OVERVIEW

U.S. Customs will assign a filer code to entities who wish to file their Importer Security Filings (ISF) directly with Customs. Each unique filer code has 3 alpha, numeric or alpha-numeric characters. The filer uses this assigned code as the first three characters to the ISF.

In order to receive an ISF filer code from Customs the company must submit a request in writing to the Customs Office of Information Technology (OIT) at Headquarters. Once the request is approved, usually within 10 working days, an ISF filer code and an ABI Client Representative will be assigned to the company. The Client Representative becomes the company’s technical contact at Customs for all matters relating to ISF transmissions or any issue related to the technical processing of an ISF submission.

NOTE: If the company already has a filer code assigned to their account for other purposes, such as entry processing and/or drawback, that filer code must be noted in the request letter. Customs will allow the same filer code for ISF processing and will update their system accordingly. If an ABI Client Representative has already been assigned to the company, they will continue to manage the account for the ISF processing.

INSTRUCTIONS

1. Complete the ISF filer code request & letter of intent on company letterhead per the attached sample letter.

2. Fax or email the letter directly to OIT at the number below.

3. If there has been no contact from Customs after 10 working days, contact OIT to request the status.

4. Click this link for more information from CBP on ISF processing.

CONTACT INFORMATION

CBP Office of Office of Information & Technology
Chief Client Rep Branch
Rm: A-314-1
7681 Boston Blvd
Springfield, VA 22153
Fax: (571) 468-5538 or Email: letterofintent@cbp.dhs.gov
Re: ISF Filer Code Request & Letter of Intent

To Whom It May Concern:

Please be advised that we wish to direct file import security filings (ISFs) with U.S. Customs. We have obtained the necessary software and guidance from Customs Now, Inc., a Customs approved ABI Vendor.

COMPANY INFORMATION  
<Include the following information>

Corporate Headquarters Address:
Type of Business:
Company IRS Number:
Company’s Principal Management Contact (name, address, contact info):
Company Locations Participating (name, address):
Estimated number of ISFs per year:
Filer Code:  <Include only if a filer code has already been assigned and explain the use (ISF, Drawback, etc….)>

ISF SOFTWARE INFORMATION

Customs Now, Inc.
30212 Tomas, Suite 380D
Rancho Santa Margarita, CA 92688
Contact: Karin Smith
Tel: 888-669-7501 x302
Email: Karin.smith@customsnow.com

Filer Code: SY3
A Record Port: 2709
Outbound Queue: ACS.BRK.1001SQ6
Client Rep: Christopher Kroll
ACS Specialist DHS/CBP
Buffalo Trade Support Team
Phone: (716) 626-0400 ext. 309 FAX (716) 626-7636
christopher.kroll@dhs.gov

If you have any questions or need additional information, please contact us as soon as possible.

Sincerely, <COMPANY NAME>