

***CORRECT WAY TO COMPLETE THE
SHIPPER'S EXPORT DECLARATION
FORM 7525-V***



Title 15 Code of Federal Regulations, Part 30
(www.census.gov/foreign-trade)

U.S. Department of Commerce
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***THE CORRECT WAY TO COMPLETE
THE
SHIPPER'S EXPORT DECLARATION (SED)***

This booklet explains how to properly complete the SED and contains references to the major rules, regulations, and guidelines to assist you in preparing the SED. If, at any time, you have a question regarding the completion of the SED please contact the Regulations, Outreach, & Education Branch on 301-457-2238 or visit our website at www.census.gov/foreign-trade

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THE CORRECT WAY TO COMPLETE THE SED

*(Follow these instructions carefully to avoid delay at shipping point.
Refer to the Foreign Trade Statistics Regulations (F TSR) for specific details on these provisions, 15 CFR Part 30)*

1a. Shipper's Export Declarations (SEDs) are Required in the Following Instances:

<u>From</u>	<u>To</u>	<u>No. of Copies</u>
United States	Canada	1 (only if a license is required)
United States (Postal & Non-Postal)	Foreign Countries	Postal (1), Non-Postal (2)
United States	Puerto Rico	1
United States	U.S. Virgin Islands	1
Puerto Rico	United States	1
Puerto Rico	Foreign Countries	1
Puerto Rico	U.S. Virgin Islands	1
U.S. Virgin Islands	Foreign Countries	1

1b. Shipper's Export Declarations ARE NOT REQUIRED in the Following Instances:

<u>From</u>	<u>To</u>
United States	Canada (unless an export license is required)
U.S. Virgin Islands	United States
U.S. Virgin Islands	Puerto Rico
United States/Puerto Rico	Other U.S. Possessions**
Other U.S. Possessions	United States

** American Samoa, Baker Island, Commonwealth of the Northern Mariana Islands, Guam, Howland Island, Jarvis Island, Johnston Atoll, Kingmen Reef, Midway Islands, Navassa Island, Palmyra Atoll, Wake Island.

2. Purpose of the SED

The Shipper's Export Declaration (SED), Commerce Form 7525-V, is used for compiling the official U.S. export statistics for the United States and for export control purposes. The regulatory provisions for preparing, signing and filing the SED are contained in the Foreign Trade Statistics Regulations (FTSR), Title 15 Code of Federal Regulations (CFR) Part 30.

3. Form or Method of Data Collection

(a) Paper

The Commerce Form 7525-V and its continuation sheet may be purchased from the Government Printing Office, (202) 512-1800, local Customs District Directors, or can be privately printed. **Privately printed SEDs must conform in every respect to the official form.** The SED Form 7525-V can also be downloaded from the Foreign Trade Division website at <www.census.gov/foreign-trade> on buff (yellow) or goldenrod colored paper. Customs will not accept SEDs on white paper.

(b) Electronic: Automated Export System (AES)

The U.S. Census Bureau and the U.S. Customs Service jointly offer an electronic method for filing shipper's export declaration information known as the Automated Export System (AES). Participants in the AES include exporters (U.S. principal party in interest), forwarding or other agents, carriers, non-vessel operating common carriers (NVOCCs), consolidators, port authorities, software vendors, or service centers. Once certified by the Census Bureau, participants may file shipper's export data electronically using the AES in lieu of filing an individual paper SED for each shipment. The Census Bureau also offers a free Internet service for filing SED information through the AES called *AESDirect*. For additional information on AES and *AESDirect* go to the Foreign Trade Division web sites at <www.census.gov/foreign-trade> or <www.aesdirect.gov>.

For regulatory requirements on filing shipper's export information electronically through the AES refer to the FTSR, Sections 30.60 through 30.66.

4. Preparation and Signature of the SED

The SED must be prepared in English, be typewritten or in other non-erasable medium. The original should be signed (signature stamp acceptable) by the exporter (U.S. principal party in interest) or its authorized forwarding or other agent. In all cases where a forwarding or other agent is preparing a SED or AES record on behalf of a principal party in interest (i.e. U.S. or foreign), the principal party in interest must authorize the forwarding or other agent to prepare and sign and file the SED or transmit the AES record on its behalf through a formal power of attorney, written authorization, or, for USPPIs only, by signing block 29 on the paper SED.

5. Requirement for Separate SEDs

A separate SED is required for each shipment per USPPI, including each rail car, truck, ocean vessel, airplane, or other vehicle.

A shipment is defined as - All merchandise sent from one exporter (U.S. principal party in interest) to one foreign consignee, to a single foreign country of ultimate destination, on a single carrier, on the same day.

The exporter (U.S. principal party in interest) may list more than one Commerce Department (BXA) license or license exception or a combination of licenses and license exceptions on the same SED or AES shipment. In addition, the exporter may combine "No License Required" (NLR) items with licensed items and license exceptions on the same SED or AES shipment. To avoid confusion when preparing the paper SED, goods licensed by other U.S. agencies, such as the State Department, should be reported on a separate SED from goods licensed by the Commerce Department. For AES transactions, multiple licenses can be reported on one shipment.

Where two or more items are classified under the same Schedule B number, the Schedule B number should appear only once on the SED with a single quantity, shipping weight, and value, unless a validated license requires otherwise or, the shipment consists of a combination of foreign and domestic merchandise classified under the same Schedule B number.

Shipments involving multiple invoices or packages should be reported on the same SED.

6. Presentation of the SED

- (a) Postal (mail) Shipments - the SED must be delivered to a Post Office official with the package at the time of mailing. (See the U.S. Postal Service's International Mail Manual). All mail shipments valued at \$2,500 or over, or that require an export license, require a SED.
- (b) All other shipments - the SEDs shall be delivered to the exporting carrier with the merchandise.
- (c) Exporting carriers are required to file the SED and manifest with Customs at the port of export.

The SED may accompany the merchandise or it may be delivered directly to the exporting carrier at the port of exportation.

In cases where a shipment does not require a SED based on the FTSR, a reference to the applicable section of the FTSR that exempts the merchandise from the requirement to file a SED, must be noted on the bill of lading, air waybill, or other loading document. Detailed exemption provisions for when a SED is not required are contained in the FTSR, Subpart D, sections 30.50 through 30.58. For acceptable SED exemption statements refer to Foreign Trade Statistics Letter 168 (amendment 1). Also, see Section 8 below.

7. Correction to a SED

Corrections or amendments of data to a previously filed SED should be made on a copy of the originally filed SED. Mark “**CORRECTED COPY**” on the top of the SED, line through the appropriate field(s) requiring correction and insert the correction. File the corrected SED with the Customs Director at the port of export.

For mail exports, corrections must be sent directly to the U.S. Census Bureau, National Processing Center. Attention: Foreign Trade Section, 1201 East 10th Street, Jeffersonville, Indiana 47132 as soon as the need to make such correction or cancellation is determined.

8. A SED is not Required In the Following Instances (SED Exemptions): (Reference Sections 30.50 thru 30.58 of the FTSR)

- A. Shipments where the value of commodities classified under each individual Schedule B number is \$2,500 or less and for which an export license is not required, except that a SED is required for exports destined to Cuba, Iran, Iraq, Libya, North Korea, Serbia, (excluding Kosovo), Sudan, and Syria. (See §30.55(h))

If a shipment contains a mixture of individual Schedule B numbers valued at \$2,500 or less and individual Schedule B numbers valued at over \$2,500, only those valued at \$2,500 or more should be reported on the SED. (See §30.55(h)(1))

When either all or part of the shipment does not require a SED, one of the following statements must appear on the bill of lading, air waybill, or other loading documents for carrier use:

1. “No SED required, FTSR Section 30.55 (h)”.
2. “No SED required - no individual Schedule B number valued over \$2,500”.
3. “Remainder of shipment valued \$2,500 or less per individual Schedule B number”.

[Note: Refer to FTSR Letter 168 (amendment 1) for more detailed information on acceptable SED exemption statements.]

B. Shipments from the **United States to Canada, except those:** (See §30.58)

- (1) Requiring a Department of Commerce export license.
- (2) Subject to the Department of State, International Traffic in Arms Regulations regardless of license requirements.
- (3) Subject to Department of Justice, Drug Enforcement Administration, export declaration requirements.

[Note: For merchandise transhipped from the United States through Canada for ultimate destination to a foreign country, other than Canada, a SED or AES record is required.]

C. Shipments through the U.S. Postal Service that do not require an export license and the shipment is valued at \$2500 or under.

D. Shipments from one point in the United States to another point in the United States by routes passing through Mexico, and shipments from one point in Mexico to another point in Mexico by routes passing through the United States.

E. Shipments to the U.S. Armed Services

- (1) All commodities consigned to the U.S. Armed Service, including exchange systems. (See §30.52)
- (2) Department of Defense Military Assistance Program Grant-Aid shipments being transported as Department of Defense cargo. (See §30.52)

F. Shipments to U.S. Government agencies and employees for their exclusive use. (See §30.53)

G. Other miscellaneous shipments. (See §30.55)

- (1) Diplomatic pouches and their contents.
- (2) Human remains and accompanying receptacles and flowers.
- (3) Shipments of gift parcels moving under General License GFT.
- (4) Shipments of interplant correspondence and other business records from a U.S. firm to its subsidiary or affiliate.
- (5) Shipments of pets as baggage, accompanying or not accompanying persons leaving the United States.

H. Merchandise not moving as cargo under a bill of lading or air waybill and not requiring a validated export license.

- (1) Baggage and household effects of persons leaving the United States when such are owned by the person, in his possession at the time of departure and not intended for sale.
- (2) Carriers' stores, supplies, equipment, bunker fuel, and so forth, when not intended for unloading in a foreign country.
- (3) Usual and reasonable kinds and quantities of dunnage necessary to secure and stow cargo. (For sole use on board the carrier)

If the above shipments are moving under a bill of lading or air waybill, a SED is required, but Schedule B numbers should **not** be shown, and the SED should include a statement that the shipment consists of baggage, personal effects, and so forth.

If these shipments require a validated export license, the SED must identify the shipment as baggage, personal effects, and so forth, and must contain all of the information required on the SED.

I. SED for Personal Effects and Household Goods

- (1) A SED is required for personal effects and household goods only when the value of such items is \$2,500 or over. A schedule B number is not required for such items.
- (2) Personal effects and household goods destined for Canada do not require a SED regardless of value.

9. Retention of Shipping Documents

Exporters or their agents must maintain copies of shipping documents for a period of 5 years for statistical purposes. Additional record retention requirements for licensed shipments appear in the Export Administration Regulations. Exporters or their agents must also be aware of the record retention policies of other Government agencies.

10. Administration Provisions

The SED and its content is strictly confidential and used solely for official purposes authorized by the Secretary of Commerce in accordance with 13 U.S.C. Section 301(g). Neither the SED nor its contents may be disclosed to anyone except the exporter or its agent by those having possession of or access to any official copy. (See §30.91)

Information from the SED (except common information) may not be copied to manifests or other shipping documents. The exporter (U.S. principal party in interest) or the forwarding or other agent may not furnish the SED or its content to anyone for unofficial purposes.

Copies of the SED may be supplied to the exporter (U.S. principal party in interest) or its agent only when such copies are needed to comply with official U.S. Government requirements.

A SED presented for export constitutes a representation by the exporter (U.S. principal party in interest) that all statements and information are in accordance with the export control regulations. The commodity described on the declaration is authorized under the particular license as identified on the declaration, all statements conform to the applicable licenses, and all conditions of the export control regulations have been met.

It is unlawful to knowingly make false or misleading representation for exportation. This constitutes a violation of the Export Administration Act, 50, U.S.C. App. 2410. It is also a violation of export control laws and regulations to be connected in any way with an altered SED to effect export.

Commodities that have been, are being, or for which there is probable cause to believe they are intended to be exported in violation of laws or regulations are subject to seizure, detention, condemnation, or sale under 22 U.S.C. Section 401.

To knowingly make false or misleading statements relating to information on the SED is a criminal offense subject to penalties as provided for in 18 U.S.C. Section 1001.

Violations of the Foreign Trade Statistics Regulations are subject to civil penalties as authorized by 13 U.S.C. Section 305. (See §30.95)

11. Regulations

Detailed legal and regulatory requirements regarding the SED and its preparation are contained in the Foreign Trade Statistics Regulations (FTSR) (15 CFR, Part 30). Questions concerning the FTSR may be directed to the Regulations, Outreach, & Education Branch Foreign Trade Division, U.S. Census Bureau on (301) 457-2238. Up to date copies of regulations, FTSR Letters, *Federal Register* Notices, and other current information can also be accessed on the Foreign Trade Division's web site at <www.census.gov/foreign-trade>

Information concerning export control laws and regulations including additional SED requirements is contained in the Export Administration Regulations (EAR) (15 CFR Parts 730 - 774) which may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. The EAR can also be accessed on the Bureau of Export Administration (BXA) web site at <www.bxa.doc.gov>

12. Office of Management and Budget Response Burden Paragraph

Public reporting burden for this collection of information is estimated to average slightly more than 11 minutes (.186 hour) per response for the paper SED, Commerce Form 7525-V, and approximately 3 minutes (.05 hour) per response for the Automated Export System, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden to the Associate Director for Administration, Room 3104, Federal Office Building 3, Bureau of the Census, Washington, DC 20233-0001; and to the Office of Management and Budget, Washington, DC 20503.

13. References

Schedule B - Statistical Classification of Domestic and Foreign Commodities Exported from the United States. For sale by the Superintendent of Documents, U.S. Government, U.S. Government Printing Office, Washington, DC 20402 and local U.S. Customs District Directors. A Schedule B search engine is also available on the FTD web site. (www.census.gov/foreign-trade)

Schedule C - Classification of Country and Territory Designations for U.S. Foreign Trade Statistics. Free from the Bureau of the Census, Washington, DC 20233-0001. Also included as part of Schedule B. Schedule C codes are also available on the FTD web site. (www.census.gov/foreign-trade)

Schedule D - Classification of Customs Districts and Ports for U.S. Foreign Trade Statistics. Free from the Bureau of the Census, Washington, DC 20233-0001. Also included as part of Schedule B. The Schedule D codes are also available on the FTD web site. (www.census.gov/foreign-trade)

Foreign Trade Statistics Regulations (FTSR). Free from the Bureau of the Census, Washington, DC 20233-0001. The FTSR is also available for downloading on the FTD web site. (www.census.gov/foreign-trade)

Export Administration Regulations (EAR). For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 and U.S. Department of Commerce District Offices. The EAR is also available on the BXA web site (www.bxa.doc.gov)

Note: This is an instructional pamphlet summarizing the preparation of the SED. It is in no way intended as a substitute for either the Foreign Trade Statistics Regulations, the Export Administration Regulations, or the regulations of any other agency.

See the Appendix for a List of Telephone Contacts Providing Additional Information

**INFORMATION TO BE REPORTED ON THE
SHIPPER'S EXPORT DECLARATION
FORM 7525-V**

Block Number and Data Required

- 1(a) **U.S. Principal Party In Interest (USPPI)** - Provide the name and address of the U.S. exporter (U.S. principal party in interest). The USPPI is the person in the United States that receives the primary benefit, monetary or otherwise, of the export transaction. Generally that person is the U.S. seller, manufacturer, order party, or foreign entity. The foreign entity must be listed as the USPPI if in the United States when the items are purchased or obtained for export. Report only the first five digits of the ZIP code. (See §30.4, 30.7)
- 1(b) **USPPI Employer Identification Number (EIN) or ID Number**- Enter the USPPI's Internal Revenue Service Employer Identification Number (EIN) or Social Security Number (SSN) if no EIN has been assigned. Report the 9-digit numerical code as reported on your latest Employer's Quarterly Federal Tax Return, Treasury Form 941. The EIN is usually available from your accounting or payroll department. If an EIN or SSN is not available a border crossing number, passport number, or a Customs identification number must be reported. (See §30.7(d)(2))
- 1(c) **Parties To Transaction** - Indicate if this is a related or non-related party transaction. A related party transaction is a transaction between a USPPI and a foreign consignee, (e.g., parent company or sister company), where there is at least 10 percent ownership of each by the same U.S. or foreign person or business enterprise.
- 2 **Date of Exportation** - Enter the date the merchandise is scheduled to leave the United States for all methods of transportation . If the actual date is not known, report the best estimate of departure. The date format should be indicated by MM/DD/YYYY.
- 3 **Transportation Reference Number** - Report the booking number for ocean shipments. The booking number is the reservation number assigned by the carrier to hold space on the vessel for the cargo being shipped. For air shipments the airway bill number must be reported. For other methods of transportation leave blank.
- 4(a) **Ultimate Consignee** - Enter the name and address of the foreign party actually receiving the merchandise for the designated end-use or the party so designated on the export license. For overland shipments to Mexico, also include the Mexican state in the address.

- 4(b) **Intermediate Consignee** - Enter the name and address of the party in a foreign country who makes delivery of the merchandise to the ultimate consignee or the party so named on the export license.
- 5 **Forwarding Agent** - Enter the name and address of the forwarding or other agent authorized by a principal party in interest.
- 6 **Point (State) of Origin or Foreign Trade Zone (FTZ) Number**
- (a) If from a FTZ enter the FTZ number for exports leaving the FTZ, otherwise enter the:
 - (b) two-digit U.S. Postal Service abbreviation of the state in which the merchandise actually starts its journey to the port of export, or
 - (c) State of the commodity of the greatest value, or
 - (d) State of consolidation.
- 7 **Country of Ultimate Destination** - Enter the country in which the merchandise is to be consumed, further processed, or manufactured; the final country of destination as known to the exporter at the time of shipment; or the country of ultimate destination as shown on the export license. Two-digit (alpha character) International Standards Organization (ISO) codes may also be used.
- 8 **Loading Pier** - (For vessel shipments only) Enter the number or name of the pier at which the merchandise is laden aboard the exporting vessel.
- 9 **Method of Transportation** - Enter the method of transportation by which the merchandise is exported (or exits the border of the United States). Specify the method of transportation by name, such as, vessel, air, rail, truck, etc. Specify "own power" if applicable.
- 10 **Exporting Carrier** - Enter the name of the carrier transporting the merchandise out of the United States. For vessel shipments, give the name of the vessel.
- 11 **Port of Export**
- (a) For Overland Shipments - Enter the name of the U.S. Customs port at which the surface carrier (truck or railcar) crosses the border.
 - (b) For Vessel and Air Shipments - Enter the name of the U.S. Customs port where the merchandise is loaded on the carrier (airplane or ocean vessel) that is taking the merchandise out of the United States.
 - (c) For Postal (mail) Shipments - Enter the U.S. Post Office from which the merchandise is mailed.

- 12 **Foreign Port of Unloading** - For vessel shipments between the United States and foreign countries, enter the foreign port and country at which the merchandise will be unloaded from the exporting carrier. For vessel and air shipments between the United States and Puerto Rico, enter the Schedule C code, “U.S. Customs District and Port Code”.
- 13 **Containerized** - (For vessel shipments only) Check the **YES** box for cargo originally booked as containerized cargo and for cargo that has been placed in containers at the vessel operator's option.
- 14 **Carrier Identification Code** - Enter the 4-character Standard Carrier Alpha Code (SCAC) of the carrier for vessel, rail and truck shipments, or the 2- or 3-character International Air Transport Association (IATA) Code of the carrier for air shipments. In a consolidated shipment, if the ultimate carrier is unknown, the consolidator's carrier ID code may be reported. The National Motor Freight Traffic Association (703) 838-1831 or www.nmfta.org issues the SCAC's for ocean carriers, trucking companies and consolidators. The American Association of Railroads, Railinc (919) 651-5006 issues the SCAC codes for rail carriers. The International Air Transportation Association (IATA) issues the air carrier codes. The IATA codes are available on the Foreign Trade Division web site under “Air Carrier Codes” at www.census.gov/foreign-trade.
- 15 **Shipment Reference Number** - Enter the unique reference number assigned by the filer of the SED for identification purposes. This shipment reference number must be unique for five years. For example, report an invoice number, bill of lading or airway bill number, internal file number or so forth.
- 16 **Entry Number** - Enter the Import Entry Number when the export transaction is used as proof of export for import transactions, such as In-Bond, Temporary Import Bond or Drawback's and so forth. Also, an Entry Number is required for merchandise that is entered as an import (CF 7501 or Automated Broker Interface (ABI) entries) and is then being exported out of the United States.
- 17 **Hazardous Materials** - Check the appropriate “Yes” or “No” indicator that identifies the shipment as hazardous as defined by the Department of Transportation.
- 18 **In Bond Code** - Report one of the 2 - character In-Bond codes listed in Part IV of Appendix C of the FTSR (15 CFR Part 30) to include the type of In-Bond or not In-Bond shipment.
- 19 **Routed Export Transaction** - Check the appropriate “Yes” or “No” indicator that identifies the transaction as a routed export transaction. A routed export transaction is where the foreign principal party in interest authorizes a U.S. forwarding or other agent to export the merchandise out of the United States.
- 20 **Schedule B Description of Commodities** - Use columns 22 - 24 to enter the commercial description of the commodity being exported, its schedule B number, the quantity in

schedule B units, and the shipping weight in kilograms. Enter a sufficient description of the commodity as to permit verification of the Schedule B Commodity Number or the commodity description as shown on the validated export license. Include marks, numbers, or other identification shown on the packages and the numbers and kinds of packages (boxes, barrels, baskets, etc.)

21 **"D" (Domestic) , "F" (Foreign) or M (Foreign Military Sales)**

- (a) Domestic exports (D) - merchandise that is grown, produced, or manufactured in the United States (including imported merchandise which has been enhanced in value or changed from the form in which imported by further manufacture or processing in the United States).
- (b) Foreign exports (F) - merchandise that has entered the United States and is being re-exported in the same condition as when imported.
- (c) Foreign Military Sales (M) - exports of merchandise that are sold under the foreign military sales program.

22 **Schedule B Number** - Enter the commercial description of the commodity being exported and the ten-digit commodity number as provided in Schedule B - Statistical Classification of Domestic and Foreign Commodities Exported from the United States. See item 5 (page 2) for a discussion of not repeating the same Schedule B numbers on the SED. If necessary, the Harmonized Tariff Schedule (HTS) number can be reported on the SED. See the Appendix showing a list of telephone numbers for assistance with Schedule B numbers.

23 **Quantity (Schedule B Units)** - Report whole unit(s) as specified in the Schedule B commodity classification code. Report also the unit specified on the export license if the units differ. See the Appendix showing a list of telephone numbers for assistance with units of quantity.

24 **Shipping Weight (kilograms)** - (For vessel and air shipment only) Enter the gross shipping weight in kilograms for each Schedule B number, including the weight of containers but excluding carrier equipment. To determine kilograms use pounds (lbs) Multiplied by 0.4536 = kilograms (report whole units.)

25 **VIN/Product Number/Vehicle Title Number** - (For used self-propelled vehicles only). Report the following items of information for used self-propelled vehicles as defined in Customs regulations 19 CFR 192.1: (1) Report the unique Vehicle Identification Number (VIN) in the proper format; (2) Report the Product Identification Number (PIN) for those used self propelled vehicles for which there are no VINs; and (3) the Vehicle Title Number.

- 26 **Value** (U.S. dollars) - Enter the selling price or cost if not sold, including freight, insurance, and other charges to U.S. port of export, but excluding unconditional discounts and commissions (nearest whole dollar, omit cents). The value to be reported on the SED is the exporter's (U.S. principal party in interest) price or cost if not sold, to the foreign principal party in interest. Report one value for each Schedule B number.
- 27 **License No./License Exception Symbol/Authorization - Whenever a SED or AES record is required:**
- (a) Enter the license number on the SED or AES record when you are exporting under the authority of a Department of Commerce, Bureau of Export Administration (BXA) license, a Department of State, Office of Defense Trade Controls (ODTC) license, a Department of the Treasury, Office of Foreign Assets Control (OFAC) license (enter either the general or specific OFAC license number), a Department of Justice, Drug Enforcement Agency (DEA) permit, or any other export license number issued by a Federal government agency. For the BXA license the expiration date of the license must be entered on the paper version of the SED only.
 - (b) Enter the correct License Exception symbol (e.g. LVS, GBS, CIV) on the SED or AES record when you are exporting under the authority of a License Exception. See § 740.1, § 740.2, and § 758.1 of the Export Administration Regulations (EAR).
 - (c) Enter the "No License Required" (NLR) designator when you are exporting items under the NLR provisions of the EAR:
 - (1) When the items being exported are subject to the EAR but not listed on the Commerce Control List (CCL) (i.e. items that are classified as EAR99); and
 - (2) When the items being exported are listed on the CCL but do not require a license.
- 28 **Export Control Classification Number (ECCN)** - Whenever a SED or AES record is required, you must enter the correct Export Control Classification Number (ECCN) on the SED or AES record for all exports authorized under a license or License Exception, and items being exported under the "No License Required" (NLR) provisions of the EAR that are listed on the CCL and have a reason for control other than anti-terrorism (AT).
- 29 **Duly authorized officer or employee** - Provide the signature of the exporter (U.S. principal party in interest) authorizing the named forwarding or agent to effect the export when such agent does not have a formal power of attorney or written authorization.

- 30 **Signature/Certification** - Provide the signature of the exporter (U.S. principal party in interest) or authorized forwarding or other agent certifying the truth and accuracy of the information on the SED, the title of exporter (U.S. principal party in interest) or authorized agent, the date of signature, the telephone number of the exporter (U.S. principal party in interest) or authorized agent preparing the SED and who can best answer questions for resolving problems on the SED, and the email address of the exporter (U.S. principal party in interest) or authorized agent.
- 31 **Authentication** - For Customs use only.

APPENDIX

List of telephone Numbers Providing Additional Assistance in Filling Out the Shipper's Export Declaration (SED)

(Census Bureau) Foreign Trade Division Contacts

Commodity Classification (Schedule B Number) Assistance

Schedule B

Food, Animal and Wood Products.....301-457-3484 Chapters 1-24; 41; 43-49
(Including paper and printed matter)
Minerals..... 301-457-3484 Chapters 25-27; 68-71
Metals.....301-457-3259 Chapters 72-83
Textiles and Apparel.....301-457-3484 Chapters 41-43; 50-67
Machinery and Vehicles.....301-457-3259 Chapters 84-85; 86-89
(including computers, other electronic equipment and transportation)
Chemical and Sundries.....301-457-3259 Chapters 28-40; 90-98

Foreign Trade Statistics Regulations 301-457-2238

Automated Export System (AES) 1-800-549-0595

Other Agency Export Control Telephone Contacts

Bureau of Export Administration, Department of Commerce <www.bxa.doc.gov>

Washington, DC	Newport Beach, CA	San Jose, CA
202-482- 4811 or	949-660-0144	408-998-7402
202-482-2642		

International Trade Administration, Export Assistance Center 1-800-872-8723
<www.ita.doc.gov>

Department of State, Office of Defense Trade Controls (ODTC)
(International Traffic In Arms Regulations (ITAR)) 202-663-2714 <www.pmdtc.org>

Department of the Treasury, Office of Foreign Assets Control (OFAC)
(Sanctioned countries and trade restrictions) 202-622-2490 <www.treas.gov/ofac>

U.S. Customs Import (Inbound) Questions (Summary Management Office) 202-927-0625
<www.customs.treas.gov>

U.S. Customs Export (Outbound) Questions (Outbound Programs) 202-927-6060
<www.customs.treas.gov>

NAFTA (hotline) 972-574-4061 <www.mac.doc.gov/nafta/nafta2.htm>

To Order Paper SEDs Contact the: **Government Printing Office (GPO)**
Publication Order & Information Office
202-512-1800

1a. U.S. PRINCIPAL PARTY IN INTEREST (USPPI) (Complete name and address) Willis and Company 4052 Jodie Lane Toledo, OH		ZIP CODE 12345	2. DATE OF EXPORTATION 10-01-00	3. TRANSPORTATION REFERENCE NO. 00-333-3838
b. USPPI EIN (IRS) OR ID NO. 12-3456789	c. PARTIES TO TRANSACTION <input type="checkbox"/> Related <input checked="" type="checkbox"/> Non-related			
4a. ULTIMATE CONSIGNEE (Complete name and address) Brandy, Inc. 38 Windy Lane London, England WR32LB				
b. INTERMEDIATE CONSIGNEE (Complete name and address) Hercule Movers 33 Airport Road London, England WR32LB				
5. FORWARDING AGENT (Complete name and address) Export Services 10 Parcel Express Way New York, NY 10001				
		6. POINT (STATE) OF ORIGIN OR FTZ NO. OH	7. COUNTRY OF ULTIMATE DESTINATION England	
8. LOADING PIER (Vessel only)	9. METHOD OF TRANSPORTATION (Specify) AIR	14. CARRIER IDENTIFICATION CODE PEGA	15. SHIPMENT REFERENCE NO. SED1001-01	
10. EXPORTING CARRIER Peg Airlines	11. PORT OF EXPORT JFK International Airport	16. ENTRY NUMBER	17. HAZARDOUS MATERIALS Yes <input checked="" type="checkbox"/> No	
12. PORT OF UNLOADING (Vessel and air only) Gatwick, England	13. CONTAINERIZED (Vessel only) Yes <input type="checkbox"/> No	18. IN BOND CODE	19. ROUTED EXPORT TRANSACTION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

20. SCHEDULE B DESCRIPTION OF COMMODITIES (Use columns 22-24)					
D/F or M (21)	SCHEDULE B NUMBER (22)	QUANTITY - SCHEDULE B UNIT(S) (23)	SHIPPING WEIGHT (Kilograms) (24)	VIN/PRODUCT NUMBER/ VEHICLE TITLE NUMBER (25)	VALUE (U.S. dollars, omit cents) (Selling price or cost if not sold) (26)
D	3406.00.0000 Candles	15 KG	18 KG	USE ONLY FOR USED VEHICLES	3000.00
D	3405.10.0000 Shoe Polish	20 KG	21 KG		2900.00

27. LICENSE NO./LICENSE EXCEPTION SYMBOL/AUTHORIZATION AO12345	28. ECCN (When required) 2A225
29. Duly authorized officer or employee	The USPPI authorizes the forwarder named above to act as forwarding agent for export control and customs purposes.
30. I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of this document, set forth in the "Correct Way to Fill Out the Shipper's Export Declaration." I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws on exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 1001; 50 U.S.C. App. 2410).	
Signature	Confidential - For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301 (g)).
Title President	Export shipments are subject to inspection by U.S. Customs Service and/or Office of Export Enforcement.
Date 10-01-00	31. AUTHENTICATION (When required)
Telephone No. (Include Area Code) (111) 555-1111	E-mail address your.name@your.company

NOTE: If no license is required put 'NLR' in block 27 and EAR 99 in block 28.