

## **CUSTOMS BOND CBP Form 301 INSTRUCTION SHEET FOR FILING**

1. **Box on left side for Broker/Filer code:** This is to be filled in if the broker is signing the documents.
2. **Box on left side for Surety Reference Number:** This is to be filled in if the surety has a control number or another number that they use to identify the bond.
3. **Box on right side for CBP USE ONLY:** The CBP Bond Number is a control number assigned by CBP to the bond contract when the bond is approved by an authorized CBP Official.
4. **Box on right side Execution Date:** This is the date that you have filled out the CBP Form 301. It can not be a future date.
5. **Single Transaction bond along with identification Date of transaction and Port** are to be filled in if using form as single transaction otherwise they are to remain blank.
6. **Continuous bond** should be checked if filing a continuous bond.
7. **Effective date of the bond.** This is the date you want the bond effective it can not be more than 60 days from submission
8. **Section II:** mark the appropriate box of the bond you are requesting. Unless noted elsewhere only one box can be marked.
9. **Section III:** List the unincorporated divisions of the principal. The identification number must match the base (first 9 digits of a principal on the bond). Unless you are using port assigned number. You must list the complete name. (IE ABC Company DBA 123 Company) You can not list just the DBA, AKA or Div name.
10. You must fill in the total number of parties listed in section III. If none then you must enter a 0 (zero) in that box.
11. **Principal name, legal designation and address:** Complete name must be shown. Their legal designation (corporation, partnership, individual, ETC) must be listed. Address must be their physical location (where they reside at) P O Boxes can not be listed. If the principal or surety is a corporation, the name of the State in which incorporated must be shown.
12. **The Identification Number** is the CBP identification number filed pursuant to section 24.5, CBP Regulations. When the Internal Revenue Service employer identification number is used the two-digit suffix code must be shown. You must have the complete 11 digit number.
13. **Co-Principal** same as Principal. If additional co-principals are needed (3 or more) you must filled out the CBP Form 301A.
14. **Surety Name,** if a corporation, shall be the company's name as it is spelled in the Surety Companies Annual List published in the Federal Register by the Department of the Treasury (Treasury Department Circular 570). Address must be the physical location.
15. **Surety Number** is the three digit identification code assigned by CBP to a surety company at the time the surety company initially gives notice to CBP that the company will be writing CBP bonds.
16. **Surety Agent** is the individual granted a Corporate Surety Power of Attorney, by the surety company executing the bond.
17. **Agent Identification Number** shall be the individual's identification number as shown on the Corporate Surety Power of Attorney, filed by the surety granting such power of attorney.
18. **Co-surety** is needed please fill out CBP Form 301A. Same formation required as surety is required.
19. **For all bond coverage available and the language of the bond conditions refer to Part 113, subpart G, CBP Regulations.**

Paperwork Reduction Act Notice: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0050. The estimated average time to complete this application is 15 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229

Privacy Act Statement: The following notice is given pursuant to section 7(b) of the Privacy Act of 1974 (5 U.S.C. 552a). Furnishing the information of this form, including the Social Security Number, is mandatory. The primary use of the Social Security Number is to verify, in the CBP Automated System, at the time an agent submits a CBP bond for approval that the individual was granted a Corporate Surety Power of Attorney by the surety company. Section 7 of Act of July 30, 1947, chapter 390, 61 Stat.646, authorizes the collection of this information.