

## FTZ #35

# Application Process

- The prospective operator completes the online application (located on PhilaPort's and CBP's website) and sends it to PhilaPort.
- PhilaPort will draft a concurrence letter and send the application package to the FTZ Board.
- The operator must schedule a site visit to gain consent from CBP for their proposed site to operate as an FTZ. Ideally, PhilaPort should be included in this site visit as well or the operator must conduct a separate site visit with PhilaPort. CBP then drafts a concurrence letter for the FTZ Board, which PhilaPort sends a final copy to the FTZ Board.
- The FTZ Board reviews and decides on the application.
- If approved by the FTZ Board, PhilaPort enters into an operating agreement with the operator.
- Once the agreements are executed, PhilaPort formally notifies CBP and the FTZ Board that the FTZ site should be considered active. Once CBP confirms, PhilaPort alerts the operator and payment of annual fee is due to PhilaPort within 30 days.

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**\*PLEASE NOTE: IF AN OPERATOR IS REQUESTING PRODUCTION ACTIVITY, THIS PROCESS WILL ALSO BE A PART OF THE APPLICATION PROCESS.\***

Interested in FTZ #35? Contact: **Devin Toughill, Project & Foreign Trade Analyst**



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