

## **Steel Import License Application Form Instructions**

The attached form is the same form included under the automated, on-line application system. It should only be utilized if the Steel Import Licensing System is inoperable or user computer systems are nonfunctional, AND a shipment is due for importation at that time.

Below are the field descriptions and requirements for the form. Upon completion, please fax a clear and legible copy to 202-501-1377, ATTN: SIMA or e-mail a scanned copy to [steel\\_license@ita.doc.gov](mailto:steel_license@ita.doc.gov), Subject: Steel License Application.

### **Shipper and Shipment Information**

- |                                 |                                                                                                                                                                                                                                                               |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Applicant Company:           | Name of company responsible for shipment (this should be the company of the registered user).                                                                                                                                                                 |
| 2. Customs Entry Number:        | Input if known at time of application. This number is optional.                                                                                                                                                                                               |
| 3. License Number:              | Generated by the Licensing System upon submission.                                                                                                                                                                                                            |
| 4. Contact Name:                | Name of applicant                                                                                                                                                                                                                                             |
| 5. Address of Applicant:        | Applicant's business address. Must be the US street address used when registering in the licensing system. A PO Box address is not acceptable.                                                                                                                |
| 6. Contact Phone:               | Contact telephone number of the registered user.                                                                                                                                                                                                              |
| 7. Contact Fax:                 | Contact fax number of the registered user.                                                                                                                                                                                                                    |
| 8. Contact Email:               | E-mail address of registered user (same as User ID/Username).                                                                                                                                                                                                 |
| 9. Importer Name:               | Name of Importer of Record.                                                                                                                                                                                                                                   |
| 10. Exporter Name:              | Name of Exporter.                                                                                                                                                                                                                                             |
| 11. Manufacturer Name:          | Name of manufacturer(s) of the product(s) or shipper(s). May list multiple manufacturers or unknown.                                                                                                                                                          |
| 12. Country of Origin:          | Country in which the product(s) were manufactured. Please spell country name (no abbreviations).                                                                                                                                                              |
| 13. Country of Exportation:     | Country from which the product(s) were exported. Please spell country name (no abbreviations).                                                                                                                                                                |
| 14. Expected Port of Entry:     | Expected port of entry. Please write port city and state.                                                                                                                                                                                                     |
| 15. Expected Date of Export:    | Date product(s) expected to be shipped from the country country of exportation. Must be in mm/dd/yyyy format (ex:07/04/2009).                                                                                                                                 |
| 16. Date of Importation:        | Date product(s) expected to enter the United States. Must be in mm/dd/yyyy format. The date should be as accurate as possible.                                                                                                                                |
| 17. Date of Application:        | Date application for the license was made. License may be filed up to sixty days prior to the expected date of importation, and until the date of filing of the Customs Entry Summary documentation (CF-7501). Date is automatically generated on submission. |
| 18. Date License Valid From:    | License will be valid for seventy-five days from the date of application. This date is automatically generated upon submission.                                                                                                                               |
| 19. Date License Valid Through: | Date License will expire. Date is automatically generated on submission.                                                                                                                                                                                      |

**Product Information for Products One through Ten\***

HTS Number:	Harmonized Tariff Schedule (HTS) number that most closely describes the product to be imported. This should match the HTS used on the CF7501.
Product Description:	Description of the product taken from the HTS list.
Remedy Category:	Category assigned to the product based on the Product HTS. (Not required)
Volume (Quantity):	The weight of the product in <i>kilograms</i> at time of entry (net weight).
Unit:	The unit of measurement must be listed in kilograms.
Customs Value (U.S.\$):	Entered value of this product in U.S. dollars; not invoiced value (It should not include duty, brokerage fees, or freight).
Unit Value (\$/mt):	Unit value (Not required). Will be calculated by the licensing system upon submission.

*\* Information is required for Products Two through Ten only if additional products are included on the application.*

**Please remember to mark the box at the bottom of the application form to certify the information supplied on the application form.**

**IMPORT ADMINISTRATION**  
**STEEL IMPORT LICENSE**

OMB NO: 0625-0245  
 Form Expires: xx/xx/xxxx

Foreign Trade Zone

<b>01) Applicant Company:</b>	<b>02) Customs Entry Number:</b>	<b>03) License Number:</b>
<b>04) Contact Name:</b>	<b>05) Address of Applicant:</b>	
<b>06) Contact Phone:</b>	<b>07) Contact Fax:</b>	<b>08) Contact Email:</b>
<b>09) Importer Name:</b>	<b>10) Exporter Name:</b>	<b>11) Manufacturer Name:</b>
<b>12) Country of Origin (Customs Basis):</b>	<b>13) Country of Exportation:</b>	<b>14) Expected Port of Entry:</b>
<b>15) Expected Date of Export:</b>	<b>16) Expected Date of Importation:</b>	<b>17) Date of Application:</b>
<b>18) Date License Valid From:</b>	<b>19) Date License Valid Through:</b>	

<b>PRODUCT ONE</b>			
<b>20) HTS Number:</b>	<b>21) Product Description:</b>		<b>22) Product Category:</b>
<b>23) Volume (Kilograms):</b>	<b>24) Unit:</b>	<b>25) Customs Value (U.S.\$):</b>	<b>26) Unit Value (\$/mt):</b>
	Kilograms		
<b>PRODUCT TWO</b>			
<b>27) HTS Number:</b>	<b>28) Product Description:</b>		<b>29) Product Category:</b>

<b>30) Volume (Kilograms):</b>	<b>31) Unit:</b>	<b>32) Customs Value (U.S.):</b>	<b>33) Unit Value (\$/mt):</b>
	Kilograms		
<b>PRODUCT THREE</b>			
<b>34) HTS Number:</b>	<b>35) Product Description:</b>		<b>36) Product Category:</b>
<b>37) Volume (Kilograms):</b>	<b>38) Unit:</b>	<b>39) Customs Value (U.S.):</b>	<b>40) Unit Value (\$/mt):</b>
	Kilograms		
<b>PRODUCT FOUR</b>			
<b>41) HTS Number:</b>	<b>42) Product Description:</b>		<b>43) Product Category:</b>
<b>44) Volume (Kilograms):</b>	<b>45) Unit:</b>	<b>46) Customs Value (U.S.):</b>	<b>47) Unit Value (\$/mt):</b>
	Kilograms		
<b>PRODUCT FIVE</b>			
<b>48) HTS Number:</b>	<b>49) Product Description:</b>		<b>50) Product Category:</b>
<b>51) Volume (Kilograms):</b>	<b>52) Unit:</b>	<b>53) Customs Value (U.S.):</b>	<b>54) Unit Value (\$/mt):</b>
	Kilograms		
<b>PRODUCT SIX</b>			
<b>55) HTS Number:</b>	<b>56) Product Description:</b>		<b>57) Product Category:</b>
<b>58) Volume (Kilograms):</b>	<b>59) Unit:</b>	<b>60) Customs Value (U.S.):</b>	<b>61) Unit Value (\$/mt):</b>
	Kilograms		
<b>PRODUCT SEVEN</b>			
<b>62) HTS Number:</b>	<b>63) Product Description:</b>		<b>64) Product Category:</b>

<b>65) Volume (Kilograms):</b>	<b>66) Unit:</b>	<b>67) Customs Value (U.S.):</b>	<b>68) Unit Value (\$/mt):</b>
	Kilograms		
<b>PRODUCT EIGHT</b>			
<b>69) HTS Number:</b>	<b>60) Product Description:</b>		<b>71) Product Category:</b>
<b>72) Volume (Kilograms):</b>	<b>73) Unit:</b>	<b>74) Customs Value (U.S.):</b>	<b>75) Unit Value (\$/mt):</b>
	Kilograms		
<b>PRODUCT NINE</b>			
<b>76) HTS Number:</b>	<b>77) Product Description:</b>		<b>78) Product Category:</b>
<b>79) Volume (Kilograms):</b>	<b>80) Unit:</b>	<b>81) Customs Value (U.S.):</b>	<b>82) Unit Value (\$/mt):</b>
	Kilograms		
<b>PRODUCT TEN</b>			
<b>83) HTS Number:</b>	<b>84) Product Description:</b>		<b>85) Product Category:</b>
<b>86) Volume (Kilograms):</b>	<b>87) Unit:</b>	<b>88) Customs Value (U.S.):</b>	<b>89) Unit Value (\$/mt):</b>
	Kilograms		

Before submitting this form to the Department of Commerce, you must check the box below to certify that, as a representative of the manufacturer or importer, the above information is accurate and complete to the best of your knowledge.

I certify that the above information is accurate and complete to the best of my knowledge.

I also understand that certain information on this license regarding volume (or quantity), value and country of origin will be posted on public website aggregated with similar data from other licenses.

Public reporting for this collection of information is estimated to be 10 minutes per response, including the time for reviewing instructions, and completing and reviewing the collection of information. All responses to this collection of information are required, and will be provided confidentially to the extent allowed by law. Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14th and Constitution Avenue, N.W., Washington, D.C. 20230.