



U.S. Customs and
Border Protection

Policies and Procedures for eBond (FRN eBond Test Participants)

(As of 12/23/2014)

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Revision History

| Revision Number | Brief Description of Change | Approved By | Date Approved |
|------------------------|---|--|----------------------|
| 1.0 | Initial Release of Policy and Procedures for eBond (FRN eBond Participants) | Kara Welty, Chief Debt Management Branch | TBD |
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Policies and Procedures

(FRN eBond Participants)

1. General

NOTE: This document describes the Policies and Procedures for those who have chosen to participate in the FRN eBond Test. For these participants, the Test Notice published in the Federal Register is applicable. This document describes changes as a result of the deployment of eBond and the way in which the Revenue Division Bond Team (RDBT) processes bonds. For questions, you may still email cbp.bondquestions@dhs.gov, or contact the RDBT at: 317-614-4880.

In an effort to establish a more efficient and effective bond program for U.S. Customs and Border Protection (CBP), the Continuous Bond (CB) program was centralized at the Revenue Division in Indianapolis, Indiana in 2003. Beginning in January 2015, the Single Transaction Bond (STB) program will also be centralized at the Revenue Division in Indianapolis, Indiana.

An OIG Audit conducted in June 2011 found inefficiencies in the processing of STB's, cited lack of controls over STB's, inadequacies in STB's and inaccurate and incomplete bonds. As a result of this audit, OIG made four recommendations to which CBP agreed:

- Appoint a centralized office with the responsibility for developing and implementing STB policy, reporting on activities and monitoring results
- Automate the STB process to provide enhanced tracking ability and control
- Develop formal policies and procedures for the validation, approval, sufficiency and storage for STBs
- Develop risk-based bonding methodology for the use on high-risk revenue imports that incorporates continuous and single transaction bonds

The bond centralization effort includes the filing, processing and maintenance of all continuous bonds and single transaction bonds. The major objectives of the program are:

- Uniformity
- Bond sufficiency
- Fair and consistent application of regulations and policies
- Efficiency and effectiveness

Beginning in January 2015, only a Surety/Surety Agent may file a bond in the following ways.

- Continuous Bonds
 - Electronic Data Interchange (EDI)
 - Transmitting the bond package to the Revenue Division Bond Team (RDBT) in Indianapolis, Indiana
- Single Transaction Bond
 - EDI (ACE Entries only)
 - Transmitting the bond package to RDBT (**ACE Entries only**)

Each of these methods will be discussed in the following sections.

Information posted at <http://www.cbp.gov/trade/bonds> is intended to keep all interested parties up to date on the continuous and single transaction bond business process, and applicable changes or clarifications to that process. Any general questions about continuous or single transaction bond transmissions should be directed to (317) 614-4880 or via email to: cbp.bondquestions@dhs.gov.

In-Bond Export Consolidation (IBEC), Marine Terminal Operator, Intellectual Property Rights (IPR) and ITC Exclusion Order STB bonds are processed exclusively by the RDBT. These bond transmissions should be filed directly with the RDBT. Any general questions about continuous bond applications should be directed to (317) 614-4880 or via email to: cbp.bondquestions@dhs.gov.

Note: This policies and procedures document will take effect on January 3, 2015 when eBond is deployed. If you are not participating in the FRN eBond Test, the Policies and Procedures for eBond (Non-FRN eBond Test Participants) document dated January 3, 2015 will be in effect. A new Policy and Procedure document will be prepared and distributed that addresses processing of CBP Form 5106.

2. Bond Transmissions

Beginning in January 2015, only Sureties/Surety Agents may file bonds – regardless of whether the transmission is through EDI or transmitted to RDBT. Exception – If the Entry/Entry Summary is filed in ACS, the bond must be filed at a port. The guidelines in the Policies and Procedures for Non-FRN eBond Test Participants must be followed.

Transmitting Bonds through EDI: Sureties/Surety Agents who have developed the required EDI may transmit continuous and single transaction bonds electronically in eBond. The validations that were activated for continuous bonds are embedded in eBond and will be used for both continuous bonds and single transaction bonds. EBond will provide status updates to the Surety/Surety Agent.

All continuous and single transaction bonds being transmitted to RDBT must be transmitted in a TIF or PDF format, via email, to cbp.bondquestions@dhs.gov, not to exceed 18mb. It is recommended that all documents be consolidated into a single attachment. Only one bond per email should be transmitted. Bond transmissions not in accordance with these stipulations will be rejected.

The following chart provides the scenarios where eBond is required beginning January 3, 2015:

| | ACE Entry (Simplified Entry) followed by ACE Entry Summary | ACE Entry Summary Certified for ACE Cargo Release | ACS Entry followed by ACE Entry Summary | ACE Entry Summary Certified for ACS Cargo Release | ACS Entry followed by ACS Entry Summary | ACS Entry Summary Certified for Cargo Release |
|--------------------------------|---|--|--|--|--|--|
| Single Transaction Bond | Yes | Yes | No | No | No | No |

| | | | | | | |
|------------------------|-----|-----|-----|-----|-----|-----|
| Continuous Bond | Yes | Yes | Yes | Yes | Yes | Yes |
|------------------------|-----|-----|-----|-----|-----|-----|

For scenarios in which the word “yes” appears, the entry/entry summary must be matched (validated) to an existing eBond that was previously transmitted in ACE for the purpose of securing the transaction. If an appropriate eBond is not on file in ACE for that transaction, the entry/entry summary will be rejected. For the scenarios in which the word “no” appears, CBP will not permit bond coverage to be transmitted under the FRN eBond Test and a CBP Form 301 will be required. The Policies and Procedures for Non-FRN eBond Test Participants must be followed.

The RDBT will accept bond transmissions up to 60 days before the desired effective date. Transmitting documentation well in advance is beneficial when taking unforeseen errors into account.

3. Bond Inquiries

Please note that multiple transmissions of a bond transmission will likely delay processing of that transmission. Likewise, unnecessary or redundant status requests create administrative work for the RDBT and delay the processing of transmissions. General questions about bond processing, as well as specific questions about the status of a particular bond application should be directed to (317) 614-4880, or via email to cbp.bondquestions@dhs.gov. After a bond transmission has been referred for rejection, any questions about that transmission should be directed to the Reject Team by leaving a voicemail at (317) 614-4881. Please note that if documentation was referred to the Reject Team, the Reject Team has five (5) full business days to issue a formal rejection notice to the filer.

Reject responses/corrections to documentation must be transmitted via email to cbp.bondquestions@dhs.gov. Please ensure that the subject line is in accordance with the naming conventions stated below. Your bond transmission will not be processed if you fail to follow these naming conventions, and the request will need to be retransmitted with the correct naming convention for processing.

Questions or status inquiries should never be transmitted to any email address or phone number other than those cited above (unless specifically instructed to do so). The RDBT is committed to responding to these inquiries as soon as possible and within two (2) business days of receipt of an inquiry.

4. Email Naming Conventions

Beginning January 3, 2015, only a Surety/Surety Agent may transmit bond documents; except for termination requests which can also be transmitted by the broker or the principal. When transmitting any email correspondence to cbp.bondquestions@dhs.gov, the following rules should be followed with regard to the email subject line content. Failure to follow these rules will result in the request being returned to the Surety/Surety Agent that filed the bond for correction.

When transmitting an email to the above email address, the subject line must begin with one of the following naming conventions (Note: the IR# is also known as the CBP identification number):

Continuous Bonds

- CB Add Rider IR# - for adding a User only
- CB Deferred Tax IR# - for deferred tax
- CB Delete Rider IR# - for deleting a User only
- CB ISF IR# - for an Importer Security Filing bond
- CB New IR# - for new continuous bond transmissions
- CB Recon Delete IR# - reconciliation rider deletion
- CB Recon Rider IR# - for adding reconciliation riders
- CB T&R IR# - for termination and replacement packages
- CB Term IR# - for termination requests
- CB USVI Rider IR# - for U.S. Virgin Island riders

Single Transaction Bonds

- STB Additional IR# - use when an additional bond is required
- STB Amt Adj – Bond # - for adjusting the whole bond amount
- STB ISF IR# - for an Importer Security Filing bond
- STB New IR# - for single transaction bonds
- STB Sub IR# - for substitution bonds
- STB Super IR# - for superseding bonds
- STB Void Bond # - for voiding an STB that's On-File

Miscellaneous:

- Customs Assigned # – Importer Name (see 19 CFR 24.5c)
- Other IR# - for any transmission which does not fit in one of the previous categories (including questions). Please ensure that the subject line remains as is when responding
- Reject Tracking # IR#. Please ensure that the subject line remains as is when responding
- Status IR# - for requesting status of a bond transmission that has been on file for more than five (5) full business days and has not been rejected
- Void IR# - for a voided importer record
- SCAC IR# - for updating the SCAC
- Frozen IR# - to freeze or unfreeze importer number
- Update IR# - for adding/updating an importer account

After beginning with the first word(s) in the subject line as noted above, the email subject line should then list the principal's/importer's CBP identification number. For example:

Email subject line for a new continuous bond transmission should be as follows:
CB New IR# 12-345678900

Email subject line for a new single transaction bond should be as follows:
STB New IR#98-765432100

Email subject line for reject bond should be as follows:
Reject: Tracking #12345 IR# 12-345678900

Email subject line for a status request should be as follows:
Status IR# 12-345678900

Requests for Status

Sureties/Surety Agents inquiring about the status of a transmission must adhere to the following guidelines. Using the following rules is important to ensure efficient and timely processing:

- Requests must include the Status IR# in the subject line. In the body of the email, include CBP identification number (also known as Customs assigned number, tax identification number, social security number, or importer number), and date that the transmission was received by the RDBT. The name, phone number, and email address of the requestor must also be provided.
- Requests for the status of a rejected transmission should be made by leaving a voice mail at (317) 614-4881 or via email. When requesting a status via email, ensure that you include Reject Status in the subject line
- Please allow at least two (2) business days for this office to respond to any status request. When attempting to respond to status requests, our office has found that many requestors provide phone numbers where no one answers and there is no mechanism to leave a message. Please note that due to the extremely high volume of status requests, our office may only make one attempt to return a phone call.

Every email sent to cbp.bondquestions@dhs.gov will receive an auto-reply email response. If you have not received that auto-reply email within two (2) days of your transmission, you should assume that the RDBT did not receive your email. Please retransmit your email. Please be advised that due to the volume of transmissions received, this office is not able to manually provide an individual confirmation receipt for each email.

5. Complete Bond Transmission Packages

A complete bond transmission package must include the following:

Email – The email will serve as the cover sheet. The email must list the name, phone number, and email address of a point of contact for the transmission. The RDBT will send notifications of completed bond copies via email to the Surety/Surety Agent for those bonds processed by RDBT.

Note: Until the new CBP Form E 301 has been approved, continue to use the existing CBP Form 301. Additional data elements as listed below must also be provided.

CBP Form 301 – The CBP Form 301 is being reviewed in terms of new data elements required for eBond. Additional guidance will be provided. This form must be fully and accurately completed. This form must be signed by an officer of the company, or any person holding a properly executed power of attorney. The signature block on the CBP Form 301 for any principals/co-principals must include the printed name, title, and company affiliation of the person signing. A CBP Form 301 that contains printed names or titles in signature blocks that are not being used (ex. co-principal blocks) will not be

accepted. Surety/Surety Agents should update software applications used to generate CBP Form 301 forms so that all extraneous information is removed from that form.

Only one complete copy (excluding instructions) of the CBP Form 301 form is needed. The execution date on the CBP Form 301 records the date this form was completed – it cannot contain a future date. It must be the date that the last required signature of the Surety/Surety Agent or the bond principal is affixed to the bond. This date must be the same date or earlier than the effective date. Also, please note that the execution date and the effective date of a particular bond must be at least one (1) day after the effective date the surety agent power of attorney was granted authorization to sign bonds. For example:

Acceptable

Surety Agent Grant Date: 01/01/2015
 Execution Date: 01/02/2015
 Effective Date: 01/02/2015

Unacceptable

Surety Agent Grant Date: 01/01/2015
 Execution Date: 01/01/2015
 Effective Date: 01/01/2015

Additional data elements to be provided in the email transmission of a bond:

| Bond Type | Secondary Notify Party (Optional) 7 or 9 digit number | Surety Filer Routing Code | Transaction Number | Entry Type |
|-------------------------|---|---------------------------|--------------------|------------|
| Single Transaction Bond | X | X | X | X |
| Continuous Bonds | X | X | | |

For filing Addition, Bond Amount Adjustment, Superseding, Substitution STBs, contact RDBT at: 317-614-4880 or email cbp.bondquestions@dhs.gov for additional guidance.

Power of attorney - A power of attorney is not required for every transmission. However, a copy may be requested by the RDBT. Providing the power of attorney as requested will expedite reviewing and processing of the transmission.

6. Bond Rejections

In the event your bond is rejected, the RDBT has established a special team to handle all bond transmissions rejected for correction.

The Reject Team may be reached by leaving a voicemail at (317) 614-4881. Emails directed to the Reject Team should be sent to cbp.bondquestions@dhs.gov -- please ensure that the email subject line begins with Reject Tracking IR#. Please note that these contact points should be used exclusively for issues related to rejected bond transmissions.

Corrections made pursuant to bond transmission rejections are not reviewed immediately upon receipt. Please allow at least five (5) full business days for the Reject Team to review corrections transmitted to our office. The Reject Team will not respond to status requests unless the corrections have been on file with the Reject Team for at least five (5) full business days.

The Reject Team will issue rejection notices via email. If corrected documents are not transmitted to the Bond Team within 30 days, the original transmission will automatically be withdrawn from the Bond database. New documents must be transmitted. Please ensure that the appropriate naming convention is in the subject line (Reject Tracking IR#). If the new bond transmission is not fully corrected, another formal rejection notice will be issued to the Surety/Surety Agent that filed the bond, resulting in a new 30-day cycle. The failure of the Surety/Surety Agent to maintain an operable email address does not obligate the RDBT to make extra efforts to ensure that the rejection notice is received by the Surety/Surety Agent.

For rejected termination requests, if RDBT does not receive a response to the reject notice within the 30-day timeframe, a second 15-day notice will be issued to the Surety/Surety Agent. Failure to respond to the initial 30-day reject notice or the subsequent 15-day reject notice will result in the continuous bond being rendered insufficient. A corrected termination request will be required. It is important for Surety/Surety Agents to respond timely to termination rejection notices. Please see our posting titled "Insufficient Bonds" ([here](#)) for more information.

Because a unique tracking number is generated for each rejection notice, The subject line should remain the same as when the formal rejection was transmitted to the Surety/Surety Agent. With each formal rejection response, please ensure that the subject line adheres to the naming convention. If not, please ensure that the most current tracking number along with the IR number is provided in the subject line. Also, the rejection notice must be included with the corrected documents.

7. Withdrawing of Bond Transmissions

The Bond Database will automatically withdraw any bond transmission which has been in reject status for 30 days. These are inactive files which have been rejected by the RDBT but a response has not been received to the rejection notice. The Surety/Surety Agent will not receive a notice advising them that the transmission has been withdrawn. Instead, it is incumbent on the Surety/Surety Agent to track all bond transmissions made to the RDBT. If a bond transmission has not been processed, nor has a reject notice been received within two weeks from the date of transmission to RDBT, the Surety/Surety Agent is obligated to follow-up by making a status inquiry with the RDBT. If Surety/Surety Agent diligently follow-up in this manner, they will be made aware of pending bond rejections before they are withdrawn and discarded by the RDBT.

8. Termination Requests – Continuous Bonds Only

This section applies to continuous bonds only as single transaction bonds cannot be terminated. Termination requests must be on letterhead from the Surety/Surety Agent, Broker (acting under an importer's POA), or Importer; and specify the CBP- assigned bond number to be terminated. Termination requests from the Surety/Surety Agent, must also show the 3-digit surety code assigned by CBP, the Surety/Surety Agent name, and the Surety Agent identification number of the requesting surety attorney-in-fact.

The termination effective date is governed by regulation. Failure to allow this office at least 15 calendar days to process a termination request that has been provided by the Broker, Importer or Surety/Surety Agent may result in a termination effective date different from the date requested. Once a termination request has been received by the RDBT, it must be processed. **The RDBT will not return or withdraw a termination request after it has been received.**

If a surety wants to terminate a bond in less than 15 calendar days due to extenuating circumstances, send an email to: cbp.bondquestions@dhs.gov for RDBT to terminate. Only RDBT can terminate a bond in less than 15 calendar days.

For bond termination requests, if the RDBT does not receive a response to the reject notice within the 30-day timeframe, a second 15-day notice will be issued to the Surety/Surety Agent, Broker or Importer. Failure to respond to the initial 30-day reject notice or the subsequent 15-day reject notice will result in the continuous bond being rendered insufficient. A corrected termination request will be required.

9. Void Bonds – STBs Only

If the bond/transaction has been matched the bond cannot be voided. An email must be transmitted to: cbp.bondquestions@dhs.gov with STB Void Bond # as the subject line of the email.

10. Bond Riders

Name and address riders are no longer required. However, Addition, Deletion and USVI and Recon Riders are still required.

Bond riders to add or delete trade names or unincorporated divisions on a bond should specify an effective date for the requested change. If an effective date is not specified on the addition/deletion rider, the rider will be rejected back to the Surety/Surety Agent.

The printed name, title, and company represented must accompany all signatures on bond riders. In addition, bond riders must show the 3-digit surety code, the surety name, and the agent identification number of the authorizing surety agent power of attorney. All riders must follow the language stated in 19 CFR 113.24.

A surety agent signing a bond rider should have an authorized dollar limit equal to or exceeding the underlying bond amount of the continuous bond. For example, an authorized surety agent with a recorded limit of \$100,000 with CBP cannot authorize an addition rider to a bond that has a bond amount of \$300,000.

- **U.S. Virgin Islands Bond Riders:** Pursuant to Virgin Islands Area Port Information Notice #2005-15, bond riders to continuous bonds should be transmitted to the RDBT.

The following wording shall be set forth and appear on each rider for attachment to all bonds:

“In addition to the conditions appearing in the bond dated _____ in the amount of _____ executed by _____, as principal, and _____, as surety to which that stipulation relates,

it is hereby expressly agreed by the principal and surety therein that the words “United States” whenever used in this bond to mean the Customs territory of the United States, shall include the Virgin Islands”.

In addition to the above language, the continuous bond rider should include the 9-digit CBP assigned bond number, the importer/principal name, the CBP identification number, the surety names and the 3-digit surety code. The rider must be signed by all co-principals, as well as any co-sureties that are parties to the continuous bond. Please note that because of these requirements, the USVI rider may be filed only AFTER the underlying continuous importer bond has been established. Please note that the USVI rider MUST specify an effective date of 09/14/05 or the effective date of the continuous bond (whichever date is later).

Riders must be transmitted to the RDBT via email to cbp.bondquestions@dhs.gov (email subject line should state: USVI Rider IR#).

- **Reconciliation Riders:** Before applying for participation in the Reconciliation program, a copy of all reconciliation bond riders must be transmitted to the RDBT with the valid bond number listed. An email will be sent to the Surety/Surety Agent notifying of acceptance. If the recon rider is not accepted, an email will be sent outlining the corrections needed. Once the acceptance has been received, the transmission package must be sent to the CBP HQ Reconciliation Team for final approval. For more information, please go to: <http://www.cbp.gov/trade/entry-summary/reconciliation/participate>.

The following wording shall be set forth and appear on each rider for attachment to all bonds:

“By this rider to the CBP Form 301 No. _____, executed on _____, by _____ as principal(s), importer no(s). _____, and _____, as surety, code no. _____, which is effective on _____, the principal(s) and surety agree that this bond covers all Reconciliations pursuant to 19 U.S.C. § 1484(b) that are elected on any entries secured by this bond, and that all conditions set out in Section 113.62, Customs Regulations, are applicable thereto. The principal(s) and surety also agree that, when an Aggregate Reconciliation under this rider lists entries occurring in more than one bond period, any liabilities to CBP reflected in that Aggregate Reconciliation shall be attributable (up to the full available bond amount) to any or all of those bond periods.”

11. Notification of Processed Bonds

Notifications of processed bond documents will be issued via email to the Surety/Surety Agent on the bond document. If valid email addresses are not provided, notifications of these bonds will be issued within two (2) months, after processing, via The United States Postal Service.

Parties with access to ABI or ACE should query via those systems for immediate notification of bonds processed. This office will not provide extra copies of these bond notifications. Upon request, additional copies of bond paperwork may be obtained through the Freedom of Information Act (FOIA) process.

12. Amendments and Withdrawals of Bond Transmissions

Amendments to pending new bond transmissions (unless they are appropriately transmitted in response to a rejection notice) will be ignored or treated as a new bond transmission. The RDBT will not attempt to match amendments or revisions with the original bond transmission unless those amendments are transmitted pursuant to a rejection. Please note that it is the Surety/Surety Agent's responsibility to ensure any inaccurate or unnecessary continuous bonds are terminated or corrected. The RDBT has noticed an increase in the number of requested withdrawals of pending bond transmissions. At this time, the Bond Team will ignore all such requests. It is the bond principal's and/or Surety/Surety Agents' responsibility to ensure that a continuous bond is needed, and a transmission is accurate, PRIOR TO transmission of the bond paperwork to CBP. Some transmissions may be formally withdrawn after they have been rejected.

The RDBT will not acknowledge withdrawal requests, nor will they respond to any other paperwork which is inappropriately transmitted to the Team.

13. Misplaced Bond Transmissions

In the event that a bond transmission transmitted to the RDBT is temporarily misplaced, Surety/Surety Agents should retransmit another copy of that transmission only after being requested to do so by the RDBT. Surety/Surety Agents should include proof of the original transmission when providing the requested copy.

This proof should consist of the following:

- A copy of the auto-reply message sent by CBP's email system in response to an transmission received at cbp.bondquestions@dhs.gov

Please note that it is essential that the proof of original transmission specifically identify the particular lost transmission.

When re-transmitting a misplaced transmission with the above-listed proof of an earlier transmission, please indicate "MISPLACED TRANSMISSION" on the top of the accompanying email message. When the above listed proof is not provided, the processing of the bond transmission will not be expedited. Please note that it is the Surety/Surety Agents' responsibility to document transmissions transmitted to this office.

14. Importer Security Filing (ISF)

Continuous and single transaction bonds can be transmitted via EDI or sent to RDBT at the following email: cbp.bondquestions@dhs.gov (email subject line should state CB ISF IR# - for an continuous Importer Security Filing bond or STB ISF IR# - for a single transaction Importer Security Filing bond). These bonds must follow the same guidelines as continuous and single transaction bond transmissions to the Bond Team. Should there be errors, the bond will be rejected. This bond should be sent in a TIF or PDF format. Inquiries concerning ISF bonds should be sent to the address noted above or by calling the bond line at 317-614-4880. When calling you must indicate that you are inquiring about an ISF bond.

15. Superseding Bonds – STB’s Only

Superseding Bonds are allowed in situations where the importer of record filing entry is not the actual owner of the goods being entered for consumption but may be broker who enters the merchandise in his capacity as broker or as an appointee of the consignee. A superseding bond must include a declaration of the actual owner on a Customs Form 3347 which is filed at the port; and must be filed within 90 days of date of entry. The intent to file a Customs Form 3347 must be declared at entry. The RDBT may request a copy of the Customs Form 3347 at any time. To avoid delay in the processing of the bond, RDBT suggests submitting a copy of the Customs Form 3347 with the superseding bond. The Surety/Surety Agent assumes liability for increased and additional duties and other obligations that vest subsequent to the effective date of the superseding bond.

16. Substitution Bonds – STB’s Only

Substitution Bonds are allowed in situations where an eligible importer of record files entry but another party eligible to be importer of record has its name appear on the entry summary. For example, a broker has made entry but the owner or purchaser of the goods appears on the entry summary.

A substitution bond must be filed between Cargo Release and Entry Summary (10 day window). The Surety/Surety Agent assumes liability for increased and additional duty and other obligations that vest subsequent to the effective date of the substitution bond. The original bond maintains liability for payment of estimated duties and all obligations that vest prior to the effective date of the substitution bond. The original bond should neither be cancelled nor deleted. The substitution bond will have a new bond number but will be connected in eBond to the original bond number through the Entry Number. The original bond and the substitution bond could have different sureties.

17. Bond Amount Adjustment – STB’s Only

A Bond Amount Adjustment must be filed between Cargo Release and Entry Summary; and must be filed with CBP Form E 301 and transmitted via email to: cbp.bondquestions@dhs.gov.

18. Continuation Certificates

The Revenue Division does not accept continuation certificates for continuous bonds. Continuous bonds renew automatically until and unless terminated, pursuant to the appropriate Regulation.

19. Foreign Addresses

The ACE system allows CBP to collect additional information with regard to foreign addresses. This additional information improves the likelihood of successful mail delivery to foreign countries. When transmitting your CBP Form 5106 for a foreign address, please provide the complete address. As many countries have provinces and zip codes, please ensure that this additional information is provided. Please utilize the second line of the address on the form to include these province names; especially for addresses in Mexico and China.

20. Canadian Province Codes

CBP revised the acceptable 2-digit Canadian province codes for Quebec and Newfoundland (incl. Labrador) to conform to Canadian postal standards. The correct codes for these provinces are “QC” and “NL” respectively (please note instructions on the CBP Form 5106, available at (www.cbp.gov)). In the past, CBP had required code “PQ” for Quebec and “NF” for Newfoundland (incl. Labrador) respectively.

All importer/principal record additions or changes filed with CBP should utilize the correct Canadian province codes as noted on CBP Form 5106.