



9777 Via De La Amistad
San Diego, California 92154

**U.S. Customs and
Border Protection**

Foreign-Trade Zone Activation Checklist

Specific documents that should be included in the application:

- 1) Letter requesting activation and specific zone procedures, type of merchandise and the country of origin.
- 2) Prior to submitting the formal activation letter, a draft should be faxed to our FTZ office for review and comment
- 3) Copy of company's business plan
- 4) Site map illustrating the requested activated area
- 5) Letter of concurrence from the grantee.
- 6) Letter stating the willingness to interface with US Customs and Border Protection automated systems
- 7) Blanket CBPF 216, as required
- 8) CBP Form 3078 – required for Company Officers, Record keeper and Inventory clerk.
- 9) Any specific requests relevant to your FTZ operation.

FTZ Procedure Manual should include the following:

- 1) General overview of FTZ operation (activity, definitions, CBP forms, FTZ forms)
- 2) Zone security
- 3) Zone inventory control and record keeping
- 4) Admission of merchandise into the zone
- 5) Handling of merchandise in the zone
- 6) Handling of inventory discrepancies
- 7) Transfer of merchandise from a zone to CBP territory
- 8) Zone to zone transfers
- 9) Transfers between zone and bonded warehouse
- 10) Procedures for export
- 11) Annual Reconciliation and report
- 12) FTZ Board annual report
- 13) Annual Internal review of systems

FTZ Type “4” Operator’s Bond, CBP Form 301 - send your request to Indianapolis via e-mail to: cbp.bondquestions@dhs.gov or fax at (317) 614-4517. A minimum of \$50,000.00 Type 4 Bond is required.

Security site visit - CBP will conduct a security site visit prior to issuance of an activation approval letter. After any necessary renovations have been made and appropriate signage has been posted, contact the FTZ Office.

3) Employee list and those who are involved in the FTZ operation. Provide the following information for each individual: Full name, Current address, SSN, DOB, Place of Birth, and Position Title.

Actions required just prior to activation, you must provide: An inventory of all fungible domestic and duty paid merchandise on hand in the activated area prior to activation.

Port of Otay Mesa FTZ Office: 619-671-8143/8264