



BOND APPLICATION INSTRUCTIONS

All continuous bonds are filed with CBP's Revenue Division in Indianapolis, Ind. All bond submissions must include a letter of application. Per CBP requirements, this letter must state:

- Name, street address and importer number of all parties to the bond.
- General character of merchandise to be imported, along with countries of origin and ports of entry.
- Estimated duties and taxes for the current calendar year or 12 months.
- Duties and taxes paid in the previous calendar year or 12 months.
- Certification that the factual information contained in the application is true and accurate and that any information provided which is based upon estimates is based upon the best information available on the date of this application.

The letter or application must be submitted with a signature of an owner, partner or officer of the company. Alternatively, a customs broker with a valid power-of-attorney may sign the bond application submitted to CBP. When a broker signs the bond application, the Revenue Division requires the broker to include its 3-character filer code.

To save you time, CBP's required application, as well as the surety's application is streamlined into one document. The document also includes a comprehensive indemnity (on the second page), which allows the customs broker to manage the importer's bond program with key value-added services, such as Fraud Protection notifications. A sample is provided below:

Customs Bond Application/Indemnity

CHB Name: _____

Principal/Importer Name: _____

Importer Number: _____ Related Importer Numbers: _____

Corporation State of Incorporation: _____ / Partnership / Sole Proprietorship / Individual

If Sole Proprietorship, indicate name of: _____

List Additional Trade Names, Unincorporated Divisions, or Co-Principals

Physical Address: _____

City/State/Zip Code: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Name: _____ Title: _____ Phone: _____ E-mail: _____

Activity Code: 1 1A

All Other Activity Codes: List Activity Code: _____ Activity Description: _____

Entry Type:
 GEN MERCH TIB WHS AUTO AD/CVD FDA GBII/GSP CHAP98 HTSUS 9802.00.90

Bond Amount Requested: _____ Effective Date Requested: _____

Description of merchandise to be imported:	_____	
Country(ies) of Origin:	_____	
Is merchandise subject to antidumping/countervailing duties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is a current bond on file (same activity code)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has termination been sent on current bond?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, termination date:	_____	
Is the Importer on Periodic Monthly Statement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the Importer require a Reconciliation Rider?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the Importer require a Virgin Island Rider?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has any Surety ever suffered a loss on Principal's behalf?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the principal or any officer or partner of the Principal ever filed for bankruptcy? If yes, explain	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Previous Calendar Year	Estimated For Next Calendar Year	
Value of Merchandise:	_____	_____
Estimated Duties:	_____	_____
Number of Entries:	_____	_____

Applicant/Principal/Indemnitor Information

This information is unique to the importer (i.e., name, physical address, contact information, etc.).

- How long the importer is in business and their years with the customs broker
- Prior surety information
- If credit is extended
- If the importer participates in PM Statement or the Reconciliation program
- If the importer ships to the Virgin Islands
- If the importer defers taxes on importers
- If any special underwriting conditions apply such as bankruptcy or sanctions, this will require the bond to have further underwriting evaluation.

Customs Related Information

Required by CBP. Includes the importer number, bond type and bond amount.

Merchandise Information

Required by CBP specific to the commodity(ies) and port(s) of entry.

Customs Certification, Indemnity, Collateral

CBP requires a certification at the bottom of every application. Verbiage is also included regarding the surety's collateral policy. The indemnity wording also begins below the signature field.

