

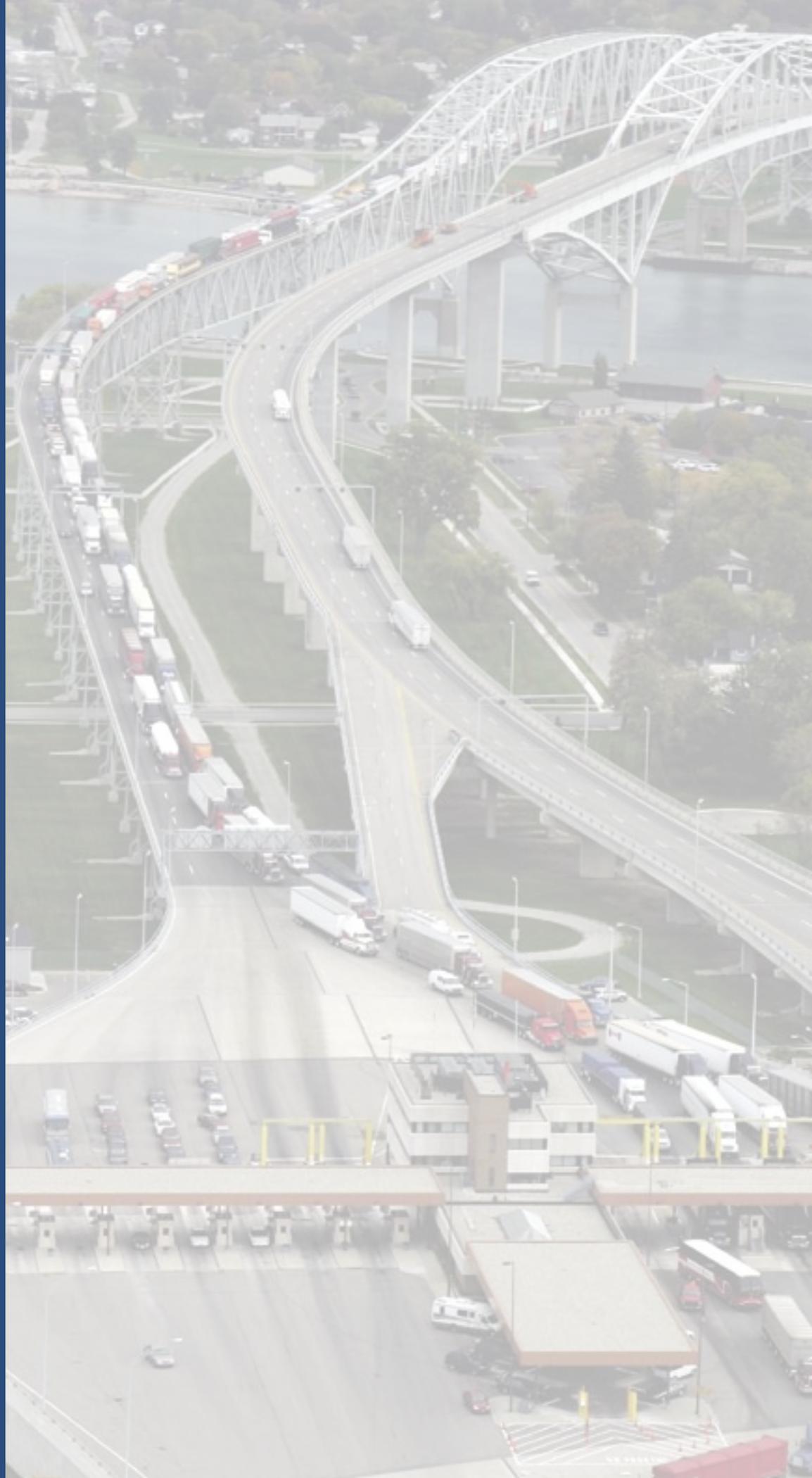


# FAST Reference Guide

Enhancing the Security and Safety  
of Trans-border Shipments



U.S. Customs and  
Border Protection



# Reference Guide



## TABLE OF CONTENTS

Overview .....	1
Description of Program	
Benefits of FAST	
Basic Participation Requirements	
FAST Commercial Driver Program .....	3
How to Apply	
FAST Commercial Driver Eligibility Requirements	
Application Information	
Application Processing .....	5
Northern Border Application	
Southern Border Application	
FAST Application Processing Center (FPC)	
Driver Notification Process	
Driver Enrollment Center (EC)	
Card Issuance	
Card Description	
Replacement Cards	
Card Revocation	

C-TPAT (FAST) Approved Carrier .....	8
Overview	
How to Apply	
Eligibility Requirements	
SCAC Code	
FSAT Highway Carrier Application	
Identifying FAST Approved Carriers	
Distribution of Transponders	
Placement of Transponder	
Who May Use Transponder	
C-TPAT (FAST) Approved Importer .....	12
Importer Application	
Importer Risk Assessment	
Eligibility Requirements	
C-TPAT Manufacturer (Southern Border Only) .....	14
Eligibility Requirements	
Related Party Manufacturer	
non-Related Party Manufacturer	
Application Process for Mexican Manufacturers	
Application Process for Non-Related Party Mexican Manufacturer	
Risk Assessments	
Manufacturer Approval	
Seal Requirements for Southern Border .....	16
Manufacturer	
Seal Integrity Responsibilities for Manufacturer	
Carrier/Drayage	
Seal Integrity Responsibilities for Carrier	

# OVERVIEW

## Description of Program

The Free and Secure Trade (FAST) program is a Border Accord Initiative between the United States, Mexico, and Canada designed to ensure security and safety while enhancing the economic prosperity of each country. In developing this program, Mexico, Canada and the United States have agreed to coordinate, to the maximum extent possible, their commercial processes for clearance of commercial shipments at the border. This will promote free and secure trade by using common risk-management principles, supply chain security, industry partnership, and advanced technology to improve the efficiency of screening and clearing commercial traffic at our shared borders.

Eligibility for the FAST program requires participants (carrier, drivers, importers, and southern border manufacturers) to submit an application, agreement, and security profile depending on their role in the Customs-Trade Partnership Against Terrorism (C-TPAT). The FAST program allows known low-risk participants to receive expedited border processing. This enables CBP to redirect security efforts and inspections where they are needed most—on commerce that is high risk or unknown risk—while ensuring the movement of legitimate, low-risk commerce.

When decisions are made to elevate the national threat level, all CBP personnel must be cognizant to apply heightened security measures at CBP facilities commensurate with the threat. While other conveyances and cargo will be subject to a greater degree of inspection, FAST shipments are considered known low risk. Field offices should establish contingency plans in advance to allow FAST certified shipments to gain access to the border with minimal impact or delay when decisions are made to elevate the national threat level. However, while FAST shipments are considered known low risk, they are still subject to increased screening and examination based upon targeting scores, selectivity, and CBP officer initiated enforcement actions commensurate with the threat.

## Benefits of FAST

The FAST program is voluntary. The benefits for those that apply and are accepted into the FAST program include:

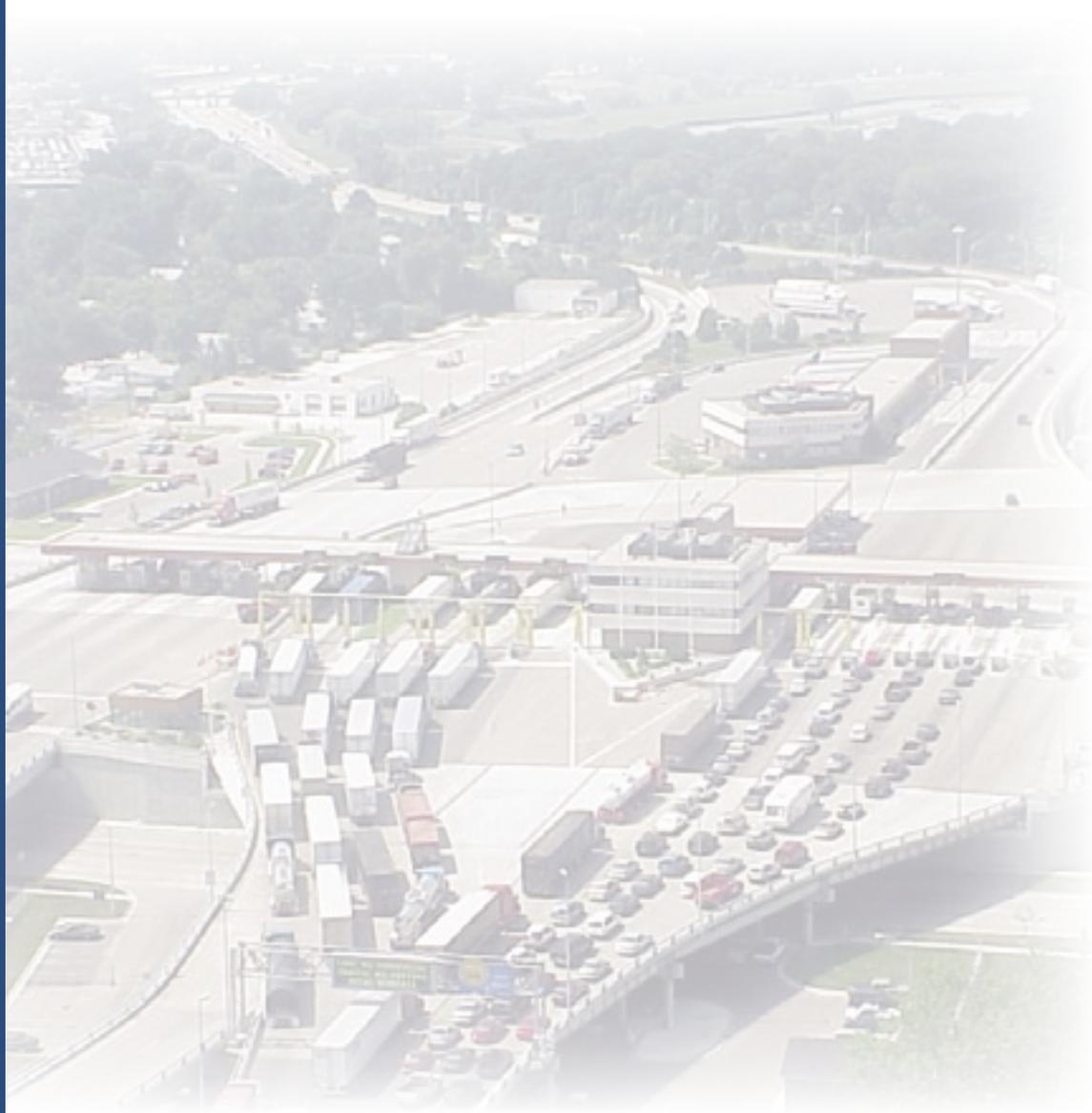
- Dedicated lanes (where available) for greater speed and efficiency in the clearance of FAST Trans-border shipments;
- Reduced number of examinations for continued compliance with CBP FAST requirements as well as secondary priority processing;
- Unified ongoing partnerships between the Canadian Partners in Protection (PIP) and CBP (C-TPAT) administrations;



- Enhanced supply chain security and safety while protecting the economic prosperity of the United States, Mexico, and Canada; and,
- For carrier participants, the knowledge that they are transporting shipments for a C-TPAT approved importer, and on the southern border, a C-TPAT manufacturer.

### **Basic Participation Requirements**

FAST participation requirements along the northern and southern borders are very similar with minor exceptions. For the northern border, the driver, carrier, and importer must all participate in the FAST/C-TPAT programs in order to be eligible for FAST processing. On the southern border there are two additional requirements; 1) The manufacturer must be an approved C-TPAT participant, and 2) they must also adhere to CBP high security seal requirements.



# FAST COMMERCIAL DRIVER PROGRAM

The FAST Commercial Driver Program is the result of the United States, Canada and Mexico Border Partnership Action Plans. The plans are designed to enhance the security of our shared borders while facilitating the known low-risk, legitimate flow of commerce. These initiatives were implemented by CBP with the cooperation and assistance from the Governments of Mexico and Canada.

## How to Apply

Commercial drivers must fill out an application form in English. There are separate forms for northern border and southern border participation. Note that the northern border application is a joint program between the United States and Canada. The applicant must be approved by all parties [CBP, Citizenship and Immigration Canada (CIC), and Canada Border Services Agency (CBSA)]. Both the United States and Canada will honor northern border FAST ID cards. For southern border applicants, the vetting process is completed exclusively by CBP. Both northern and southern border FAST driver cards are valid at any CBP border port in the United States. A fee of \$50 will accompany each application. Once approved the driver card is valid for five years.

Applications for the northern border FAST participation should be mailed to:

**FAST Commercial Driver Program**  
4551 Zimmerman Avenue  
P.O. Box 66  
Niagara Falls, ON L2E 6T1  
Canada

Southern border FAST applications should be mailed to:

**FAST Commercial Driver Program**  
U.S. Customs and Border Protection  
Box 371124  
Pittsburgh, PA 15251-7124  
U.S.A.

Expedited service for southern border applications may be mailed to:

**FAST Commercial Driver Program**  
U.S. Customs and Border Protection  
Attn: 371124  
500 Ross St. 154-0640  
Pittsburgh, PA 15250  
U.S.A.



## **FAST Commercial Driver Eligibility Requirements**

A person may qualify to participate in the program if they are a citizen or permanent resident of the United States, Mexico, or Canada, age 18 or over, and possess a valid driver's license. They must be admissible to the United States under applicable immigration laws. However, a person may not qualify if they provide false or incomplete information on their application; have been convicted of a criminal offense; have been found in violation of customs or immigration law; or fail to meet other requirements of the FAST Commercial Driver Program.

## **Application Information**

Drivers must provide all the information requested in the application. Failure to do so will result in a driver's application being rejected. The information sections of the application are broken down as follows:

- Section A – Personal Information
- Section B – Address history for the last five years
- Section C – Employment history for the last five years
- Section D – Additional information
- Section E – Certification - U.S. privacy statement and the certification statement on the application form.
- Section F – Fee payment



**When the freight can't wait,** *Go FAST* Free And Secure Trade

FAST DESIGNATED LANE

 U.S. Customs and Border Protection  Government of Canada / Gouvernement du Canada

For more information, visit our web sites at [www.cbp.gov](http://www.cbp.gov) or [www.cbsa.gc.ca](http://www.cbsa.gc.ca)

# APPLICATION PROCESSING

## Northern Border Application

All northern border FAST commercial driver applications are sent to the Canadian Processing Center (CPC) in Niagara Falls Ontario. After initial vetting by the CPC, the application is forwarded to the FAST Application Processing Center (FPC).

## Southern Border Application

Southern border FAST commercial driver applications are sent to the Mellon Bank Financial Corporation in Pittsburgh, PA. Upon receiving the FAST commercial driver application, Mellon Bank conducts an overview of the application to ensure all fields are accurately completed. Once completed, the application data is forwarded to the FPC for vetting.

## FAST Application Processing Center (FPC)

The function of the FPC is to generate an applicant's account in a central database and perform a preliminary review of the application. Upon a successful review, the applicant is issued a call-in letter.

## Driver Notification Process

Drivers who pass the initial vetting of the FPC are instructed in writing by the FPC to report within 90 days from the date of notification to any Enrollment Center (EC) for continued processing. Any driver who fails FPC vetting will be disapproved for the FAST program and notified of this in writing. For northern border FAST applicants, participation must be approved by CBP, CBSA and CIC. If the driver application is denied by any one of these agencies, the applicant will be denied FAST participation. The \$50 application fee is non-refundable.

For southern border applicants, the FPC will mail the driver's denial letter to the EC closest to where the driver works. The EC will contact the carrier under which the driver is employed, and instruct the carrier to have the driver report to the EC. Please note that because of privacy issues, carriers may not be told if a driver has been accepted or declined for the FAST program. Drivers who are denied participation in the FAST program may reapply after 90 days. All applicants that reapply must also submit another \$50 application fee.

## Driver Enrollment Center (EC)

The role of the EC is critical in the admissibility of drivers into the FAST program. The principal functions of the EC are to:

- Interview driver application for admissibility;
- Verify and validate applicant information;
- Examine driver original identification and citizenship documents for authenticity;



## Northern Border FAST Driver Enrollment Center (EC) Locations

Blaine, Washington  
Buffalo, New York  
Champlain, New York  
Derby Line, Vermont  
Detroit, Michigan  
Houlton, Maine  
Pembina, North Dakota  
Port Huron, Michigan  
Portal, North Dakota  
Sweetgrass, Montana

## Northern Border FAST Processing Locations

Alexandria Bay, New York  
Blaine, Washington  
Buffalo, New York  
Calais, Maine  
Champlain, New York  
Derby Line, Vermont  
Detroit, Michigan  
Highgate Springs, Vermont  
International Falls, Minnesota  
Massena, New York  
Ogdensburg, New York  
Oroville, Washington  
Pembina, North Dakota  
Port Huron, Michigan  
Portal, North Dakota  
Sault Ste Marie, Michigan  
Sweetgrass, Montana

- Record and transfer necessary documentation into FGES;
- Obtain biometric information on the driver (digital fingerprints and photograph).

### **Card Issuance**

Drivers that have been successfully vetted by the FPC and have successfully completed EC processing will be issued a FAST commercial driver identification (ID) card. As part of the issuance procedure, the driver is required to sign for the card, and may sign the privacy act waiver. The driver must be told that by signing the privacy act waiver, CBP is now authorized to provide information that the driver is a FAST commercial driver ID card holder with CBP.

At the time of FAST commercial driver ID card issuance, the applicant is provided participation guidelines that include the following instructions:

- FAST commercial drivers must comply with all customs and immigration laws and regulations and any other laws that are enforced by CBP;
- FAST commercial drivers must present their FAST commercial driver card and necessary personal identification, including any immigration documents to CBP, CCRA, and CIC personnel;
- The FAST commercial driver card is not a travel document. A drivers' authorized period of admission to the United States, Canada or Mexico will depend on underlying immigration status for each country or the driver's citizenship;
- The driver's status and citizenship must be valid at all times and the driver must possess the appropriate immigration and identity documents in addition to their FAST Commercial Driver ID card;
- All occupants in the conveyance must have a valid FAST commercial driver ID card prior to reaching the border. Any passengers in the vehicle that do not have FAST Commercial Driver ID card or are non-FAST commercial driver participants must use the regular service lanes;
- Drivers may not transfer or share their FAST commercial driver ID card with another individual;
- FAST commercial drivers will not violate the immigration regulations of the United States concerning "cabotage" or "point to point" movement of commercial shipments;
- Drivers who are no longer participants in the FAST commercial drivers program must return their FAST commercial drivers ID card to a CBP office in the United States;
- FAST commercial drivers must notify immediately, in person or writing to any FAST enrollment center in the United States when information in their application changes in anyway. Personal information including, but not limited to, citizenship, admissibility, waiver, name, address and telephone number. Any circumstances that could affect a driver's participation must be reported; such as, any convictions, CBP violations, or violation of law in Canada or Mexico.



### **Southern Border FAST Driver Enrollment Center (EC) Locations**

- Brownsville, Texas
- Calexico, California
- El Paso, Texas
- Laredo, Texas
- Nogales, Arizona
- Otay Mesa, California
- Pharr, Texas

### **Southern Border FAST Processing Locations**

- Brownsville, Texas
- Calexico, California
- Del Rio, Texas
- Douglas, Arizona
- Eagle Pass, Texas
- El Paso, Texas
- Laredo, Texas
- Nogales, Arizona
- Otay Mesa, California
- Pharr, Texas
- Rio Grande, Texas
- Santa Teresa, New Mexico
- San Luis, Arizona
- Tecate, California

## Card Description

The FAST Radio Frequency Identification (RFID) card is a card that can be “read” electronically without mechanical contact, at a distance of a few feet. The FAST RFID card has a unique chip embedded in the card that transmits its arrival to a reader/antenna.

The driver’s FAST RFID card is valid for up to five years. However, the driver’s visa or waiver could expire within the five years. If the visa or waiver expires within the five years, the system will automatically deactivate the FAST RFID card when the expiration date for the card is input into the CBP database.

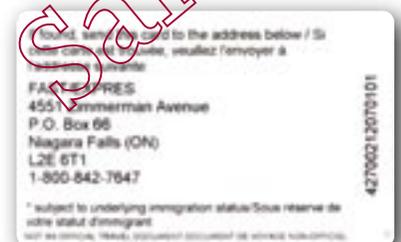
## Replacement Cards

If a driver’s FAST Commercial Driver registration ID card has been reported lost, stolen or damaged, the driver must re-apply and pay the \$50 fee to be reissued a new card.

## Card Revocation

All drivers are subject to compliance and enforcement checks. If a driver is found in violation of any condition of the FAST program, or of any law of the United States the CBP Officer may:

- Only revoke a FAST Driver Card with Supervisor approval;
- Seize any undeclared goods and the conveyance used to transport those goods;
- Issue penalties; and,
- Initiate administrative procedures and criminal prosecution commensurate with the violation. Any violation involving a FAST driver must be reported to the FPC and the CBP Headquarters FAST office.



## C-TPAT (FAST) APPROVED CARRIER



### Overview

The C-TPAT Highway Carrier Program is intended to enhance the joint efforts of CBP and the Carrier to develop a more secure border environment by focusing on physical security, production, transportation and importation elements of the supply chains. As part of the program, CBP and the Carrier must recognize the need to improve and expand existing security practices

in order to achieve a more efficient and compliant import, export and in-transit process. CBP implemented the Carrier program to simplify border crossings for pre-approved low-risk carriers. United States, Mexican, and Canadian highway carriers authorized to use the FAST program will have demonstrated a history of complying with all legislative and regulatory requirements. Carriers are required to enter into an agreement with CBP and complete and send a security profile as well as making a commitment to security enhancing business practices as required by C-TPAT.

### How to apply

Any C-TPAT Highway Carrier may apply for expedited clearance into the United States by completing the application process as defined in the Highway Carrier Guide that can be found at [www.cbp.gov](http://www.cbp.gov). All U.S, Mexican and Canadian Highway Carriers that conduct cross border operations may apply for the C-TPAT/FAST programs, if they meet the eligibility requirements.

Highway Carriers application must be submitted on company letterhead and be signed by an authorized officer of the company that the completed company profile and application is true and complete. The carrier application consists of seven sections:

- Section A – Corporate information
- Section B – Corporate Structure
- Section C – Driver and Owner Operator
- Section D – C-TPAT Carrier Agreement
- Section E – Security Profile
- Section F – Terms and Conditions
- Section G – Contact Information

Prior to sending in the application, carriers must make sure that they have two (2) signed copies of the C-TPAT Highway Carrier agreement with original signatures and have an authorized officer of the company sign to certify the information is true and correct.

### **Eligibility Requirements**

All carriers applying for the FAST program must be registered and have a valid USDOT number. All information is verified at the FPC through a centralized DOT Query Central database. Information can be obtained from the DOT website at [www.usdotregistration.com](http://www.usdotregistration.com).

### **Standard Carrier Alpha Code (SCAC)**

The Standard Carrier Alphanumeric Code (SCAC) is a unique alphanumeric code issued by the National Motor Freight Traffic Association (NMFTA) and must be renewed on a yearly basis. A copy of the application form may be found in the appendix or the website at [www.nmfta.org](http://www.nmfta.org). When a carrier who is applying for the FAST program receives their NMFTA SCAC approval letter, they must fax a copy to CBP at (703) 921-7173, attention SCAC registration desk.

The FPC will input all SCAC information into the CBP Automated Commercial System (ACS). After a carrier has been successfully vetted, the SCAC is activated in ACS. This identifies the carrier as a C-TPAT certified participant and allows the carrier to be eligible for FAST.

### **FAST Highway Carrier Application**

The application is to be completed on the carrier's company letterhead. Prior to submitting the FAST application, a carrier must ensure that two copies of the C-TPAT Highway Carrier Agreement with original signatures are enclosed. This must be accompanied by a signed certification from an authorized officer of the company, on company letterhead, certifying all information is true and correct. All carriers applying for FAST should send the application package to the FAST Processing Center (FPC).

**U.S. Customs and Border Protection  
FAST Carrier Registration Office  
50 South Main ST., Suite 100R  
St. Albans, VT 05478**

Carriers along the northern border applying for the Partners in Protection (PIP) Program should send the application package to:

**FAST Carrier Application  
CSA/FAST Division  
CCRA  
7th floor 171 Slater St  
Ottawa, ON K1A 0L5**

Additional information for the PIP and CSA programs may be found at [www.ccra-adrc.gc.ca](http://www.ccra-adrc.gc.ca)



## Identifying FAST Approved Carriers

All C-TPAT FAST approved carriers have been risk assessed by the FPC and issued a unique ACE ID number. The unique SCAC identifies the carrier as a C-TPAT certified participant and allows the carrier to be eligible for FAST. To ensure no delays are encountered, carriers are responsible to renew their SCAC on a yearly basis with the NMFTA.

## Distribution of Transponders

The Mellon Bank Financial Corporation has been contracted by CBP to collect and process all RFID transponder requests from applicants along the U.S./Mexican and U.S./Canadian borders. Mellon Bank will also update and maintain vehicle account information.

When conditionally approved by the FPC, the carrier is provided a conditional letter of approval from the FPC with an attached inventory spreadsheet. The carrier will complete the spreadsheet by identifying each conveyance the carrier will use for the purposes of importing goods into the country.

The conveyance information required include:

- Conveyance unit number;
- Vehicle Identification Number (VIN);
- Conveyance U.S. license plate number;
- Standard Carrier Alpha Code (SCAC); and,
- Department of Transportation (DOT) number.

The carrier may electronically transmit this information to Mellon Bank via e-mail or submit by U.S. mail. Spreadsheets received from non-approved C-TPAT carriers or incomplete spreadsheets will be returned to the carrier with a message explaining the reason. Mellon Bank will acknowledge receipt of all RFID transponder spreadsheets by sending confirmation via e-mail to the C-TPAT approved carrier contact. Mellon Bank will validate the carriers FAST account number and ensure the account is on the C-TPAT-approved carrier list that is provided by CBP.

CBP is responsible for updating the approved carrier list. If a carrier is not on the C-TPAT-approved carrier list, Mellon Bank will return the transponder worksheet to the carrier with an e-mail explaining why the request was returned. For carriers with no e-mail address, Mellon Bank will return the information via U.S. mail. If a carrier is C-TPAT-approved, Mellon Bank will process the transponder worksheet according to rules provided by CBP.

If a worksheet does not pass the validation, the worksheet will be returned to the carrier via e-mail. The e-mail will explain why the worksheet failed the edits. Mellon Bank will analyze and process the conveyance information and assign transponders. The valid codes for RFID transponders requests are:

N – Request a new transponder for a conveyance

- C – Change to an existing conveyance
- D – Delete (deactivate) a conveyance
- R – Replace the transponder assigned to a conveyance
- M – Move a conveyance and transponder to a different carrier

An RFID transponder instruction brochure and a copy of the completed worksheet can be printed and mailed with the appropriate number of RFID transponders, to requesting carriers by Mellon Bank. An e-mail of the complete worksheet will also be sent to the carrier. If there is more than one bundle or box, Mellon Bank will number packages in sequential order so the carrier will know where to start when matching the transponder number on the spreadsheet with the actual transponder.

### **Placement of Transponder**

Prior to installing an RFID transponder, the carrier should thoroughly clean the inside windshield surface with a good glass cleaner that does not leave a residue. The transponder is to be placed horizontally on the inside lower left of the truck's windshield at least 2½ inches away from the metallic frame, but within a band 4½ inches from the bottom of the windshield. Additionally, it should be placed at least 3 inches from any other windshield mounted transponder. Areas with glass curvature should be avoided.

The transponder has one side that is etched with the unique identifying number of the tag. The other side of the tag is coated with an adhesive. The tag should be placed on the windshield adhesive side to the glass, so that the etched information is readable from the driver's position. Once applied to the windshield, the tag is not removable. Any attempt to remove the transponder after application will render it inoperable.

### **Who May Use Transponder**

Transponders are issued only to FAST approved C-TPAT carriers that have been conditionally approved by the FPC and or certified by the C-TPAT program office. It is the responsibility of the carrier to maintain accountability and tracking of all conveyances that have RFID transponders issued to them. When an owner/operator is authorized and issued an RFID transponder from a FAST approved carrier, it is the responsibility of the FAST approved carrier to ensure all aspects of the FAST program and that supply chain security is followed.

FAST approved carriers are responsible for any violation of the FAST program related to their company to include owner/operators authorized by the carrier. It is the FAST approved carrier's responsibility to communicate all recommendations and guidelines set forth in the C-TPAT carrier agreement.

FAST approved carriers and owner operators are not exempt from any statutory or regulatory sanctions in the event that discrepancies are discovered during a physical examination of the cargo, conveyance, or the review of documents associated with the carrier CBP transaction.



## C-TPAT (FAST) APPROVED IMPORTER

In order for an importer to gain the benefit of FAST, the importer must become a C-TPAT participant. Importers must develop and implement a sound plan to enhance security procedures throughout their supply chain. Where an importer does not control a facility, conveyance or process, the importer must agree to make every reasonable effort to secure compliance by the responsible parties (e.g., manufacturer, carrier, and driver). The importer that is applying for C-TPAT should review the “Importer Security Recommendations for C-TPAT” and the “C-TPAT Fact Sheet and Frequently Asked Questions.”

### Importer Application

The Importer will provide, on company letterhead, the following information:

- Official Company Name
- Street Address, including zip code
- Company Point of Contact information to include:
  - Name of Point of Contact and title
  - Telephone Number
  - Fax Number
  - E-mail Address

The applicant must create a list of all importing companies to be covered by the Importer “Agreement to Voluntarily Participate” and the “Importer Security Profile.”

**The list must include each company’s street address and official current active importer identification number(s) (IRS number) used to file Customs entries. If the importer is not sure of their identification numbers, they should contact their licensed U.S. Customs broker to verify current active importer numbers.**

- Importers must specify the relationship of the listed importing entities to the company making application.
- Read and sign the “Agreement to Voluntarily Participate” in Customs-Trade Partnership Against Terrorism. This represents the applicant’s commitment to the C-TPAT security recommendations and the commitment to work with its service providers throughout the supply chain to enhance security processes and procedures. The Agreement must be signed by a corporate officer with the authority to implement security enhancements that may be necessitated upon committing to participate in the program.
- Two (2) original signed Agreements must be submitted with the company information to:

U.S. Customs and Border Protection  
Office of Field Operations  
C-TPAT Program — Importer C-TPAT  
1300 Pennsylvania Avenue, N.W.  
Room 5.4C  
Washington, DC 20229

An electronic confirmation indicating the receipt of the signed agreements and company information will be sent to the e-mail address provided in the application.

Importers must complete the “Supply Chain Security Profile” within 60 days of submitting the signed agreements and company information.

Importers must develop and implement a sound plan to enhance security procedures throughout their supply chain. Where an importer does not control a facility, conveyance or process, the importer must agree to make every reasonable effort to secure compliance by the responsible parties (e.g., manufacturer, carrier, and driver).

Importers must e-mail a copy of their profile to [industry.partnership@dhs.gov](mailto:industry.partnership@dhs.gov) and include in the message subject line: “Security Profile” followed by the name of their company.

### **Importer Risk Assessment**

C-TPAT program officers will conduct risk assessments of all applicants and review all importer security profiles for accuracy and completeness. While the details of the risk assessment are controlled by the C-TPAT Program officers at Headquarters, a comprehensive risk assessment is coordinated with other CBP offices such as intel, field input, and account managers.

### **Eligibility Requirements**

It is common practice on the northern border for Canadian corporations to be the importer of record for commercial shipments. These non-resident foreign corporations are eligible to become C-TPAT participants and thus eligible for FAST processing. The critical factor is that their importer of record number must be used at time of release. This is necessary because the importer number will be identified as a C-TPAT participant. A broker cannot be the “importer of record” for FAST shipments. A consignee may not apply for C-TPAT; however, in some cases the “importer of record” may be the consignee.



## C-TPAT MANUFACTURER (SOUTHERN BORDER ONLY)

Mexican manufacturers exporting to the United States from Mexico—who manufacture or produce as well as pack and prepare for shipping (e.g., loading and sealing trailers/containers)—any article or item destined for the United States may apply for C-TPAT. All these activities must be performed at a facility that is owned and controlled by the Mexican manufacturer.

### Eligibility Requirements

Mexican manufacturers may apply for C-TPAT certification as either a related party manufacturer or as a non-related party manufacturer.

### Related Party Manufacturer

To qualify for the related-party Mexican manufacturer status, the Mexican manufacturer must:

- Meet the aforementioned definition of a Mexican manufacturer.
- Be wholly or majority owned subsidiaries of a current certified U.S. C-TPAT importer.
- Be controlled by the U.S. certified C-TPAT importer.
- Be included in the related-party importer approved C-TPAT “Supply Chain Security Profile.”

A related party U.S. C-TPAT importer, which included the Mexican manufacturer in their approved C-TPAT “Supply Chain Security Profile” may submit C-TPAT application information on behalf of their related-party Mexican manufacturer.

### Non-Related Party Manufacturer

Mexican manufacturers exporting to the United States that meet the definition of a Mexican manufacturer but who do not meet the aforementioned C-TPAT related-party Mexican manufacturer eligibility requirements may apply.

Detailed instructions for each of the aforementioned parties are outlined in the application instructions located at [www.cbp.gov](http://www.cbp.gov).

### Application Process for Mexican Manufacturers

Mexican manufacturers, who are included with their related-U.S. C-TPAT/Importer’s approved C-TPAT Supply Chain Security Profile, may:

- Submit their own C-TPAT for foreign manufacturers application information (i.e. submit the Voluntary Agreement and the Supply Chain Security Profile Questionnaire), **or**
- Have their related-party, U.S./C-TPAT importer submit an application on their behalf.



## **Application Process for Non-Related Party Mexican Manufacturer**

The Mexican manufacturer must review and sign the “C-TPAT Foreign Manufacturer Agreement to Voluntarily Participate.” This represents the applicant’s commitment to the C-TPAT security recommendations and the applicant’s commitment to work with its service providers throughout its supply chain to enhance security processes and procedures. A corporate officer with the authority necessary to implement program elements should sign the Agreement. All documents must be completed in the English language.

The Mexican manufacturer will complete the “Supply Chain Security Profile Questionnaire” and e-mail a copy to [industry.partnership@dhs.gov](mailto:industry.partnership@dhs.gov). The Mexican manufacturer must include in the subject line the legal name of the company and “Security Profile.” If the subject line does not contain the legal company name, it may delay processing.

All applications will be sent:

U.S. Customs and Border Protection  
Office of Field Operations  
Customs-Trade Partnership Against Terrorism  
1300 Pennsylvania Avenue, NW  
Room 5.4C  
Washington, DC 20229  
Attention: C-TPAT Foreign Manufacturer

An electronic confirmation indicating receipt of a signed agreement will be sent to the email address provided in the application.

## **Risk Assessments**

C-TPAT program officers will conduct risk assessments of all applicants and review all manufacturer security profiles for accuracy and completeness. While the details of the risk assessment are controlled by the C-TPAT program officers at CBP Headquarters, a comprehensive risk assessment is coordinated with other CBP offices such as intel, field input, and account managers.

## **Manufacturer Approval**

After CBP completes its review of the manufacturer’s “Supply Chain Security Profile,” the manufacturer will receive a copy of the C-TPAT Agreement signed by the Assistant Commissioner, Office of Field Operations, along with feedback on their application within 60 days. CBP retains the option of having the company’s security profile validated prior to C-TPAT certification. CBP reserves the right to extend the review period, if it has been determined that an initial validation is needed for certification.

# SEAL REQUIREMENTS FOR SOUTHERN BORDER

C-TPAT importers, carriers and manufacturers who wish to qualify for expedited processing and other related benefits under the U.S./Mexico FAST initiative will be required to adhere to the following procedures, protocols and standards with regards to the use of high security seals.

## Manufacturer

The manufacturer shall be responsible for the sealed container/trailer until such a time as the carrier assumes control. Seals are to be affixed at manufacturer point of origin (loading). Seals will be of the high security type as per International Organization for Standardization guidelines (ISO/PSA 17712, Freight Containers-Mechanical Seals), adopted May 2003. The manufacturer must establish verifiable security systems for cargo storage and handling facilities and container yards in order to prevent the improper manipulation and transportation or handling of cargo; containers/trailers; ensure a system is in place to verify seal numbers, weights and quantity of cargo received, when practical; safeguard the use of seals and maintain a log of seal numbers issued and used.

The manufacturer must ensure all manifests and/or bills of lading or other documentation (including electronic data transmissions) submitted for cargo to be shipped are complete and include all pertinent seal information.

## Seal Integrity Responsibilities for Manufacturer

Seals are to be affixed by a responsible, designated representative of the manufacturing entity. (NOTE: A responsible, designated representative is defined as an employee who maintains a position of trust (i.e. security personnel) within the business and has received appropriate instruction and training in the proper use and application of high security seals).

Access to seals must be strictly controlled by the responsible party and shall be issued at random in order to avoid seals being affixed in sequential order. Seals shall be 1) stored in a secure location (locked cabinet, safe, etc.) until such a time as their use is warranted; 2) restricted to only those parties responsible for the inventory and affixing of seals; 3) logged in order to account for all seals under the control of the manufacturer/importer.

A standardized log is currently under development. In the interim, any entity responsible for the sealing of cargo should use and maintain an accounting system of its own design.

## Carrier/Drayage

Upon receipt of container/trailer, the carrier is to ensure all seal information is true and correct as reflected on manifests, bills of lading, or other documentation related to the movement of cargo. At a minimum, seal number information



must be annotated on the manifest. Also, the carrier is to establish verifiable security systems for cargo storage and handling facilities, container yards, and conveyances operated by the carrier to prevent the improper manipulation and transportation of cargo/containers/trailers. Additionally, carriers must develop procedures for reporting any discrepancies or anomalies related to seal integrity to CBP.

### **Seal Integrity Responsibilities for Carrier**

Seals will be of the high security type as per ISO guidelines (ISO/PSA 17712, Freight Containers-Mechanical Seals), adopted in May 2003. All seals that are removed from a cargo container/trailer for legitimate intermediate examinations (CBP inspection, conveyance damage surveys, law enforcement activity, etc.) must be placed in the container just inside the doors, in plain view, before a new seal is affixed to the container.

Companies must establish a system for annotating and reporting any changes due to legitimate intermediate examination purposes as described above. Seals are to be affixed by a responsible, designated representative of the carrier is defined as an employee who maintains a position of trust (i.e. security personnel) within the business and has received appropriate instruction and training in the proper use and application of high security seals.

Carriers must ensure that all related parties are aware of security guidelines and procedures as they relate to the use of seals and seal integrity. Additionally, carriers must establish a system to ensure all related parties/business partners adhere to established security guidelines and procedures relating to the use of seals and seal integrity. Finally, any seal discrepancies or anomalies must be reported to CBP.



# BECOME A U.S./CANADA



## REGISTERED COMMERCIAL DRIVER



- Faster cargo clearance
- Fewer inspections
- You save money on fuel costs
- Your FAST ID is valid for five years and registering is simple
- You are contributing to the safety and security of your country



**Find out how to get in the FAST Lane!**



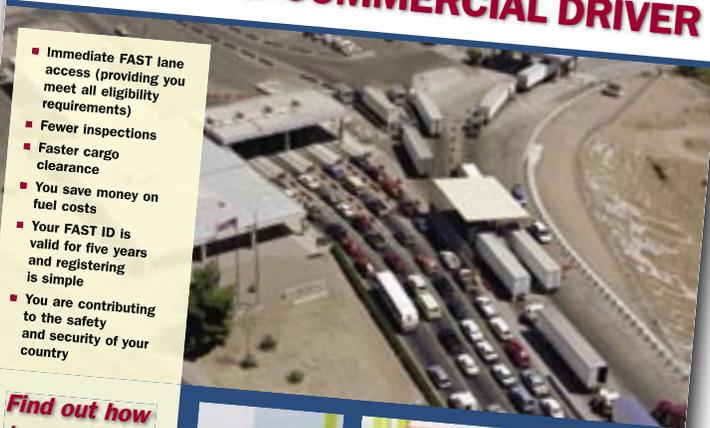
U.S. Customs and Border Protection

For more information, please visit your nearest FAST enrollment center, or visit [www.cbp.gov](http://www.cbp.gov) or [www.cbsa.gc.ca](http://www.cbsa.gc.ca)

# BECOME A U.S./MEXICO



## REGISTERED COMMERCIAL DRIVER



- Immediate FAST lane access (providing you meet all eligibility requirements)
- Fewer inspections
- Faster cargo clearance
- You save money on fuel costs
- Your FAST ID is valid for five years and registering is simple
- You are contributing to the safety and security of your country

**Find out how to get in the FAST Lane!**



U.S. Customs and Border Protection

For more information, please visit your nearest FAST enrollment center, or visit our web site at [www.cbp.gov](http://www.cbp.gov)

CBP Publication No. 5000-020  
Rev. 04/04



## U.S. Customs and Border Protection

Office of Field Operations  
FAST (Free and Secure Trade)  
1300 Pennsylvania Avenue, NW  
Washington, DC 20229

Please visit the U.S. Customs and  
Border Protection Web site at  
[www.cbp.gov](http://www.cbp.gov)

CBP Publication No. 0000-0700  
March 2005