and are not otherwise prohibited by law;</td>
</tr>
<tr>
<td>(4) The retained items are not of value or serviceable for use;</td>
</tr>
<tr>
<td>(5) The listed items are not unauthorized war souvenirs.</td>
</tr>
<tr>
<td>a. SIGNATURE OF OWNER</td>
</tr>
<tr>
<td>b. SIGNATURE OF RECEIVING/REVIEWING OFFICER</td>
</tr>
<tr>
<td>c. DATE (YYYYMMDD)</td>
</tr>
</tbody>
</table>

| d. TYPED NAME, GRADE AND ORGANIZATION OF RECEIVING/REVIEWING OFFICER |
| e. STATION                                                        |

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<tr>
<th>9. AUTHENTICATING OFFICIAL</th>
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<tbody>
<tr>
<td>a. SIGNING AS (X one)</td>
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<tr>
<td>[ ] COMPANY COMMANDER</td>
</tr>
<tr>
<td>[ ] LTC OR ABOVE (OCH)</td>
</tr>
<tr>
<td>[ ] CONTRACTING OFFICER REPRESENTATIVE</td>
</tr>
<tr>
<td>b. SIGNATURE</td>
</tr>
</tbody>
</table>

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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>
</table>

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

DD FORM 1384, OCT 2000

PREVIOUS EDITIONS MAY BE USED.