



Importer Security Filing ("ISF") Request to File

We must receive this information no later than **three (3) business days (72 hours)** prior to loading at origin. For import transactions that consist of more than 10 different items, please provide this information to us no later than **five (5) business days (120 hours)** prior to loading at origin.

Section A – General Information		Please send completed form to:	
Date:		Location	E-mail Fax
Bill of Lading No.:		San Francisco:	ISF-SFO@jjboyle.com (650)871-0129
Shipper Ref. No.:		Los Angeles:	ISF-LAX@jjboyle.com (323)263-2098
Country of Origin:		Portland:	ISF-PDX@jjboyle.com (503)284-8397
Date of Lading:		Seattle:	ISF-SEA@jjboyle.com (206)447-1697
JJB Attention To:		Atlanta:	ISF-ATL@jjboyle.com (404)968-4706
<input type="checkbox"/> We request JJB to provide classifications on an advisory basis on our behalf; or <input type="checkbox"/> Classifications provided on attached commercial invoice; or			
Commodity (1)	(2)		
HTSUS (3)	(4)		
Number(s): (5)	(6)		
(7)	(8)		
<input type="checkbox"/> See attached sheet for additional classifications.			
<input type="checkbox"/> Commercial invoice attached.			
Section B – Seller Information		Section F – Importer of Record Information	
<input type="checkbox"/> Seller information listed on attached commercial invoice.		<input type="checkbox"/> Importer of record information listed on attached commercial invoice.	
Name:		Name:	
Address:		Address:	
Section C – Manufacturer or Supplier Information		IRS / EIN:	
<i>If manufacturer or supplier is the same as seller, skip section C.</i>		Importer Ref. No.:	
<input type="checkbox"/> Manufacturer or supplier information listed on attached commercial invoice.		Section G – Buyer Information	
Name:		<i>If buyer is the same as importer of record, skip section G.</i>	
Address:		<input type="checkbox"/> Buyer information listed on attached commercial invoice.	
		Name:	
		Address:	
Section D – Container Stuffing Location Information		Section H – Consignee Information	
<i>If container stuffing location is the same as seller, skip section D.</i>		Consignee Number (Federal I.D No.):	
<input type="checkbox"/> Stuffing location information listed on attached commercial invoice.		Section I – Ship to Party Information	
Name:		<i>If ship to party is the same as buyer, skip section H.</i>	
Address:		<input type="checkbox"/> Ship to party information listed on attached commercial invoice.	
		Name:	
		Address:	
Section E – Consolidator (Stuffer) Information			
<i>If consolidator is the same as stuffing location, skip section E</i>			
Name:			
Address:			

Very Important: In order for James J. Boyle & Co. to file your Importer Security Filing information, we must receive a signed confirmation from your company (see below). It shall also be understood that James J. Boyle & Co. will be held harmless of any liabilities for filing this information. Liabilities may include, but not limited to penalties, storage, demurrage or order cancellations.

(Company Name)

(Completed by)

(Signature)

(Date)



Definitions:

1. **Seller.** Name and address of the last known entity by whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided. A widely recognized commercially accepted identification number may be provided in lieu of the name and address (for example Dun and Bradstreet Data Universal Numbering System (DUNS) number).
2. **Buyer.** Name and address of the last known entity to whom the goods are sold or agreed to be sold. If the goods are to be imported otherwise than in pursuance of a purchase, the name and address of the owner of the goods must be provided. A widely recognized commercially accepted identification number may be provided in lieu of the name and address (for example Dun and Bradstreet Data Universal Numbering System (DUNS) number).
3. **Importer of record number/Foreign trade zone applicant identification number.** Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation. For goods intended to be delivered to a foreign trade zone (FTZ), the IRS number, EIN, SSN, or CBP assigned number of the party filing the FTZ documentation with CBP must be provided.
4. **Consignee number(s).** Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the individual(s) or firm(s) in the United States on whose account the merchandise is shipped.
5. **Manufacturer (or supplier).** Name and address of the entity that last manufactures, assembles, produces, or grows the commodity or name and address of the party supplying the finished goods in the country from which the goods are leaving. In the alternative the name and address of the manufacturer (or supplier) that is currently required by the import laws, rules, and regulations of the U.S. (i.e. entry procedures) may be provided (this is the information that is used to create the existing manufacturer identification (MID) number for entry purposes). A widely recognized commercially accepted identification number may be provided in lieu of the name and address (for example Dun and Bradstreet Data Universal Numbering System (DUNS) number).
6. **Ship to party.** Name and address of the first deliver-to party scheduled to physically receive the goods after the goods have been released from Customs custody. A widely recognized commercially accepted identification number may be provided in lieu of the name and address (for example Dun and Bradstreet Data Universal Numbering System (DUNS) number).
7. **Country of origin.** Country of manufacture, production, or growth of the article, based upon the import laws, rules and regulations of the U.S.
8. **Commodity HTSUS number.** Duty/statistical reporting number under which the article is classified in the Harmonized Tariff Schedule of the United States (HTSUS). The HTSUS number must be provided to the six-digit level. The HTSUS number may be provided up to the 10-digit level. This element can only be used for entry purposes if it is provided at the 10-digit level or greater by the importer of record or its licensed Customs broker.
9. **Container stuffing location.** Name and address(es) of the physical location(s) where the goods were stuffed into the container. For break bulk shipments (cargo that is not containerized, but which is otherwise packaged or bundled), the name and address(es) of the physical location(s) where the goods were made "ship ready" must be provided. "Ship ready" means when cargo is palletized, lashed, wrapped, or otherwise prepared to be laden on a vessel. A widely recognized commercially accepted identification number may be provided in lieu of the name and address (for example Dun and Bradstreet Data Universal Numbering System (DUNS) number).
10. **Consolidator (stuffer).** Name and address of the party who stuffed the container or arranged for the stuffing of the container. For break bulk shipments (cargo that is not containerized, but which is otherwise packaged or bundled), the name and address of the party who made the goods were made "ship ready" or the party who arranged for the goods to be made "ship ready" must be provided. "Ship ready" means when cargo is palletized, lashed, wrapped, or otherwise prepared to be laden on a vessel. A widely recognized commercially accepted identification number may be provided in lieu of the name and address (for example Dun and Bradstreet Data Universal Numbering System (DUNS) number).

James J. Boyle & Co. Service Fee:

If we are requested to submit the Importer Security Filing on your behalf, a nominal ISF fee of \$40.00 will be assessed. This base fee includes up to 5 commodity HTSUS numbers based on commercial invoice line/group items. After 5 commodity HTSUS numbers, an additional ISF service fee of \$1.50 per commercial invoice line/group item will be assessed.

James J. Boyle & Co. will also not be held accountable for any discrepant or late information filed on behalf of our clients. The service we provide is based on our "Terms and Conditions of Service", which is available upon request.