

1. What agency/office will collect the information on the declaration forms?

The declaration information will be collected by Customs and Border Protection, Department of Homeland Security.

2. When and where do I declare my merchandise?

The electronic declaration system will piggy-back off of the Customs Entry System. If you make an electronic entry, and your merchandise falls under the Lacey Act declaration requirement; you will automatically be prompted to enter Lacey Act declaration information. If you do not submit the Lacey Act declaration electronically and you are required to do so, then you must submit a paper declaration at the time of import.

3. What is the process for submitting a paper declaration form?

Go to the main page of the APHIS Lacey Act website at http://www.aphis.usda.gov/plant_health/lacey_act/index.shtml and fill out a copy of paper declaration form (PPQ Form 505). Importers should have the form available for Customs and Border Protection (CBP) to review at the port of entry. After CBP clears the shipment, the importer must mail the form to USDA at the following address: The Lacey Act, c/o the U.S. Department of Agriculture, Box 10, 4700 River Road, Riverdale, MD 20737.

4. What is meant by entered value (Section 12) of the declaration form?

Entered value is the value of the entire shipment in U.S. dollars.

5. What is meant by unit of measure (Section 17) of the declaration form?

The unit of measure is the unit that best describes the amount of declared material in shipments (such as dozens, kilograms, meters, square meters, cubic meters, number of items, number of pieces, metric tons, or board feet).

6. What is meant by country of harvest (Section 15) of the declaration form?

The country of harvest is the country where the original source material was grown, and subsequently cut down, picked, or otherwise removed (i.e., harvested). This may not be the same country that subsequently processed or is exporting the material. Thus, the country of harvest of the declared plant material may differ from the country of origin of the finished product.

7. Will importers be permitted to submit blanket declarations?

The current electronic system does not permit importers to file blanket declarations. As we move towards a more permanent system to collect and store Lacey Act declaration information, we will consider how to accommodate such declarations.

8. Will my declaration information be publicly available?

Under U.S. law certain information in the control of the government is by law publicly available through various channels. The U.S. Government has not made a formal decision on whether declaration information will be made publicly available outside of formal legal processes such as FOIA requests. It is likely that at least some of the information will be made available to interested parties. Under existing legal frameworks, it is anticipated that any information provided to third parties will not contain identifying information for the importer, exporter, or consignee.