

Privacy Filing Cheat Sheet

Quick Reference for CBP Manifest Confidentiality (19 CFR 103.31)

Filing Checklist:

- âj Business justification statement prepared
- âj All entity name variants identified
- âj IRS/EIN numbers collected
- âj Authorized signatory identified
- âj Filing submitted before first shipment arrival

Required Information:

- â¢ Legal entity name and all variants
- â¢ Federal Tax ID (EIN)
- â¢ Business address
- â¢ Authorized representative details
- â¢ Detailed business justification

Data Elements Protected:

- â¢ Shipper name and address
- â¢ Consignee name and address
- â¢ Notify party information
- â¢ Associated trade transaction details

Timeline Requirements:

- â¢ File BEFORE goods arrive at US ports
- â¢ CBP processing: 15-30 business days typical
- â¢ Annual renewal required
- â¢ Renewal window: 60 days before expiration

Common Rejection Reasons:

- â¢ Insufficient business justification
- â¢ Missing or incorrect entity information
- â¢ Late filing (after arrival)
- â¢ Incomplete variant coverage
- â¢ Unauthorized signatory

Business Justification Examples:

- â "Protect supplier relationships from competitors"
- â "Maintain pricing strategy confidentiality"
- â "Prevent market intelligence gathering"
- â "General privacy concerns"
- â "Trade secrets" (too vague)

Key Contacts:

- â¢ CBP FOIA Office: (202) 325-0150
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Pro Tips: