



SOUTHEASTERN WISCONSIN FOREIGN TRADE ZONE No. 41

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The Port of Milwaukee, 2323 S. Lincoln Memorial Drive, Milwaukee, Wisconsin 53207, USA www.milwaukee.gov/port

FOREIGN TRADE ZONE SITE ACTIVATION INSTRUCTIONS:

Please provide the following for consideration as an U.S. Customs Foreign Trade Zone site. Application should be made per the following instructions prior to submission of a Customs Form 301 (BOND).

APPLICATION FOR ACTIVATION:

Upon your approval from the Foreign Trade Zone Board, please submit an application in letter form on the applicant's letterhead stationery. It must include the following information and should be addressed to:

Customs and Border Protection
Attn: Service Port Director
4915 S. Howell Ave. #200
Milwaukee, WI 53207

- Description of all the zone sites covered by the application.
- Any operation to be conducted therein, including requests for alternative operations such as direct delivery or weekly entry.
- A statement of the general character of the merchandise to be admitted, and the anticipated greatest value of any merchandise admitted to the zone at any one point in time (for bond calculation).
- Certification that electronic processes are in place to receive electronic cargo status messages (Automated Manifest System (AMS) access).
- Certification: "I certify that the factual information contained in this application is true and accurate and any information provided which is based upon estimates is based upon the best information available on the date of this application."

The application must be accompanied by the following:

1. A blueprint of the area approved by the Board to be activated showing area measurements, including all openings and buildings; and all outlets, inlets, and pipelines to any tank for the storage of liquid or similar product, that portion of the blueprint certified to be correct by the operator of the tank;
2. A procedures manual in the English language describing the inventory control and record keeping system that will be used in the zone, certified by the operator or grantee to meet the requirements of Subpart B of part 146 CR;
3. The written concurrence of the grantee when the operator applies for activation;
4. A list of the officers of the company, including title, and a list of persons that will have access to the Foreign Trade Zone site. These lists shall include names, addresses, phone numbers, Social Security numbers, dates and place of birth; (furnishing this personal data substantially expedites processing and prevents misidentification). Also, an "Authorization for Release of Information" form may be completed voluntarily by the employees in order to better inform the applicant of any unfavorable information which could affect the outcome of the request.
5. Federal IRS identification number on a completed Customs Form 5106 (enclosed). This form must be submitted in duplicate and mailed along with the other application materials to the attention of:

Customs and Border Protection
Attn: Customs Bond Desk
4915 S. Howell Avenue, #200
Milwaukee, WI 53207

You will receive an approval or denial letter explaining the next steps of activating the bond upon the decision made by the Port Director. Generally the application process can take anywhere from 1 to 4 months after the application was submitted to Customs.

Foreign Trade Zone conditions and responsibilities are listed in section 146.0 – 146.96 of the Customs Regulations. Visit your local library or the Customs Web site, www.cbp.gov for a copy. The Foreign Trade Zones Manual is available from the U.S. Customs Service by contacting the Office of Trade Programs, Office of Field Operations, Washington, D.C. 20229, or may also be viewed on the customs Web site.