



Vessel Manifest Confidentiality

Under current U.S. law, accredited representatives of the press are allowed to examine, copy, and publish certain vessel manifest and summary statistical information on imports and exports. This information includes data elements such as the names, addresses, passport numbers, etc. Any information covered by a confidential certification may only be examined and copied by the press; it cannot be published. In addition, information covered by a confidential certification will not be included on the CD-ROMS of Automated Manifest System (AMS) data that are sold to the public.

There is no prescribed format for a certification; however, the certification shall include the importer's/consignee's/shipper's Internal Revenue Service (IRS) Employer Number, if available.

With respect to inward vessel manifests, a transferee may submit a certification for confidential treatment of:

- names and addresses (including marks and numbers which reveal these names and addresses); and
- names and addresses of all of the shippers to such importer or consignee.

For information appearing on the outward manifest, a transferee may submit a certification for confidential treatment of the shipper's name and address.

The Vessel Manifest Confidentiality Web Form can be accessed through the following website:
http://www.cbp.gov/xp/cgov/trade/automated/automated_systems/ams/vessel_manifest_confid_for_m.xml

The web form requires the following fields to be completed:

- requestor's name, address, phone number, email address, and role
- date of submission
- the type of confidentiality requested (inward, outward, or both)
- whether the requestor is an individual importing personal effects or household goods, or other
- the Tax ID number
- variations of names to be protected

In addition to electronically filing certifications, certifications can be mailed to:

Disclosure Law Officer
Headquarters, U.S. Customs Service,
1300 Pennsylvania Avenue N.W.
Washington, DC 20229.

Both initial and renewal certifications are valid for a period of two years only. Renewal certifications should be submitted at least 60 days prior to the expiration of the current certification.

SAMPLE LETTER

Disclosure Law Officer
Headquarters, U.S. Customs Service
1300 Pennsylvania Avenue, N.W.
Washington, D.C. 20229

RE: Request for Confidential Treatment

Please consider this correspondence as a request for confidential treatment by an importer as provided in 19 U.S.C. 103.31 (d). The required details are as follows:

Shipper Name (as it appears on passport):
U.S. Shipper Address:
Internal Revenue Service Employer Number (if available):

We understand that certification will be valid for a period of two years, and that renewal certifications must be provided at least 60 days prior to the initial certification.

Should you have any questions, or require additional information regarding this request, please contact the undersigned.

Thank you for your consideration.

Sincerely,