

**ALL CLEARED CUSTOMS BROKERAGE
IMPORTER SECURITY FILING (10+2)
Request Form Instructions**

Please provide the following details on each shipment for the ISF filing. This request form IS NOT the ISF filing, but a form to provide the data elements in order to input and send the ISF filing timely. It must be completed entirely and accurately. To help process your ISF filing requests, please first identify if each request is NEW or REVISED. (Top right hand section below the header.) Also provide the date of the request in the lower hand corner. For revised filings, please provide the CBP Transaction code if known. This will be provided to you via email confirmation after the initial filing.

Section	Responsible Party	Instructions/What to Provide	Comment
SHIPPING INFORMATION			
Estimated Vessel Departure Date/Time: (MM/DD/YY)	Forwarder	Estimated sailing date for vessel	This is needed to know that we are filing timely, please provide in MM/DD/YY format.
Estimated Vessel Arrival Date/Time: (MM/DD/YY)	Forwarder	Estimated arrival date to the first port of unloading in the US	Please provide in MM/DD/YY format.
Vessel Name	Forwarder	Vessel Name	
Container Numbers	Forwarder	Container Numbers	If multiple container numbers provide, one per line
Voyage Number	Forwarder	Voyage Number	
AMS Filed Bill of Lading Type	Forwarder	Check whether the Bill of Lading provided is the Regular/Straight Master Bill, or the	Check ONLY ONE
Bill of Lading SCAC	Forwarder	SCAC Code for AMS filed Bill of Lading	This is always a 4-letter code. Alpha characters ONLY.
Bill of Lading Number	Forwarder	AMS filed Bill of Lading	This will not exceed 12 characters (alphanumeric)
REQUIRED INFORMATION			
1. Manufacturer/Supplier Information	Importer/Supplier	Name and address of the entity that last manufactures, assembles, produces or grows the commodity or the name and address of the supplier of the finished goods from which the goods are leaving.	Multiple HTS codes with different manufacturers require manufacturer information for each code. Additional manufacturers can be added in the lower section of the form.
2. Seller Information	Importer/Supplier	Name and address of the entity by 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 the address of the owner of the goods must be provided.
3. Buyer Information (Importer of Record)	Importer/Supplier	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 the address of the owner of the goods must be provided.
4. Ship-To Information	Importer/Supplier	Name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from customs custody.	If the Ship-To is different from the importer of record, this address must be provided. If it is the same, we will accept (See 3.) in the name field. If the shipper can not provide this information then the importer must provide it prior to the departure of the cargo.
5. Importer of Record (IRS#/Federal Tax ID#/EIN)	Importer/Supplier	The IRS (Internal Revenue Service) Number, EIN (Employer Identification Number), or SSN (Social Security Number) or CBP assign number.	In order to confirm the importer of record is different from the Ship To, please provide the full name and address of the importer in Section 3.
6. Consignee Number (IRS#/Federal Tax ID#/EIN)	Importer/Supplier	The IRS (Internal Revenue Service) Number, EIN (Employer Identification Number), or SSN (Social Security Number) or CBP assign number.	In order to confirm the importer of record is different from the CONSIGNEE, please provide the full name and address of the importer in Section 3.
7. Container Stuffing Location Information	Importer/Supplier OR Forwarder	Name and address of the physical location(s) where the goods were stuffed into the container.	
8. Consolidator (Stuffer) Information	Importer/Supplier OR Forwarder	Name and address of the party who stuffed the container or arranged for the stuffing of the container.	For break bulk shipments the name and address of the party who made the goods Ship Ready.
9. HTSUS Code	Importer/Supplier	Duty/statistical reporting number under which the article is classified in the Harmonized Tariff Schedule of the United States 6 digit number is required, but 10 digit HTSUS number is acceptable.	Each item must show the country of manufacture, production or growth of the article, based upon USA import laws.
10. Country of Origin	Importer/Supplier	Country of Origin	Each item must show the country of manufacture, production or growth of the article, based upon USA import laws.

Any additional Information and Comments can be provided in the last section of the ISF form.