

CES APPLICATION CONTENTS

Each application to operate a CES shall consist of the following information as required by 19 C.F.R. § 118.11. Any application not providing all of the specified information will **not** be considered.

- (a) The name and address of the facility to be operated as the CES, the names of all principals or corporate officers, and the name and telephone number of an individual to be contacted for further information (19 C.F.R. § 118.11(a));
- (b) An identification of the applicant, and type of business entity, e.g., corporation, partnership, sole proprietorship, or other legal identity, (specific documentation required is set forth in the Information Bulletin);
- (c) A description of the CES' accessibility within the Port or other location, and a floor plan of the facility actually dedicated to the CES operation showing bay doors, office space, exterior features, security features, and staging and workspace. When a significant capital expenditure would be required in order for an existing facility to meet security or other physical or equipment requirements necessary for the CES operation, the applicant may request in the application, and the Port Director may allow, up to an additional thirty (30) calendar days after tentative selection to conform the facility to such requirements, but in such a case the agreement referred to in 19 C.F.R. § 118.3 shall not be executed until these requirements are met (19 C.F.R. § 118.11(b));
- (d) A schedule of fees clearly showing what the applicant will charge for each type of service. Subject to any special costs incurred by the applicant such as facility modifications to meet specific cargo handling or storage requirements or to meet CBP security standards, the fees set forth in the schedule shall be comparable to fees charged for similar services in the area to be served by the CES (19 C.F.R. § 118.11(c));
- (e) A detailed list of equipment showing that the applicant can make a diverse variety of cargo available for examination in an efficient and timely manner ((19 C.F.R. § 118.11(d));
- (f) A copy of an approved custodial bond on CBP Form 301. If the applicant does not possess a custodial bond, a completed CBP Form 301 must be included with the application for approval as a prerequisite to selection (19 C.F.R. § 118.11(e)). The minimum bond amount required by the Port Director is \$300,000;

- (g) Provide a current list of all persons who have direct or indirect financial interest in the proposed CES operation, and all officers and managing officials involved in the CES operations of the proposed facility.

The list must provide the following information:

Full name

Company title

Social security number

(Providing social security numbers is voluntary: however, failure to provide the number may hinder the investigation process);

Home address

Date of birth, place of birth (city, state, country)

Telephone numbers

Note: *In the case of individuals born outside of the United States, provide the person's Alien Registration Number or place and date of naturalization.*

- (h) A list of employees involved in the CES operation setting forth their names, dates of birth, telephone numbers, and social security numbers. (Providing social security numbers is voluntary: however, failure to provide the number may hinder the investigation process) (19 C.F.R. § 118.11(f));
- (i) Any information showing the applicant's experience in international cargo operations and knowledge of CBP procedures and regulations, or a commitment to acquire that knowledge (19 C.F.R. § 118.11(g)); and,
- (j) Any other information to address any local criteria that the Port Director considers essential to the selection process based on port conditions (19 C.F.R. § 118.11(h)).

For this application, the local criteria determined essential to the selection process and for which all applicants will be evaluated are contained within this document and the ***CES Minimum Standards***. Additionally, applicants are directed to complete both ***Appendix A and Appendix B*** as part of their application submission to the Port Director of the Port of West Palm Beach, and respond to ***Part Three – Additional Services***, if applicable. CBP also suggests that you submit ***Appendix C***. The submission of ***Appendix C*** is voluntary; however, failure to provide the "Authorization" may hinder the investigation process.