

must have a resident agent authorized to accept service of process in its behalf in the state where the port of entry is located.

In general, to facilitate customs clearance it is advisable to contact a licensed U.S. customhouse broker who will outline the services he can provide, together with particulars on brokerage fees and other related matters.

Documentation

Normally the only documents required when shipping to the United States are a bill of lading or air waybill as well as a special U.S. Customs invoice 5515 and commercial invoice. The use of a typewriter in preparing documents is preferred; in any case, they should be legible.

NOTE: Do not use red ink to fill out documents.

Bill of Lading or Air Waybill

Normally a bill of lading or air waybill for Canadian shipments is required by U.S. Customs authorities. In lieu of the bill of lading or air waybill the shipping receipt may be accepted if customs is satisfied that no bill of lading or air waybill has been issued. Entry and release of merchandise may be permitted without the bill of lading or air waybill if satisfactory bond is given in a sum equal to one and one-half times the invoice value of the merchandise. A carrier's certificate or duplicate bill of lading or air waybill may, in certain circumstances, be acceptable.

Invoice

Shipments in excess of \$500 and subject to an ad valorem rate of duty, conditionally free of duty or subject to duty depending in some manner upon its value, should be accompanied at entry by a U.S. special customs invoice form 5515 and a commercial invoice. However, copies of the commercial invoice are sufficient for shipments with an aggregate value not exceeding \$500, duty-free shipments or shipments of articles subject to specific rates of duty.