

# Privacy Filing Cheat Sheet

Quick Reference for CBP Manifest Confidentiality (19 CFR 103.31)

## Filing Checklist:

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

## Required Information:

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

## Data Elements Protected:

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

## Timeline Requirements:

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

## Common Rejection Reasons:

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

## Business Justification Examples:

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

## Key Contacts:

- CBP FOIA Office: (202) 325-0150
- Email: [foiaapp@cbp.dhs.gov](mailto:foiaapp@cbp.dhs.gov)
- Professional assistance: [hello@remova.org](mailto:hello@remova.org)

## Pro Tips: