



## NEW IMPORTER CHECK LIST

To establish your business as a commercial importer of record with CBP, the following articles must be presented prior to making entry for any foreign manufactured articles, whether the articles are imported from direct foreign or from the United States and/or Puerto Rico:

- (1) \_\_\_\_\_ Customs form **5106** "Importer ID Input Record"
- (2) \_\_\_\_\_ Customs form **5291** "Power of Attorney"  
List all persons authorized to sign on behalf of the company to clear shipments. (This document must be updated when any employee leaves employer)
- (3) \_\_\_\_\_ Valid Virgin Islands Business License (for the appropriate Island).
- (4) \_\_\_\_\_ A copy of the Federal Internal Revenue Service Notification assigning Tax Id Number or a copy of the importer Social Security number.
- (5) \_\_\_\_\_ Articles of Incorporation (stamped filed) If Applicable
- (6) \_\_\_\_\_ A list of all company officers.
- (7) \_\_\_\_\_ If non-profit – "Certificate of good standing"  
(for the current year)

**NOTE:** All attached forms can be found on the [CBP.gov](http://CBP.gov) or [forms.gov](http://forms.gov) website under the forms Tab in a PDF fill-able format.

IMPORTERS, WHO DO NOT HAVE CURRENT BUSINESS LICENSE OR UPDATED POWER OF ATTORNEY CARD ON FILE WITH THE ENTRY CONTROL BRANCH, WILL HAVE THEIR ENTRIES REJECTED UNTIL PROPER DOCUMENTATION IS SUBMITTED.