



Customs Broker Licensing Process

Please send any questions to the Broker Management Branch
email: brokermanagement@cbp.dhs.gov

CBP Publication No. 3001-1222

In order to conduct customs business as a customs broker, individuals must pass the customs broker licensing exam, complete the application process, and receive approval through issuance of a license from CBP.

Sixty (60) days after receiving notice of passing the Customs Broker exam, individuals will receive a Customs Broker license application instruction letter. Individuals should follow instructions and provide the required information.

Individual Application Checklist

- CBPF 3124 Blocks 1-6 and sections 1 and 3 completed
- Application signed and dated
- Evidence applicant is a U.S. citizen and at least 21 years of age
- License application and fingerprint fees with check or money order payable to CBP
- Full credit report dated within the last 90 days
- Copy of passing exam notification letter issued by BMB

Organization Application Checklist

- CBPF 3124 Blocks 1-6 and sections 2 and 3 completed
- Application signed and dated
- License application fee and fingerprint fee for each member with check or money order payable to CBP
- Evidence of the applicant's authority to use a fictitious name and State registration documents, if applicable
- A copy of the Articles of Organization/Formation or Partnership Agreement or affidavit signed by all partners
- Supporting documentation evidencing at least one member/officer is a licensed custom broker qualifying the corporation
- The Articles/Agreement must include the empowering statement, per 19 CFR 111.11 (c)1.
- A full and complete credit report for the organization, qualifier, and member(s)/officer(s) listed on the CBPF 3124.

License Application Background Investigation

CBP will conduct a background investigation to determine if an applicant is qualified and may cover the applicant's:

- Accuracy of the statements made in the application and interview
- Business integrity and financial responsibility
- Character and reputation, including any association with anyone that may present a risk to the security or to the revenue collection of the U.S.

License Issuance



If CBP's investigation deems the applicant is qualified, Broker Management Branch (BMB) will issue a license.



The processing Center will coordinate presentation of the license with the applicant.



| | | | | |
|--|--|--|------------------------------------|---|
| \$300 Individual License Application Fee | \$500 Organization License Application Fee | \$11.25 Fingerprint Fee for New Applicants | \$163.71 Annual User Fee | \$100 National Permit Application Fee |
|--|--|--|------------------------------------|---|

Appeal Process for License Denial

- File appeal within 60 days of receiving notice of denial
- **First Appeal** - File with CBP Executive Director, TPP, OT
 - **Second Appeal** - File with CBP Executive Assistant Commissioner, OT
 - **Final Appeal** – File with the Court of International Trade



The application will be forwarded for license issuance



The applicant and Center Director (or designee) are notified in writing

Reapplication for License

An applicant who has been denied a license may reapply at any time for a license by complying with the provisions of 19 CFR 111.12, Application for License, and 19 CFR 111.18, Reapplication for License. Upon reapplication a broker must address how deficiencies, which resulted in denial of the prior application, have been remedied.

Additional Resources



[Customs Broker Guidance for the Trade Community](#)



[Customs Broker Webpage](#)

