

# Office of Trade

## Forced Labor Allegation Submission Checklist



U.S. Customs and  
Border Protection

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This guide outlines the information most useful for U.S. Customs and Border Protection (CBP) when reviewing allegations of forced labor in a U.S.-bound supply chain, which should be submitted using CBP's [Forced Labor Allegation Portal](#). The more detailed and timely the information that is provided, the more likely CBP can efficiently investigate allegations.

### Contact information

Allegers have the option to remain anonymous. However, providing CBP with contact information to answer follow-up questions may be helpful to the agency.

- First/last name
- Organization name
- Phone (include country code if outside the U.S.)
- Email

### Allegation details

- Type of allegation
  - Forced labor
  - Prison labor
  - Forced child labor
- Timeframe when the violation occurred
- Additional information regarding the allegation
  - Whether the information is part of a publication or published/internal study
  - Contact or involvement an allegor has had in ongoing remediation with the foreign manufacturer or any U.S. buyers
  - Whether the information has been submitted previously to any law enforcement or other government agency
  - Whether any lawsuits have been filed in the U.S. or overseas related to this allegation
  - Whether the allegation has been submitted to the media and/or any other investigative news outlets

### Supply chain details

- Name and address of the foreign manufacturer/entity using forced labor
- Description or sample photographs of the merchandise allegedly being produced with forced labor
- A supply chain map as complete as the allegor is able to provide. Please consider providing information from the raw materials supplier in the third or beyond tier of a supply chain, (e.g., like a fishing vessel, plantation, or mine) to the first and second tier manufacturer making the finished inputs/products in a factory (including detention centers or prisons), to the point of importation in the United States
- Part(s) of the supply chain where the violation is occurring
- Optional but not critical: Names and addresses of any U.S. importers or buyers receiving the goods

## **Supporting information and evidence**

Please refer to CBP's Recommended Guidelines for Submission of Supporting Documents for forced labor allegations.

- Supporting documentation, which may include primary forms of evidence submitted to CBP such as:
  - Interview transcripts
  - Audits
  - Photos/videos
  - Employee agreements/contracts
  - Email correspondence
  - Websites
  - Satellite imagery
- Foreign-language evidence submitted should have a fully translated English version as part of the submission.
- All documentary evidence should be properly notated with dates and times obtained.

