



**U.S. Customs and
Border Protection**

Port of Philadelphia
200 Chestnut Street
Philadelphia, PA 19106

U.S. Customs and Border Protection
Pipeline #2012-004
October 27, 2011

SUBJECT: Vessel/Crew Notifications to CBP

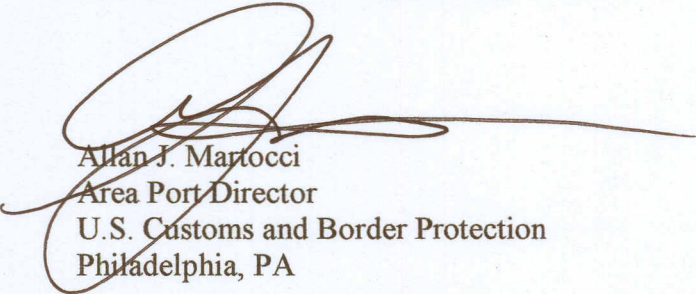
EFFECTIVE DATE: Immediate

This notice is to inform concerned parties of the requirements that must be met for the electronic submissions of CBP Form 3171 (Application-Permit-Special License Unlading-Lading-Overtime Services), Vessel Notices of Arrival, and CBP Form 408 (Application to Pay Off or Discharge Alien Crewmen)

CBP Form 3171's must be submitted to Vessel Central at least **72 hours** prior to the vessel's arrival. All electronic submissions of CBP Form 3171 must contain the signature and date of the party submitting the request. Any forms sent in an email form must contain a valid signature. Failure to present CBP with a signed CBP Form 3171 can result in rejection of the form as well as the denial of preliminary entry. Signed CBP Form 3171's may also be delivered to the Custom House or faxed to 215-597-6855.

Vessel notices of arrival must be received **48 hours** prior to the vessel's arrival from a foreign port, and **24 hours** prior to the vessel's arrival from a domestic port. Failure to do so can result in the vessel's 3171 (Application-Permit-Special License Unlading-Lading-Overtime Services) being rescinded and vessel work will not begin until the formal entrance is completed.

Except in the case of extreme emergencies, CBP Form 408's must be submitted to Vessel Central for review and approval **48 hours** prior to the vessel's arrival. All 408's must be completed accurately, including valid flight information. CBP Form 408 can be emailed, faxed, or delivered to the Custom House for review and approval by CBP.



Allan J. Martocci
Area Port Director
U.S. Customs and Border Protection
Philadelphia, PA

This information has been prepared for you by the Customs and Border Protection Officers in Philadelphia, Pennsylvania. This material is intended to provide guidance.