

# Southern Currents



## Notice to the Area Port of New Orleans Trade Community

Date December 9, 2009

No.: 09-024

### **SUBJECT: New Orleans Tri-Port Guidance on CBP Form 3171 Submissions**

Attention should be paid to the following fields on CBP Form 3171's (Lade Orders) submitted to CBP Field Operations for approval.

- **Block 1** must contain the name and IMO number of the vessel in the following format:  
**MV Michael – IMO 7262285**  
If the vessel is a tug or barge please indicate such next to the vessel name.
- **Block 4** must contain the name and nationality of the vessel operator that is named on the Department of Homeland Security, United States Coast Guard Certificate of Financial Responsibility (COFR), in the following format:  
**ABC SHIP MANAGEMENT  
NORWAY**
- **Block 6:** The Southwest Pass is not a port from which a vessel may arrive. When submitting a CBP Form for "Clearance Only" Block 6 should contain the location of the vessel at the time of departure.
- **Block 7** must contain the date and time of arrival of the vessel at the dock or terminal where the vessel will conduct cargo and/or passenger operations. Dates and times of arrival at anchorages are not permitted unless the vessel will actually conduct cargo and/or passenger operations at an anchorage location; in this case, the CBP Form 3171 should indicate such.
- **Block 8** must contain the location of the vessel at the dock or terminal, to include the mile marker where the vessel will conduct cargo and/or passenger operations. Locations of anchorages are not permitted unless the vessel will actually conduct cargo and/or passenger operations at an anchorage location; in this case, the CBP Form 3171 should indicate such.
- **Block 9, Section 5, "Other"** must contain the name and bond number of the responsible party for the APIS transmission in the following format:

**“For APIS compliance – ABC Shipping – Bond number 777555222”**

- **Block 10** must contain the complete itinerary of the vessel indicating the Port, country / U.S. port, state, along with the departure date in the following format:

**Santo Tomas, Guatemala – 2/1/09 Port Lisas, Trinidad – 2/22/09  
New Orleans, La – 3/1/09 Mobile, AL – 3/7/09**

CBP Form 3171’s that are submitted for **“Clearance Only,”** must list the foreign ports and countries in Block 10 indicating the itinerary where the vessel will discharge the export cargo laden in the Tri-Port.

- **Block 12** must contain the voyage number following the SCAC in the following format:

**MEAM – Voy # 28267**

For vessel arrivals in ballast, only the voyage number will be required in this block.

**Deadlines for the submission of complete and accurate CBP Form 3171’s are:**

**Type of Cargo**

**Time of filing 3171**

In ballast	48 hours prior to arrival
Containerized	48 hours prior to arrival
Break bulk (non exempt)	48 hours prior to arrival
Bulk cargo (voyage more than 24 hours)	24 hours prior to arrival
Bulk cargo (voyage less than 24 hours)	Time of sailing
Break bulk cargo (exempt-voyage more than 24 hours)	24 hours prior to arrival
Break bulk cargo (exempt-voyage less than 24 hours)	Time of sailing

**Port fax numbers for CBP Form 3171 submissions are:**

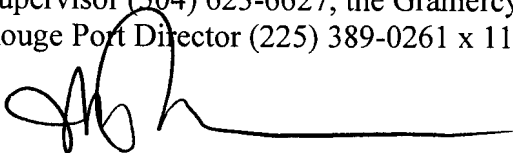
- **New Orleans, LA (504) 623-6662.**
- **Gramercy, LA (225) 869-8909**
- **Baton Rouge, LA (225) 389-0260**

In order to receive an approved CBP Form 3171 via fax, the correct return fax number should be provided in block 5 of the CBP Form 3171.

Inaccurate, erroneous or incomplete CBP Form 3171’s submitted to CBP will be returned without approval.

Failure to submit the CBP Form 3171 by the deadlines specified above may result in penalty action.

Any questions regarding this notice should be directed to the New Orleans Marine Division Supervisor (504) 623-6627, the Gramercy Port Director (225) 869-3765 x 105 or the Baton Rouge Port Director (225) 389-0261 x 111.



Mitch M. Merriam  
Area Port Director  
Area Port of New Orleans, Louisiana

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

**APPLICATION-PERMIT-SPECIAL LICENSE  
UNLADING-LADING-OVERTIME SERVICES**

19 CFR 4.10, 4.30, 4.37, 4.39, 4.91, 10.60, 24.16,  
122.29, 122.38, 123.8, 146.32, 146.34

<b>CBP USE ONLY</b>
<b>APPROVED</b>
No. _____
Date/Time _____
Signature of CBP Officer _____

1. Name of Vessel, Vehicle or Aircraft _____		2. Port _____	
3. Flag _____		4. Name and Nationality of Owner/Operator _____	
6. Arriving from (Port Name and Country) _____		8. Locations (Dock/Terminal)* _____	
7. Date/Time of Arrival _____		5. Name/Phone No. of Agent _____	
		Day Phone _____	
		Night Phone _____	

9. Application is made for a permit for the operations indicated:
- (1) To unlade merchandise (intended to be unladen at this port, as shown by the manifest), baggage or passengers. To discharge ballast, and to land "in bond" merchandise. (Sec. 551, Tariff Act of 1930).
  - (2) To land supplies, ship's stores, sea stores, or equipment not to be reladen, subject, however, to free or duty-paid entry (Sec. 446, Tariff Act of 1930).
  - (3) To lade merchandise or baggage requiring CBP supervision.
  - (4) To land and release for repair, adjustment, or refilling and to relade under CBP supervision articles of carrier's equipment. (Articles to be listed reverse side hereof showing date and hour of unloading and reloading.) The undersigned certifies the articles listed on the reverse hereof for release under this term is to be landed only for the purpose mentioned in this item and will be reladen on this carrier.
  - (5) Other \_\_\_\_\_

10. Itinerary of Vessel/Aircraft (show port country and departure dates for entire voyage including U.S. itinerary)\*  
\_\_\_\_\_

11. TYPE OF CARGO:  Container  Break Bulk  Bulk  Other (Specify) \_\_\_\_\_

12. List all carriers, including carriers sharing or chartering space onboard the vessel and check the box that describes how the carrier presented the cargo manifest.\*

SCAC	AMS	CBP 1302	Paperless	SCAC	AMS	CBP 1302	Paperless
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Application is made for a special license for overtime services of CBP officers and employees for:
- Entrance, Clearance  Unlading, lading, etc.  Other: \_\_\_\_\_
  - on \_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_  Per supplemental oral request
  - (Date) (Time)

14. Bond No. _____		15. Application is made for a Term Permit and Special License	
		From: _____ To: _____	
16. Principal on Bond _____		17. Surety Company Code _____	
		18. Amount of Bond _____	
		19. Date of Bond _____	
20. Importer Number (Party to be billed; show hyphens) _____		21. Address of Agent _____	
		22. Signature _____	
		23. Date _____	

This PERMIT is not valid until properly lodged with a CBP officer at the point of discharge and all operations indicated therein are performed under CBP supervision.

## INSTRUCTIONS

Trade Codes: Please enter the code that best describes the arriving or departing vessel

- (1) Foreign in Ballast
- (2) Foreign Bulk
- (3) Foreign General Cargo
- (4) Domestic or Coastwise Ballast
- (5) Domestic or Coastwise Bulk
- (6) Domestic or Coastwise General Cargo

Block 4 - Vessel Operating Draft: (not the design draft)

Deepest draft of the vessel on entrance (in feet and inches)

Deepest draft of the vessel on clearance (in feet and inches)

Block 5 - Vessel Types: List one of the codes and descriptions from below:

111	Crude Oil Tanker	350	Passenger
112	Crude/Products Tanker	410	Fish Processing & Catching
140	Tank Barge	421	Drilling Ship
150	Other Tanker	422	Tug/Supply Offshore Support
210	Bulk/Oil Carrier	431	Tug/Tow Boat
229	Bulk Carrier	432	Pushboat
310	Container	492	Research/Survey
325	Vehicle Carrier	493	Dredger
330	General Cargo	494	Yacht
333	RO-RO Cargo	499	Other NEI
340	Dry Cargo Barge	600	Lakers Vessels
341	Deck Barge		

Block 9 - Operator as listed on the Certificate of Financial Responsibility (Water Pollution): unless other verifiable charter or lease arrangement indicates otherwise.

Block 14 - Additional Information

Block 15 - Additional Information

**PAPERWORK REDUCTION ACT NOTICE:** This request is in accordance with the Paperwork Reduction Act. The information to be provided is submitted by the master of vessel and is used by Bureau of Customs and Border Protection to attest to the truthfulness of the forms, certificates, and manifest on board and which must be presented to CBP. Completion of this form is mandatory. It is also used by CBP to verify the various registration certificates and numbers. The estimated average burden associated with this collection of information is 5 minutes per respondent depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Bureau of Customs and Border Protection, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget, Paperwork Reduction Project (1651-0019), Washington, DC 20503.

CBP Form 1300 (02/02)(Back)