

Southern Currents



Notice to the Area Port of New Orleans Trade Community

Date February 20, 2018

No.: 18-018

SUBJECT: Automation Pilot of CBP Form 3171 *Application – Permit – Special License – Unlading – Lading – Overtime Services* submission, review and approval process in the Port of New Orleans

Pilot Dates: Tuesday February 20, 2018 – Friday April 27, 2018

Effective February 20, 2018, vessel agents will have the ability to submit a CBP Form 3171 *Application – Permit – Special License – Unlading – Lading – Overtime Services*, commonly referred as a “Lade Order,” **via e-mail** to the CBP New Orleans Marine Division via the following email address: gmb.neworleansmarinedesk@cbp.dhs.gov. Agents still have the option to submit Lade Orders to the Marine Division via fax at (504) 670-2491 or in person at the Customhouse.

Normal port processing time for Lade Orders is **four (4) business hours** from the time of submission. Marine Division business hours are 0830 – 1700 hours Sunday - Saturday.

For Example:

1. Agent emails a lade order to the Marine Division at 0500 hours, Marine Division opens at 0830 hours, normal turnaround for the lade order would be by 1230 hours.
2. Agent faxes a lade order to the Marine Division at 1530 hours, Marine Division closes at 1700 hours and opens at 0830 hours the following day, normal turnaround for the lade order would be by 1100 hours the following day.

Considerations:

- Omissions or mistakes made by the submitting agent on a Lade Order WILL delay the processing of the document.
- Agents should not email and fax the same Lade Order as this WILL delay the processing of the document.
- Agents are encouraged to use their email READ RECEIPT and DELIVERY capabilities when submitting Lade Orders via e-mail.

REPLY TO: PORT DIRECTOR OF CUSTOMS, 423 CANAL ST., ROOM 260, NEW ORLEANS, LOUISIANA 70130

- Agents are urged to refrain from calling the Marine Division to inquire about the processing of the Lade Order within the four (4) hour window.

For those vessels requiring an expedited Lade Order turnaround, agents should come to the Marine Division for assistance. Agents do NOT need an appointment to get a Lade Order processed at the Marine Division, but may have to wait based on existing appointments.

Any questions regarding this information should be directed to Assistant Port Director, Mark Choina at (504) 670-2287 or mark.s.choina@cbp.dhs.gov.

Mark S. Choina

Mark S. Choina
Assistant Port Director
New Orleans, Louisiana