

# Port of Chicago – Pipeline

5600 Pearl Street  
Rosemont, IL 60018-5213



**U.S. Customs and  
Border Protection**

**Pipeline 14-20**

**December 24, 2014**

**To: Customhouse Brokers, Importers, and Others Concerned**

**Subject: Annual Permit User Fee and Triennial Fee Report – New Payment Option  
for Triennial Report Only**

## **Annual Permit User Fee**

In accordance with Section 111.96(c) of the Customs and Border Protection (CBP) Regulations, an annual permit user fee of \$138 will be assessed for each permit held by an individual, partnership, association, or corporate broker. It is not required from licensed individuals who do not hold permits.

Example:

XYZ Customs Brokers, Inc. employs John Smith, a licensed individual. Mr. Smith does not need a permit for his individual license. However, XYZ Customs Brokers must have a permit for their corporate license. Therefore XYZ must pay the annual permit fee of \$138.

The fee is payable for each calendar year in each port where a broker has a permit to conduct Customs business. The due date for payment of this fee is February 27, 2015.

If a broker fails to pay the fee by the due date, the Port Director will notify the broker in writing of failure to pay and their permit to operate in the Port will be revoked; such notice shall constitute revocation of the permit.

A broker whose permit is revoked may reapply for a permit, but will be required to pay the \$100 permit application fee as identified in Section 111.96(b), in addition to the annual user fee. If the broker reapplies within a reasonable time after revocation of the permit, the Port Director may issue a permit without regard to the provisions of Section 111.19(e).

Checks should be made payable to **U.S. Customs and Border Protection**. Payment for annual permit user fees should be remitted to:

U.S. Customs and Border Protection  
Bonds & Licensing Unit  
5600 Pearl Street  
Rosemont, Illinois 60013

### **Triennial Status Report and Fee**

Every three years, all licensed brokers are required to submit the triennial status report and associated \$100 fee as required under 19 CFR § 111.30(d). The next Triennial Status Report is due by **February 27, 2015** at the port through which the original broker license was delivered. Failure to submit the triennial status report and fee will result in suspension and revocation of the broker license. If any required elements are missing from your Triennial Status Report, it will be rejected and returned as incomplete. Please see attached suggested format that can be used for the Triennial Status Report.

### **New Submission Procedure for Triennial Status Report**

Brokers are permitted to submit written Triennial Status Reports and pay their report fees electronically through the Pay.gov website. Triennial Status Reports in portable document format (PDF) may be uploaded in conjunction with their Triennial Status Report fee payment. Below is the Pay.gov link where the Triennial Fee payments and Triennial Status Reports may be submitted:

<https://www.pay.gov/public/form/start/65766021>

Submissions via the Pay.gov site are not mandatory; you can still file the Triennial Status Report and pay the Triennial fee at the Port where your license was issued. If your license was issued by the Area Port of Chicago please direct your report to:

U.S. Customs and Border Protection  
Bonds & Licensing Unit  
5600 Pearl Street  
Rosemont, Illinois 60013

Please remember the Annual Permit User Fee and the Triennial Fee Report are **two separate requirements** with different submission procedures. If you have any questions regarding the information in this document please contact Supervisory Entry Specialist Terry Gilbert at (847) 928-2761 or via e-mail at [theresa.gilbert@dhs.gov](mailto:theresa.gilbert@dhs.gov).



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