

## U.S. Import Helpful Hints for Shipping with FedEx

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**The information below is based upon U.S. Customs and Border Protection regulations and Express Consignment requirements and procedures as outlined in 19CFR Part 128. These recommendations are FedEx Express specific and may not apply at all U.S. ports.**

- Minimum documentation requirements include air waybill and a commercial invoice if the total shipment value exceeds \$2000 USD or formal entry is required.
- To avoid service delays, ensure all supporting documentation is included with the shipping documents (FCC, Radiation Declaration, Footwear forms, Antique Statement, Video/Film Declaration, Watch Breakdown, Certificates of Origin, etc.) These documents, as well as others, are commodity and/or country specific and may be required for Customs clearance.
- FedEx Express requires a signature on all invoices claiming U.S. goods over \$2000 and formal entries.
- Ensure the correct service type is marked on the air waybill, i. e., International Priority (IP), International Priority Broker Select Option (IPBSO), etc.; there may be restrictions on service types for various commodities.
- Certain types of plants/products, food, drugs, cosmetics, hazardous/corrosive substances, serums, and various harmful articles are subject to examination and clearance by appropriate agencies before release.

### What are the basic import requirements for shipments to the U.S?

**\*Additional resource: [www.cbp.gov](http://www.cbp.gov)**

- Name & physical address for the shipper, consignee and importer, if different from the consignee
- EIN (Employer Identification Number) required on all formal entries. May be a business tax identification number assigned by the IRS or a SSN for individuals.
- Complete description of each item
  - Must be in English
  - Detailed (What is it? What does it do?)
  - Provide material content and usage of goods, i.e., *Steel hinge for aircraft door, rubber seal for filtering machinery*
- Country of manufacture for each item
- Tariff number (if known)
- Terms of Sale (FOB, DDP, CIF, etc)
- Value for each item
- Currency type used
- Quantity of goods shipped, i.e., *pcs, crts, fbm, m2, etc.*
- Name of a responsible and knowledgeable party must be included on the invoice.

### Cigars

Personal Use & Gift shipments allowed if:

- Consigned to an individual
  - Under 50 qty \*
  - Cigars from Cuba are prohibited
- \* CBP may place value limits on the imports; however, that value may vary from port to port.*

### EPA (Environmental Protection Agency) \*Additional resource:

**[www.epa.gov](http://www.epa.gov)**

The following require a signed pre-filed EPA 3540-1 Form and Power of Attorney from importer for import at any value:

- Flea medication for pets, i.e., Top Spot, Frontline, Advantage
- Herbicides/Rodenticides
- Insecticides/Pesticides

### Items requiring material content (list not all-inclusive)

Empty boxes, containers/packing material •Furniture/seats •Gaskets, o-rings, seals, washers, bolts, fittings, hoses, screws •Jewelry & watches •Textiles (clothing & fabric), handbags, shoes/footwear, accessories •Headgear and hats •Bottles •Belts •Carpet •Pipes •Plates •Handles, holders, insets, joints (must know type as well as material content) •Chains

### Electronics \*Additional resource: [www.fcc.gov](http://www.fcc.gov)

All goods valued at 0 and above that emit a radio frequency require:

- Signed FCC 740 form or information on invoice
- Block 1 or 2 checked on form
- Trade Name/Model #
- FCC ID # (for Block 1 only)
- Detailed descriptions for digital cameras are needed, i.e., "digital still image camera" or "digital video camera"

Examples:

- Cell phones, modems • Computers and various computer equipment • Computers and various computer equipment • Radios, receivers, transmitters, transceivers • Televisions, VCR's, DVD Players, CD Players

### Jewelry; Rubies & Jadeite: Diamonds \*Additional Resources:

<http://www.treasury.gov/offices/enforcement/ofac/programs/diamonds/diamond.shtml>  
<http://edocket.access.gpo.gov/2008/pdf/E8-23233.pdf>  
[http://apps.cbp.gov/csms/viewmsg.asp?Recid=17268&page=&srch\\_argv=08-000244&srchtype=all&sortby=&sby](http://apps.cbp.gov/csms/viewmsg.asp?Recid=17268&page=&srch_argv=08-000244&srchtype=all&sortby=&sby)

- Jewelry should clearly state type, metal content, whether or not there are any gemstones and the type gemstones, and value of each piece of jewelry.
- Gemstone information is required to properly classify items. If there are articles of jewelry or other items, i.e., watches, pens, etc. that contain rubies and/or jadeite, the commercial invoice or other supporting documents must include the origin of the rubies and jadeite (where mined or extracted) with the name of a knowledgeable representative of the exporter.

### Eyeglasses & Sunglasses \*Additional resource: [www.fda.gov](http://www.fda.gov)

At any value and from any country of origin:

- Prescription glasses and contact lenses for personal use require a copy of the prescription.
- Eyeglasses/sunglasses and contact lenses require a drop ball certificate/statement for commercial shipments.

<p><b>Repaired Goods/American Goods Returned</b></p> <ul style="list-style-type: none"> <li>• <b>Goods Returned After Repair</b> <ul style="list-style-type: none"> <li>- Value of repairs/alterations done</li> <li>- Country where repairs/alterations were completed</li> <li>- Value of goods before being repaired/alterated (market value)</li> </ul> </li> <li>• <b>American Goods Returned</b> <ul style="list-style-type: none"> <li>- Country of Origin on invoice. Indicate if items are Sold or Not Sold</li> <li>- Signed &amp; titled CF3311 or signed &amp; titled Manufacturer's Affidavit or signed &amp; titled Shipper's Declaration on invoice or other page</li> </ul> </li> </ul>	<p><b>Firearms/Ammunition</b>  <b>*Additional resource: <a href="http://www.atf.gov">www.atf.gov</a></b>  All items require ATF license, ATF Form 6 any other ATF forms as required, POA and bond</p>
<p><b>Alcohol/Liquor</b></p> <ul style="list-style-type: none"> <li>• Must be consigned to U.S. licensed distributor</li> <li>• ATF permit and label approval for commercial shipments; samples no approval required</li> <li>• POA and bond required</li> <li>• Shipments of alcoholic beverages imported into the U.S. for resale or other commercial purposes must conform to U.S. labeling requirements.</li> <li>• Importers must obtain a Certificate of Label Approval (COLA) TTB form 5100.31</li> </ul>	<p><b>Food</b> <b>*Additional resource: <a href="http://www.fda.gov">www.fda.gov</a></b>  Any Value – Prior Notice Confirmation – filed no more than 5 days before arrival and no less than 4 hours before arrival. Meat products, fresh, canned, smoked, etc are prohibited</p>
<p><b>Antiques</b>  A signed statement that the goods are over 100 years old, circa date, and provenance if available</p>	<p><b>Footwear</b>  Shipments that contain footwear require a CF5523 or the information may be supplied on the CI or other supporting documentation. The information/form details the material content of the footwear (uppers and soles), construction (how the sole is attached to the upper), type of footwear (sports activity footwear), and special features (boot height, protective metal toe cap, and waterproof).</p>
<p><b>Artwork</b>  A signed statement that the goods are original works of art or artist statement</p>	<p><b>Gifts</b></p> <ul style="list-style-type: none"> <li>• Complete description of goods</li> <li>• Name of recipient for each gift</li> <li>• Value of each gift: \$100 or less/person – duty-free or \$200 or less/person from an Insular Possession – duty free</li> </ul>
<p><b>Assembled Goods</b>  Items assembled abroad with US components require:</p> <ul style="list-style-type: none"> <li>• Value of US components prior to assembly</li> <li>• Value of foreign components &amp; assembly</li> </ul>	<p><b>Personal Use Items (new)</b></p> <ul style="list-style-type: none"> <li>• "For personal use, not for resale" statement required on invoice &amp; AWB</li> <li>• Complete description of goods required</li> <li>• Duty-free under \$200, Formal over \$2,000 with EIN required</li> <li>• Textiles: Live Informal for value of \$200 - \$250; Value over \$250, formal entry/dutiable/ EIN required</li> </ul>
<p><b>Fish &amp; Wildlife (F/W)</b> <b>*Additional resource: <a href="http://www.fws.gov">www.fws.gov</a></b>  U.S. Fish &amp; Wildlife Service regulates the importation of endangered species and aquatic products. Import license required; check Service Guide for specific FedEx Express carriage restrictions. CITES may be required.</p> <ul style="list-style-type: none"> <li>• Recent changes have been made in the following areas: <ul style="list-style-type: none"> <li>-Inspection fees</li> <li>-Fee schedule</li> <li>-Import/export licensing requirements</li> </ul> </li> <li>• USFWS now requires each CITES Party country to designate a management authority and a scientific authority for the issuance of CITES documents.</li> </ul> <p><u>Examples of regulated/restricted items:</u> • Alligator skin &amp; crocodile leather • Antiques containing F/W products • Bird/Goose feathers – non-domestic • Bones, tiger bones, cameos, rhino horn, buffalo horn, deer skin, deer horn • Butterflies/insects (<i>live items prohibited by FedEx Express</i>) • Caviar/sturgeon; eel goods; elk skin/ meat/ antlers</p> <ul style="list-style-type: none"> <li>• Caiman leather, lizard leather, snakeskin • Corals (red, pink, black)/seashells</li> <li>• Fishing flies • Furs – all varieties (mink, fox, coyote) • Sport hunted trophies</li> <li>• Tropical fish, whalebone articles Ivory, Mother of pearl</li> </ul>	<p><b>Radiation Declaration (FD 2877) items</b> <b>*Add'l resource: <a href="http://www.fda.gov">www.fda.gov</a></b>  Examples of items that require a signed RadDec at any value:</p> <ul style="list-style-type: none"> <li>• Cathode ray tubes; computer monitors; microwave ovens; CD &amp; DVD players</li> <li>• Lasers, laser projectors and laser scanners; televisions, radios and VCR's</li> <li>• X-ray machines and ultrasonic devices</li> </ul>

<p><b>Free Trade Agreements</b> *Additional resource: <a href="http://www.cbp.gov/xp/cgov/import/international_agreements/">http://www.cbp.gov/xp/cgov/import/international_agreements/</a></p> <p>Trade agreements allow certain commodities from various countries to receive free or reduced duty rates. There are variances in requirements for each agreement. Quota limitations may apply, i.e., NAFTA (North American Free Trade Agreement).  <i>A complete listing of trade agreements can be found on the CBP website.</i></p>	<p><b>Samples</b></p> <ul style="list-style-type: none"> <li>• <b>Marked:</b> “Marked samples, not for resale” on invoice; gender; material content (%); knit/woven details; manufacturer’s name and address (MID code information); complete description of goods, i.e., “<i>Marked samples not for resale, 100% cotton knitted men’s shirts</i>”</li> <li>• <b>Mutilated:</b> “Mutilated samples, not for resale” on invoice; textile declaration/FTWRE form not required; generic description of goods, i.e., “<i>Mutilated shirt samples</i>” or “<i>half-pair shoes</i>”; Mutilated fabric samples: 8” x 8” or less</li> </ul> <p>* Goods must be marked or mutilated in accordance with TBT-06-002- Updated Textile Sample Guideline and memo update May 8, 2006.</p>
<p><b>Highway Safety Form 7 (HS7)</b>  *Additional resource: <a href="http://www.dot.gov">www.dot.gov</a></p> <p>The following goods require a signed HS7 form or all info on signed CI at any value:  Airbags &amp; seat belts; brake fluid, brake hoses; flashers, reflectors; tires &amp; rims  Bumpers &amp; rear impact guards for trailers • Child restraint systems; motorcycle helmets • Glazing materials – glass; headlamps, lighting equipment • High-mounted stop lamps; replaceable tungsten lamps; sealed beam headlights • Compressed natural gas (CNG) containers  Warning devices, external (reflective triangles)</p>	<p><b>Textiles</b></p> <ul style="list-style-type: none"> <li>• \$5.01 and above: Gender (for clothing); material content (%); knit/woven details; measurements (length/width for fabric)</li> <li>• Manufacturer’s name and address or MID code is required</li> </ul>
<p><b>Integrated Circuits</b></p> <p>Complete description, i.e., <i>Monolithic, hybrid, # of bits, etc., use IC checklist for information</i></p>	<p><b>TSCA Goods</b> *Additional resource: <a href="http://www.epa.gov">www.epa.gov</a></p> <p>The following items require a signed TSCA Statement at any value (statement must either be positive or negative):</p> <ul style="list-style-type: none"> <li>• Waxes, soaps and detergents; chemicals; fuel; oil • Ink, toner, paint, dyes, ink pens (containing ink)</li> <li>• Raw materials, resins, surfactants</li> </ul>
<p><b>Videos/Films</b></p> <p>A signed Video/Film declaration (CF3291) or all info on a signed CI is required when shipments contain videos or films</p>	<p><b>Watches</b></p> <p>Detailed description: material content of case &amp; strap; type of watch (analog/digital); # of jewels in the movement; country of origin of the movement; value for each piece, i.e., case, movement, strap &amp; battery (use watch breakdown sheet for guide). Ensure that the country of origin and material content of each part of the watch is clearly identified on the import documents. MOP dials and FWS regulated straps declared at any value.</p>
<p><b>Personal Effects (used)</b></p> <ul style="list-style-type: none"> <li>• “Personal Effects” indicated on documentation</li> <li>• Specific description of goods, i.e., “Clothes, shoes, books, DVD’s”</li> <li>• CF 3299 form should be provided</li> <li>• Duty-free at any value when Customs releases shipment</li> </ul>	