

Southern Currents



Notice to the Area Port of New Orleans Trade Community

Date March 12, 2018

No.: 18-023

SUBJECT: New Orleans Tri-Port Guidance on CBP Form 1300 Submissions

When submitting the Vessel Entrance or Clearance Statement (CBP Form 1300) to CBP for approval, vessel agents must ensure that the form is complete and accurate. Erroneous forms submitted to CBP may be rejected and returned without approval. A maximum of three errors on the form may be corrected by marking one line through the error, legibly writing the correct information with the vessel agent's initials. Whiteout is not permissible on CBP Forms submitted for approval.

CBP Forms dated prior to 2002, containing "Department of Treasury" in the heading, and/or manipulated for formatting purposes are NOT accepted CBP Forms. Current CBP forms may be found at <http://www.cbp.gov/newsroom/publications/forms>.

In addition to a complete and accurate CBP Form 1300, vessel agents must provide the following documents when applying for entrance or clearance of a vessel (19 CFR 4.7):

Ship's Documents

1. Ship's Registry (original and unexpired)
2. Bareboat Charter, Continuous Synopsis, or Bridge Letter (Required for vessels with different Owner/Operator)
3. COFR Certificate
4. Tonnage Certificate (original and unexpired)
5. Load Line Certificate
6. All CBP Receipts (Cash Receipts and Tonnage Tax Receipts)

Entrance Packet:

CBP Form 1300

CBP Form 3171

Vessels Last Port Clearance and/or *Letter for Orders at Sea

-Signed by Captain, *foreign arrivals without a port clearance.

CBP Form 1303

CBP Form 1304

CBP Form I-418

Clearance Packet:

CBP Form 1300

CBP Form 3171

CBP Form I-418 (US

Flagged vessels only)

CBP Form 226 (US Flagged Vessels Only)

All documents submitted must have the original signature of the master, owner, or authorized corporate officer, and stamped with the vessel's seal. Foreign language documents must be accompanied by an English translation and certified by the translator to be accurate (19 CFR 4.14). Vessel agents conducting Customs business must have an original power of attorney on file with the Customs office in which business is to be conducted (19 CFR 141, Subpart C).

TIMELINES

- *Entrance*: Applications for entrances must be submitted within 48 hours of when the vessel first comes to rest within the tri-port, **excluding** non-business days [Saturdays, Sundays & Holidays].
- *Clearance*: Vessels must depart within 48 hours of clearance issuance, **including** non-business days [Saturdays, Sundays & Holidays].
 - Delays in departure beyond 48 hours of clearance may be approved by CBP for a 24-hour extension to the vessel's clearance. Delay in departures must be reported to CBP within 72-hours of clearance issued. Clearances must be cancelled and surrendered for delays beyond the 24-hour extension (19 CFR 4.60).
 - Cancelled voyages after the clearance is issued are to be reported in writing to CBP within 24-hours of such cancellation, and must be accompanied by the surrender of the official original clearance, and any related documents to the CBP office which granted clearance (19 CFR 4.60).
 - Vessels diverting from the port to which the clearance was issued are required to make notification, while enroute, to the CBP office which granted the clearance on CBP Form 26 with a copy of the vessel's clearance (19 CFR 4.91).

Use the following guidelines when completing the Vessel Entrance or Clearance Statement (CBP Form 1300) for approval:

TRADE CODES:

- The Appropriate Trade Code for the ship's condition must be marked (see page 2 of CBP Form 1300).

Block 1: MANIFEST NO.

- Leave Blank (FOR CBP USE ONLY)

Block 2: PORT OF ARRIVAL/DEPARTURE

- *Entrance* - Indicate the port within the New Orleans Tri-Port (Baton Rouge, Gramercy or New Orleans) where the vessel **will first conduct cargo operations**.

- *Clearance* - Indicate the port within the New Orleans Tri-Port (Baton Rouge, Gramercy or New Orleans) from where the vessel will depart.

Block 3: DATE & TIME OF ARRIVAL/DEPARTURE:

Date must include day, month, and year in any format, and the time should be listed based on the 24-hour clock.

- *Entrance* - Indicate the date and time the vessel first came to rest within the New Orleans Tri-Port, whether at an anchor or at a dock. Formal Entrance is required within 48 hours excluding non-business days [Saturdays, Sundays & Holidays] after the arrival to any port or place within the United States (19 CFR 4.3).
- *Clearance* - Indicate the date and time the vessel will depart.

Block 4: VESSEL OPERATING DRAFT (in feet and inches)

- *Entrance* - Indicate the deepest draft (in feet and inches) of the vessel on arrival.
- *Clearance* - Indicate the deepest draft (in feet and inches) of the vessel on departure.

Block 5: NATIONALITY, NAME AND TYPE OF VESSEL

- Indicate the following as listed on the Ship's Registry.
 - *Nationality* - List the country the vessel is flagged or registered to.
 - *Name* - List the name of the vessel.
 - *Type of Vessel* - List the code for the type of vessel (see page 2 of CBP Form 1300).
 - *Voyage Number* - List the current voyage of the vessel (listing voyage number in block 38 is acceptable).

Block 6: VESSEL BUILT AT/YEAR

- Indicate the country where the vessel was built and year the vessel was built as listed on the Ship's Registry.

Block 7: NAME, ADDRESS & PHONE NO. OF SHIP'S AGENT

- I.e.: ABC Shipping
123 Main St.
New Orleans, LA 70000

(504) 123-4567

Block 8: NAME & COUNTRY OF OWNER

- Indicate the name and nationality of the ship owner as listed on the Ship's Registry.

Block 9: NAME & COUNTRY OF OPERATOR

- Indicate the name and nationality of the vessel operator as listed on the Certificate of Financial Responsibility (COFR).
 - Annotating "Same as Block 8" is permitted, if the owner is listed and is the same as the operator of the vessel.
 - If operator of the vessel differs from the owner, a bridge letter and/or continuing synopsis will be required for entrance and clearance (33 CFR 138.100).

Block 10: GROSS TONNAGE

- Indicate the vessel's gross tonnage as listed on the vessel's Tonnage Certificate. For U.S. flagged vessels only list the gross tonnage as recorded on the Vessel Registry (ITC).

Block 11: NET TONNAGE

- Indicate the vessel's net tonnage as listed on the vessel's Tonnage Certificate. For U.S. flagged vessels only list the net tonnage as recorded on the Vessel Registry (ITC).

Block 12: PORT ARRIVED FROM/DEPARTED FOR

- *Entrance* - Indicate the port the vessel arrived from. For foreign ports, include the country. For coastwise ports, include the state.
 - LOOP is not an accepted port from which a vessel may arrive.
- *Clearance* - Indicate the port to where vessel will depart. For foreign ports, include the country. For coastwise ports, include the state.
 - *NOTE:* Vessels must be cleared to a definite port. No vessel will be cleared for the high seas, unless the vessel is to transship export cargo on the high seas, or receive import cargo for the US on the high seas. Vessels clearing to a foreign port for orders must be in ballast (19 CFR 4.60-61). *For regulations regarding vessel diversions see 19 CFR 4.91.
- *NOTE:* If a vessel only transits the Panama Canal, Panama should not be listed as the next or previous port (19 CFR 4.20).

Block 13: IMO # / Official # / Call Sign

- Indicate the IMO #, Official # (if listed, if not mark N/A), and Call Sign as listed on the Ship's Registry in appropriate block.

Block 14: DOCK LOCATIONS

- List all dock and anchorage locations where the vessel comes to rest within the port. For each location indicate the type of cargo transactions that are conducted (L=Load, D=Discharge).
 - i.e: 9 mile Anch. > IMTT St. Rose (D) > Burnside Anch. > IMTT Geismar (L)

Block 15: PARTICULARS OF VOYAGE

- Enter the itinerary of the vessel to include the departure dates for each port.
 - For in-ballast vessel: list all ports, starting with the last foreign port.
 - For vessels with foreign cargo onboard: list all ports, starting with the first foreign port cargo was loaded and all ports of discharge. Underline ports where remaining cargo will be discharged.
 - For vessels with domestic cargo onboard: list all ports, starting with the last foreign port. Underline ports where export cargo will be discharged.
 - The second page may be used for additional space in listing the continuation for the particulars of voyage.

Block 16: BRIEF CARGO DESCRIPTION

- If the vessel has cargo: “ ____ (cargo) loaded at ____ to be discharged at ____.”
 - For FROB cargo: “FROB for discharge in ____.”
 - For Export cargo: “Export cargo loaded in ____ to be discharged in ____.”
- If the vessel has no cargo: “In Ballast”.

Block 17: Check the appropriate box. (*For Clearance Only)

- If the vessel loaded cargo within the tri-port, check “Incomplete Manifest for Export”.

- Manifest must have citation of ITN or AESPost number. Outbound manifest are due four (4) business days *excluding Saturdays, Sundays & Holidays* following the date of clearance (19 CFR 4.75-76).
- If the vessel loaded cargo that requires a State or Commerce License or a DEA Permit, check “Licensed Cargo Loaded”.
- If the vessel is in ballast, discharges partial cargo only, or if the vessel submits outbound manifest upon clearance of the vessel, check “Complete Manifest Filed for Export”.
 - Vessels departing to any of the countries listed in 19 CFR 4.75(c) must submit outbound manifest upon clearance of the vessel.

Block 18: NO. OF CREW

- *Entrance* - Indicate the number of crew upon arrival.
- *Clearance* - Indicate the number of crew upon departure.

Block 19: NO. OF PASSENGERS

- *Entrance* - Indicate the number of Passengers upon Arrival (Entrance).
- *Clearance* - Indicate the number of Passengers upon Departure (Clearance).
- Vessel Agents must know and be able to respond to inquiries regarding the passenger’s purpose for traveling on board (i.e. vessel captain’s spouse, owner’s representative, contractors, etc.). Embarking passengers traveling coastwise, may be required to submit rider requests through the Passenger Vessel Service Act (PVSA) found on CBP.gov.

Block 20: LIST ALL CARRIERS ON BOARD BY SCAC CODE

- List all carrier SCAC codes. For additional space to list additional SCAC codes, use page 2 of CBP Form 1300).
- Annotating ‘UNKN’ is acceptable for vessel without foreign cargo on board. *All vessels are assigned a SCAC code, and it must be provided if known.

Block 21: TONNAGE MARK

- Indicate if there isn’t a tonnage mark, if it is visible, or submerged.

Block 22: BUNKERS: TYPE, BARRELS, VALUE *(For Clearance Only)

- If bunkers were loaded, then indicate the Type (Diesel or Fuel Oil), number of barrels and total value.

- If no bunkers were loaded, then indicate NONE or NO (N/A is not accepted).
- If bunkers are not available at time of clearance, input “Yes” or “Reverting”.

Block 23: LOAD LINE EXPIRES

- Indicate the month, day and year that the load line expires.

Block 24: SOLAS CERTIFICATE EXPIRES *(For Entrance Only)

- Indicate the month, day and year the vessel’s SOLAS Certificate Expires.
 - The SOLAS Certificate is not required to be presented at formal entrance and is to remain on board the vessel.

Block 25: PASSENGERS ALLOWED PER COAST GUARD CERTIFICATE *(For Cruise Ships Only)

- Indicate the number of passengers allowed per the Coast Guard.

Block 26: NO. OF PASSENGERS EMBARKING/DISEMBARKING*(For Cruise Ships Only)

- Indicate the number of any of any passengers joining or leaving the vessel while in port.

Block 27: CERT. OF FIN. RESP. NO. (WATER POLLUTION) and EXP. DATE

- Indicate the COFR Number and the Expiration month, day and year as listed on the COFR certificate.

Block 28: CERT. OF FIN. RESP. (PASSENGER DEATH/INJURY)

- Indicate Certificate Number and exp. Month, Day and Year

Block 29: CERT. OF FIN. RESP. (PASSENGER TRANSPORTATION INDEMNIFICATION)

- Indicate Certificate number and expiration Month, Day and Year.

Block 30: PURPOSE OF ENTRANCE OR CLEARANCE

- *Entrance* - Indicate the type of business the vessel will conduct in port. Check all that apply.

- *Clearance* - Indicate the type of business the vessel conducted in port. Check all that apply.
- For FROB: Vessels not discharging all foreign cargo and destined for another domestic port are required to present a traveling manifest upon arrival and departure. Vessels arriving from foreign must submit a complete inward foreign manifest for approval of the traveling manifest. "Permission to Proceed" for a traveling manifest will be granted upon clearance of vessels traveling coastwise with FROB (19 CFR 4.81-85).

Block 31: PRINT AND SIGN NAME OF MASTER OR AUTHORIZED OFFICER AND DATE

- This box should contain the Master's **ORIGINAL** signature, his name printed legibly, and vessel seal (19 CFR 4.3b; 19 CFR 4.9c).
 - For US Flagged vessels only – an agent may sign on behalf of the master/captain of a vessel if the agent has a power-of-attorney from the master/captain (not company) to represent him as the agent.

Blocks 32 -39: FOR CBP USE ONLY

Any questions regarding this notice or submissions for CBP form 1300, should be directed to the supervisor or port director for the port in which documents were submitted.

Supervisor/Port Director Phone Numbers:

- New Orleans, LA (504) 670-2053
- Gramercy, LA (225) 869-3765 x 105
- Baton Rouge, LA (225) 389-0261 x 111



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