

GUIDANCE - UPDATING SECONDARY NOTIFY PARTY (SNP)

Ver 1.0 – 02-24-2015

1. Background

This document provides guidance for Sureties, Surety Agents, Importers or Brokers acting on behalf of an Importer to update SNP codes for existing bonds.

2. Submit Request to Revenue Division Bond Team (RDBT)

The Surety, Surety Agent, Importer or Broker acting on behalf of an Importer must submit the request to update the SNP in writing to RDBT at cbp.bondquestions@dhs.gov. If a Broker is submitting on behalf of an Importer, a Power of Attorney (POA) must also be submitted. The attached is a sample letter that must accompany the email request to update the SNP for an existing bond.

Please submit a separate request and letter for each bond number.

3. Naming Convention

The naming convention for the email to RDBT is: SNP: Bond #.

4. Incorrect SNP number

If the SNP number provided is incorrect or does not match the name provided, RDBT will email the filer and request a clarification.

[Company Letterhead]

Date:

U.S. Customs & Border Protection
Revenue Division, Bond Team
6650 Telecom Drive
Indianapolis, IN 46278
Email: cbp.bondquestions@dhs.gov

RE: Update Secondary Notify Parties
Bond Number: XXXXXXXX

Dear Bond Team:

We respectfully request the following Secondary Notify Parties be added/updated with regards to the referenced Continuous Bond.

[SNP CODE 1] - Name
[SNP CODE 2] - Name
[SNP CODE 3] - Name
[SNP CODE 4] – Name

Please feel free to contact me should you have any questions or require any additional information.

Sincerely,

[Company Name]
[Name and Phone Number of Person Submitting Request]
[Email of Person Submitting Request]

cc: XXXXXXXX