



# Southern Currents

New Orleans Tri-Port Guidance on CBP Form 1300

Date: March 12, 2018

No: 18-023

## Marine Desk Contact #

New Orleans ----- (504) 670-2230

Gramercy ----- (225) 869-3765

Baton Rouge ----- (225) 389-0261

\*Morgan City ----- (985) 632-8182



# Application for Vessel Entrance/Clearance: Timelines

- **Entrance:** Applications for entrances must be submitted **within 48 hours of when the vessel first comes to rest** within the tri-port, *excluding* non-business days.
- **Clearance:** Vessels must **depart within 48 hours of clearance** issuance, *including* non-business days.
  - **Delays in departure** beyond 48-hour of clearance, CBP may approve a 24-hour extension for delay in departures. A delay in departure must be reported to CBP within 72-hours of clearance issue. Clearances must be cancelled and surrendered for delays beyond the 24- hour extension (19 CFR 4.60).
  - **Cancelled** voyages after clearance issued are to be reported in writing to CBP within 24-hours of such cancellation, and must be accompanied by the surrender of the official original clearance, clearance copies, and any related documents to the CBP office which granted clearance (19 CFR 4.60).
  - **Diversions** from the port to which clearance was issued are required to make notification, *while enroute*, to the CBP office which granted the clearance on CBP Form 26 with a copy of the clearance (19 CFR 4.91).



# Application for Vessel Entrance/Clearance: Documents for Submission

The following documents are required to be submitted when filing for formal entrance or clearance of a vessel.

## Entrance Packet:

- 1) CBP Form 1300
- 2) Approved CBP Form 3171
- 3) Vessel's Last Port Clearance
- 4) Letter of Orders at Sea, signed by Captain  
-If arriving from the last foreign port without a clearance.
- 5) CBP Form 1303
- 6) CBP Form 1304
- 7) CBP Form I-418
- 8) CBP Form 226 (For US Flag Vessels Only)

## Clearance Packet:

- 1) CBP Form 1300
- 2) Approved CBP Form 3171
- 3) CBP Form I-418 (For US Flag vessels)

All documents submitted must have original signature of the master, owner, or authorized corporate officer, and stamped with the vessel's certifying seal (19 CFR 4.14). ***\*\*The vessel agent is not authorized to sign on behalf of the master.***



U.S. Customs and  
Border Protection



# Application for Vessel Entrance/Clearance: Documents to Present

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The following documents are required to be presented when filing for formal entrance or clearance of a vessel.

## Ship's Documents:

- 1) Ship's Registry (Original and unexpired)
- 2) Bareboat Charter, Continuous Synopsis, or Bridge Letter (For vessel with different Owner/Operator)
- 3) COFR Certificate
- 4) Tonnage Certificate (Original and Unexpired)
- 5) Load Line Certificates
- 6) All CBP Receipts (Cash Receipts & Tonnage Tax Receipts)

Foreign language documents must be accompanied by an English translation, certified by the translator to be accurate (19 CFR 4.7 & 4.14).



# Guidance on CBP Form 1300

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- 1) **Complete:** Form must be completed *prior* to appointment arrival. An original power-of-attorney must be on file at the location for vessel agent conducting business.
- 2) **Accurate:** The form should not have errors, erroneous information, or inaccuracies.
  - A total of three (3) errors may be corrected by marking one line through the error, and legibly writing the correct information with the vessel agent's initials.
  - Whiteout is not permissible on CBP Forms.
- 3) **Legible:** Documents submitted must be typed or printed legibly. Forms that are not legible or professional in presentation will not be accepted.
- 4) **Valid:** Only valid CBP Forms will be accepted. Forms can be founded on <http://www.cbp.gov/newsroom/publications/forms>.
  - Forms must be dated after 2002.
  - Forms cannot contain "Department of Treasury".
  - Forms cannot be manipulated for formatting purposes (i.e. excel spreadsheets).



# Completion of CBP 1300

## ■ Entrance/Clearance:

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- Select one by check box.

## ■ Trade Codes:

- Check one box.

- |                          |  |
|--------------------------|--|
| 1. Foreign in Ballast    | 4. Domestic or Coastwise Ballast       |
| 2. Foreign Bulk          | 5. Domestic or Coastwise Bulk          |
| 3. Foreign General Cargo | 6. Domestic or Coastwise General Cargo |

**\*\* (See page 2 for list of Trade Codes)**

## ■ Block 1. Manifest No:

- Leave Blank – For CBP Use Only



# Completion of CBP 1300

## ■ Block 2. Port of Arrival/Departure:

- Enter port where the vessel will:

- Baton Rouge
- Gramercy
- New Orleans

➤ **Entrance** - first conduct cargo operations.

➤ **Clearance** - depart from.



# Completion of CBP 1300

## ■ Block 3. Date & Time of Arrival/Departure:

- Enter the Date & Time the vessel:

➤ **Entrance** - first came to rest whether at an anchor or dock within the Tri-port.

- Formal entrance is required within 48 hours after the vessel first comes to rest in the Tri-port area (19 CFR 4.3).

➤ **Clearance** - will depart the Tri-port.

## ○ Accepted Formats:

- **Date** - Must include the day, month, year – in any format.
- **Time** – List time based on 24-hour clock.
  - Use of 2400 and 0000 are discouraged.





# Completion of CBP 1300

## ■ Block 4. Vessel Operating Draft:

- Indicate in feet and inches the deepest draft of the vessel on:
  - Entrance - arrival.
  - Clearance - departure.

## ■ Block 5. Nationality, Name, and Type of Vessel:

- Indicate the following as listed on the ship's registry.
  - ✓ **Nationality:** List the country the vessel is registered or flagged to.
  - ✓ **Name:** List the name of the vessel.
  - ✓ **Type of Vessel:** List the code for the type of vessel (see page 2 of the CBPF 1300 for codes).
  - ✓ **Voyage Number:** List the current voyage of the vessel (accepted if in block 38).



# Completion of CBP 1300

## ■ Block 6. Vessel Built At/Year:

- Indicate the country where the vessel was built and the year the vessel was built as listed on the ship's registry.

## ■ Block 7. Name, Address & Phone No. of Ship's Agent:

- Indicate the name of the vessel's Agent Company, address, and phone number, approved on the CBP Form 3171.

✓ I.E.     ABC Shipping Company  
              123 Main Street  
              New Orleans, LA 70000  
              (504) 123-4567



# Completion of CBP 1300

## ■ Block 8. Name & Country of Owner:

- Indicate the name and nationality of the ship owner as listed on the Ship's Registry.

## ■ Block 9. Name & Country of Operator:

- Indicate the name and nationality of the vessel operator as listed on the 'Certificate of Financial Responsibility' (COFR).
  - NOTE: If operator of vessel differs from owner, a Bridge Letter and/or continuing synopsis or Bareboat Charter will be required for Entrance and Clearance (33 CFR 138.100).
  - ✓ Annotating "Same as Block 8" is permitted, if the owner is listed on the COFR, and is the same as the operator of the vessel.



# Completion of CBP 1300

## ■ Block 10. Gross Tonnage:

- Indicate the vessel's gross tonnage as listed on the Tonnage Certificate.
- For U.S. flag vessels only, list the gross tonnage as recorded on the Vessel Registry (ITC).

## ■ Block 11. Net Tonnage:

- Indicate the vessel's Net Tonnage as listed on the Tonnage Certificate.
- For U.S. flag vessels only, list the gross tonnage as recorded on the Vessel Registry (ITC).



# Completion of CBP 1300

- Block 12. Port Arrived From/Departed For:
  - Enter the Port Name: Include country if foreign or state if coastwise.
    - Entrance – Indicate the last port the vessel visited – to which the vessel is arriving from.
      - LOOP is not an accepted port from which a vessel may arrive.
    - Clearance – Indicate the next port the vessel will visit – to which the vessel is departing for.
      - Vessel must be cleared to a definite port. No vessel will be cleared for the high seas unless the vessel is to transship cargo to/from the high seas. Vessel's clearing to a foreign port for orders must be in ballast (19 CFR 4.60-61).
      - Diversions – See 19 CFR 4.91
  - If a vessel only transits the Panama Canal, Panama should not be listed as the next or previous port (19 CFR 4.20), but should be listed in the itinerary.



# Completion of CBP 1300

## ■ Block 13. IMO#/ Official #/ Call Sign:

- Indicate the vessel's IMO #, Official #, Call Sign as listed on the Vessel Registry.
- For vessel's without an Official #, mark "N/A".

## ■ Block 14. Dock Locations:

- List all dock and anchorage locations where the ship comes to rest while in the New Orleans Tri-Port.
- For locations listed where cargo operations were conducted, indicate the type of transaction was completed.
  - ✓ L = Load
  - ✓ D = Discharged

Ex) 9 mile Anch.>IMTT St. Rose (D)>Burnside Anch.>IMTT Geismar (L)



# Completion of CBP 1300

## ■ Block 15. Particulars of Voyage:

➤ Enter voyage itinerary, including departure date for ports listed.

- For in ballast vessel: list all ports, starting with the last foreign port.
- For vessel with foreign cargo onboard: list all ports, starting with the first foreign port to which the vessel loaded cargo.
  - Include all loading ports, ports of discharge, and UNDERLINE where the remaining cargo will be discharged.
- For vessel with domestic cargo onboard: list all ports, starting with the last foreign port to which the vessel visited.
  - Include all loading ports, ports of discharge, and UNDERLINE where the export cargo will be discharged.
- If necessary a continuation for the particulars of the voyage can be found on the second page of CBP Form 1300.



# Completion of CBP 1300

## ■ Block 16. Brief Cargo Description:

- If vessel has no cargo: “IN BALLAST”
- If vessel has cargo: “\_\_\_\_(cargo) loaded at \_\_\_\_ to be discharged at \_\_\_\_.”
- For FROB: “FROB for discharge in \_\_\_\_.”
- For Export Cargo: “Export cargo loaded in \_\_\_\_ to be discharged in \_\_\_\_.”





# Completion of CBP 1300

## ■ Block 17. Outbound Manifest: \*For Clearance Only

- Check the appropriate box:
- **Incomplete Manifest for Export:** If the vessel loaded cargo in the Triport and outbound manifest are not submitted upon clearance of the vessel.
  - Manifest must have citation of ITN or AESPost number. Outbound manifest are due four business days following the date of clearance (19 CFR 4.75-76).
- **Licensed Cargo Loaded:** If the vessel loaded cargo that requires a State Dept. or Commerce Dept. License or a DEA Permit.
- **Complete Manifest filed for Export:** If the vessel is in ballast, discharges partial cargo only, or outbound manifest are submitted upon clearance of the vessel.
  - Vessel departing to any of the countries listed in **19 CFR 4.75(c)** are required to submit outbound manifest upon clearance of the vessel.



# Completion of CBP 1300

## ■ Block 18. No. of Crew:

- Indicate the number of crew on the vessel upon:
  - Entrance - arrival.
  - Clearance - departure.

## ■ Block 19. No. of Passengers:

- Indicate the number of passengers on the vessel upon:
  - Entrance - arrival.
  - Clearance - departure.
- Vessel Agents must know and be able to respond to inquiries regarding passengers purpose for traveling onboard (i.e. vessel captain's spouse, owner's representative, etc). Embarking passengers traveling coastwise may be required to submit rider requests through the Passenger Vessel Service Act (PSVA) found on [CBP.gov](http://CBP.gov).



# Completion of CBP 1300

## ■ Block 20. List all Carriers on Board by SCAC Code:

- List all carrier SCAC codes.
  - For additional space use page 2.
- ✓ Annotating 'UNKN' is acceptable for vessel without foreign cargo on board.
  - All vessels are assigned a SCAC code, and it must be provided if known.

## ■ Block 21. Tonnage Mark:

- Indicate if there is or isn't a tonnage mark and indicate if the tonnage mark is visible or submerged.



# Completion of CBP 1300

- Block 22. Bunkers: Type, Barrels, Value: **\*For Clearance Only**
  - If bunkers were loaded then indicate:
    - Type: Diesel or Fuel Oil
    - Barrels: Quantity
    - Value: Total Dollar Value, not per barrel.
  - If no bunkers were loaded then indicate 'NONE' or 'NO'.
    - N/A is not acceptable
  - If bunkers were loaded, but not available to report upon clearance indicate 'YES' or 'REVERTING'.



# Completion of CBP 1300

- Block 23. Load Line Expires:
  - Indicate the Month, Day, and Year that the load line expires.
- Block 24. Solas Certificate Expires: **\*For Entrance Only**
  - Indicate the Month, Day, and Year that the Solas Certificate expires.
- Block 25. Passengers Allowed Per Coast Guard Certificate:  
**\*For Cruise Vessels Only**
  - Indicate the number of passengers allowed per the Coast Guard.
- Block 26. No. Passengers Embarking/Disembarking:  
**\*For Cruise Vessels Only**
  - Indicate the number of any passengers embarking or disembarking the vessel while in port.



# Completion of CBP 1300

- Block 27. Cert. of Fin. Resp. No. (Water Pollution) and Exp. Date:
  - Indicate the COFR number and expiration month, day and year as listed on the COFR Certificate.
- Block 28. Cert. of Fin. Resp. (Passenger Death/Injury):
  - Indicate the certificate number and expiration month, day and year.
- Block 29. Cert. of Fin. Resp. (Passenger Trans. Indemnification):
  - Indicate the certificate number and expiration month, day and year.
- Block 30. Purpose of Entrance or Clearance:
  - Check all cargo operation types that are conducted while in port.
    - FROB: Vessel's with foreign cargo onboard conducting coastwise travel are required to present a traveling manifest during formal entrance and clearance of the vessel (19 CFR 4.81-85).



# Completion of CBP 1300

- Block 31. Print & Sign Name of Master, Authorized Agent or Officer, Date:
  - Print legibly the Vessel Master's Name, as listed on I-418.
  - Vessel Master's ORIGINAL signature
  - Vessel seal (Ship Stamp)
  - Reference 19 CFR 4.3b, 19 CFR 4.9c, and 19 CFR 4.14
    - For US Flag Vessels only – an agent may sign for the master/captain of a vessel, if the master/captain (not company) has a power-of-attorney for that agent.
- Block 32-39. FOR CBP USE ONLY:
  - Block 38 may contain the Voyage number, if not listed in block 5.
  - No markings should be within these blocks (i.e. vessel seal).



# ???QUESTIONS???

Questions Regarding CBP Form 1300 submitted for Formal Entrance,  
or Clearance concerns should be directed to the  
supervisor for the port to which the form was submitted.

- New Orleans, LA (504) 670-2053 ----- SCBPO Sharla Russell  
(504) 670-2052 ----- Chief Denise Emmer
- Gramercy, LA (225) 869-3765, x105 --- PD James Welch
- Baton Rouge, LA (225) 389-0261, x111 --- PD Patrick Tyrrell
- \*Morgan City, LA (985) 632-8182 ----- PD Eddie Vera