

U.S. Customs and Border Protection

CBP DIRECTIVE NO. 3550-017B

DATE: January 22, 2009

ORIGINATING OFFICE: FO: CCS

SUPERSEDES: 3550-017A, 1/5/00

REVIEW DATE: January 2012

SUBJECT: PROCEDURES FOR REQUESTS FROM THE TRADE FOR OFFICIAL CERTIFICATION OF DOCUMENTS BY CUSTOMS AND BORDER PROTECTION (CBP)

1 PURPOSE. To define and set forth procedures to ensure that all CBP offices that process requests from the trade for official certificates of disposition of imported merchandise do so in a uniform manner and at a fee commensurate with the actual cost of the service rendered as required by 19 CFR 24.12(a)(2).

2 POLICY.

2.1 As a service to the trade community, CBP has routinely issued official certificates such as certificates of landing and disposition of merchandise arriving in the U.S. from a foreign country. These certificates provide official acknowledgment that certain merchandise was landed in the U.S. from a foreign country and provides information to the requesting party, usually the shipper, as to the disposition of the merchandise. The information may be required to satisfy the exporter's bond, obtain drawback from a foreign government, resolve disputes with the carrier over loss or damage to the merchandise, or may be required by a foreign government for statistical purposes.

2.2 CBP will assess and collect a fee commensurate with the actual cost of the service rendered for the retrieval of the requested documents, furnishing an official certification, and for photocopying. This fee will only be charged if the request for official certification of disposition of imported merchandise is made after the entry summary documentation has been filed with CBP.

3 AUTHORITIES/REFERENCES. 19 CFR 24.12(a)(2), Treasury Decision 85-168.

4 RESPONSIBILITIES.

4.1 Directors, Field Operations, are responsible for ensuring that the provisions of this Directive are carried out effectively and uniformly throughout their areas of responsibility.

4.2 Port Directors are responsible for ensuring that the provisions of this Directive are followed and uniformly applied. They are also responsible for the dissemination of the contents of this Directive to personnel within their jurisdiction.

5 PROCEDURES.

5.1 AUTHORIZED FORMS.

5.1.1 All CBP officers designated to issue official certificates of disposition of imported merchandise may do so by certifying a completed CBP Form 3227 (Certificate of Disposition of Imported Merchandise), a Department of Commerce Form 647P (Delivery Verification Certificate), or an annotated copy of the inward foreign manifest, prepared by the requesting party.

5.1.2 When the manifest copy method is used, only the page which lists the merchandise to be certified is required. The annotation on the manifest must show the type of entry and entry number, and a further explanation as to the disposition of the merchandise. The annotation will appear on the face of the manifest copy as follows, and only the pertinent items need be shown by the requesting party:

1. Released from CBP under consumption entry number _____;
2. Transferred to bonded warehouse under warehouse entry number _____;
3. Transferred to General Order (G.O.) (No entry completed)
4. Transferred to foreign-trade zone;
5. In transit to _____ under I.T. entry number _____;
6. In transit to _____ for exportation to _____ under T. & E. number _____;
7. Exported to _____ under I.E. entry number _____;
8. Other disposition _____
(T.I.B. entry, Carnet, exhibition, trade fair, etc.)

5.1.3 If requested, certificates of disposition of imported merchandise will be issued for less than the full quantity of a specified shipment. When the annotated manifest copy method is being used, the partial quantity to be certified should be clearly indicated by wording such as "Two of Four Cases Only".

5.1.4 When using consolidated manifest copies, all shipments which are listed on the manifest other than those for which certification is being requested shall be crossed out by the requesting party.

5.1.5 Requests to certify the official disposition of merchandise on a CBP Form 7501 (Entry Summary) will be allowed. This is not to be confused with a request for a copy of a CBP Form 7501 or a copy of a manifest for purposes other than to certify official disposition of imported merchandise (i.e., to replace a lost CBP Form 7501, to construct an entry summary package, etc.). Requests for a copy of a manifest or CBP Form 7501 for purposes other than to certify official disposition of imported merchandise should be considered Freedom of Information Act (FOIA) requests, and these requests should be handled in accordance with 19 CFR 103.

5.2 CERTIFICATION.

5.2.1 The actual certification of disposition of imported merchandise shall consist of the signature of a designated CBP officer, the date signed, and the official DHS/CBP seal.

5.3 FEE SCHEDULE.

5.3.1 No fee will be charged for furnishing an official certificate if the request is made to CBP at the time the entry documents are filed or at the time the entry summary is filed.

5.3.2 Requests for an official certificate made to CBP after the entry summary is filed will be assessed a fee as indicated in 19 CFR 24.12 (a) (2). The current fee is "...\$10.00 for each hour or fraction thereof for time spent by each clerical, professional or supervisor in finding the documents and furnishing an official certification if the request is made after the entry documents are filed, plus a charge of 15 cents per page for photocopying. The fee may be revised periodically by publication of a general notice in the Federal Register and CBP Bulletin setting forth the revised fee. The published revised fee shall remain in effect until changed."

5.3.3 The fee must be paid before release of a certification or release of the copies of documentation requested.

/s/

Assistant Commissioner
Office of Field Operations