

## INSTRUCTION FOR FILLING OUT CUSTOMS FORM 214

### **Item   Instruction**

- 1     Zone number and Location (Address) – Zone number designated in foreign-trade zone grant delivery address. Do not report postal box number for address.
  
- 2     District/Port Code – The District and Port Code where the zone is located as shown in Schedule D, Harmonized Tariff Schedule of the United States (HTS).
  
- 3     Importing Vessel and Flag/Other Carrier – For merchandise arriving in the United States by vessel, give the name of the vessel and the name (flag) of the country in which the vessel is registered (or the county code as provided in Schedule C, HTS), which transported the merchandise from the last foreign port of lading to the first United States port of unloading prior to admission to zone.

For merchandise unloaded in the zone directly from the carrier which transported the merchandise from the last foreign port of lading, give the name and flag of the vessel.

For merchandise arriving in the United States by air, give the name of the airline which carried the merchandise from the last foreign port of lading to the first United States port of unloading, and NOT the domestic airline carrying the merchandise after the initial unloading in the United States.

For merchandise arriving in the United States by means of transportation other than vessel or air, specify the means of transportation from the last foreign port of lading as “mail”, “railroad”, “truck”, “pipeline”, “ferry”, or “other”, as appropriate.

Leave this block blank for goods in domestic status of domestic or duty-paid goods in zone-restricted status.

When merchandise is admitted after transportation from another foreign-trade zone, show only “Zone Transfer” in this space.

- 4     Export Date – For merchandise exported by vessel, note the month, day, and year on which the carrier departed the last port of the country of exportation. For merchandise exported by air, note the month and year in which the aircraft departed the last airport of the country of exportation. For overland shipments, including those where the port of lading is located outside the country of exportation (e.g. the goods are exported from Switzerland but laden at Hamburg), note the month and year in which the carrier crossed the border of the country of exportation. For mail shipments, note the date of exportation in Customs Form 3509, Notice to Addressee of Arrival of Mail Shipment.

Leave blank for goods in domestic status, domestic or duty-paid goods in zone-restricted status, or goods transferred from another zone.

- 5 Import Date – For merchandise arriving in the United States by vessel, note the month, day, and year on which the importing vessel transporting the merchandise from the foreign country arrived within the limits of the U.S. port at which the merchandise was unladen. For merchandise arriving in the U.S. other than by vessel, note the month and year in which the merchandise arrived within the limits of the U.S. For mail shipments, note the date of the Notice to Addressee on Customs Form 3509.

Leave blank for goods in domestic status, domestic or duty-paid goods in zone-restricted status, or goods transferred from another zone.

- 6 Zone Admission No. – Report unique and sequential number assigned for numbering shipments admitted to a zone under Section 146.32(a) CR, whether or not the lot method is used for inventory control in the zone. The number should be assigned by the zone operator or user, according to local practice.

- 7 U.S. Port of Unlading – For merchandise arriving in the United States by vessel or air, note the U.S. port, as provided in Schedule D, Harmonized Tariff Schedule of the United States, at which the merchandise was unladen from the importing vessel or aircraft, whether or not such a port is a Customs port of entry. For example, if Customs Form 214 is filled at the Port of Los Angeles for merchandise unladen at Long Beach, California, show Long Beach as the port of unlading. The same principle applies when goods are unladen at a smaller port within a consolidated port of entry, e.g. Stockton within the San Francisco consolidated port.

When merchandise is transported in bond from the U.S. Port where unladen from the importing vessel or carrier to another U.S. port to be admitted to a foreign-trade zone, show as the port of unlading the port or point where the merchandise was unladen from the importing carrier before transportation in bond.

For imported mail shipments, the port of unlading is the port which issued Customs Form 3509 to the importer. Leave blank for goods in domestic status, domestic or duty-paid goods in zone-restricted status, and goods transferred from another zone.

- 8 Foreign Port of Lading – For merchandise arriving the in United States by vessel or air, report the name of the foreign port at which the merchandise was actually laden on the vessel or aircraft that carried the merchandise to the U.S. For shipments originating in either Canada or Mexico, and arriving in the U.S. from Canada or Mexico by rail, truck, pipeline, or other non-vessel/non-air mode of transportation, supply the name of the province (Canada) or state (Mexico) where the merchandise was first laden for exportation to the U.S.

For imported mail shipments, show the city listed under the address of the foreign shipper on Customs Form 3509.

For merchandise transshipped abroad in the course of shipment to the U.S., whether or not covered by a through bill of lading, report the foreign port at which the merchandise was laden on the vessel, aircraft, or other carrier which transported it to the first U.S. port of unloading. Neither the foreign port of original lading nor any port of lading other than the last foreign port of lading shall be substituted.

When a single Customs Form 214 cover merchandise laden at more than one foreign port, the foreign port of lading shall be indicated separately in Item 16, "Marks, Nos., and Country of Origin", immediately below the country of origin designation and on the same line as the merchandise laden at each foreign port. In such cases, report "See Item 16" in Item 8.

Leave blank for goods in domestic status, domestic or duty-paid goods in zone-restricted status, or goods transferred from another zone.

- 9 Bill of Lading/AWB No. – Number of bill of lading or air waybill assigned to shipment, whether the merchandise is imported or not. Leave blank for mail shipments.
- 10 Inward Foreign Manifest No. – Number assigned by importing carrier to cargo declaration in which goods were included. Leave blank if carrier does not assign manifest numbers. Also, leave blank for in-bond shipments, mail shipments, and shipments of goods in domestic status, domestic or duty-paid goods in zone-restricted status, and goods transferred from another zone.
- 11 In-Bond Carrier – Name of party responsible under custodial bond of bonded carrier for transportation in bond to port with jurisdiction over zone. Leave blank if goods were not transported in bond from another port.
- 12 I.T. Number and Date – Type of in-bond shipment (e.g., IT, WDT&E) and nine-digit Immediate Transportation number assigned by CF 7512C card to in-bond shipments and date CF 7512 was prepared. Leave blank if goods were not transported in bond.
- 13 I.T. from (Port) – Port of origin of in-bond shipment. If transported from a foreign-trade zone at another port, show also in parentheses "FTZ" and the foreign-trade zone number after the name of the port. Example: Miami (FTZ 32) if transported from another zone in the same port, report in parentheses only "FTZ" and the zone number. Otherwise, leave blank if goods were not transported in bond.

- 14 Statistical Information Furnished Directly to Bureau of Census by Applicant – Fill out appropriate box with X or check mark. If the “Yes” box is marked, no statistical copy of Customs Form 214 is to be sent to Customs nor forwarded by Customs to Census.

For use of this form for blanket admissions under Sec. 146.32(d) CR, see Sec. 6.7(d) FTZM. For use and instruction for form for direct delivery admissions Sec. 146.40(b)(1) CR, see Sec. 6.10 FTZM.

- 15 Number of Packages & Country of Origin – Quantity and kind of packages (cases, bundles, cartons, etc.) in shipment. For containerized merchandise, show quantity of packages within intermodal container(s); show also container numbers(s). For bulk shipments, show “Bulk”.

Report country of origin code provided in Schedule C, Harmonized Tariff Schedule. The country of origin is the country in which the product was mined, grown, or manufactured. Further labor, work, or material added to an article in another country must effect a substantial transformation in order for such other country to become the actual “country of origin”.

When the merchandise is invoiced in or exported from a country other than that in which it originated, the actual country of origin shall be specified rather than the country of invoice or exportation.

When a single Customs Form 214 covers merchandise from more than one country of origin, the country of origin shall be indicated separately against each HTS subheading (or group of subheadings).

Multiple foreign ports of lading may be reported here, as noted in the instructions for Item 8.

- 16 Description of Merchandise – Detailed description of goods as shown in the commercial invoice or other documentation. If no commercial documentation is available, describe goods in sufficient detail that inspecting Customs officer can ascertain whether the goods whose admission is sought are the goods actually received at the zone, and/or determine whether the goods are eligible for admission to the zone.

- 17 HTS No. – Report the appropriate subheading, including statistical suffix and check digit, where applicable, under which the merchandise is classified in the Harmonized Tariff Schedule.

If more than one zone status is shown for different articles of merchandise reported on Customs Form 214, identify each line item by noting “Privileged Foreign”, “Non-privileged Foreign”, or “Zone-Restricted” below the appropriate HTS subheading in Item 8; or group merchandise in like statuses and divide them

by a dotted line as shown in sample Customs Form 214. In addition, the boxes for all of the applicable statuses in Item 23 shall be checked.

For goods in domestic status or domestic or duty-paid goods in zone-restricted status, leave Item 18 blank.

- 18 Quantity (HTS) - When a unit of quantity is specified in the HTS for the subheading, report the net quantity in the specified unit, and show the unit after the net quantity figure. If two units of quantity are shown for the commodity in the HTS, report the net quantity in both units, which the unit indicated in each case. Insert the quantity in terms of the unit marked with a superior “v” on the line horizontal with the value in Item 21. Put the quantity in terms of any other unit below the first quantity and enclose it in parentheses.

If not unit of quantity is specified in the HTS, or for goods in domestic status or domestic or duty-paid goods in zone-restricted status, report the quantity in parentheses, using the unit of quantity in which the goods were invoiced. If the goods are not invoiced, use the unit of quantity in which the goods are ordinarily purchased.

Report quantities in whole units unless fractions of units are required by the district director for Customs control purposes.

For goods in domestic status or domestic or duty-paid goods in zone-restricted status, report in the invoiced unit of quantity or in the unit of quantity in which the goods are ordinarily invoiced.

- 19 Gross Weight – Report the gross shipping weight in pounds for articles admitted to the zone. Supply separate gross weight information for each HTS subheading. If the gross weight is not available for each subheading, approximate shipping weight for each item shall be estimated and reported. The total of these estimated weights shall equal the actual gross shipping weight for all of the merchandise covered by all of the HTS subheadings in the form.

In the case of containerized cargo, the weight of the intermodal containers should not be included in the shipping weight of the merchandise covered by each HTS subheading.

- 20 Separate PEXT Value and Aggr. Charges – Report the purchase price (PEXT), i.e. the actual transaction value in U.S. dollars, plus, when not included in such price, all charges, costs, and expenses incurred in placing the merchandise alongside the carrier at the port of exportation in the country of exportation (or, in the case of merchandise not acquired by purchase, the equivalent of such price, charges, costs, and expenses). This value must be shown for each HTS subheading.

For goods in domestic status or domestic or duty-paid goods in zone-restricted status, report the purchase price (i.e., the actual transaction value), packed, ready for shipment from the point of origin of the shipment to the zone. This value must be shown for each article described separately in Item 17.

Except for HTS subheadings of \$250 in value or less, report the aggregate cost in U.S. dollars of freight, insurance, and all other costs, charges, and expenses incurred in bringing merchandise from alongside the carrier at the port of exportation in the country of exportation and placing it alongside the carrier at the first U.S. port of entry (unlading). This value shall be reported immediately beneath the corresponding PEXT value and identified as "CHGS". "CHGS" shall not be reported for goods in domestic status, domestic or duty-paid goods in zone-restricted status, or goods transferred from another zone.

In the case of overland shipments (i.e., merchandise transported to the U.S. by means other than vessel or air) originating in Canada or Mexico, both the port of exportation and first U.S. port of entry will be the border crossing and the costs to the border shall be included in the PEXT value. Expenses incurred in transporting merchandise beyond the Canada-U.S. or Mexico-U.S. borders, by means other than vessel or air (i.e., overland by automobile, truck, train, pipeline, or mail), are not required to be reported. Consequently, and "X" shall be shown for CHGS.

- 21 Harbor Maintenance Fee – Commercial cargo loaded or unloaded from a commercial vessel is subject to a port use fee, or on after January 1, 1991, of .125 percent of its value. Foreign-trade zone users, not zone operators, are subject to the fee.
- 22 Not to be filled out.
- 23 Status Designation – Fill in appropriate box with X or check mark to show desired zone status. For "Privileged Foreign", note that a Zone Customs Entry is not required with the application. See the instructions in Item 18 when merchandise of more than one status is reported on one Customs Form 214.
- 24 Applicant Firm Name – Name of firm with right to make entry which applies for admission of goods to zone.
- 25 By (Signature) – Signature of authorized representative of firm applying for admission of goods to zone.
- 26 Title – Title of authorized representative of applicant firm.
- 27 Date – Date application is made and signed by authorized representative of applicant firm to admit goods to zone.

- 28 For the FTZ (Signature) – Signature of authorized representative of zone operator who agrees to receive merchandise into zone.
- 29 Title – Title of authorized representative of operator.
- 30 Date – Date authorized representative of operator signed to agree to receive merchandise into zone.
- 31 District Director of Customs: By (Signature) – Signature of authorized representative of district director who approves admission of goods to zone.
- 32 Title – Title of authorized representative of district director.
- 33 Date – Date authorized representative of district director signed to approve admission of goods to zone.
- 34 District Director of Customs: By (Signature) – Signature of authorized representative of district director who approves application for zone status.
- 35 Title – Title of authorized representative of district director.
- 36 Date – Date authorized representative of district director signed to approve requested zone status.
- 37 Permit to Transfer – Fill in appropriate box with X or check mark. If box “Except as noted below” is filled in, describe any shortage, overage, damage, or other discrepancy between the goods described in Items 15 through 17 and those approved to be transported by cartman or other approved party to zone. If Customs inspector has not actually inspected merchandise, exception report may be made by cartman representative. If Customs Form 214 is not used as a delivery ticket, Items 37-45 shall not be filled in.
- 38 Customs Officer at Station (Signature) – Signature of Customs officer at station from which goods are to be transported by cartman or other approved party to zone, authorizing such cartage.
- 39 Title – Title of Customs officer authorizing cartage to zone.
- 40 Station – Name of Customs station from which cartage to zone was authorized.
- 41 Date – Date Customs officer signed to authorize cartage to zone.
- 42 Received for Transfer to Zone (Driver’s Signature) – Signature of driver of cartage vehicle transporting goods to zone or other authorized representative of cartman firm.

- 43 Cartman – Name of licensed cartman firm transporting goods to zone.
- 44 CHL No. – Number of Customhouse License of cartman firm transporting goods to zone.
- 45 Date – Date cartman driver or other representative signed to receive goods for transfer to zone.
- 46 To the District Director: - This report shall be made by a representative of the zone operator, unless a Customs officer physically supervises receipt of the merchandise in the zone. Fill out only if there is a discrepancy between goods as found in Item 37 (or goods as reported in Items 15-17 but not reported in Item 37) and goods found upon receipt in zone. Describe discrepancy completely, and have cartman representative countersign as provided in Sec. 10.3 FTZM.
- If container or conveyance is sealed, or is reported on Customs or shipping documentation as sealed, have cartman representative sign here for concurrence in condition of seal(s) and conveyance, as noted in Sec. 10.3 FTZM.
- 47 Customs Officer at Station (Signature) – Signature of authorized representative of zone operator who accepts goods for receipt into zone, or Customs officer who supervises receipt into zone, as applicable.
- 48 Title – Title of authorized representative of zone operator who accepts goods for receipt into zone, or Customs officer, as applicable.
- 49 Date – Date authorized representative of zone operator or Customs officer, as applicable, signs for receipt.