

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

CBP Form 3461 - Instructions

BLOCK 1 - ARRIVAL DATE

Record the month, day, year (MM/DD/YYYY) the goods arrived at a U.S. port of entry. For pre-filed entries, use the scheduled date of arrival. For merchandise arriving by vessel, the arrival date is the date on which the vessel enters the port limits with the intent to unlade. For merchandise arriving by air, the arrival date is the date the air carrier landed within the port. For merchandise arriving by truck or rail, the arrival date is the date the conveyance entered the Customs territory of the United States. For merchandise arriving by I.T., the date to be used is the estimated date of arrival at the port of destination.

BLOCK 2 - ELECTED ENTRY DATE

Record the month, day, and year (MM/DD/YYYY) on which the goods are released, except for immediate delivery, quota goods, or where the filer requests another date prior to release (see 19 C.F.R. § 141.68). It is the responsibility of the filer to ensure that the entry date shown for entry/entry summaries is the date of presentation (i.e., the time stamp date). The entry date for a warehouse withdrawal is the date of withdrawal.

BLOCK 3 - ENTRY TYPE CODE/NAME

Record the appropriate entry type code by selecting the two-digit code for the type of entry summary being filed. The first digit of the code identifies the general category of the entry (i.e., consumption = 0, informal = 1, warehouse = 2). The second digit further defines the specific processing type within the entry category. The following codes shall be used:

Consumption Entries

- Free and Dutiable 01
- Quota/Visa 02
- Antidumping/Countervailing Duty (AD/CVD) 03
- Foreign Trade Zone Consumption 06
- Quota/Visa and AD/CVD combinations 07

Informal Entries

- Free and Dutiable 11
- Quota Other than textiles 12
- Warehouse Entries 21
- Temporary Importation Bond 23

Government Entries

- Defense Contract Management Command (DCMAO NY) Military Only (P99 filer) 51
 - Any U.S. Federal Government agency (other than DCMAO NY) 52
- Note: When the importer of record of emergency war materials is not a government agency, entry type codes 01, 02, 03, etc., as appropriate, are to be used.

BLOCK 4 - ENTRY NUMBER

Record the 11 digit alphanumeric code. The entry number is comprised of the three-digit filer code, followed by the seven-digit entry number, and completed with the one-digit check digit. The Entry Filer Code represents the three-character alphanumeric filer code assigned to the filer or importer by CBP. The Entry Number represents the seven-digit number assigned by the filer. The number may be assigned in any manner convenient, provided that the same number is not assigned to more than one CBP Form 3461. Leading zeros must be shown. The check digit is computed on the previous 10 characters. The formula for calculating the check digit can be found in Appendix 1.

BLOCK 5 - PORT

Record the U.S. port code utilizing the Schedule D, Port Codes, listed in Annex C of the Harmonized Tariff Schedule (HTS). The port is where the merchandise is released under an immediate delivery permit. Use the following format: DDPP (no spaces or hyphens).

BLOCK 6 - SINGLE TRANSACTION BOND

Place an "X" in this box if this entry is covered by a single transaction bond.

BLOCK 7 - BROKER/IMPORTER FILE NUMBER

This is an optional field for use by brokers or importers to record their internal file or reference number.

BLOCK 8 - CONSIGNEE NUMBER

Record the Internal Revenue Service (IRS) Employee Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the consignee. This number must reflect a valid identification number filed with CBP via the CBP Form 5106 or its electronic equivalent. When the consignee number is the same as the importer of record number, the word "SAME" may be used in lieu of repeating the importer of record number.

Only the following formats shall be used:

IRS EIN NN-NNNNNNN

IRS EIN with suffix NN-NNNNNNNXX

SSN NNN-NN-NNNN

CBP assigned number YYDDPP-NNNNN

For consolidated shipments, enter zeros in this block in the IRS EIN format shown above (i.e., 00-0000000).

BLOCK 9 - IMPORTER NUMBER

Record the IRS EIN, SSN, or CBP assigned number of the importer of record. Proper format is listed under the instructions for Consignee Number.

BLOCK 10 - ULTIMATE CONSIGNEE NAME AND ADDRESS

Enter the name of the ultimate consignee as defined in 19 C.F.R. § 142.3(a)(6).

BLOCK 11 - IMPORTER OF RECORD NAME AND ADDRESS

Record the name and address, including the standard postal two-letter state or territory abbreviation, of the importer of record. The importer of record is defined as the owner or purchaser of the goods, or when designated by the owner, purchaser, or consignee, a licensed customs broker. The importer of record is the individual or firm liable for payment of all duties and meeting all statutory and regulatory requirements incurred as a result of importation, as described in 19 C.F.R. § 141.1(b). The importer of record shown on the invoice should be the same party on the CBP Form 3461, unless the CBP form reflects a licensed customs broker.

BLOCK 12 - CARRIER CODE

For merchandise arriving in the U.S. by air, record the two digit IATA alpha code corresponding to the name of the airline which transported the merchandise from the last airport of foreign lading to the first U.S. airport of unloading. If the carrier file does not contain a specific air carrier's code, write the designation "*C" for Canadian airlines, "*F" for other foreign airlines, and "*U" for U.S. airlines. These designations should be used only for unknown charter and private aircraft. When a private aircraft is being entered under its own power (ferried), the designation "****" will be used. For merchandise arriving in the U.S. by means of transportation other than vessel or air, leave blank. Do not record the name of a domestic carrier transporting merchandise after initial unloading in the U.S. For merchandise arriving in the customs territory from a U.S. Foreign Trade Zone (FTZ), insert "FTZ" followed by the FTZ number. Use the following format: FTZ NNNN.

BLOCK 13 - VOYAGE/FLIGHT/TRIP

Enter the voyage number if arrival by vessel, the flight number if arrival by air, and the trip number if arrival by land of the importing carrier which brought the merchandise into the United States.

BLOCK 14 - LOCATION OF GOODS-CODE(S)/NAME(S)

Record the Facilities Information and Resources Management (FIRMS) codes where the goods are available for examination. For air shipments, record the flight number. Where the FIRMS Code is not available, record the name and physical location of the goods.

BLOCK 15 - VESSEL CODE/NAME

For merchandise arriving in the U.S. by vessel, record the name of the vessel that transported the merchandise from the foreign port of lading to the first U.S. port of unloading. Do not record the vessel identifier code in lieu of the vessel name.

BLOCK 16 - U.S. PORT OF UNLOADING

Record the U.S. port code where the merchandise was unloaded from the importing vessel, aircraft or train. Do not show the name of the port instead of the numeric code.

For merchandise arriving in the U.S. by means of transportation other than vessel, rail or air, leave blank. For merchandise arriving in the customs territory from a U.S. FTZ, leave blank.

BLOCK 17 - MANIFEST NUMBER

This is the unique numeric identifier assigned manually by CBP to shipments arriving on carriers (air and vessel). The identifier is not required for in-bond shipments or AMS shipments.

BLOCK 18 - G.O. NUMBER

If the shipment has been placed in a general order warehouse, enter the G.O. number (e.g., 2012--0638).

BLOCK 19 - TOTAL VALUE

Enter the invoice value of the shipment in U.S. dollars, rounded off to the nearest whole dollar.

BLOCK 20 - DESCRIPTION OF MERCHANDISE

A short description of the merchandise contained in the shipment should be reported in this block.

BLOCK 21 - IT/BL/AWB CODE

Record the single-character alpha code to indicate if the number recorded in Block #22 is an in-bond number, master bill number, house bill number, sub-house bill number, or mail reference number as follows:

I = In-bond

M = Master Bill

H = House Bill

S = Sub-House Bill

P = Mail Shipment

BLOCK 22 - IT/BL/AWB NUMBER

Record the number listed on the manifest of the importing carrier. For in-bond merchandise, use the in-bond entry number (either the 7512-C number, the V-bond number (vessel and rail), or the AWB number where appropriate). If the AWB number is used as the in-bond entry number, remember to use Code I in Block 21.

NOTE:

1. For consolidated shipments, house bill and sub-house bill numbers must be shown in addition to the master bill in order to match the entry with the manifest pertaining to the bill of lading (B/L). B/L information will not be required for in-bond shipments unless the entry covers less than the total shipment covered by the in-bond number (e.g., a master in-bond shipment). The B/L information is necessary to match the entry with the appropriate portion of the in-bond shipment.

2. If additional CBP 3461's or continuation sheets are necessary to list all the bills of lading, the notation "Add'l 1. Bills" or "Additional Bills" should be placed below Block 22 in the narrow Block 27 "Certification." If there are more than five bills, and all are listed on a continuation sheet, the notation "See Attached" must be printed on the first line of Block 22. Wherever plain paper continuation sheets are used, they must show the broker's name and entry number.

3. The CBP regulations at 19 CFR 4.7a require the B/L to be unique for a period of three years. Each B/L number for vessel or rail shipments must conform to a unique format comprised of 2 elements. The first element comprises the first four characters of the unique bill number, and is the Standard Carrier Alpha Code (SCAC) of the bill's issuer. The second element may be any length up to a maximum 12 characters and may be alpha and/or numeric. Use the following format: ABCD1234567. If multiple bills are associated with an entry summary, list additional B/L or AWB numbers across the top of column 28 or on a separate attachment.

BLOCK 23 - MANIFEST QUANTITY

Report the entered quantity for each IT/BL/AWB covered by this entry. The quantity reported should be at the most detailed level of the shipment being reported. (The quantity being reported is the smallest exterior packaging unit.)

If the entry covers an entire bill of lading, AWB, or in-bond shipment, the quantity reported will be the total quantity. If the entry is for a house bill, both the master bill and the house bill will be shown in Block 22, but the only quantity reported will be the house bill quantity (on the line in Block 23, adjacent to the line in Block 22 on which the house bill number is shown). Similarly, if the entry is for a sub-house bill, B/L numbers for all levels (master, house, sub-House) will be shown, but only the sub-house quantity.

BLOCK 24 - H.S. NUMBER

Record the appropriate full 10-digit Harmonized Tariff Schedule (HTS) item number. This item number should be left justified. Decimals are to be used in the 10-digit number exactly as they appear in the HTS. Use the following format: 4012.11.4000. If more than one HTS number is required, follow the reporting instructions in the statistical head note in the appropriate HTS section or chapter.

BLOCK 25 - COUNTRY OF ORIGIN

Record the country of origin utilizing the International Organization for Standardization (ISO) country code located in Annex B of the HTS. The country of origin is the country of manufacture, production, or growth of any article. If the article consists of material produced, derived from, or processed in more than one foreign territory or country, or insular possession of the U.S., it shall be considered a product of that foreign territory or country, or insular possession, where it last underwent a substantial transformation. For reporting purposes only on the CBP Form 7501, whenever merchandise has been returned to the U.S. after undergoing repair, alteration, or assembly under HTS heading 9802, the country of origin should be shown as the country in which the repair, alteration, or assembly was performed. When 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.

Special Note for Goods of Canadian Origin

The ISO country code "CA" for Canada for goods of Canadian Origin will no longer be reported as a country of origin. As of May 15, 1997, the Canadian Province codes will replace the code "CA." The following conditions in which the "CA" is acceptable, in addition to the Province Codes:

1. Withdrawals of goods from warehouses for consumption.
2. Entries of goods from Foreign Trade Zones into the Commerce of the U.S.
3. Informal entries.
4. Imports of Canadian origin arriving from countries other than Canada.
5. Cargo selectivity entries not certified from entry summary, i.e. full cargo selectivity entries provided with entry data only or border cargo selectivity entries.

Data elements intended specifically for other government agencies, e.g. FDA, DOT, and EPA which only allow "CA" to be used as the origin code. Additional information related to reporting the correct ISO country code for goods of Canadian origin can be found in CSMS#97-000267 and 02-000071.

BLOCK 26 - MANUFACTURER (MID) NO.

This block is provided to accommodate the manufacturer/shipper identification code. This code identifies the manufacture/shipper of the merchandise by a constructed code. For the purposes of this code, the manufacturer should be construed to refer to the invoicing party or parties (manufacturers or other direct suppliers). The name and address of the invoicing party, whose invoice accompanies the CBP entry, should be used to construct the MID. The manufacturer/shipper identification code is required for all entry summaries and entry/entry summaries, including informal entries. For textile shipments, the manufacturer should be construed to refer to the actual manufacturer in accordance with 19 CFR 102.23(a) and the Appendix to 19 CFR Part 102 - Textile and Apparel Manufacturer Identification. Non-textile shipments may use the invoicing party or parties (manufacturers or other direct suppliers).

BLOCK 27 - CERTIFICATION AND SIGNATURE

Record the name, job title, and signature of the owner, purchaser, or agent who signs the declaration. Record the month, day, and year (MM/DD/YYYY) the declaration is signed. When the entry summary consists of more than one page, the signature of the declarant, title, and date must be recorded on the first page. Facsimile signatures are acceptable. Certification is the electronic equivalent of a signature for data transmitted through ABI. This electronic (facsimile) signature must be transmitted as part of the entry summary data.

BLOCK 28 - CBP USE ONLY

BLOCK 29 - BROKER OR OTHER GOV'T AGENCY USE

The following items will be placed in this block in the following order:

Examination Site - The broker/importer must give the desired devanning or centralized exam site in case the shipment is subject to an intensive exam. If there is only one such site, this information is not required.

Container Numbers - The broker/importer must give the container numbers covered by the entry and bills of lading in the case of containerized sea cargo. If there is insufficient space for all container numbers, they may be given on the continuation sheet containing the additional bills of lading or on a separate continuation sheet.

Appendix 1

Check Digit Computation Formula

Check Digit Computation Formula: Entry filer codes containing alphabetic characters must be transformed to a numeric equivalent prior to computing the check digit. The numeric equivalent for each alphabetic character is as follows:

A = 1 J = 1 S = 2
B = 2 K = 2 T = 3
C = 3 L = 3 U = 4
D = 4 M = 4 V = 5
E = 5 N = 5 W = 6
F = 6 O = 6 X = 7
G = 7 P = 7 Y = 8
H = 8 Q = 8 Z = 9
I = 9 R = 9

Example: Entry filer code B76 would transform to 276 for check digit computation purposes.

a. Using entry filer code B76 (which transforms to 276) and a transaction number 0324527 as an example, the check digit is computed as follows:

Number for which Check Digit will be computed is 2760324527.

b. Start with the units position and multiply every other position by 2. Essentially all odd positions will be multiplied by 2. Note: High-order zeros are a significant element in the computation process and must be included in the transaction number. If the result of the multiplication is greater than 9, add 1 to the units digit of the result and disregard the tens digit.

7	5	2	0	7
x2	x2	x2	x2	x2
---	---	---	---	---
14	10	4	0	14
+1	+1	+0	+0	+1
---	---	---	---	---
5	1	4	0	5

c. Add the results.

$$5 + 1 + 4 + 0 + 5 = 15$$

d. Total all even positions starting with the position adjacent to the units position.

$$2 + 4 + 3 + 6 + 3 = 17$$

e. Add the sums from steps c and d.

$$15 + 17 = 32$$

f. Subtract the units digit from 10. The result is the check digit.

$$10 - 2 = 8$$

g. The result of the arithmetic will always be a single digit. In instances when the units digit from the sum in step e is a 0, the check digit will be 0.

The resulting entry number from the example would be shown as follows:

B76-0324527-8