



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

CBP Form 3461 – Instructions

HEADER INFORMATION:

BLOCK 1 – PORT OF ENTRY

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

BLOCK 2 – BOND TYPE

Select the Bond Type from the available options: Single Transaction Bond, Continuous Bond, or No Bond Required.

BLOCK 3 – IMPORTER NUMBER

Check the appropriate box for IRS, SSN, or CBP Assigned number of the importer of record. Record the number in the space provided.

BLOCK 4 – IMPORTER NAME AND ADDRESS

Record the name and address of the importer of record.

BLOCK 5 – ENTRY NUMBER

Record the 11 digit alphanumeric code. The entry number is comprised of the three-digit filer code, followed by the seven-digit entry number, and completed with the one-digit check digit. The Entry Filer Code represents the three-character alphanumeric filer code assigned to the filer or importer by CBP. The Entry Number represents the seven-digit number assigned by the filer. The number may be assigned in any manner convenient, provided that the same number is not assigned to more than one CBP Form 3461. Leading zeros must be shown. The check digit is computed on the previous 10 characters. The formula for calculating the check digit can be found in Appendix 1.

BLOCK 6 – BOND VALUE

Provide the value of the bond in U.S. dollars, rounded off to the nearest whole dollar.

BLOCK 7 – ENTRY VALUE

Provide the value of the entry in U.S. dollars, rounded off to the nearest whole dollar.

BLOCK 8 – CES (Centralized Examination Site)

Provide the Facilities Information and Resources Management (FIRMS) Code of the desired devanning or centralized exam site in case this shipment is subject to an intensive exam. If there is only one site, this information is not required.



BLOCK 9 - ENTRY TYPE

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

Consumption Entries

- Free and Dutiable 01
- Quota/Visa 02
- Antidumping/Countervailing Duty (AD/CVD) 03
- Foreign Trade Zone Consumption 06
- Quota/Visa and AD/CVD combinations 07

Informal Entries

- Free and Dutiable 11
- Quota Other than textiles 12

Other Entries

- Warehouse Entries 21
- Re-Warehouse Entries 22
- Temporary Importation Bond 23

Government Entries

- Defense Contract Management Command (DCMAO NY) Military Only (P99 filer) 51
 - Any U.S. Federal Government agency (other than DCMAO NY) 52
- Note: When the importer of record of emergency war materials is not a government agency, entry type codes 01, 02, 03, etc., as appropriate, are to be used.

BLOCK 10 – ORIGINATING WAREHOUSE ENTRY NUMBER

Record the entry number of the originating warehouse entry.

BLOCK 11 – SURETY CODE

Provide the surety code. The surety code identifies the surety company, authorized by the Department of the Treasury, for the bond.

BLOCK 12 – PORT OF UNLADING

Record the U.S. port code where the merchandise was unlade from the importing vessel, aircraft or train. Do not provide the name of the port instead of the numeric code. For merchandise arriving in the U.S. by means of transportation other than vessel, rail or air, leave blank. For merchandise arriving in the customs territory from a U.S. FTZ, leave blank.

BLOCK 13 – MODE OF TRANSPORTATION

Select the Mode of Transportation from the available options: Air, Ocean, Rail, Truck, Hand Carry, Pipeline, or Other.



BLOCK 14 – LOCATION OF GOODS

Record the Facilities Information and Resources Management (FIRMS) codes where the goods are available for examination. Where the FIRMS Code is not available, record the name and physical location of the goods.

BLOCK 15 – G.O. NUMBER

If the shipment has been placed in a general order warehouse, enter the G.O. number (e.g., 2016--0638).

BLOCK 16 – CONVEYANCE NAME OR FTZ ZONE ID

For entry type 06, list the Foreign Trade Zone ID. Enter the FTZ project number (2 digits); Subzone number or General Purpose Zone Acreage Site number (3 characters); Subzone Site number (2 digits) as applicable, in one of the following format(s), including any needed leading zeros:

FTZ0260A01	-	FTZ 26, Subzone A, Subzone Site 01
FTZ02610	-	FTZ 26, General Purpose Zone Acreage Site 10

HEADER REFERENCE INFORMATION – FILER DEFINED:

BLOCK 17 – REFERENCE ID CODE

Provide the Reference ID Code.

BLOCK 18 – REFERENCE ID NUMBER

Provide the Reference ID Number up to 50 characters.

HEADER PARTIES:

BLOCK 19 – HEADER PARTY TYPE

Select the Header Party Type from the available options. Use a separate line for each Header Party Type. Note: The Header Parties must apply to the entire entry. If not, skip to line information (Block 24).

BLOCK 20 – HEADER PARTY TYPE NAME/ADDRESS

Provide the name and address of the selected Header Party.

BLOCK 21 – HEADER ID NUMBER, IF APPLICABLE

Check the appropriate box to indicate if you are providing an IRS, SSN, or CBP Assigned number and record the number in the space provided.

CERTIFICATION:

BLOCK 22 – CERTIFICATION

Record the name, job title, and signature of the applicant (i.e. owner, purchaser, or agent). Record the month, day, and year (MM/DD/YYYY) the application is signed. When the entry/immediate delivery consists of more than one page, the signature, job title and date must be recorded on the first page. Facsimile signatures are acceptable. Certification is the electronic equivalent of a signature for data transmitted through ABI.



BLOCK 23 - CBP USE ONLY

LINE INFORMATION:

BLOCK 24 – LINE INFORMATION

Provide the following information for each line.

HTS CODE

Provide the 10-digit Harmonized Tariff Schedule of the U.S. (HTS) Number. If more than one HTS number is required, follow the reporting instructions in the statistical head note in the appropriate HTS section or chapter. If the Entry type is 23 (TIB), at least two HTS codes must be provided per line.

HTS/COMMERCIAL/DESCRIPTION

If HTS code is known, check the HTS box and provide the HTS code. If the HTS code is not known, check the Commercial/Invoice box and provide a description of the merchandise.

LINE ITEM QUANTITY

For Entry type 06, enter the quantity in units of this HTS Line to be removed from the FTZ and entered into the Commerce of the U.S. Quantity entered must be a whole number and greater than zero. For all other entry types leave blank.

FTZ FILING DATE

For Entry type 06, enter the date the merchandise was granted Privileged Foreign Status by CBP. For all other entry types leave blank.

VALUE

Provide the value of the line in U.S. dollars, rounded off to the nearest whole dollar. A value must be provided for each HTS code entered.

COUNTRY OF ORIGIN

Record the country of origin utilizing the International Organization for Standardization (ISO) country code located in Annex B of the HTS. The country of origin is the country of manufacture, production, or growth of any article. If the article consists of material produced, derived from, or processed in more than one foreign territory or country, or insular possession of the U.S., it shall be considered a product of that foreign territory or country, or insular possession, where it last underwent a substantial transformation. When merchandise is invoiced in or exported from a country other than that in which it originated, the actual country of origin shall be specified rather than the country of invoice or exportation.

SPECIAL NOTE FOR GOODS OF CANADIAN ORIGIN: The ISO country code "CA" for Canada for goods of Canadian Origin will no longer be reported as a country of origin. As of May 15, 1997, the Canadian Province codes will replace the code "CA." The following conditions in which the "CA" is acceptable, in addition to the Province Codes:

1. Withdrawals of goods from warehouses for consumption.
2. Entries of goods from Foreign Trade Zones into the Commerce of the U.S.
3. Informal entries.
4. Imports of Canadian origin arriving from countries other than Canada.



5. Cargo selectivity entries not certified from entry summary, i.e. full cargo selectivity entries provided with entry data only or border cargo selectivity entries. Data elements intended specifically for other government agencies, e.g. FDA, DOT, and EPA which only allow "CA" to be used as the origin code. Additional information related to reporting the correct ISO country code for goods of Canadian origin can be found in CSMS#97-000267 and 02-000071.

ZONE STATUS

For Entry type 06, select P for Privileged Foreign or N for Non-privileged Foreign. For all other entry types leave blank.

LINE PARTY TYPE

Select the Line Party Type from the available options. Use a separate line for each Line Party Type.

LINE NAME/ADDRESS

Provide the name and address of the selected Line Party.

LINE ID NUMBER, IF APPLICABLE

Check the appropriate box to indicate if you are providing an IRS, SSN, or CBP Assigned number and record the number in the space provided.

BILL OF LADING INFORMATION:

BLOCK 25 – NON-AMS

Check the box to indicate if the Bill of Lading is not automated.

BLOCK 26 – SPLIT BILL

Check the box to indicate if the bill is a split bill.

BLOCK 27 – BOL TYPE

Select the Bill of Lading type from the available options: In-Bond, Master, House, or Regular/Simple.

BLOCK 28 – SCAC/CARRIER ID

For merchandise arriving in the U.S. by air, record the two digit IATA alpha code corresponding to the name of the airline which transported the merchandise from the last airport of foreign lading to the first U.S. airport of unloading. If the carrier file does not contain a specific air carrier's code, write the designation "*C" for Canadian airlines, "*F" for other foreign airlines, and "*U" for U.S. airlines. These designations should be used only for unknown charter and private aircraft. When a private aircraft is being entered under its own power (ferried), the designation "***" will be used. For merchandise arriving in the U.S. by means of transportation other than vessel or air, leave blank. Do not record the name of a domestic carrier transporting merchandise after initial unloading in the U.S. For merchandise arriving in the customs territory from a Foreign Trade Zone (FTZ), insert "FTZ" followed by the FTZ number. Use the following format: FTZ NNNN.

BLOCK 29 – IN-BOND NUMBER

Provide the in-bond number.

BLOCK 30 – BOL NUMBER



Record the number listed on the manifest of the importing carrier. Provide the Bill of Lading number.

BLOCK 31 – ENTERED QUANTITY

Report the entered quantity for each IT/BL/AWB covered by this entry. The quantity reported should be at the most detailed level of the shipment being reported. (The quantity being reported is the smallest exterior packaging unit.) If the entry covers the entire bill of lading, AWB, or in-bond shipment, the quantity reported will be the total quantity. If the entry is for a house bill, both the master bill and house bill will be shown in Block 29, but the only quantity reported will be the house bill quantity.

BLOCK 32 – UNIT OF MEASURE

Provide the unit of measure code.

BLOCK 33 – VOYAGE/FLIGHT/TRIP

Provide the voyage number if arrival by vessel, the flight number if arrival by air, and the trip number if arrival by land of the importing carrier which brought the merchandise into the United States.

BLOCK 34 – CONVEYANCE NAME

Provide the name of the vessel, airline, truck or rail.

BLOCK 35 – ARRIVAL DATE

Provide the month, day, year (MM/DD/YYYY) the merchandise arrived at a U.S. port of entry. For pre-filed entries, use the scheduled date of arrival. For merchandise arriving by vessel, the arrival date is the date the vessel enters the port limits with the intent to unlade. For merchandise arriving by air, the arrival date is the date the air carrier landed within the port. For merchandise arriving by truck or rail, the arrival date is the date the conveyance entered the Customs territory of the United States. For merchandise arriving by in-bond, the date to be used is the estimated date of arrival at the port of destination.

NOTE: For additional HTS lines, In-Bonds, and/or BOLs please use CBP Form 3461C.



Appendix 1

Check Digit Computation Formula

Check Digit Computation Formula: Entry filer codes containing alphabetic characters must be transformed to a numeric equivalent prior to computing the check digit. The numeric equivalent for each alphabetic character is as follows:

- A = 1 J = 1 S = 2
- B = 2 K = 2 T = 3
- C = 3 L = 3 U = 4
- D = 4 M = 4 V = 5
- E = 5 N = 5 W = 6
- F = 6 O = 6 X = 7
- G = 7 P = 7 Y = 8
- H = 8 Q = 8 Z = 9
- I = 9 R = 9

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

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

Number for which Check Digit will be computed is 2760324527.

b. Start with the units position and multiply every other position by 2. Essentially all odd positions will be multiplied by 2. Note: High-order zeros are a significant element in the computation process and must be included in the transaction number. If the result of the multiplication is greater than 9, add 1 to the units digit of the result and disregard the tens digit.

7	5	2	0	7
x2	x2	x2	x2	x2
---	---	---	---	---
14	10	4	0	14
+1	+1	+0	+0	+1
---	---	---	---	---
5	1	4	0	5

c. Add the results.

5 + 1 + 4 + 0 + 5 = 15

d. Total all even positions starting with the position adjacent to the units position.

2 + 4 + 3 + 6 + 3 = 17

e. Add the sums from steps c and d.

15 + 17 = 32

f. Subtract the units digit from 10. The result is the check digit.

10 - 2 = 8

g. The result of the arithmetic will always be a single digit. In instances when the units digit from the sum in step e is a 0, the check digit will be 0.

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

B76-0324527-8