

Importer Security Filing (ISF) Guidelines for Importers

**As of 5/14/2015, we are now into full ISF enforcement.**

Late ISF’s, non-filed ISF’s and incomplete or inaccurate ISF’s WILL result in cargo holds, exams and monetary penalties of $5,000 per violation, up to $10,000.

**The following data elements must be provided in order for us to file ISF:**

1. Importer of Record name; identification number if it is a new customer(allow more time for set up with CBP)
2. Consignee name and address; local phone number if available
3. Seller name and address
4. Buyer name and address
5. Ship-to party name and address
6. Manufacturer/supplier name and address
7. Country of origin
8. Precise description of Commodity and, if possible, Harmonized Tariff Code to the 6-digit level
9. Container Stuffing Location
10. Freight Consolidator
11. Bill of lading number – ISFs must contain the lowest bill of lading number (i.e. master or house/AMS bill of lading.

**We must receive ISF data at least 3 business days prior to vessel departure.**

* We are unable to file ISFs after normal business hours (8:00 a.m. to 5:00 p.m. PST), on weekends or on U.S. national holidays.
* ISFs should be sent to us via e-mail or fax.
* Do not send ISFs via regular mail or with the original bills of lading.

**Common errors that may delay ISF filing or cause an inaccurate ISF to be filed:**

* Missing bill of lading number
* Missing 4-letter SCAC code for master b/l or AMS; **ISF cannot be filed if no SCAC code is provided**
* Missing shipper/manufacturer information
* No commodity provided at time of ISF filing

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Itasca Office: 1450 W Thorndale Ave, Itasca, IL 60143 | Tel: (630) 250-3544 ext. 409 |Fax (630) 250-4977

Seattle Office: 130 Andover Park E, Suite 202, Tukwila, WA 98188 | Tel: (206) 246-6580 | Fax: (206) 242-7410



* ISF details provided piecemeal, i.e. some information is provided on an email and some information is provided on a bill of lading which gets sent at a later date
* Hardcopy ISF is sent with original bills of lading, which arrive to the importer long after the vessel departs for the U.S.
* Missing freight consolidator or stuffing location information

**In order to facilitate the processing of your ISF request**:

We recommend including the estimated time of departure (ETD), lowest AMS master or house bill number, and specify “ISF in the subject line of your ISF request.

Example: ETD 5/25 – MOLU12345678, ISF

**We thank you for your continued cooperation in providing complete and accurate ISF details in a timely manner.** *For additional information regarding ISF enforcement in the U.S. please refer to the link below:*

<http://www.cbp.gov/sites/default/files/documents/CBP%20ISF%20Enforcement-2015%20May%2005.pdf>

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