



Department of Homeland Security

U.S. Customs and Border Protection

Port of Philadelphia
200 Chestnut Street
Philadelphia, PA 19106

U.S. Customs and Border Protection
Pipeline # 011-2020
March 24, 2020

TO: Vessel Agents/Operators and Terminal Operators

SUBJECT: Pilot Program – Alternate Vessel Entrance and Clearance Procedure(s)

In response to the ongoing Coronavirus (COVID-19) outbreak, U.S. Customs and Border Protection (CBP) in the Area Port of Philadelphia will implement a pilot program offering optional vessel entrance and clearance procedures under certain circumstances. CBP may, under these procedures accept copies of vessel documents for ships arriving into the Area Port of Philadelphia. CBP implementation of this temporary program will avoid the necessity of the vessel agents physically boarding arriving vessels minimizing risk of exposure.

ELIGIBILITY:

In order to be eligible to participate in this program, the arriving vessel must:

- Have at least one prior arrival to the Area Port of Philadelphia within the past six (6) months.
- Have no new documents since the last Entrance and Clearance within the Area Port of Philadelphia.
- CBP retains the right to approve or deny applications for use of these procedures at its sole discretion.

PROCEDURES:

The vessel agent may present vessel entrance and/or clearance documents electronically or by physically presenting hard copies to CBP using the following procedures:

ELECTRONIC SUBMISSION OF COPIES:

- Vessel agent will request participation in the pilot program via email to the appropriate CBP Area Port of Philadelphia Vessel Central office at the time the Notice of Arrival is filed, no later than 48 hours in advance of arrival for a direct international vessel arrival or 24 hours in advance of a coastwise vessel arrival. The vessel agent will provide scanned electronic copies of all required entrance and clearance documents via email to the appropriate Vessel Central office at the time participation in the pilot program is requested.

- CBP will provide notice of approval or denial of the request to participate in the pilot program via email within 24 hours of receipt.
- CBP will assess all applicable fees at the time documents are presented to the CBP Vessel Central office. In cases where documents are received electronically outside of normal CBP office hours, fees will be assessed by CBP the following morning.
- When documents are submitted to CBP electronically, payment of all fees is required within 24 hours of the vessel agent being notified of the amount due by CBP. Payment may be presented in person at the applicable Vessel Central office or through use of a trackable commercial courier service. If a courier service is used, the vessel agent will email a copy of their check along with a copy of the courier's tracking receipt to the appropriate CBP Vessel Central office.
- A receipt or Mobile Collections Receipt will be sent electronically to the vessel agent upon receipt of payment.

PHYSICAL SUBMISSION OF COPIES:

- Vessel agent will request participation in the pilot program via email to the appropriate CBP Area Port of Philadelphia Vessel Central Office at the time the Notice of Arrival is filed, no later than 48 hours in advance of arrival for a direct international vessel arrival or 24 hours in advance of a coastwise vessel arrival.
- Vessel agent will present copies of all required documents to the appropriate CBP Vessel office at the addresses below.
- CBP will assess all applicable fees at the time documents are submitted to the CBP Vessel Office.
- Payment of all fees will be required at the time documents are presented.
- A receipt or Mobile Collection Receipt will be issued upon receipt of payment.

Port of Philadelphia Office Location:

Vessel Central
8506 Essington Ave., Building C2
Second Floor, Suite 17
Philadelphia, PA 19153
(215) 596-1975
Vesselcentralphl@cbp.dhs.gov

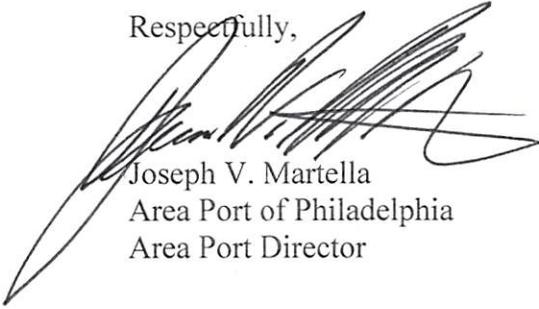
Port of Wilmington Office Location:

Vessel Central
908 New Churchman's Rd.
Suite C
New Castle, DE 19720
(302) 326-0600 x 119
Vessel Boarding Cell (215) 651-9245

VesselCentralWilm@cbp.dhs.gov

Should you have any questions about the pilot program and/or procedures outlined within this memo, please contact the appropriate CBP Area Port of Philadelphia Vessel Central office.

Respectfully,

A handwritten signature in black ink, appearing to read 'Joseph V. Martella', is written over the typed name and title.

Joseph V. Martella
Area Port of Philadelphia
Area Port Director