



U.S. Customs and
Border Protection

DATE: March 9, 2007

PORT OF CHARLESTON NOTICE NO: FY2007-15

TO: Vessel Carriers, Owners, Agents, Terminal Operators, and Other Interested Parties

SUBJECT: Procedures and Documentations for Vessel Entrance and Clearance Office.

The following information is being provided to ensure the entrance and clearance processing of vessels arriving in Charleston conform to CBP rules and regulations.

The following forms with a date prior to 2002 are no longer allowed. The correct forms are available in PDF format on the CBP website at:
www.cbp.gov/xp/cgov/toolbox/forms/.

CF3171 Application –Permit-Special License Unlading –Lading Overtime Services
CF1300 Vessel Entrance and Clearance
CF1302A Cargo Verification-Outward with Commercial Forms (approved for use with 05/96 date)
CF1303 Ship's Stores Declaration
CF1304 Crews Effects Declaration

These forms are not to be manipulated or altered in any way. Such alteration will result in the denial of vessel entrance or clearance. Non-CBP forms will be rejected which could delay vessel entrance or clearance. Only the Master or authorized vessel officer ie: purser, first mate is allowed to sign vessel forms. No vessel agent is authorized to sign for a captain.

If there are any questions contact the Vessel and Clearance Office at 727-4162 or Supervisory CBP Officer Wilson at 727-4387.

Handwritten signature of Pamela M. Zaresk in cursive.

Pamela M. Zaresk
Area Port Director