

# **U.S. CUSTOMS AND BORDER PROTECTION**

## **Department of Homeland Security**

*2<sup>nd</sup> & Chestnut Streets, Room 102, Philadelphia, PA 19106*

**February 4, 2005**

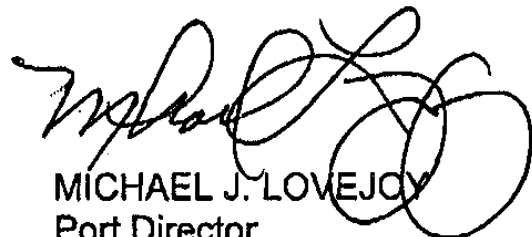
### **SERVICE PORT PIPELINE # 2005-04**

#### **VESSEL CENTRAL FOR PORT OF WILMINGTON ARRIVALS**

Beginning Monday, February 14, 2005, all appointments to enter and clear vessels in the Port of Wilmington will be scheduled through the Vessel Central Unit in the Port of Philadelphia. Report of Arrival forms should be submitted to Vessel Central via fax at (215) 597-6855, two business days in advance of a vessel's arrival. Vessel agents will be contacted by Vessel Central officers and notified of the time and location of their appointment to enter and/or clear their vessel. For vessels arriving on weekends and the following Monday, you are required to submit Report of Arrival forms by close of business on Thursday. Report of Arrival forms for vessels arriving on holidays must be submitted two business days prior to arrival.

Vessel agents should continue to submit CBPF-3171's (Application-Permit-Special License-Unlading-Lading-Overtime Services) to the Port of Wilmington, at least two business days in advance of a vessel's arrival. After hours notification procedures, i.e. changes in a vessel's arrival time, remain the same. All other procedures will mirror those currently in effect for the Port of Philadelphia.

Vessel agents should take note that timely submission of all documents is critical. The scheduling of an appointment is contingent upon review and approval of the CBPF-3171, which includes confirmation of manifest transmittal. Until an appointment to enter the ship is scheduled, advanced preliminary entry is denied. It is also critical that crew lists be presented to Vessel Central, via the aforementioned fax, at least 24 hours in advance of a ship's arrival. Failure to timely provide a crew list may result in fines and detention of the crew on board.



**MICHAEL J. LOVEJOY**  
Port Director  
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