



# U.S. Immigration and Customs Enforcement

## **FORMS MANAGEMENT PROGRAM (FMP)**

### **Forms Management Handbook**

**August 2008**

## Foreword

At U.S. Immigration and Customs Enforcement (ICE) forms are a critical means to carrying out our mission objectives as a federal law enforcement agency. To assist ICE Program Offices in effectively implementing the ICE Forms Management Program on a daily basis, we have created the *ICE Forms Management Handbook*. The *ICE Forms Management Handbook* establishes standard procedures and identifies the roles and responsibilities of ICE Program Offices as they relate to forms management. It has been designed for use by all ICE Program Offices to ensure that all forms management activities at ICE are achieved with efficiency, uniformity and consistency.

This document has been limited to detail only those restrictions necessary to comply with ICE policy, ensure safe operations, and maximize enforcement results. This document supersedes all previous issuances on the subject and will be available in electronic format so employees will have access to the latest revisions or updates.

  
Julie L. Myers  
Assistant Secretary

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## **CHAPTER 1. INTRODUCTION**

This Handbook establishes policy and standard procedures for forms management and identifies roles and responsibilities for U.S. Immigration and Customs Enforcement's (ICE) Program Offices to ensure efficiency, uniformity, and consistency in all forms management activities including the creation of new forms, changes to existing forms, maintenance of forms, and the abolishment of forms that are outdated or no longer needed.

In accordance with the Paperwork Reduction Act of 1995, it is ICE policy that no form, whether on paper or electronically, shall be issued without authorization from the ICE Forms Management Officer (FMO). This alleviates the possibility of duplicate information collections, provides uniformity in forms arrangement and design, and ensures compliance with federal regulations.

### **1. Purpose and Scope**

This document provides guidance to ICE Program Offices and their Program Office Forms Management Coordinators (POFMCs) on forms management practices and procedures. It is also a guide to the ICE Forms Management Officer (FMO) on the processing and management of forms ICE-wide.

## **CHAPTER 2. RESPONSIBILITIES**

### **2. Position Responsibilities**

#### **2.1. ICE Shared Services Director (SSD)**

The SSD works with the ICE FMO to ensure effective coordination and cooperation with the shared service provider, the U.S. Customs and Border Protection (CBP) Forms Management Office (FMO). In conjunction with the ICE FMO, the ICE SSD ensures compliance with the signed Service Level Agreement (SLA) between ICE and CBP for the provision of forms management as a "shared service" and the interests of ICE are properly served and protected.

#### **2.2. ICE Forms Management Officer (FMO)/Records Management Officer (RMO)**

The ICE FMO/RMO serves as the direct point of contact (POC) to the shared service provider, the CBP FMO; liaison to the ICE POFMC; and the ICE SSD. The FMO/RMO is also responsible for coordinating and securing approval of all forms management activity through the Office of the Principal Legal Advisor (OPLA), and the Office of the Assistant Secretary (OAS) before submitting work requests to CBP. Responsibilities also include formulating and implementing policy and procedures for forms management; ensuring compliance with applicable Federal Regulations; prescribing uniform layout and design; and conducting periodic reviews. This incumbent in this position also serves as the Contracting Officer Technical Representative (COTR) for all ICE forms management activities.

#### **2.3. ICE Program Office Forms Management Coordinator**

Each Program Office is to have a coordinator who is responsible for ensuring compliance with program policy within their respective Program Offices and coordinating all forms



management activities with the ICE FMO/RMO and other ICE Program Offices as necessary. This position ensures necessary Program Office(s) approvals have been procured before submitting requests to the ICE FMO/RMO.

#### **2.4. Program Office Directors**

The Office Director is responsible for explaining and justifying the creation; revision, abolishment, or continued use of a form; defining the required form data elements and their intended use; creating and implementing procedures/instructions for using and processing the data collected; ensuring that there is appropriate authorization for the use of the form; and providing any additional information required by the ICE FMO/RMO, Department of Homeland Security (DHS), or Office of Management and Budget (OMB).

#### **2.5. ICE Office of Primary Interest**

Also known as the originating Program Office, this Program Office originates and approves requests to the ICE FMO/RMO to create and/or modify or revise a form. This Program Office is also responsible for coordinating clearances as appropriate, with any other affected ICE Program Offices for their concurrence before submitting the request to the ICE FMO/RMO for action.

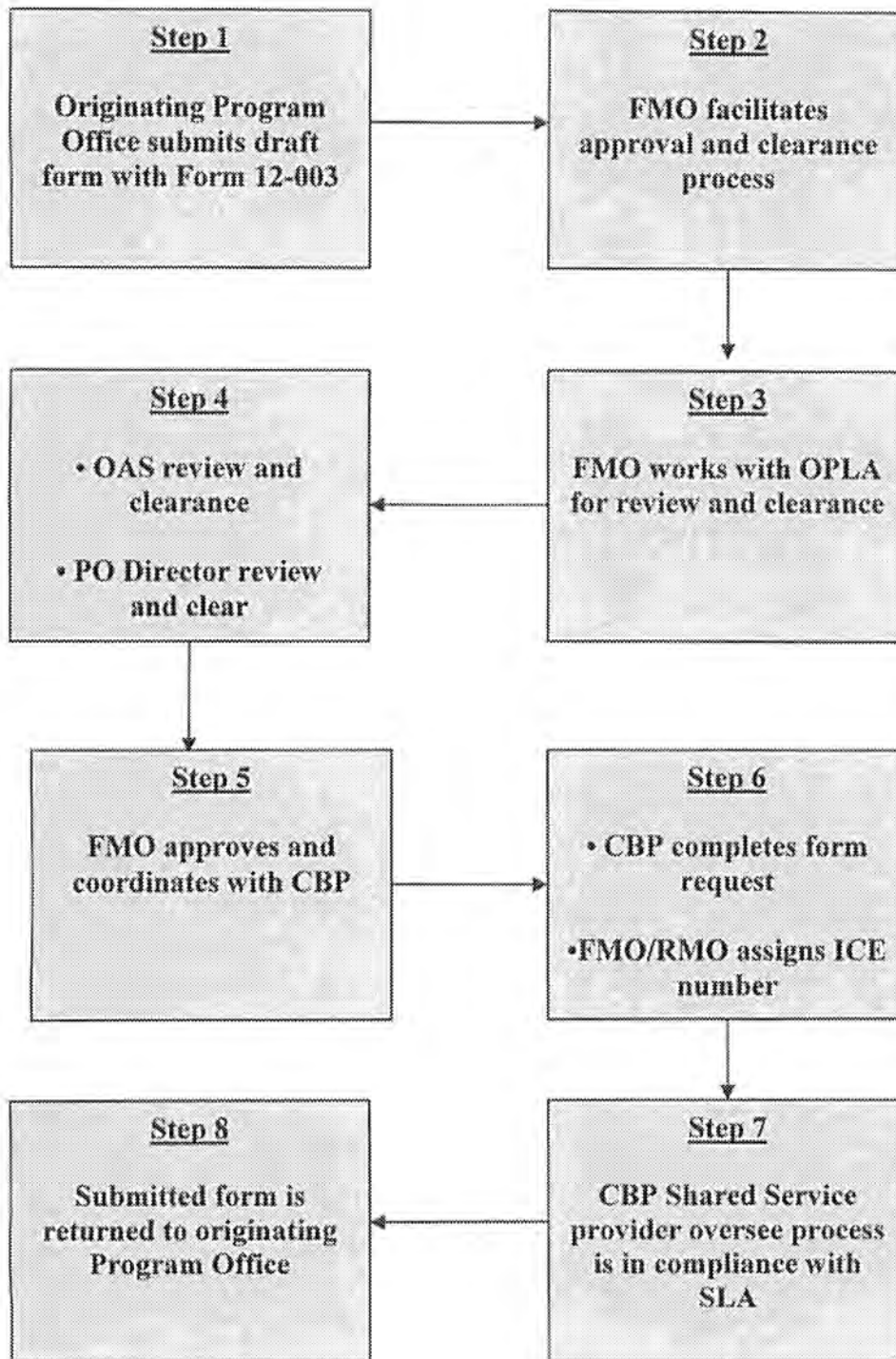
#### **2.6. U.S. Customs and Border Protection (CBP) Forms Management Office (Shared Service Provider)**

The ICE FMO/RMO works with CBP Forms Management Officer who is as the service provider for forms management to all ICE programs. Program specific questions are raised directly between the ICE Office of Primary Interest and the CBP Forms Management Office as necessary. Otherwise, all contacts are strictly between the ICE FMO/RMO and the CBP Forms Management Office. The ICE Deputy Assistant Secretary (DAS) for Management or the DAS for Operations (if the form is an attachment to a law enforcement directive or handbook) will be the arbiter of any issues that cannot be resolved through this process.

## CHAPTER 3. FORMS MANAGEMENT

### 3. Forms Process

#### 3.1 Forms Management Flow Chart



### 3.2 Forms Process for Issuance and Clearance of New Form

When a Program Office requires a new form, it will submit its draft form and an approved ICE Form 12-003 (see Appendix C), through Director, POFMC, or other authority for clearance to the ICE FMO/RMO. This form should be completed and signed by the appropriate Program Office official and accompanied by a copy of the supporting directive or authorizing regulation. The originating Program Office should also indicate the quantities to be produced and where the stocks will be maintained.

The ICE FMO/RMO facilitates clearance/approval with OPLA and the OAS before submitting the request to the CBP Forms Management Office for completion of the work. The ICE FMO/RMO coordinates all forms management activity with the ICE Shared Services Director who ensures compliance with the SLA between ICE and CBP for the services provided.

The FMO/RMO analyze the intended use of the form and will coordinate with the originating Program Office to determine whether an existing form can be used or if, in fact, a new form is needed.

The FMO/RMO will inspect the form for completion and verify that the appropriate Program Office official has signed the form. The FMO/RMO will verify that the form is authorized by the indicated directive or regulation. If the Program Office requests a "public use" form, the ICE FMO/RMO will coordinate with the OMB clearance personnel. It is the responsibility of the requesting Program Office to provide the information and monitor the OMB clearance process. The FMO/RMO will monitor the forms process and when a clearance is obtained, the FMO/RMO will be provided with the OMB number for input on the top right corner of the new form.

The FMO/RMO will design and develop a "proof" within three to five days from receipt of the form for the Program Office's review. Current forms analysis and design standards will be used in developing the form.

A design standard has been established for ICE forms to present a professional, corporate look. An example follows:

#### Top of form

Immigration and Customs Enforcement - 12 pt.

(Space)

**TITLE OF FORM**

OMB No. XXXX-XX

(public forms only)

Authorizing Document - 9 pt.

Bottom of Form

IF XXXX (XX/04)

Additions and/or corrections will be made as needed and a new proof will be provided to the originating Program Office. This process will continue until the form is approved and the Program Office signs off on a "clean" proof. Official files are to be created for every new form and maintained by the FMO/RMO. All bulk (hard copy) form requests should be obtained from



the CBP National Distribution Center in Indianapolis. The distribution center maintains both internal and public forms.

**Only after final approval of the form does the FMO/RMO assign a number to the form.** The number is placed at the bottom right corner of the form with the edition date attached (e.g., "ICE Form 1234 (11/04)"). The form is then placed on the ICE Forms Index and copies of the form are placed in the official files. A form may be designed and approved before the authorizing document is complete. However, a number and revision date will not be assigned until the authorizing document has been approved and signed. Until then, the form is not official and may not be used.

### **THE ICE FMO/RMO MUST REVIEW ALL NEW, REVISED, AND ABOLISHED ICE FORMS.**

All public and internal use forms will eventually be available on the ICE internet and intranet website, as appropriate, in a downloadable, fillable format, and compliant with the Rehabilitation Act 29 U.S.C. § 794(d) (Section 508).

#### **3.3 Public Use Forms**

To minimize the paperwork burden to the public and to maximize the utility of information collected by the federal government, the Paperwork Reduction Act requires OMB approval of public use forms **before** their implementation. The Act requires renewal every three years for the life of the form. Program Offices must provide the following information for the initial and renewal submissions: a completed OMB Form 83-I, "Paperwork Reduction Act Submission"; an explanation and justification for the form's use; the value of the collection being made; and the estimated amount of time the respondent would need to complete the form. This information collection package must be approved by OPLA and DHS Paperwork Reduction Act (PRA) Program Management Office before submission to OMB. The information package includes the following information for the initial and renewal submissions: a completed OMB Form 83-I, "Paperwork Reduction Act Submission"; an explanation and justification for the form's use; the value of the collection being made; and the estimated amount of time the respondent would need to complete the form. This effort should be coordinated through the FMO/RMO and OMB clearance personnel. The OMB will issue a form number that will appear with the ICE number on the top right corner of the form (e.g., 0000-XXXX).

The originating Program Office is responsible for initiating the OMB approval process for new forms and/or renewals. The FMO/RMO is responsible for the mandatory verification of the completion of the process.

#### **3.4 Issuing a New Form Number and the ICE Forms Index**

The FMO/RMO assigns a number to each form. Having a sole source of form numbers prevents two different forms having the same number.

The numbering system is created with the organizational structure in mind. New forms are given the next available number in the form number log. If the new form will be a member of an existing "form family," it should be assigned the family number. For example, "ICE Form 12-003" is an existing form and if the process owner wanted to create a new form to be used as a continuation sheet, it could be numbered "ICE Form 12-003A." The numeric-alpha numbers are



used to show a relationship (e.g., worksheet "ICE Form 12-003" must be followed by report "ICE Form 12-003A") or the same form in a foreign language.

As forms are consolidated or abolished, the numbers are entered in the Abolished Forms List along with the original date created and the date abolished. An abolished file containing the original ICE Form 12-003, the authorizing document and all official copies of the form is maintained for historic reference. The form number of the abolished document should not be used again for at least ten years or longer to avoid confusion.

**ALL** printing requests are initiated or approved by the FMO/RMO. A log of assigned serial numbers for each numbered form is kept in the forms printing file throughout the life of the form. These numbers are assigned at the time of printing by the FMO/RMO.

### **3.5 Changes and Modifications**

Requests to change or modify a form are submitted on an ICE Form 12-003 to the FMO/RMO. If changes have been made to the Authorizing Document, a copy of the revised document must be attached to the Forms Action Request Form. All changes or modifications **MUST** be approved by the appropriate official in the originating Program Office before submission to the FMO/RMO. All changes to forms originated by the Office of Primary Interest that are used by other ICE Program Offices will be coordinated with the appropriate Program Offices before the changes are made. Changes cannot be made to any form without the appropriate approving official's signature on an ICE Form 12-003.

A "draft form" with the changes/modifications will then be completed, stamped "Proof Copy", and submitted to the Program Office for approval. If no corrections or additional changes are made, the proof is signed by the appropriate Program Office Director and forwarded to the FMO/RMO. The revision date is changed only after the final proof has been signed. The originating Program Office decides whether or not the previous editions can be used or should be destroyed. It is also its responsibility to inform the field Program Offices of all changes. The FMO/RMO updates all official files and Forms Index accordingly.

### **3.6 Bulk Printing and Distribution**

The ordering of large quantities of hard copy forms is done through the CBP National Distribution Center (NDC) in Indianapolis, which maintains a working inventory of new and revised forms that have been provided. These forms can be ordered by the FMO/RMO in coordination with the originating Program Office. Forms are available through the NDC upon request for ICE personnel nationwide and internationally using the CBP Form 3039 (see Appendix D).

The FMO/RMO maintains all printing files. The FMO/RMO completes Printing and Distribution Services Request Form, CBP Form 262, which identifies changes from the previous printing, or "print per previous specifications" if nothing has changed. The FMO/RMO provides camera copy or negatives with a sample of the form. The FMO/RMO submits all materials, including the Printing and Distribution Services Request Form, and printing file to the printing team in coordination with the service provider. Standard printing schedules (which can be obtained from the FMO/RMO upon request) are followed unless necessity dictates otherwise and it is noted on the Printing and Distribution Services Request Form. The FMO/RMO must discuss expedited schedules with the Printing Officer before submission to the team.

The originating Program Office determines who receives initial distribution of a new or revised form. There are three options: (1) follow established distribution lists maintained by the Printing Team, (2) provide a distribution list of their own (preferably on labels), or (3) ship all copies to the NDC, informing the field Program Offices when to place their orders.

The FMO/RMO works closely with the service provider to ensure that inventories are kept current and stocked.

### **3.7 Form Abolishment**

The originating Program Office can abolish a form by submitting an ICE Form 12-003 to the FMO/RMO along with a copy of the supporting directive or a reference to the regulation authorizing the action. The Forms Index is updated accordingly.

### **3.8 Notification**

The Forms Index which will be located at the ICE Website will provide information on new forms and any changes, modifications, or revisions to existing forms as well as the abolishment of any forms. Forms are part of every procedure and process. They belong to, and are the responsibility of, each originating Program Office. It is the responsibility of the Program Offices in coordination with the FMO/RMO to notify all end users or audience of any actions they have initiated.

### **3.9 Form Review**

Forms used by ICE are subject to periodic reviews. Internal forms must be reviewed once every five years. Public forms must be reviewed conducted once every three years. To initiate a review, the FMO/RMO will prepare an ICE Form 12-003 identifying the specific form to be evaluated. The Program Office Director will then review the designated form in order to justify its continued use and to identify if there is any need to change or revise the form. The Program Office Director's review must be conducted and an official response received within two weeks from the time the request for review is submitted. The authorizing directive or regulation which authorized the creation of the form in question must be reviewed at the same time.

Requests to print forms that are under review will be held until the review process is complete. The FMO will notify the originating Program Office of the need to print to maintain NDC inventory levels. If necessary, small quantities of the old version will be printed to stock the NDC; however, this is very costly and should be avoided.

### **3.10 Public Request for Forms**

All public forms will be available on the ICE internet website in a downloadable, fillable format, and compliant with 29 U.S.C. § 794(d) (Section 508).

ICE Program Offices should stock small quantities (one to ten copies) of public forms for distribution upon request. Requests for bulk quantities of public forms are to be directed to the NDC in Indianapolis. Requests must be in writing and contain the following information: form

number; form title; quantity; delivery address; delivery account information (eg., Federal Express account number); point of contact; and phone number.

## **CHAPTER 4. ELECTRONIC FORMS**

All approved ICE forms will be available on the ICE Website, excluding those that are No Carbon Required (NCR) paper, card stock, and/or envelopes.

### **4.1 Concept**

To the extent possible forms will be available electronically. The ICE FMO/RMO is responsible for providing the public with ICE forms in a format that meets all Government Paperwork Elimination Act and the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794(d). This format will allow the public to access the ICE Website, download, fill in, and print forms without property viewers or the need to download software to perform the function.

Electronic forms will maintain print integrity and will be compliant with 29 U.S.C. § 794(d) (Section 508) so that persons with disabilities will be able to access and use the forms.

Internal use forms will also be disseminated electronically, but some may not be compliant with 29 U.S.C. § 794(d) (Section 508) requirements.

### **4.2 Procedures in General**

**The ICE FMO/RMO will:**

- (1) Upon request from the Program Office, conduct and maintain an inventory of all ICE Forms, regardless of due dates, to bring all forms up-to-date for conversion to the electronic format. Reviews include policy and procedures, format, and authority documents;
- (2) Identify and coordinate information technology requirements with the CIO;
- (3) Review approved forms; and
- (4) Give final approval.

### **4.3 Maintenance**

ICE public forms are posted on the ICE internet website. ICE internal forms are posted on the ICE intranet website and are maintained by the FMO/RMO and information technology personnel. Some law enforcement sensitive forms may not be posted at all or only accessible by authorized personnel. The FMO/RMO will keep forms updated and submit a finished product to the appropriate site for posting.



## **CHAPTER 5. QUALITY CONTROL – LIBRARY RESEARCH AND MONITORING REQUIREMENTS**

The FMO/RMO must stay abreast of any rules, regulations, and changes in directives that may impact the Forms Management Program. The FMO/RMO will maintain a current and up-to-date inventory of all ICE Forms.

The FMO/RMO will provide research about proposed rules and final rules that might have an impact upon ICE forms.

The FMO/RMO maintains the ICE Forms Index on the DHS/ICE Website and updates it quarterly. This listing should be used by the Program Offices to keep their inventory of forms current.

## **CHAPTER 6. FILES AND REPORTS**

Record-keeping is a major part of the forms management function. Standardized, easy to read, and up-to-date records are essential to this program. It will be the responsibility of the FMO/RMO to develop procedures and guidelines for ensuring system controls for proper record keeping.

## Appendix A

### DEFINITIONS.

**Authorizing Document** – An ICE or Program Office directive or handbook which authorizes the generating and use of a new agency form.

**Department of Homeland Security (DHS) Form** – A form created by DHS and/or used by two or more of its organizational components.

**Fillable Form** – A form that contains fields that can be filled out electronically on-line, handwritten or by other means. An on-line form will have pre-set properties for each field to include text size, text font, rich text, and alignment (center, left, right, scrolling long text, single/multi-line, etc.).

**Form** – A fixed arrangement of captioned spaces designed for the entry and extraction of prescribed information. Categories of forms include internal, interagency, public use, standard, and optional including but not limited to, electronic systems forms, and questionnaires. All public forms must be compliant with Section 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794(d).

**Form Index** – A list of official ICE forms to include form number, revision date, and title, located on the ICE internet website. The Index will be updated at least quarterly or as needed.

**ICE Internal Use Form** – A form created specifically for internal use by ICE Program Offices that serves as a working and reference document or for recurring purposes. This form is not subject to the formal forms process, nor is it provided for use to the public.

**Optional Form (OF)** – A form developed by a Federal agency for use in two or more agencies and approved by the General Services Administration (GSA) for non-mandatory Government-wide use.

**Public Use Form** – Any type of form, questionnaire, interview guide sheet, or test form used to collect information from ten to 100 or more individuals or entities of the public, regardless of the collection method used – mail, telephone, personal contact, or electronic means. OMB must approve these forms and they must be compliant with Section 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794(d).

**Request for Forms Management Services** – A formal request made by Program Offices utilizing ICE Form 12-003 to initiate the creation, revision, or abolishment of a specific form or to initiate form reviews, maintain a record of those reviews, print, distribute, or automate forms.

**Standard Form (SF)** – A form prescribed by a Federal agency, pursuant to its authority, and approved by GSA for mandatory Government-wide use.

**U.S. Immigration and Customs Enforcement (ICE) Form** – A form that is approved for agency-wide or for use by specific ICE Program Office(s). These forms will be identified with a

unique number in accordance with ICE policy and procedures.



## Appendix B

### Sample Memorandum from Office Director to Assistant Secretary



U.S. Immigration  
and Customs  
Enforcement

MEMORANDUM FOR: Assistant Secretary

FROM: Office Director

SUBJECT: Forms Management Handbook

#### Purpose

This handbook has been created for the following reasons (law change/executive decision/scheduled review, etc.).

#### Discussion

This policy was distributed for clearance and all comments have been addressed and resolved. All significant comments received during the clearance process were incorporated.

#### Recommendation

If you have questions regarding contents of this memorandum, please contact your immediate supervisor.

#### Approval

---

Julie L. Myers,  
Assistant Secretary

Attachment

## Appendix C

DEPARTMENT OF HOMELAND SECURITY U.S. Immigration and Customs Enforcement		<b>REQUEST FOR FORMS MANAGEMENT SERVICES</b>	
<b>I. FORM IDENTIFICATION</b>			
Form Action (Check one)	<input type="checkbox"/> New	<input type="checkbox"/> Revision	<input type="checkbox"/> Abolish
Form Title:			Date of Request:
Form Number (if current form)			
Authorization (Prescribes the use of this form or contains instructions for its use, i.e., CFR, Regulation, Directive, Handbook etc.)			
Scope of Form	<input type="checkbox"/> ICE-wide	<input type="checkbox"/> HQ	<input type="checkbox"/> Field Offices
	<input type="checkbox"/> Other Federal Agencies	<input type="checkbox"/> OMB Approval Number	
Serially Numbered	Security handling		Subject to Privacy Act
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Automation Requirements	Hard Copy Only	Security Issues	Posted on
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain	<input type="checkbox"/> Internet <input type="checkbox"/> Intranet
			<input type="checkbox"/> Program Office Website Only
<b>II. ORIGINATING PROGRAM OFFICE</b>			
Contact Person:		Title:	
Office:		Room Number:	Telephone Number: ( ) Ext.
Name and Title of Program Office Authorizing Official (Program Office Director or Designee)		Signature of Authorizing Official	
		<b>X</b> Date	
<b>III. COORDINATION AND REVIEW IN ADDITION TO ORIGINATING PROGRAM OFFICE</b>			
Office	Contact Person Name & Telephone Number	Office	Contact Person Name & Telephone Number
<b>IV. PRINTING, DISTRIBUTION, AND AUTOMATION-ICE Forms Management Use Only</b>			
Printing Services	Form Size (Width & Length)	<input type="checkbox"/> Single Sheet	
	Stock (Weight/Color)	<input type="checkbox"/> Number of Pages _____	
	Ink (Special Requirements)	<input type="checkbox"/> Set, Carbon Interleaved	
		<input type="checkbox"/> Set, Non-Carbon (Chemical Transfer)	
		<input type="checkbox"/> If Set, Number of Phys _____	
		<input type="checkbox"/> If Set, Parts Different (Y/N)	
Additional Information/Instructions			
Distribution	Total Quantity	Initial Distribution (Vendor to Mail)	Providing Distribution List
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Number of copies to National Distribution Center		
Note: Distribution list must have <u>delivery</u> addresses (do not use P.O. Boxes). Include the quantity to be delivered to each address. Titles may be used but no names.			
Comments:			
Forms Management Approval			Date

ICE Form 12-003 (11/07)

## Appendix D

### U.S. DEPARTMENT OF HOMELAND SECURITY Bureau of Customs and Border Protection

#### REQUEST FOR PRINTED MATERIAL

REQUEST DATE																																					
<b>INSTRUCTIONS:</b> To obtain printed material from the Bureau of Customs and Border Protection (CBP), National Distribution Center, complete this form and forward to the address in Section B. <u>Shipping cost must be paid by requester</u> ; we will ship freight prepaid or freight collect, according to the instructions provided in Section A. Please provide a complete shipping address in Section C. <u>Do not supply a P.O. Box.</u> Retain Part 3, Requesting Office Copy, for your records. Allow 30 days for processing and delivery.																																					
A	<b>SHIPPING/PAYMENT DETAILS</b> CARRIER/FREIGHT COMPANY (US/DOMESTIC CARRIERS ONLY)																																				
	REQUESTER'S SHIPPING ACCOUNT NUMBER																																				
	POINT OF CONTACT <span style="float: right;">PHONE NUMBER</span>																																				
	REMARKS:																																				
B	<b>SEND REQUEST TO THE ADDRESS BELOW</b> BUREAU OF CUSTOMS AND BORDER PROTECTION NATIONAL DISTRIBUTION CENTER P.O. BOX 68812 INDIANAPOLIS, IN 46268																																				
	<b>SHIP TO ADDRESS</b> NAME/COMPANY OF REQUESTER																																				
C	STREET ADDRESS <span style="float: right;">ROOM/SUITE NO.</span>																																				
	CITY <span style="float: right;">STATE</span> <span style="float: right;">ZIP</span>																																				
	ADDITIONAL INFORMATION/INSTRUCTIONS																																				
	<b>NOTE:</b> The following publications are <u>not</u> available from the CBP, National Distribution Center. They may be purchased through the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20401. <ul style="list-style-type: none"> <li>• Customs Bulletin (published weekly and annually)</li> <li>• Importing into the United States</li> <li>• Harmonized Tariff Schedule of the United States (Department of Commerce publication)</li> </ul>																																				
<b>AVAILABLE PRINTED MATERIAL FROM CBP</b>																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">TITLE</th> <th style="width: 10%;">QUANTITY</th> <th style="width: 40%;">TITLE</th> <th style="width: 10%;">QUANTITY</th> </tr> </thead> <tbody> <tr> <td>VISITING THE U.S.</td> <td></td> <td>KNOW BEFORE YOU GO</td> <td></td> </tr> <tr> <td>CUSTOMS RULINGS ON IMPORTS</td> <td></td> <td>PETS/WILDLIFE</td> <td></td> </tr> <tr> <td>DRAWBACK</td> <td></td> <td>PLEASURE BOATS</td> <td></td> </tr> <tr> <td>GSP AND THE TRAVELER</td> <td></td> <td>CUSTOMS IN BRIEF</td> <td></td> </tr> <tr> <td>MOVING HOUSEHOLD GOODS TO THE U.S.</td> <td></td> <td>U.S. IMPORT REQUIREMENTS</td> <td></td> </tr> <tr> <td>IMPORTING A CAR</td> <td></td> <td>INTERNATIONAL MAIL IMPORTS</td> <td></td> </tr> </tbody> </table>		TITLE	QUANTITY	TITLE	QUANTITY	VISITING THE U.S.		KNOW BEFORE YOU GO		CUSTOMS RULINGS ON IMPORTS		PETS/WILDLIFE		DRAWBACK		PLEASURE BOATS		GSP AND THE TRAVELER		CUSTOMS IN BRIEF		MOVING HOUSEHOLD GOODS TO THE U.S.		U.S. IMPORT REQUIREMENTS		IMPORTING A CAR		INTERNATIONAL MAIL IMPORTS									
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MOVING HOUSEHOLD GOODS TO THE U.S.		U.S. IMPORT REQUIREMENTS																																			
IMPORTING A CAR		INTERNATIONAL MAIL IMPORTS																																			
<b>FORMS ORDER (INCLUDE FOREIGN LANGUAGE IF APPLICABLE)</b>																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">FORM NO.</th> <th style="width: 30%;">TITLE</th> <th style="width: 10%;">QUANTITY</th> <th style="width: 10%;">FORM NO.</th> <th style="width: 30%;">TITLE</th> <th style="width: 10%;">QUANTITY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		FORM NO.	TITLE	QUANTITY	FORM NO.	TITLE	QUANTITY																														
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CBP Form 262 (06/04)



## Appendix E

U.S. DEPARTMENT OF HOMELAND SECURITY  
Bureau of Customs and Border Protection

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(1)			(1)		
(2)			(2)		
(3)			(3)		
(4)			(4)		
(5)			(5)		
(6)			(6)		
(7)			(7)		
(8)			(8)		
(9)			(9)		
(10)			(10)		
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(12)			(12)		
(13)			(13)		
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