



**U.S. Customs and  
Border Protection**

DATE: June 16, 2009  
FILE: DIS-4-01 OT:RR:RD:PA  
H063697 WJW

TO: Participants of the Kimberley Process Certification Scheme (KPCS)

FROM: Chief, Privacy Act Policy & Procedures Branch  
Regulations & Rulings, Office of International Trade  
U.S. Customs and Border Protection (CBP)  
Washington, DC

SUBJECT: Format for requests for information or documents related to CBP seizures of  
rough diamonds not controlled through the Kimberley Process

This template is provided to KPCS Participants by CBP as a courtesy in order to expedite the processing of information disclosure requests related to CBP seizures of rough diamonds not controlled through the Kimberley Process (KP).

This information is intended solely for assistance in processing information requests under the KPCS and shall not give rise to a right on the part of any private person to obtain, suppress, or exclude any evidence, or to impede the execution of a request. Requests for information should include text identical or substantially similar to:

**1) IDENTIFICATION OF KPCS PARTICIPANT AND INFORMATION SOUGHT**

The [name of Customs administration of the Participant], on behalf of [Participant Name], requests information/documents regarding a seizure of rough diamonds made by CBP.

Known information regarding this seizure is listed below:  
[As many known details of the seizure should be provided including, but not limited to: the country of export, the U.S. location and date of seizure, the merchandise seized, and the identity of the importer and exporter].

**2) SOVEREIGN LEGAL AUTHORITY IMPLEMENTING THE KPCS**

[Participant Name] is a signatory to the Kimberley Process Certification Scheme (KPCS) and this department/agency/bureau is charged, in full or part, with implementation and enforcement of the KPCS.

The Kimberley Process is enforced in [Participant Name] through the following domestic legislation: [Provide name and citation to domestic law implementing the Kimberley Process] and the merchandise seized by CBP may have also been exported from [Participant] in violation of that law.

In order to further review/investigate this matter, we request the following information/documents concerning the identified seizure: [The information/documents being sought should be described as thoroughly as possible. These information/documents may include]

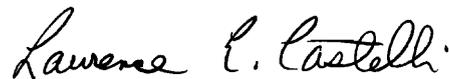
1. The Customs Entry documentation presented with the importation, including a copy of the KP Certificate presented with the shipment and all address information affixed to the shipment;
  2. Information regarding the circumstances of seizure of the merchandise;
  3. A description of the merchandise seized, including the carat weight and estimated value of the seized diamonds.
- 3) **REQUEST SHALL CONTAIN AN ASSURANCE OF “CONFIDENTIAL TREATMENT”**

Information received by [name of Customs administration of the Participant] shall not be used for purposes other than domestic review/investigation of the KPCS related matter identified in this request and the information provided shall be treated as confidential and will be granted protection from disclosure to the full extent afforded under the laws of [Participant Name].

Requests should be submitted through a Participant’s Customs administration to CBP at the address specified below:

Chief, Strategic Operations Branch  
Office of International Affairs  
U.S. Customs and Border Protection (CBP)  
Washington, DC 20229

If you have any questions regarding this matter please contact the Privacy Act Policy and Procedures Branch at 202-325-0280.



Laurence Castelli  
Chief, Privacy Act Policy and Procedures Branch