

INSTRUCTION FOR FILLING OUT CUSTOMS FORM 216

Item Instruction

- 1 Zone Number and Location – Zone number designated in foreign-trade zone grant and delivery address. Do not report postal box number for address.

- 2 Zone Admission No. – Lot number under specific identification inventory method, corresponding with unique and sequential number of Customs Form 214 under which merchandise was admitted to zone. Show all lot numbers affected by activity.

If an inventory control number other than specific identification is used in the zone, show the unique identification number of the merchandise inventory category to be subjected to the proposed activity. Show all UIN's affected by the activity.

For blanket applications, show "Blanket" in this space.

- 3 Application Date – Show date form was prepared. This will also be considered by Customs to be date the form was signed by the authorized representative of the applicant, unless a date of signature is show in Item 13.

- 4 Type of Activity for Which Permit Requested – Fill appropriate box with X or check mark. Consult with district director when unsure as to which box describes desired activity. More than one box may be marked, if appropriate to describe activity.

- 5 Full Description of the Activity – Show description of activity in sufficient detail to enable Customs and zone operator to ascertain what applicant desires to be done with the merchandise, and to enable them to determine whether they should approve the application. Consult with district director if unsure as to degree of detail required in description. Show where operation is to be performed, and whether goods in one status will be combined with goods in another status. Show any new lot numbers of UIN's to be created through the activity. Check Sec. 8.4 FTZM concerning description of activity in applications for destruction.

For blanket applications, show also beginning and ending date of the period for which the permit is requested.

- 6 Zone Lot No. or Unique Identifier – Show both initial and new lot numbers or UIN's, as noted in sample. For blanket applications, show "Blanket".

- 7 Marks and Numbers – Show marks and numbers appearing on outside of packages of both initial and resulting goods. If not packed either before or after the activity, show "Unpacked". For blanket applications, show "Blanket".

- 8 Description of Merchandise – Show description of both initial and resulting merchandise in sufficient detail to enable Customs and zone operator to ascertain which merchandise is covered by the activity.
- 9 Quantity – Show quantity of good to be affected by activity, in either metric or U.S. units of quantity. For blanket applications, show estimated quantity to be affected during period of permit.
- 10 Weights, Measures – Show net weight of goods to be affected by activity, in either metric or U.S. units. For blanket applications show estimate of net weight during period of permit.
- 11 Zone Status – Zone status of goods to be affected by request. If more than one status represented in a lot, show all statuses so represented. Do not show “Various”, even for blanket applications.
- 12 Applicant Firm Name – Show name of firm requesting permit for activity.
- 13 By (Signature) – Show signature of authorized representative filing application for applicant firm. Show date of signing if different from application date in Item 4.
- 14 Title – Title of authorized representative of applicant firm.
- 15 By (Signature) – Show signature of authorized representative who approves application for zone operator.
- 16 Title – Show title of authorized representative of zone operator.

NOTE: Full completion of Items 17 through 19 below constitute the permit for the applicant to initiate the desired activity. The activity shall not commence unless and until the permit has been both signed and dated.

- 17 District Director of Customs: By (Signature) – Show signature of authorized representative who approves request for district director.
- 18 Title – Title of authorized representative of district director.
- 19 Date – Date of signing to show when application was approved by district director.

NOTE: Items 20 through 23 below shall not be completed for blanket applications, since the report must be carried in the operator’s inventory and recordkeeping system under Sec. 146.52(d)(2) CR.

- 20 To the District Director of Customs – Report of authorized representative of zone operator certifying that permitted activity has been carried out as approved by district director. If Customs provides physical supervision of the activity, the supervising Customs officer will make this report. If there are exceptions, give report in sufficient detail to inform district director what happened. If there are no exceptions, this space need not be filled out.
- 21 Customs Officer Signature – Signature of authorized representative of zone operator or of Customs officer making report of activity.
- 22 Title – Title of authorized representative of zone operator or Customs officer.
- 23 Date – Date of signature of authorized representative of zone operator or Customs officer.