

SECTION 1

COMPANY: THE NAME OF THE COMPANY ASSOCIATED WITH THE SCAC.

SCAC: ENTER YOUR STANDARD ALPHA CARRIER CODE - THE FIRST FOUR LETTERS ON YOUR PAPS BARCODE STICKERS.

SUBMITTED BY: NAME AND PHONE NUMBER OF A CONTACT PERSON IF WE NEED MORE INFORMATION.

CROSSING DATE: DATE AND TIME WHEN THE DRIVER WILL BE ARRIVING AT THE BORDER CROSSING.

CROSSING AT: NAME OF THE PORT WHERE THE DRIVER WILL CROSS INTO THE UNITED STATES.

SEND COVER SHEET TO: PROVIDE A FAX NUMBER OR EMAIL ADDRESS WHERE TO SEND THE COVER SHEET. ONCE THE EMANIFEST IS ACCEPTED BY U.S.CUSTOMS AND BORDER PROTECTION (CBP) EMANIFEST SERVICE CENTRE WILL PROVIDE THIS DOCUMENT. *DRIVERS ARE REQUIRED TO HAVE AN ACE ELECTRONIC MANIFEST COVER SHEET WITH THEM WHEN THEY ARRIVE AT THE BORDER.*

DRIVER, CREW: ENTER THE PROPER NAME FOR ALL PERSONS ON THE TRUCK. IF THIS IS THE FIRST TIME THEY ARE CROSSING WITH ACE THEN USE PAGE 2 OF THIS FORM TO SEND ALL INFO REQUIRED.

TRUCK, TRAILER: ENTER THE TRUCK AND TRAILER PLATE NUMBERS. DO NOT USE UNIT NUMBERS. IF THIS IS THE FIRST TIME THEY ARE CROSSING WITH ACE THEN USE PAGE 2 OF THIS FORM TO SEND ALL INFO REQUIRED.

SECTION 2

TOTAL NUMBER OF SHIPMENTS WITH THIS TRIP: ENTER THE NUMBER OF SHIPMENTS (NUMBER OF PAPS STICKERS) WITH THIS TRIP. MAKE A COPY OF PAGE 1 OF THE ACE EMANIFEST REQUEST FORM AND COMPLETE SECTIONS 2,3,4 AND 5 FOR EACH SHIPMENT/PAPS STICKER.

SHIPMENT RELEASE TYPE: CHECK THE BOX THAT CORRESPONDS TO THE TYPE OF SHIPMENT. IF THIS IS A COMMERCIAL SHIPMENT BEING CLEARED BY A CUSTOMS BROKER CHECK THE PAPS BOX. IF YOU ARE USING CBP FORM 3299 OR 7523 CHECK THE 3299 OR 7523 BOX RESPECTIVELY. SECTION 321 IS FOR ENTRY OF MERCHANDISE WITH A VALUE LESS THAN \$800.00.

WITH IIT'S OR IIT'S ONLY: CHECK THE APPROPRIATE BOX. IIT'S ARE INSTRUMENTS OF INTERNATIONAL TRAFFIC. AN IIT IS A DEVICE OR TOOL USED IN THE TRANSPORTATION OF CERTAIN CARGOS. FOR EXAMPLE THE RACKING USED TO TRANSPORT GLASS COULD BE CONSIDERED AN IIT.

SHIPMENT CONTROL NUMBER: A UNIQUE NUMBER USED TO IDENTIFY A SHIPMENT. IF THIS IS A REGULAR COMMERCIAL SHIPMENT (PAPS RELEASE) THEN USE THE NUMBER ON YOUR PAPS BARCODE STICKER.

CHECK HERE IF THIS SHIPMENT CONTAINS FOOD: CHECK THIS BOX IF THIS SHIPMENT CONTAINS FOOD.

CHECK HERE IF THIS SHIPMENT CONTAINS FOOD AND ENTRY HAS ALREADY BEEN FILED WITH FDA: CHECK THIS BOX IF THIS SHIPMENT CONTAINS FOOD AND PRIOR NOTIFICATION HAS BEEN SENT TO THE FDA.

SECTION 3

SHIPPER NAME, STREET, CITY, PROVINCE AND POSTAL CODE: THIS IS USUALLY THE PHYSICAL LOCATION WHERE THE SHIPMENT HAS BEEN LOADED OR PICKED UP IN CANADA. ENTER THE FULL NAME AND COMPLETE ADDRESS INCLUDING THE POSTAL CODE AS FOUND ON YOUR CUSTOMS OR PROFORMA INVOICE.

SECTION 4

CONSIGNEE NAME, STREET, CITY, STATE AND ZIP/POSTAL CODE: THIS IS USUALLY THE DESTINATION IN THE UNITED STATES WHERE THE SHIPMENT WILL BE DROPPED OFF. ENTER THE FULL NAME AND COMPLETE ADDRESS INCLUDING THE ZIP/POSTAL CODE AS FOUND ON YOUR CUSTOMS OR PROFORMA INVOICE.

SECTION 5

CARGO DESCRIPTION: ENTER A BRIEF DESCRIPTION OF THE ITEMS BEING SHIPPED. AVOID TERMS LIKE MISCELLANEOUS OR TRUCK LOAD.

QUANTITY: ENTER THE TOTAL NUMBER OF BOXES, CARTONS, PACKAGES ETC.

PACKAGE TYPE: STATE HOW THE CARGO IS PACKAGED. IF MULTIPLE TYPES USE PIECES.

COUNTRY OF ORIGIN: IF SECTION 321 ENTRY INDICATE THE COUNTRY WHERE ITEM WAS PRODUCED.

WEIGHT: ENTER THE TOTAL WEIGHT OF THE SHIPMENT IN POUNDS OR KILOGRAMS.

VALUE (USD): IF 7523 OR SECTION 321 ENTRY STATE THE VALUE OF THE SHIPMENT IN U.S. DOLLARS.

DANGEROUS GOODS: IF THIS SHIPMENT CONTAINS DANGEROUS GOODS PROVIDE AN EMERGENCY CONTACT NAME AND PHONE NUMBER. THE SHIPMENT MUST BE IDENTIFIED WITH A UN CODE.

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SECTION 6

TRUCK LICENSE PLATE NUMBER: ENTER THE NUMBER DISPLAYED ON THE LICENSE PLATE OF THE CONVEYANCE (TRUCK, AUTOMOBILE, BUS, VAN ETC.).

STATE/PROVINCE: ENTER THE STATE OR PROVINCE OF ISSUE FOR THE LICENSE PLATE DISPLAYED ON THE CONVEYANCE (TRUCK, AUTOMOBILE, BUS, VAN ETC.).

TRUCK VIN NUMBER: ENTER THE SEVENTEEN CHARACTER VEHICLE IDENTIFICATION NUMBER FOR THE CONVEYANCE (TRUCK, AUTOMOBILE, BUS, VAN ETC.).

TRUCK TYPE: ENTER THE TYPE OF CONVEYANCE BEING USED. THIS IS NOT THE MANUFACTURER. EXAMPLES ARE SEMI TRACTOR, BOX TRUCK, PICKUP, VAN OR AUTOMOBILE.

DOT NUMBER: ENTER THE DEPARTMENT OF TRANSPORTATION NUMBER IF AVAILABLE. (THIS FIELD IS OPTIONAL)

SECTION 7

TRAILER LICENSE PLATE NUMBER: ENTER THE NUMBER DISPLAYED ON THE LICENSE PLATE OF EACH TRAILER WITH THIS TRIP. IF NO TRAILER ENTER N/A.

STATE/PROVINCE: ENTER THE STATE OR PROVINCE OF ISSUE FOR THE LICENSE PLATE(S) DISPLAYED ON THE TRAILER(S).

TRAILER TYPE: ENTER THE TYPE OF TRAILER BEING USED WITH THIS TRIP. THIS IS NOT THE MANUFACTURER. EXAMPLES ARE DRY VAN, REEFER, FLAT BED, TANKER, GOOSENECK, HORSE ETC.

SECTION 8

DRIVER NAME: ENTER FULL LEGAL NAME EXACTLY AS IT APPEARS ON DRIVER LICENSE OR PASSPORT.

CELL PHONE OR CONTACT NUMBER: SUPPLY A PHONE NUMBER TO CONTACT THE DRIVER. (THIS FIELD IS OPTIONAL)

HAZMAT: INDICATE HERE IF THE DRIVER LICENSE DOES OR DOES NOT HAVE A HAZARDOUS MATERIAL ENDORSEMENT.

DATE OF BIRTH: ENTER THE DATE OF BIRTH FOR THE DRIVER.

CITIZENSHIP: ENTER THE COUNTRY OF CITIZENSHIP FOR THE DRIVER.

GENDER: MALE OR FEMALE.

US ADDRESS ONLY: CBP REQUIRES AN AMERICAN ADDRESS FOR THE DRIVER. IF THE DRIVER DOES NOT HAVE AN AMERICAN ADDRESS LEAVE THIS BLANK. THE CONSIGNEE ADDRESS WILL BE ENTERED.

DRIVER LICENSE NUMBER: ENTER THE DRIVER LICENSE NUMBER.

STATE/PROVINCE: ENTER THE STATE OR PROVINCE OF ISSUE FOR THE DRIVER LICENSE.

CHECK HERE IF THIS IS AN ENHANCED DRIVER LICENSE: CHECK THIS BOX IF DRIVER LICENSE IS ENHANCED. AN ENHANCED LICENSE HAS EXTRA SECURITY FEATURES. CBP WILL ACCEPT THIS AS A SECOND FORM OF IDENTIFICATION. IF THE DRIVER HAS AN ENHANCED LICENSE A PASSPORT IS NOT NEEDED.

PASSPORT OR FAST ID NUMBER: ENTER THE DRIVER'S PASSPORT NUMBER AND COUNTRY OF ISSUE OR THE DRIVER'S FAST ID NUMBER. IF THE DRIVER HAS A FAST ID, PASSPORT AND DRIVER LICENSE ARE NOT REQUIRED.

SECTION 9

CREW / PASSENGER NAME: ENTER CREW / PASSENGER NAME AND INFORMATION THE SAME AS FOR THE DRIVER. A PASSENGER ONLY NEEDS A PASSPORT FOR IDENTIFICATION. IF A DRIVER LICENSE AND PASSPORT OR FAST ID ARE SUPPLIED THE PERSON WILL BE ENTERED AS CREW(CO-DRIVER). CREW / PASSENGER DO NOT SHOW ON COVER SHEET (SEE SECTION 1) HOWEVER DATA FOR ALL PEOPLE CROSSING MUST BE SENT TO CBP.

IMPORTANT SUGGESTIONS TO AVOID DELAYS: Print clearly. Taking a few extra seconds to print clearly can save hours at the border. Ensure your information is complete. We want to make emanifest easy. Our forms are designed to ask a minimal amount of information. What we do ask for is necessary. Check to be certain your eManifest Request Form is complete and legible. If any information is missing or, if we cannot read it, we may not be able to provide a valid emanifest.