

PLAN | PACK | STORE | MOVE



Suddath Government Services International Division

AGENT PACKET

◆ Suddath Van Lines, Inc. ◆ 815 South Main Street ◆ Jacksonville, FL 32207◆
1-800-365-5463 ◆ (904) 390-7100

CONUS Agent Packet

I. DP3 Requirements

A. Major Changes in Business Rules

Under the current business rules (see SDDC web site www.sddc.army.mil), to date, the following remain to be the major changes the program will have on servicing agents.

- No LOI or agency agreement for Domestic or International Program.
- Full replacement value claim liability.
- Base registers shipments with the Transportation Service Provider in the DPS System.
- TQAP replaced by customer survey. One worldwide score.
- Domestic household goods will only have one code of service called code "D". Mode of service van or container at the discretion of the TSP.
- Tonnage roster will be replaced by 4 quality bands where the top band of TSP's receive 5 shipments each, then bands 3, 2 and 1. There will be 6 adjustments per year.
- No limitation on the number of TSP's per installation. If there are 500 TSP's, then the bands would consist of 125 each.
- Traffic distribution will be based on a best value basis consisting of a score derived from 70% performance and 30% price.
- After the first 6 months, the 12 month rolling average will be applied every 2 months and the TSP's in the quality bands will re-shuffle.
- Rate cycle will be one year with peak and off peak prices.
- Quality service and customer satisfaction will determine Traffic distribution.
- Spread dates for origin service.
- Refusals not allowed-automatic suspension.
- Black-out periods allowed.

- DOD approved warehouse required for storage.
- Direct claims settlement between customer and TSP.

B. Customer Satisfaction Survey

Shipments are now being surveyed by the member as part of the new Department of Defense Personal Property Program (DP3). Your performance is being evaluated by the service member and Suddath. Our future tonnage will depend on these survey scores. Please ensure your personnel are in uniform, and are made aware their performance is being evaluated by the member.

C. Pre-move Survey

Please contact all members within 24 hours of receiving an order to schedule a pre-move survey. Please fax results along with the DP3 pre-move form to 904-858-1207. An example of this form is enclosed for your records and will also be provided to you by this office upon booking. Please be sure to list all accessorial and other pertinent information on this form, including large screen and/or plasma televisions and firearms.

Please note that the DPS system will not allow us to print the GBL until the pre-move survey information is entered.

D. Weights and Documentation

Weight tickets, DD-619, and inventories must be emailed or faxed to Suddath via ALFY@Suddath.com or 904-858-1207 within seven days of loading. Please mail original documentation to PO BOX 10156 Jacksonville, FL 32247.

E. Agent Scoring

With the implementation of the new Defense Personal Property Program, we have been gathering information from the CSS surveys completed by the members. Our future business depends on these survey scores. Agents who are rated by our military customers as providing outstanding service will continue to receive business from us.

II. Full Replacement Value

Effective October 1, 2007, ALL shipments are to move at full replacement value. In light of this, we are stressing that you utilize the High Value Inventories provided on each household goods and unaccompanied baggage shipment. Upon delivery, service member must sign the

bottom of the form and initial each box as received. If additional forms are needed, please contact Gary Dootson ext. 1966. Include all firearms on the high value inventory.

We will continue to charge back the agent for claims in accordance with our most current agreement.

III. Customs and Security Issues

A. **Motorcycles**

Due to increased regulation, the following documents are necessary for all shipments containing motorcycles in order to ensure timely customs clearance:

- Proof of ownership: Title or Registration, Bill of sale
- EPA form
- HS-7 form
- Signed C7501 form

Examples of these forms are enclosed for your records. Please contact our office for any questions regarding this matter.

B. **Firearms**

SDDC has put more emphasis on firearm security. Carriers are being levied automatic suspensions for missing firearms and in some cases, being brought before a carrier review board. See Attached AirLand firearms policy.

IV. Liftvans

AirLand, Suddath Van Lines, Sentry Household Shipping, Action Household Goods, First Coast Val Lines lease containers from SUDCO Leasing. Please notify us before using Suddath containers for any other forwarder. All container purchases must be approved by us in advance of shipment pick up.

Please review your container needs to ensure that you have enough containers on hand for the volume. Please contact Stacey Tilley at extension 7417 if you have any container questions. All container purchases must have prior approval from this office.

V. Legacy Program Registrations

Please continue to pre-register the shipments so we can fulfill our obligation of maintaining full visibility of our shipments.

- Register through web site. An easy to use form is accessible on our web site. (www.suddath.com)
- Fax the enclosed form to (904) 858-1207.

- E-mail us at alfy@suddath.com

VI. Agency Services and Compensation

A. SIT Extensions

Any shipments that are in SIT for more than 90 days require a SIT extension from 1857 to be completed by the responsible TO. The finance centers have, in the past, allowed up to 180 days to be billable before requiring the 1857; however, due to the new DTR changes, the finance centers will be requiring the 1857's to be filed out prior to each 90 day SIT period. When a shipment remains in storage beyond the authorized SIT period, the carrier liability will terminate and the warehouse will become the final destination of the shipment. Payment for delivery services at government expense after the PPGBL has terminated will be made by the TO under a local invoicing or purchasing procedures.

B. Long Delivery Out

Anything delivering over the 50 mile radius for HHG and 30 mile radius for baggage and domestic shipments is considered a long delivery. We can only bill additional mileage if the actual miles are detailed on the DD619-1 with TO approval.

C. Unpacking charges

Effective May 15, 2003, you will no longer be able to bill unpacking charges for unaccompanied baggage shipments (code 7, 8, J) unless a signed DD619-1 is submitted. On any shipment that is billed through powertrack (noted on GBL), prior approval must be given by the PPSO and proof of approval ie: email authorization must be mailed along with the original DD619-1.

We will no longer accept the 1840 as the backup document for unpacking charges. The 619/619-1 with the TO signature is the required supporting document for payment. Since unpacking is included in the destination rate, we will also deduct this amount from the destination invoice if unpacking was not performed.

D. Long Delivery from SIT

Please fax copies of all long delivery certificates that you receive from the base to 904-858-1207. We usually do not receive the originals from the Transportation Office until after the release date. It is very important to have these prior to the release date in order to move the shipments to the new destination in a timely manner.

Below is a list of Air Land Operations Personnel. We have outlined their job responsibilities and contact information to provide you with the best service possible.

<u>Name</u>	<u>Job Title</u>	<u>Responsibilities</u>
DEBBIE WOODALL EXT 1259 email: dwoodall@suddath.com	SR VICE PRESIDENT	OVERALL SUPERVISION OF ALL OPERATIONS
JOE POOLE EXT 1937 email: jpoole@suddath.com	VP GOVERNMENT SERVICES	OVERALL SUPERVISION OF GSA OPERATIONS
<u>MILITARY OPERATIONS</u>		
JR FELTHAM EXT 7336 email: wfeltham@suddath.com	SR INTERNATIONAL DOD MOVE COORDINATOR	COORDINATES THE MOVEMENT OF ALL CODE 2, AK, HI, SPECIAL SOLICITATION AND PUERTO RICO SHIPMENTS
AMANDA TROXELL EXT 1930 email: atroxell@suddath.com	INTERNATIONAL DOD MOVE COORDINATOR	COORDINATES THE MOVEMENT OF ALL CODE 3 AND ASIA SHIPMENTS
RUSSELL CONNELL EXT 7550 email: rconnell@suddath.com	INTERNATIONAL DOD MOVE COORDINATOR	COORDINATES THE MOVEMENT OF ALL EUROPE SHIPMENTS
AMY ROSE EXT 7244 email: arose@suddath.com	REGISTRATION COORDINATOR	PROCESS ALL INTERNATIONAL AND CODE 2 REGISTRATIONS; SHIPMENT OFFERS; DOCUMENT REQUESTS
STACEY TILLEY EXT 7417 email: stilley@suddath.com	CONTAINER CONTROL / OTO COORDINATOR	LIFTVAN AND CONTAINER CONTROL; COORDINATES THE MOVEMENT OF OTO SHIPMENTS
MICHELLE ALDERMAN EXT 1252 email: malderman@suddath.com	FLATBED/QUALITY CONTROL COORDINATOR	APPEALS & MONITORS ALL INTERNATIONAL TQAP SCORES; FLATBED ACCOUNTING CLERK
<u>ACCOUNTING</u>		
KARLA SLAPPEY EXT 7177 email: kslappey@suddath.com	ACCOUNTING MANAGER	SUPERVISOR ACCOUNTS PAYABLE & RECEIVABLE; FLATBED
SAMANTHA SMITH EXT 1909 email: samanthasmith@suddath.com	ACCOUNTS PAYABLE	PROCESS AGENT INVOICES
TINA WALKER EXT 1910 email: twalker@suddath.com	ACCOUNTS PAYABLE	PROCESS AGENT INVOICES

JESSICA FIRSTER
EXT 1973
email: jfirster@suddath.com

ACCOUNTS PAYABLE

PROCESS AGENT INVOICES

PRICING

BETH CICCINELLI
EXT 1907
email: bcicchinelli@suddath.com

PRICING ANALYST

RATE FILING, COMPENSATION SCHEDULES

KRISSY CRISSMAN
EXT 1905
email: kcrissman@suddath.com

PRICING CLERK

SHIPMENT ACCRUALS AND PRICING

BILLING

PEGGY PROFIT
EXT 1908
email: pprofit@suddath.com

BILLING MANAGER

SUPERVISOR OF BILLING DEPARTMENT

AMY ROBERTS
EXT 7598
email: aroberts@suddath.com

INTERNATIONAL BILLER

PROCESS BILLING FOR INTERNATIONAL SHIPMENTS

BAMBI ROGGOW
EXT 7392
email: broggow@suddath.com

INTERNATIONAL BILLER

PROCESS BILLING FOR INTERNATIONAL SHIPMENTS

JENNY JONES
EXT 7265
email: jenniferjones@suddath.com

INTERNATIONAL BILLER

PROCESS BILLING FOR INTERNATIONAL SHIPMENTS

BRENDA BAKER
EXT 1911
email: bbaker@suddath.com

ACCOUNTS RECEIVABLE

PROCESS RECEIVABLES FOR INTERNATIONAL SHIPMENTS

GSA OPERATIONS

MATT LAMB
EXT 1242
email: mlamb@suddath.com

GSA INTERNATIONAL
MANAGER

SUPERVISION OF GSA OPERATIONS

AMANDA SMITH
EXT 7225
email: asmith@suddath.com

SR INTERNATIONAL GSA
MOVE COORDINATOR

COORDINATES IMPORT/EXPORT GSA SHIPMENTS

NICOLE HOLLAWAY
EXT 1932
nhollaway@suddath.com

SR INTERNATIONAL GSA
email: CUSTOMER SERVICE
COORDINATOR

CUSTOMER SERVICE FOR INTERNATIONAL GSA SHIPMENTS

MATT WARNER
EXT 7543
email: mwarner@suddath.com

INTERNATIONAL GSA
MOVE COORDINATOR

COORDINATES IMPORT/EXPORT GSA SHIPMENTS

ALEK FALKO
EXT 7418
email: afalko@suddath.com

INTERNATIONAL GSA
MOVE COORDINATOR

COORDINATES IMPORT/EXPORT GSA SHIPMENTS

BETSIE GREEN
EXT 7288
email: bgreen@suddath.com

INTERNATIONAL GSA
MOVE COORDINATOR

COORDINATES IMPORT/EXPORT GSA SHIPMENTS

HANH NGUYEN
EXT 1904
email: hnguyen@suddath.com

INTERNATIONAL GSA
CUSTOMER SERVICE
COORDINATOR

COORDINATES IMPORT/EXPORT GSA SHIPMENTS

KATI REHRER
EXT 7419
email: krehrer@suddath.com

INTERNATIONAL GSA
CUSTOMER SERVICE
COORDINATOR

CUSTOMER SERVICE FOR INTERNATIONAL GSA
SHIPMENTS

KATIE HAMMONTREE
EXT 7290
email: khammontree@suddath.com

INTERNATIONAL GSA
CUSTOMER SERVICE
COORDINATOR

CUSTOMER SERVICE FOR INTERNATIONAL GSA
SHIPMENTS

NICHOLE RICARDO
EXT 7266
email: nricardo@suddath.com

INTERNATIONAL GSA
CUSTOMER SERVICE
COORDINATOR

CUSTOMER SERVICE FOR GSA SHIPMENTS

CHRISTINA HALL
EXT 7217
email: chall@suddath.com

DOMESTIC GSA MOVE
COORDINATOR

COORDINATES DOMESTIC GSA SHIPMENTS

EDNA SANTIAGO
EXT 7430
email: esantiago@suddath.com

DOMESTIC GSA
CUSTOMER SERVICE
COORDINATOR

CUSTOMER SERVICE FOR DOMESTIC GSA SHIPMENTS

AMY ROSE
EXT 7244
email: arose@suddath.com

REGISTRATION
COORDINATOR

PROCESS ALL INTERNATIONAL REGISTRATIONS

GENERAL EMAIL ACCOUNTS

MILITARY OPERATIONS
GSA OPERATIONS
ACCOUNTING
OTO SHIPMENT

ALFY@SUDDATH.COM
SDHR@SUDDATH.COM
ALFYINTL@SUDDATH.COM
AIRLAND_OTO@SUDDATH.COM

AIRLAND FORWARDERS, INC.

PROCEDURE FOR HANDLING FIREARMS IN DOD SHIPMENTS

ORIGIN AGENT

At the pre-move survey ask the member if he/she is shipping firearms; if so, answer "yes" on the company's shipment registration form (web or paper) and make certain that the GBL block 25 states the shipment contains a firearm.

If the GBL fails to show that a firearm is included but the member advises that he is shipping a firearm with his household goods, obtain an appropriate GBL correction notice. On the other hand, if the GBL indicates a firearm but the member states he is not shipping a firearm, obtain an appropriate GBL correction notice and have the member write on the inventory that no firearms are being shipped.

Educate your packers how to document a firearm on the inventory by make, model, caliber and serial number. Include firearms on the high value inventory.

Have the member sign a statement on the inventory that: "I verify that all firearms included in this shipment are correctly listed on this inventory, item nos. _____."

PACKING

The person in charge of the packing crew (driver or crew chief) shall make sure the firearm is not loaded; wrap the firearm carefully; place it in the center of a larger carton, pack soft items around it and attach the inventory number to the carton. The driver or crew chief shall require the military member to witness the placing of the firearm in the container by sealing the carton with seals on the top and bottom of the carton and have the military member sign the seals.

If a shipment containing a firearm is picked up at NTS, the driver must open all firearm cartons in the presence of the warehouseman and enter any discrepancy on an inventory exception sheet to be signed by both the driver and the warehouseman and dated. The firearm container shall be resealed and the seals signed by both the driver and the warehouseman.

For containerized shipments, place the carton containing the firearm in the middle of the type II container which shall be sealed at residence. The agent shall make sure that the sealed container is kept in a secure until it is picked up by the line-haul driver.

In the case of a code 1 shipment containing a firearm, the driver is to open the firearm container in the presence of the origin agent and check it against the inventory. Any discrepancies shall be noted on an inventory exception sheet to be signed by both the driver and the agent's employee and dated. The firearm carton shall then be resealed and placed in the middle of the load to foreclose easy access.

Delivery to SIT

All cartons containing firearms which are part of a van or code 1 shipment shall be opened by the destination SIT agent, in the presence of the driver and checked against the inventory. Any discrepancies shall be noted on an exception sheet to be signed by the driver and the agent's employee and dated. The firearm carton shall then be resealed and placed in the middle of the load to foreclose easy access.

Delivery to Residence

The driver or crew chief shall open each carton identified as containing a firearm in the presence of the military member and shall verify that the described firearm has been delivered by the member's acknowledgment of receipt of the firearm on the inventory.

Procedures When a Firearm is Missing

If a firearm is determined to be missing, the agent or driver must immediately notify the company by telephone or e-mail, identify the member, the GBL number, the missing firearm and the circumstances under which the firearm was determined to be missing. The agent shall immediately notify the TMO and any investigative base agency and ask for an immediate investigation so that all persons involved at the time of discovery of the missing firearm are present for interview by the investigating agent. Further, the agent shall obtain a police report and furnish us with a copy of that report. Also the agent shall debrief the persons involved and provide the company with a written statement of each person as to what he or she knows or has observed with respect to the missing firearm. Upon notification by the agent that a firearm is missing, the company shall promptly file the report with SDDC required by SDDC's e-mail of January 2005.

DPS - PRE-APPROVAL LIST

GBL NUMBER _____

SHIPPER NAME _____

SCAC _____

ORIGIN	DESTINATION
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REQUEST DATE _____

GBLOC _____

AGENT CONTACT _____

PPSO CONTACT _____

phone _____

fax _____

email _____

Approve / Denied

PPSO SIGNOFF

<i>A/D</i>	<i>Item Description</i>	<i>EXPLANATION</i>	<i>A/D</i>	<i>Item Description</i>	<i>EXPLANATION</i>
	Aux Vehicle			Storage	
	Aux Labor			Del out-regular	
	Labor			Del out-beyond radius	
	Wait Time-Vehicle			Adm Fee	
	Wait Time-Labor			Termination Fee	
	OT Load/Unload			Reshipments	
	Reweigh			Diversion Charge	
	Special Crates			Diversion	
	Extra Pickup			Alternate Port	
	Extra Delivery			Partial Delivery Weighing	
	Attempted P/U			Excess Distance L/C	
	Attempted Delivery			Miscellaneous Charge	
	Third Party Service			Linehaul Transportation	
	OTHER			Outer Island Charge	

Special Notes

Carrier Contact _____

phone _____

fax _____

email _____

Date Confirmed by Carrier _____

DPS Update Date _____

Agent Denial Notification _____

Response from Agent _____

Carrier signoff

Agent signoff

Additional Comments

Additional Comments



**United States Environmental Protection Agency
Declaration Form**

Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations

U.S. E.P.A., Compliance & Innovative Strategies Division, 2000 Traverwood Drive, Ann Arbor, MI 48105 <http://www.epa.gov/epa/imports> Phone (734) 214-4106; Fax (734) 214-4676.

This form must be submitted to the U.S. Customs and Border Protection (Customs) (42 USC 7522, 7601; 19 CFR 12.73) for each motor vehicle (including motorcycles, disassembled vehicles, kit cars, light-duty vehicle/motorcycle engines) imported into the U.S., except that this form is not required for motor vehicles that are imported by their original manufacturer and are new and are covered by an EPA certificate of conformity and bear an EPA emission control label. One form per shipment may be used, with attachments including all information required to fully describe each vehicle or engine as below. Check the box below indicating the provisions under which you are importing this vehicle or engine. Offroad vehicles/engines and heavy-duty engines must use form 3520-21. Note: Although only imports using codes G, I, K, L, M-3, and O require specific written authorization from EPA, Customs may request EPA review of importer documentation and eligibility for any import using this form. A nonconforming vehicle that is ineligible for the exemptions or exclusions listed below, must be imported through an independent commercial importer (ICI) under codes A, C, J, or Z. For codes A, C, J, and Z, EPA does not authorize the release to the vehicle owner.

Penalties: Any person who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to \$270,000 or imprisoned for up to 5 years, or both (18 USC 1001). Any person who improperly imports a motor vehicle (including a motorcycle) or engine may be fined up to \$32,500 per vehicle or engine (42 USC 7524), and may be subject to forfeiture of the entire importation bond, if applicable (40 CFR 85.1513), and the U.S. Customs Service may seize the vehicle or engine (19 CFR 182.21).

Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)

1. Port code:	2. Entry date:	3. Customs entry number:	4. Vehicle Identification Number (VIN), or engine serial number:
5. Manufacture date (month):	6. Manufacturer (make):	7. Model:	
8. ICI imports only, codes A, C, J, Z - EPA certificate no., model year and expiration date of applicable certificate:			

Names, Addresses, and Telephone Numbers of Relevant Parties

Certification: I certify that I have read and understand the purpose of this form, the penalties for falsely declaring information, or for providing misleading information, or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement Officers to conduct inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.

9. Importer (code B: must be certificate holder or their agent for shipments of new vehicles prior to introduction into commerce, codes A, C, J, Z: must be ICI):	10. Owner:	11. Storage location:	12. Signature:
			13. Date:
			14. Name, company and phone (type or print):

U.S. conforming and "identical" vehicles

- code B - U.S. certified - unmodified vehicle** bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English.
- code F - U.S. certified, catalyst restoration** - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filter neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filter neck restrictor, as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline, (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filter neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required.
- code EE - identical in all material respects to a U.S. certified version** - either 1) Canadian vehicle (proof required e.g. Canadian emission control label, registration or title, or letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) on EPA list of Canadian "identical" models, or 2) vehicle from any country with letter attached to this form from the manufacturer's U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of "identical" Canadian vehicles for resale, use code FF.
- code FF - Canadian "identical" models imported for resale or lease** - Canadian vehicle as described above appearing on EPA list of Canadian "identical" models, imported for resale or lease. The importer attests that the importer will satisfy applicable labeling, warranty and CAFE requirements as specified by EPA.

EPA exempted vehicles

- code M - miscellaneous exemption**, either 1) Canadian vehicle as described above (proof required) and the importer is either permanently emigrating to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance, or 3) EPA hardship letter based on unforeseen and extraordinary circumstances is attached to this form.
- code E - vehicle at least 21 years old** (calendar year of manufacture subtracted from year of importation) and in original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless they contain equivalent or newer EPA certified engines. Customs may require proof of vehicle age.



United States
Environmental Protection Agency

Excluded vehicles

- code L** - racing vehicle as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(e)). EPA letter of approval must be attached to this form.
- code U** - 2005 model year (or older) motorcycle, scooter or moped with engine displacement less than 50cc and with rated speed greater than 5000 rpm. This exclusion cannot be used for 2006 model year vehicles imported prior to January 1, 2006.
- code W** - non-chassis-mounted engine to be used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate or will be covered by an EPA certificate prior to introduction into commerce.
- code Y** - unregulated fuel - a vehicle that: (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991- 1998 model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles, except for fuel cell and pure electric vehicles.

Temporary imports

- code G** - imported for repair or alteration in accordance with 40 CFR 85.1511(b)(1). May not be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
- code I** - imported for testing purposes in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
- code K** - imported for display (solely for public or business purposes, and not for private purposes or U.S. market sales promotions) in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
- code N** - imported for up to one year by member of the armed forces or personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.
- code O** - imported by nonresident for personal use by an individual for a period up to a year. EPA letter of approval must be attached to this form.

Independent commercial importer (ICI) imports

- code A** - imported by an ICI for modifications in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year in accordance with 40 CFR 85.1505.
- code C** - imported by an ICI for modification and testing in accordance with 40 CFR 85.1509. Vehicle must be at least 6 years old.
- code J** - imported by an ICI for the purpose of pre-certification testing in order to obtain an EPA certificate of conformity. No EPA approval is required. The ICI has 180 days to obtain a certificate or export (40 CFR 85.1511(b)(3)). Customs bond required.
- code Z** - imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified version in accordance with written instructions from the OEM that are specific to the vehicle being imported.

OEM imports

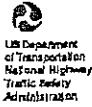
- code H** - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently covered by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.
- code Q** - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.

U.S. Department of Transportation Requirements

Note: Importers of vehicles that are primarily manufactured for use on public roads must also file an HS-7 Declaration form to identify the basis for the vehicle's admission under the laws administered by the U.S. Department of Transportation. For more information, see www.nhtsa.dot.gov/cers/rules/import/

Paperwork Reduction Act Notice

This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are mandatory (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 208). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.



—DECLARATION—

Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards

OMB No. 2127-0002
Public Law 100-582
49 USC Chap. 301

PORT OF ENTRY	CUSTOMS PORT CODE	CUSTOMS ENTRY NO.	ENTRY DATE
MAKE OF VEHICLE	MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER (VIN)
REGISTERED IMPORTER NAME AND NHTSA REGISTRATION NUMBER (Required when Box 3 is checked)			VEHICLE ELIGIBILITY NO. (Box 3)
DESCRIPTION OF MERCHANDISE IF MOTOR VEHICLE EQUIPMENT			

1. The vehicle is 25 or more years old or the equipment part was manufactured on a date when no applicable Federal Motor Vehicle Safety Standard or Theft Prevention Standard was in effect.
- Date of manufacture _____ [591.5(f)]
- 2A. The vehicle or equipment item conforms to all applicable Federal Motor Vehicle Safety Standards (or the vehicle does not conform solely because readily attachable equipment items that will be attached to it before it is offered for sale in the United States or for purposes other than resale are not attached), and Bumper and Theft Prevention Standards, and bears a certification label or tag to that effect permanently affixed by the original manufacturer to the vehicle or affixed by the manufacturer to the equipment item or to its delivery container in accordance with applicable National Highway Traffic Safety Administration (NHTSA) regulations [591.5(b)].
- 2B. The vehicle was certified by its original manufacturer as conforming to all applicable Canadian motor vehicle safety standards and its original manufacturer certifies that the vehicle conforms to all applicable U.S. Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards (or that it conforms to such standards except for the labeling requirements of Standards Nos. 101 and 110 or 110, and/or the specifications of Standard No. 100 relating to daytime running lamps), and the vehicle is not a salvage motor vehicle, a repaired salvage motor vehicle, or a reconstructed motor vehicle, and I am importing it for personal use [591.5(g)].
- Attachment: Copy of manufacturer's certorial on letter
3. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, but I am eligible to import it because NHTSA has determined that the model and model year of the vehicle to be imported is eligible for importation into the United States, and the vehicle is not a salvage motor vehicle or a reconstructed motor vehicle, and I have obtained a bond, which is attached to this declaration, in an amount equal to 150 percent of the estimated value of the vehicle as determined by the Secretary of the Treasury. If the Administrator of NHTSA determines that the vehicle has not been brought into conformity with all such standards within 120 days after importation, then I state that I will deliver such vehicle to the Secretary of Homeland Security for export, or abandonment to the United States [591.5(a) and (h)].
- a. I have registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked, or
- b. I have executed a contract or other agreement, which is attached to this declaration, with an importer who has registered with NHTSA and whose registration is not suspended and has not been revoked [591.5(j)].
- Attachment: Copy of DOT Bond, and Copy of Contract with a Registered Importer (if applicable)
4. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but is intended solely for export and is labeled for export on the vehicle or equipment item, and the outside of any container of the vehicle or equipment item bears a label or tag to that effect [591.5(c)].
5. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:
- a. I am a resident of the United States and the vehicle is registered in a country other than the United States,
- b. I am temporarily importing the vehicle for personal use for a period not to exceed 1 year, and will not sell it during that time, and
- c. I will export the vehicle by the end of 1 year after entry, and the certificate contains my passport number and country of issue [591.5(d)].
- d. Passport No. _____ Country of issue _____
6. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:
- a. I am a member of a foreign government on assignment to the United States, or a member of the Secretary of a public international organization so designated under the International Organizations Immunities Act, and within the class of persons for whom the entry of motor vehicles has been authorized by the Department of State,
- b. I am importing the vehicle on a temporary basis for my personal use, and will register it through the Office of Foreign Missions of the Department of State,
- c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph,
- d. I will public from the Office of Foreign Missions of the State Department, before departing the United States at the conclusion of a tour of duty, an ownership title in the vehicle good to export only, and
- e. I have attached a copy of my official docs [591.5(h)(1)].
- Name of Embassy _____
- Attachment: Copy of Official Order
7. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but is being imported solely for the purpose of research, investigation, demonstration or testing, or competitive racing events, and I state that I will comply with the applicable restrictions on importation of such merchandise as specified in 49 CFR 591.7 and I will provide the Administrator with documentary proof of export or destruction not later than 30 days following the end of the period in which the vehicle has been admitted into the United States [591.5(i)].
- Attachment:
- a. Copy of NHTSA permission letter if the importer is not an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable Federal Motor Vehicle Safety Standards (FMVSS). Use on the public roads must be otherwise specifically [591.5(f)(1) or (2)]
- b. Importer's statement describing the use to be made of the vehicle or equipment item if the importer is an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable FMVSS. If use on the public roads is an integral part of the purpose for which the vehicle or equipment item is imported, the statement shall describe the purpose that makes such use necessary, state the estimated period of time during which use of the vehicle or equipment item on the public roads is necessary, and state the intended means of final disposition (and disposition date) of the vehicle or equipment item after completion of the purpose for which it is imported. [591.5(i)(3)]
8. The vehicle was not manufactured primarily for use on the public roads and thus is not a motor vehicle subject to the Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards or the equipment item is not a system, part, or component of a motor vehicle and thus is not an item of motor vehicle equipment subject to the Federal Motor Vehicle Safety Standards. [591.5(a)].
- Attachment: Importer's statement substantiating that the vehicle was not manufactured for use on the public roads, or that the equipment item was not manufactured for use on a motor vehicle or is not an item of motor vehicle equipment. [591.5(i)]
9. The vehicle or equipment item requires further manufacturing operations to perform its intended function, either that the addition of readily attachable equipment items such as mirrors, wheels, or tire and rim assemblies, or minor finishing operations such as painting, and any part of such vehicle that is required to be marked by the Theft Prevention Standards is marked in accordance with that standard [591.5(k)].
- Attachment: For a vehicle a copy of the incomplete Vehicle Declaration, issued by the incomplete vehicle manufacturer, providing guidance on completing the vehicle so that it conforms to all applicable Federal Motor Vehicle Safety Standards (FMVSS). For an equipment item, a statement issued by the item manufacturer identifying the applicable FMVSS to which the item does not conform and describing the further manufacturing required for the item to perform its intended function [591.5(k)].
10. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards but is being imported solely for the purpose of show and display, and I state that I will comply with all applicable restrictions on importation of such vehicles as specified in 49 CFR 591.7. [591.5(j)].
- Attachment: Copy of NHTSA Permission Letter
11. The equipment item is subject to the Theft Prevention Standard and is marked in accordance with the requirements of 49 CFR Part 541. [591.5(k)].
12. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:
- a. I am a member of the armed forces of a foreign country on assignment in the United States;
- b. I am importing the vehicle on a temporary basis, and for my personal use;
- c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph;
- d. I will export the vehicle upon reentering the United States at the conclusion of my tour of duty; and
- e. I have attached a copy of my official orders. [591.5(h)(2)].
- Attachment: Copy of Official Order
13. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, and I am eligible to import it because I am registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked, I have informed NHTSA that I intend to petition, or I have petitioned, that agency to decide that the vehicle to be imported is eligible for importation, and NHTSA has granted me permission in writing to import the vehicle for that purpose, if the Administrator of NHTSA determines my petition or decision that the vehicle is not eligible for importation, or if I withdraw my petition or I fail to submit a petition covering the vehicle within 180 days from the date of entry, then I state that I will deliver such vehicle, unless it is destroyed, to the Secretary of Homeland Security for export, or abandonment to the United States, within 30 days from the date of the dismissal, denial, or withdrawal of my petition, or within 210 days from the date of entry if I fail to submit a petition covering the vehicle. If the Administrator of NHTSA grants my petition, then I state that within 15 days from the date that I am notified of that decision, I will furnish a bond, in an amount equal to 150 percent of the declared value of the vehicle as determined by the Secretary of the Treasury, unless the vehicle is destroyed, to ensure that I will bring the vehicle into conformity with all applicable Federal Motor Vehicle Safety and Bumper standards within 120 days from the date the petition is granted, or will deliver the vehicle to the Secretary of Homeland Security for export, or abandonment to the United States. If the vehicle is destroyed, then I state that I will furnish NHTSA with documentary proof of total destruction within 15 days from the date that it occurs.
- Attachment: Copy of NHTSA permission letter

NAME OF IMPORTER (Please type)	IMPORTER'S ADDRESS (Street, City, State, Zip Code)	
NAME OF DECLARANT (Please type)	DECLARANT'S ADDRESS	
DECLARANT'S CAPACITY	DECLARANT'S SIGNATURE	DATE SIGNED

EPA Requirements: Importers of motor vehicles/engines and nonroad vehicles/engines/equipment must also submit EPA form 3520-1 or 3520-21 to U.S. Customs and Border Protection to identify the basis for importation into the United States and U.S. territories under the laws administered by the United States Environmental Protection Agency. For more information, please see www.epa.gov/otaq/imports/index.htm.

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

ENTRY SUMMARY

8. Importing Carrier		9. Mode of Transport		10. Country of Origin		11. Import Date					
12. B/L or AWB No.		13. Manufacturer ID		14. Exporting Country		15. Export Date					
16. I.T. No.		17. I.T. Date		18. Missing Docs		19. Foreign Port of Lading		20. U.S. Port of Unlading			
21. Location of Goods/G.O. No.		22. Consignee No.		23. Importer No.		24. Reference No.					
25. Ultimate Consignee Name and Address				26. Importer of Record Name and Address							
City		State		Zip		City		State		Zip	
27.	28. Description of Merchandise			32.		33.		34.			
Line No.	29. A. HTSUS No. B. ADA/CVD No.	30. A. Grossweight B. Manifest Qty.	31. Net Quantity in HTSUS Units	A. Entered Value B. CHGS C. Relationship		A. HTSUS Rate B. ADA/CVD Rate C. IRC Rate D. Visa No.		Duty and I.R. Tax			
								Dollars	Cents		
Other Fee Summary for Block 39		35. Total Entered Value		CBP USE ONLY				TOTALS			
		\$		A. LIQ CODE		B. Ascertained Duty		37. Duty			
		Total Other Fees		REASON CODE		C. Ascertained Tax		38. Tax			
		\$				D. Ascertained Other		39. Other			
36. DECLARATION OF IMPORTER OF RECORD (OWNER OR PURCHASER) OR AUTHORIZED AGENT						E. Ascertained Total		40. Total			
<p>I declare that I am the <input type="checkbox"/> Importer of record and that the actual owner, purchaser, or consignee for CBP purposes is as shown above, OR <input type="checkbox"/> owner or purchaser or agent thereof. I further declare that the merchandise <input type="checkbox"/> was obtained pursuant to a purchase or agreement to purchase and that the prices set forth in the invoices are true, OR <input type="checkbox"/> was not obtained pursuant to a purchase or agreement to purchase and the statements in the invoices as to value or price are true to the best of my knowledge and belief. I also declare that the statements in the documents herein filed fully disclose to the best of my knowledge and belief the true prices, values, quantities, rebates, drawbacks, fees, commissions, and royalties and are true and correct, and that all goods or services provided to the seller of the merchandise either free or at reduced cost are fully disclosed.</p> <p>I will immediately furnish to the appropriate CBP officer any information showing a different statement of facts.</p>											
41. DECLARANT NAME			TITLE			SIGNATURE			DATE		
42. Broker/Filer Information (Name, address, phone number)				43. Broker/Importer File No.							

DEPARTMENT OF HOMELAND SECURITY ENTRY SUMMARY CONTINUATION SHEET
 U.S. Customs and Border Protection

OMB No. 1651-0022

1. Filer Code/Entry No.

27. Line No.	28. Description of Merchandise			32. A. Entered Value B. CHGS C. Relationship	33. A. HTSUS Rate B. ADA/CVD Rate C. IRC Rate D. Visa No.	34. Duty and I.R. Tax	
	29. A. HTSUS No. B. ADA/CVD No.	30. A. Grossweight B. Manifest Qty.	31. Net Quantity in HTSUS Units			Dollars	Cents

Airland Forwarders, Inc.
Post Office Box 10156
Jacksonville, FL 32247-0156
Phone: 904-390-7100
Fax: 904-858-1207

International Household Goods, Baggage and Domestic Code 2 Registration Form

Origin Agent: _____

O/A City/State: _____

O/A Phone: _____

Shipper Name: _____

Shipper Email: _____

Shipper Phone: _____

SSN: _____

Code of Service: _____ GBL#: _____

Carrier: _____ Estimated Weight: _____

Pickup Date: _____ RDD: _____

Pick Up address: _____

Origin City, State, ZIP: _____

Origin TO / GBLOC: _____

Destination City, State: _____

Destination TO / GBLOC: _____

Do you need security seals? _____ Do you need liftvans? _____

Picking up from Residence or NTS? _____

Does shipment include Plasma TV? _____

Comments _____