



## IMPORTANT INFORMATION

### *Vessel Manifest Confidentiality Request for Individuals Importing or Exporting Household Goods and Personal Effects.*

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While New World International works relentlessly in concert with our industry associations to develop processes to protect our customers' Personal Identifiable Information (PII), we also have an obligation to inform you when there is a potential of your personal information being disseminated.

The Code of Federal Regulations (at 19 CFR 103.31) explains that the U.S. Bureau of Customs and Border Protection (CBP) permits accredited representatives of the press to inspect and copy shipping vessel manifests. All of this information is potentially available for copying on inbound manifests. On outbound manifests, the CFR prohibits copying of the consignee's name, cargo marks and numbers, although examination of this information is permitted. At the same time, this regulation also details how confidentiality of your name and shipping details can be requested. You can request confidentiality of your personal information by emailing your request to [VesselManifestConfidentiality@cbp.dhs.gov](mailto:VesselManifestConfidentiality@cbp.dhs.gov) and by presenting information as mentioned on page 2.

**What information is potentially shared?** All Bill of Lading information including: Consignee name + address (Mover c/o **transferee first and last name** with mover's address at destination), shipper name + address (moving company name + address at origin), notify party + notify address (moving company at destination or customs broker), description of goods, Bill of Lading #, vessel name, vessel country, carrier code, voyage #, port of lading, port of unloading, estimated departure date, estimated arrival date, weight of shipment, container #, seal #, piece count, description of the commodity and weight unit.

We recommend that you complete and submit the below form to U.S. Customs and Border Protection to prevent the dissemination of your information. Please note that CBP allows themselves 60-90 days to have the information confidentiality go into effect and that it the confidentiality expires after 2 years upon which a new request needs to be submitted.

For further information see following link:  
[U.S. Bureau of Customs and Border Protection](#)

Thank you.



*Vessel Manifest Confidentiality Request Form for Individuals Importing or Exporting Household Goods and Personal Effects*

Please complete the form, save it and send it to [VesselManifestConfidentiality@cbp.dhs.gov](mailto:VesselManifestConfidentiality@cbp.dhs.gov)

<b>Requestor name:</b>	
<b>Exact name as recorded in your passport:</b>	
<b>Tax ID or EIN number (for outbound from US shipments):</b>	
<b>Address:</b>	
<b>Address:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip code:</b>	
<b>Country:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Requestor role *:</b>	
<b>Date of submission:</b>	
<b>Type of confidentiality **: </b>	

\* For shipment into the USA mention "IMPORTER"  
For shipments from the USA mention "SHIPPER"

\_\_\_\_\_  
Signature

\*\* For Import shipment mention: "INWARD MANIFEST"  
For export shipments mention: "OUTWARD MANIFEST"