



Base Metals Center Pipeline 24-13

December 01, 2023

To: Customhouse Brokers, Importers and Others Concerned
Subject: 2024 Annual Permit User Fee and Triennial Status Report

ANNUAL PERMIT USER FEE

The annual Customs Broker permit user fee for the 2024 calendar year is due by February 9, 2024, as published in the Federal Register on Monday, November 27, 2023. You can find the FRN on the Federal Register website at [FRN link](#). The fee for the 2024 calendar year is \$174.80 and can be paid via eCBP portal which opens on November 29, 2023, for the collection of annual permit user fees. Thus, CBP encourages customs brokers to pay the annual customs broker permit user fee electronically via the eCBP portal. However, customs brokers may still submit the fee at the processing Center location through which the license was issued, in accordance with the remittance procedures in [19 CFR 24.22\(i\)](#).

Customs brokers who wish to use the eCBP portal may access it at <https://e.cbp.dhs.gov/brokers/#/home>. First time eCBP users will need to create a login.gov account.

Instructions and training resources, such as user and quick reference guides, for customs brokers on how to create a Login.gov account and how to use the eCBP portal can be found at [eCBP Broker Instruction and Training Resources | U.S. Customs and Border Protection](#).

The annual permit user fee will only be collected for active national permits. Failure to make the payment deadline can result in permit revocation. If any broker fails to pay the fee by the due date, the Base Metals Center Director will notify the broker in writing of failure to pay and revoke the permit to operate. This notice shall constitute revocation of the permit.

A broker whose permit has been revoked may reapply for a permit but will be required to pay the \$100.00 application fee as identified in 19 CFR 111.96 (b) in

addition to the annual user fee. If the broker reapplies within a reasonable time after revocation of the permit, the Center Director may issue a permit without regard to the provisions of 19 CFR 111.19 (e).

Triennial Status Reports (TSR)

The Triennial Status Reports are due by February 29, 2024. The eCBP portal will open for TSR submissions on December 18, 2023.

CBP will host a TSR trade webinar on December 15, 2023, to review new regulation requirements and demo TSR filing through the eCBP portal. The TSR is due from every individual and organization license issued through December 31, 2023. Licenses issued on or after January 1, 2024, will not owe a TSR until 2027. Continuing Education (CE) is not required to be reported for the 2024 TSR. If a broker fails to file a TSR by March 1st of the reporting year, the broker's license is suspended by operation of law.

Please address any correspondence concerning the annual permit fee as indicated below:

CHICAGO

Mary Lou Belfiore, Entry Branch Chief
Broker Management Officer
U.S. Customs and Border
Protection 5600 Pearl Street
Rosemont, IL 60018
Mary.Lou.Belfiore@cbp.dhs.gov

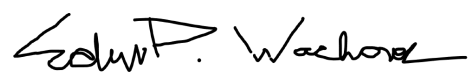
CLEVELAND

Michelle English, Entry Branch Chief
Broker Management Officer
U.S. Customs and Border
Protection 6747 Engle Road
Middleburg Heights, OH 44130
Michelle.D.English@cbp.dhs.gov

NEW ORLEANS

Dorean Taylor and/or Jolene Combs,
Customs Entry Officers
Acting Broker Management Officers
U.S. Customs and Border
Protection 423 Canal Street
Room 260
New Orleans, LA 70130
Dorean.Taylor@cbp.dhs.gov
Jolene.Combs@cbp.dhs.gov

If you have any questions regarding the annual fee or Triennial Status Reports, please contact the Entry Chiefs or Entry Officers identified above.

A handwritten signature in black ink, appearing to read "Edwin P. Wachowicz". The signature is written in a cursive style with a horizontal line at the end.

for

Africa R. Bell
Director, Base Metals Center
Chicago Field Office