

INSTRUCTIONS FOR COMPLETING SHIPPER'S EXPORT DECLARATIONS

It is important to carefully complete the SED to avoid delay at the shipping point. This section provides information on when an SED is required and what data goes where on the form.

Purpose

The Shipper's Export Declarations (SEDs), Forms 7525-V and 7525-V-Alternate (Intermodal) and the Shipper's Export Declaration for In-Transit Goods, Form 7513, are joint Bureau of the Census — International Trade Administration documents used for compiling the official US export statistics and administering the requirements of the Export Administration Act, as provided for in the Foreign Trade Statistics Regulations (FTSR) (15 CFR, Part 30) and the Export Administration Regulations (15 CFR, Parts 768-799).

Forms

The SED, Form 7525-V, its continuation sheet, and the in-transit SED, Form 7513, may be purchased from the Superintendent of Documents, Government Printing Office, Washington, DC 20402, local Customs District Directors, or privately printed. Form 7525-V-Alternate (Intermodal) and its continuation sheet must be privately printed. Sample copies may be obtained from the Bureau of the Census, Washington, DC 20233.

When privately printing SEDs, the forms must conform in every respect to the official forms in size, wording, color (*black ink on buff paper — Form 7513 on pink paper*), weight of paper stock (not less than 16 nor more than 20 pounds commercial substance), and arrangement including the Office of Management and Budget Approval Number printed in the upper right-hand corner of the face of the form.

The SEDs are designed to allow their inclusion as part of a set of documents so that an exporter can prepare several shipping documents at the same time. Form 7525-V aligns with the Canadian invoice, air waybills, and other vertically oriented documents. Form 7525-V-Alternate (Intermodal) aligns with the ocean bill of lading and other horizontally oriented documents. Either form may be used regardless of method of transportation or destination.

The Bureau of the Census has a program whereby exporters, carriers, or freight forwarders may submit monthly reports via electronic medium in lieu of filing an individual Shipper's Export Declaration for each shipment.

When Required

SEDs are required to be filed for virtually all shipments, including hand-carried merchandise (*see Exemptions, particularly if the shipment is valued \$2,500 or less*), from the United States (50 states and the District of Columbia); Puerto Rico; US or Puerto Rican Foreign Trade Zones (FTZs); and the US Virgin Islands to all foreign countries or areas (including FTZs located therein). (*See Exemptions, section "I" for the exemption for shipments from the United States to Canada.*)

SEDs are also required to be filed for shipments between the United States and Puerto Rico and from the United States or Puerto Rico to the US Virgin Islands.

SEDs are not required for shipments from the United States or Puerto Rico to US Possessions (except the US Virgin Islands) or from a US Possession to the United States, Puerto Rico, or another US Possession.

The SED for in-transit merchandise (Form 7513) is required to be filed for:

- (a) merchandise destined from one foreign country to another which transits the United States, Puerto Rico or the US Virgin Islands and is *exported by vessel* regardless of the method of transportation by which the merchandise entered. If a validated export license is required, this form must be filed regardless of the method of transportation for the export;
- (b) merchandise exported from General Order Warehouses; and (c) imported merchandise which has been rejected by government inspection and is being exported. (Form 7513 is *not* to be used for the reexport of imported merchandise, except government rejected merchandise.)

Number of Copies Required

- (a) One copy for shipments to Canada, (See **Exemptions**, section "I" for the exemption for shipments from the United States to Canada), Puerto Rico, and the US Virgin Islands
- (b) One copy for exports through the US Postal Service
- (c) Two copies on original forms for all other shipments

Additional copies may be required for export control purposes by the International Trade Administration, other Government agencies (when authorized), Customs Directors, or the Postmaster.

Preparation and Signature

The SED shall be prepared in English in a permanent medium with the original signed (signature stamp acceptable) by the exporter or his duly authorized agent. The agent's authority to sign the SED must be executed by a power-of-attorney or as authorized on the SED.

Requirement for Separate SEDs

Separate SEDs are required for each shipment from one consignor to one consignee on a single exporting carrier (including *each* rail car, truck, or other vehicle). However, Customs Directors may waive this requirement if multiple car shipments are made under a single loading document and cleared simultaneously. Also, merchandise requiring a validated export license shall not be reported on the same SED with merchandise moving under general license. However, merchandise moving under more than one general or more than one validated license may be reported on the same SED.

Presentation

- (a) Postal Shipments — the SEDs shall be delivered to the Postmaster with the packages at the time of mailing.
- (b) Pipeline shipments — the SEDs shall be submitted to the Customs Director within four working days after the end of the calendar month.
- (c) All other shipments — the SEDs shall be delivered to the exporting carrier *prior* to exportation.
- (d) Exporting carriers are required to file SEDs and manifests with Customs — See Sections 30.20 through 30.24 of the FTSR.

Shipments from an interior point — SED may accompany the merchandise being transported to the exporting carrier or the port of exportation, or it may be delivered directly to the exporting carrier.

Shipments exempt from SED filing requirements — a reference to the exemption must be noted on the bill of lading, air waybill, or other loading document for verification that no SED is required.

Corrections

Corrections, amendments, or cancellations of data may be made directly on the originally filed SED, if it has not been forwarded to the Bureau of the Census. If the SED has been forwarded to the Bureau, corrections, amendments, or cancellations should be made on a copy of the originally filed SED (marked "Correction Copy") and filed with the Customs Director or the Postmaster where the declaration was originally presented.

Exemptions

A. Shipments (excluding postal shipments) where the value of commodities classified under each individual Schedule B number is \$2,500 or less and for which a validated export license is not required and when shipped to countries not prohibited by the Export Administration Regulations (15 CFR, Parts 768-799).

B. Shipments through the US Postal Service that do not require a validated license when the shipment is: (1) valued \$500 or under, (2) either the consignee or the consignor is not a business concern, or (3) the shipment is not for commercial consideration.