TRUSTED TRADER APPLICATION
(C-TPAT AND ISA)

APPLICANT INFORMATION

Company Name:	
Company doing business as:	
Company Website:	
Physical Address:	

City	State/Zip Code
Point of Contact:	Title:
Phone Number:	Email:

Importer of Record Number(s):
OTHER:

ADDITIONAL CONTACTS

C-TPAT	Name/email:	Phone
ISA	Name/email:	Phone

BUSINESS INFORMATION

Business type:	CBP Bond Number:
Business Start Date:	Number of Employees:

Briefly describe organizational structure of your supply chain security and trade compliance departments:
Brief Company History:

SIGNATURE

I attest to the accuracy and correctness of the information provided in this application package.
Name of Company Official:

Signature of Company Official	Date:

Trusted Trader Program Application

Supply Chain Security Profile (Use C-TPAT Portal)				
Operating Procedures	**Yes**	**No**	**Document Uploaded**	**Comments**
1. Business Partner Requirements: *Importers must have written and verifiable process for the selection of business partners including Mfg., suppliers, vendors*	☐	☐	☐	
2. Security Procedures, Point of Origin: *Importers must ensure that business partners develop security processes and procedures consistent with the C-TPAT security criteria*	☐	☐	☐	
3. Security Procedures, Participation/Certification of Foreign Customs Administration's supply chain security programs: *Business partners who have obtained a certification in a supply chain security program should be required to indicate/provide status of participation*	☐	☐	☐	
4. Security Procedures, Other Internal Criteria for Selection: *Internal requirement, such as financial soundness, capability of meeting contractual security requirements, and the ability to identify/correct deficiencies*	☐	☐	☐	
5. Container Security, General: *At point of stuffing, procedures must be in place to properly seal and maintain the integrity of the shipping containers. A high security seal must be affixed to all loaded containers bound for the U.S. All seals must meet or exceed the current PAS ISO 17712 standards for high security seals.*	☐	☐	☐	

6. Container Security, Container Inspection: *Procedures must be in place to verify the physical integrity of the container structure prior to stuffing, to include the reliability of the locking mechanisms of the doors. A seven-point inspection process is recommended for all containers: Front wall, Left side, Right side, Floor, Ceiling/Roof, Inside/outside doors, Outside/Undercarriage.*	☐	☐	☐	
7. Container Security, Container Seals: *Written procedures must stipulate how seals are to be controlled and affixed to loaded containers - to include procedures for recognizing and reporting compromised seals and/or containers to CBP or the appropriate foreign authority.*	☐	☐	☐	
8. Container Security, Container Storage: *Containers must be stored in a secure area to prevent unauthorized access and/or manipulation.*	☐	☐	☐	
9. Physical Access Controls, Employees: *An employee identification system must be in place for positive identification and access control purposes. Employees should only be given access to those secure areas needed for the performance of their duties. Company management or security personnel must adequately control the issuance and removal of employee, visitor and vendor identification badges.*	☐	☐	☐	
10. Physical Access Controls, Visitor Controls: *Visitors must present photo identification for documentation purposes upon arrival. All visitors should be escorted and visibly display temporary identification.*	☐	☐	☐	
11. Physical Access Controls, Building Security (Updated): *Access controls must include the positive identification of all employees, visitors, and vendors at all points of entry. Access controls prevent unauthorized entry to facilities, maintain control of employees and visitors, and protect company assets.*	☐	☐	☐	

12. Physical Access Controls, Deliveries (including mail): *Proper vendor ID and/or photo identification must be presented for documentation purposes upon arrival by all vendors.*	☐	☐	☐	
13. Physical Access Controls, Challenging and Removing Unauthorized Persons: *Procedures must be in place to identify, challenge and address unauthorized/unidentified persons.*	☐	☐	☐	
14. Personnel Security (Updated): *Processes must be in place to screen prospective employees and to periodically check current employees.*	☐	☐	☐	
15. Personnel Security, Pre-Employment Verification: *Application information, such as employment history and references must be verified prior to employment.*	☐	☐	☐	
16. Personnel Security, Background checks / investigations: *Consistent with foreign, federal, state, and local regulations, background checks and investigations should be conducted for prospective employees. Once employed, periodic checks and reinvestigations should be performed based on cause, and/or the sensitivity of the employee's position.*	☐	☐	☐	
17. Personnel Security, Personnel Termination Procedures: *Companies must have procedures in place to remove identification, facility, and system access for terminated employees.*	☐	☐	☐	
18. Procedural Security, Documentation Processing: *Procedures must be in place to ensure that all information used in the clearing of merchandise/cargo, is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information. Documentation control must include safeguarding computer access and information.*	☐	☐	☐	

19. Procedural Security, Manifesting Procedures: *To help ensure the integrity of cargo received from abroad, procedures must be in place to ensure that information received from business partners is reported accurately and timely.*	☐	☐	☐	
20. Procedural Security, Shipping & Receiving: *Arriving cargo should be reconciled against information on the cargo manifest. The cargo should be accurately described, and the weights, labels, marks and piece count indicated and verified. Departing cargo should be verified against purchase or delivery orders. Drivers delivering or receiving cargo must be positively identified before cargo is received or released.*	☐	☐	☐	
21. Procedural Security (Updated): *Security measures must be in place to ensure the integrity and security of processes relevant to the transportation, handling, and storage of cargo in the supply chain.*	☐	☐	☐	
22. Procedural Security, Cargo Discrepancies: *All shortages, overages, and other significant discrepancies or anomalies must be resolved and/or investigated appropriately. Customs and/or other appropriate law enforcement agencies must be notified if illegal or suspicious activities are detected - as appropriate*	☐	☐	☐	
23. Security Training and Threat Awareness: *A threat awareness program should be established and maintained by security personnel to recognize and foster awareness of the threat posed by terrorists at each point in the supply chain.*	☐	☐	☐	
24. Physical Security, Fencing: *Perimeter fencing should enclose the areas around cargo handling and storage facilities. Interior fencing within a cargo handling structure should be used to segregate domestic, international, high value, and hazardous cargo. All fencing must be regularly inspected for integrity and damage.*	☐	☐	☐	

25. Physical Security, Gates and Gate Houses: *Gates through which vehicles and/or personnel enter or exit must be manned and/or monitored. The number of gates should be kept to the minimum necessary for proper access and safety.*	☐	☐	☐	
26. Physical Security, Parking: *Private passenger vehicles should be prohibited from parking in or adjacent to cargo handling and storage areas.*	☐	☐	☐	
27. Physical Security, Building Structure: *Buildings must be constructed of materials that resist unlawful entry. The integrity of structures must be maintained by periodic inspection and repair.*	☐	☐	☐	
28. Physical Security, Building Security (Updated): *Cargo handling and storage facilities in domestic and foreign locations must have physical barriers and deterrents that guard against unauthorized access. Importers should incorporate the following C-TPAT physical security criteria throughout their supply chains as applicable.*	☐	☐	☐	
29. Physical Security, Locking Devices and Key Controls: *All external and internal windows, gates and fences must be secured with locking devices. Management or security personnel must control the issuance of all locks and keys.*	☐	☐	☐	
30. Physical Security, Lighting: *Adequate lighting must be provided inside and outside the facility including the following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas.*	☐	☐	☐	
31. Physical Security, Alarms Systems & Video Surveillance Cameras: *Alarm systems and video surveillance cameras should be utilized to monitor premises and prevent unauthorized access to cargo handling and storage areas.*	☐	☐	☐	

	Yes	No	Document Uploaded	Comments
32. Information Technology Security - Password Protection: *Automated systems must use individually assigned accounts that require a periodic change of password. IT security policies, procedures and standards must be in place and provided to employees in the form of training.*	☐	☐	☐	
33. Information Technology Security – Accountability: *A system must be in place to identify the abuse of IT including improper access, tampering or the altering of business data. All system violators must be subject to appropriate disciplinary actions for abuse.*	☐	☐	☐	
34. Have you undergone an internal or external security audit?	☐	☐	☐	
35. Are the audit results documented?	☐	☐	☐	

Trade Compliance Profile

Operating Procedures	Yes	No	Document Uploaded	Comments
1. Is your company subject to Sarbanes-Oxley Act (SOX) reporting requirements?	☐	☐	☐	
2. Are your company's SOX internal control procedures designed to encompass the operations aspect of import processing?	☐	☐	☐	
3. Does your company use SOX internal control procedures to monitor its import compliance activities?	☐	☐	☐	

4. Does the company have documented internal controls that focus on ensuring trade compliance for the following areas? *(check one or more of the applicable options below)* ☐ Value ☐ Drawback ☐ Foreign Trade Zone ☐ Classification ☐ Country of Origin ☐ Free Trade Agreements ☐ AD/CVD ☐ Other _____	☐	☐	☐	
5. Does your company have procedures in place to ensure merchandise is accurately valued upon entry, i.e., additions to the price paid or payable?	☐	☐	☐	
6. Do all business units/subsidiaries operate under a centralized import compliance policy?	☐	☐	☐	
7. Does the company have specific guidelines or requirements that your business partners must adhere to regarding imported merchandise and/or the import process? *(check one or more of the applicable options below)* ☐ Brokers ☐ Suppliers ☐ Manufacturers ☐ Other _____	☐	☐	☐	

8. Does the company import or intend to import merchandise subject to specific import requirements of other government agencies? *(check one or more of the applicable options below)* ☐ FDA ☐ Fish & Wildlife ☐ TSCA ☐ CPSC ☐ EPA ☐ USDA ☐ Not Applicable ☐ Other _____	☐	☐	☐	
9. What participating Government agency would you like us to engage to get benefits related to trade facilitation? *(check one or more of the applicable options below)* ☐ FDA ☐ Fish & Wildlife ☐ TSCA ☐ CPSC ☐ EPA ☐ USDA ☐ Not Applicable ☐ Other _____	☐	☐	☐	
10. Does the company own, or is licensed to use, the trademarks or copyrights for merchandise you import into the United States? If so, identify the rights and those you are licensed to use, and your imports of merchandise for which you are the trademark or copyright owner or licensee?	☐	☐	☐	
11. Does the company import products that are subject to an exclusion order?	☐	☐	☐	

12. Does the company have procedures in place to monitor and correct trade compliance deficiencies that you or any other party, such as your broker, may discover?	☐	☐	☐	
13. Do the company's internal control procedures include a process for conducting periodic risk assessments and self- testing, reporting results, and corrective action?	☐	☐	☐	
14. Does the company monitor/track its annual duties, fees and taxes paid to CBP to ensure the ensure bond sufficiency?	☐	☐	☐	
15. Does the company have any outstanding liquidated damages or delinquent bills that have not been protested?	☐	☐	☐	
16. Has the company surety been required to pay a claim on the company's behalf in the past 5 years?	☐	☐	☐	