

## Importer Security Filing (ISF 10) Instruction Sheet

You may find the following information helpful in completing the Customs Clearance International, Inc. ISF worksheet.

- 1) Check off the proper box for a new filing or updated filing.
- 2) Enter the name, date and email address for the party responsible for the payment of the filing fee. Include a reference number for easy tracing purposes.
- 3) Shipment Information – check off the box for the proper type of shipment being made.
- 4) Enter the ETD (estimated date of departure of the vessel)  
Enter the ETA (estimated date of arrival into the United States)  
MOT- Mode of Transportation – enter 11 if arriving if vessel in container  
enter 10 if non-containerized cargo
- 5) Importer Information- Enter the name of the importer, in the box to the right enter the Employment Identification Number (EIN) Social Security Number (SSN) or CBP assigned number for the importer.  
\*\* If the shipment is a Personal Effect/Household goods and the importer is a non-USA resident or citizen then enter the passport number, issuing country and date of birth in the blocks provided.
- 6) ISF Bond Information- At this time Customs has not approved a process for filing of a single transaction bond for ISF filings. We are only accepting filings for importers who have approved Continuous Bonds –CTB on file with Customs. If your company does not have a CTB contact our office so that we can arrange to file a CTB on your behalf.
- 7) Buyer Information- Name and address of the last known entity to whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided. In lieu of the name and address the buyer can provide a duns number only in the box to the right.
- 8) Seller Information- Name and address of the last known entity by who the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name address of the owner of the goods must be provided. In lieu of the name and address the buyer can provide a duns number only in the box to the right.

9) Consolidator- Name and address of the party who stuffed the container or arranged for the stuffing of the container. If no consolidator was used e.g- factory loaded, ex-works shipment then provide the name and address of the manufacturer/supplier. For break bulk shipments, the name and address of the party who made the goods "ship ready" must be provided. In lieu of the name and address a duns number may be used.

10) Container Stuffing Location- Name and address of the physical location where the goods were stuffed into the container. For break bulk shipments, the name and address of the physical location where the goods were made "ship ready" must be provided. A duns number may be used in lieu of the name and address.

11) Ship to Party- Provide the name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody. For compliance on this entry CBP is looking for the actual deliver to name and address not a corporate office. You may provide the name and address of an inland distribution center if the specific ship to name/address is unknown at the time of the ISF filing. If no information is known provide the name and address of the facility where the goods will be unladen.

A Duns number may be used in lieu of the name and address.

12) Consignee Number- Provide the name and one of the following government numbers assigned to the individual or entity- IRS, EIN, SS or CBP assigned number.

13) Manufacturer or Supplier Information/HTS Number/Country of Origin- Enter the name and address of the last entity that manufactures or supplies the finished goods prior to loading. A Duns number may be used in lieu of the name and address.

Harmonized Tariff Schedule (HTS)- This is the classification number for your merchandise. You must provide the first six digits of the tariff number for each commodity that you are importing. If you have five different products you must use one of the additional forms to report all of the merchandise you are importing. If you do not know your tariff number (s) please contact our office for consultation.

Country of Origin- Provide the name of the country where the goods were produced or manufactured based on the import laws of the regulations of the United States.

14) Bill of Lading Number- Customs requires that the lowest bill of lading be reported. If this is a direct full container shipment with a steamship line then the steamship line bill of lading must be reported. If the shipment is LCL cargo moving with an NVOCC then the House bill of lading should be reported as will be transmitted by the NVOCC in AMS.

\*\*IT should be noted that carriers and NVOCC's are no longer issuing booking numbers, they are now providing bills of lading numbers at the time of making the cargo reservation. A booking number is not acceptable for compliance with the ISF filing.

15) Container Number – This field is OPTIONAL. If the information is known it should be reported. This field requires the full container number, prefix and check digit along with type/size of the container.

The filing of this information may be beneficial in tracking your cargo.

Procedure;

Once the ISF Worksheet is returned to Customs Clearance Int. Inc we will transmit the data to Customs and receive back an ISF transaction number. We will forward that transaction number to the named party on the worksheet. The shipment should not be tendered for loading with the steamship line prior to receiving the ISF transaction number in order to avoid penalties from CBP.

\*\* Please check back with our web site for revisions of this instruction sheet, as Customs will be periodically updating the requirements for the ISF filing.

You can email questions to [isf@cciusa.net](mailto:isf@cciusa.net) . You can also consult Customs web site at [http://.cbp.gov/xp/cgov/trade/cargo\\_security/carriers/security\\_filing](http://.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing)