



Instructions for Completing PPQ Form 368  
Notice of Arrival to Import Plants or Plant Products

**Please TYPE or PRINT legibly to complete. You must complete all boxes.**

1. Name of Carrier: Enter the name of the carrier by identifying the airline with the flight number, ship name with the voyage number, or truck/rail line and container/car number used to transport the agricultural product.
2. Date of Arrival: Enter the date on which the carrier arrives at the port on entry.
3. Name of Permittee/Consignee: Enter the name and street address of the person responsible for the importation. The applicant must be a United States resident. Enter the organization or company name, if applicable.
4. Port of Arrival: Enter the port at which the carrier is arriving.
5. Permit No.: Enter the USDA-APHIS-PPQ permit number if the commodity requires a permit as a condition of entry.
6. Port of Departure: Enter the name of the port in the country of origin where the carrier originated.
7. Customs Entry No.: Enter the Customs and Border Protection entry number or numbers associated with this notice of arrival.
8. Consignor/Shipper: Enter the name and street address of the person responsible for the shipping. Enter the organization or company name, if applicable. A physical address of the facility or business is required. You may include a post office box address **in addition** to the street address for mailing purposes. Enter your daytime telephone number, including the country code, facsimile number, including the Area Code. Enter the e-mail address if applicable.
9. Present Location: Enter the actual physical location where the commodity is present at this time or is to be inspected.
10. Country and Locality Where Grown: Enter Country name, Province name, State name, and farm location where the commodity was grown.
11. Name of Previous U.S. port: List the port(s) at which the shipment arrived at prior to its current location (for shipments on a T&E or I.T. bond only).
12. I.T. No.: (in-transit shipment only): List the Customs and Border Protection I.T. or T&E number.
13. Description of product: In the appropriate columns, list any Marks, Bill of Lading Number, and/or Container Numbers.; list the quantity and net weight of the shipment; list the actual commodities present in the shipment.
14. Signature of Importer or Broker: Provide a signature in this box after reviewing the information in the form for accuracy and completeness.
15. Full Business Address of Importer or Broker: Provide the full business address, including the printed name of the Importer or Broker; provide phone number(s) for the Importer or Broker whose signature is in block #14.
16. Date Signed: (DD/MM/YYYY) Enter the date the form is completed and signed.

**If you attach additional sheets of paper, type or print PPQ Form 368, the name and address of Importer or Broker, company name, and entry number at the top of each page.**

For additional information contact: The United States Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine, QPAS; 4700 River Road, Unit # 60; Riverdale, MD 20737, Telephone (301) 851-2344.