

# PAPS NOTIFICATION



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| <b>Farrow Client Number:</b> | <b>Farrow Client Name and Address:</b> |
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|-------------------------|
| <b>PAPS/SCN Number:</b> |
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|------------------------------|
| <b>Port of Entry Number:</b> |
|------------------------------|

|               |                                    |
|---------------|------------------------------------|
| Date:         | Number of Pages (Including Cover): |
| Carrier Name: | U.S. Port of Arrival:              |
| Driver Name:  | Estimated Arrival Time:            |
| Phone Number: | Arrival Date:                      |

**Instructions:**

1. Fax this coversheet and supporting Customs and Border Protection (CBP) clearance documents to the Customs brokerage listed above at least 3 HOURS prior to your estimated border arrival time.
2. Multiple PAPS numbers must include this coversheet as the separator.
3. Shipment information received not meeting the three-hour timeframe or with incomplete, illegible, or missing documentation or information may delay release by CBP and/or any other government agency involved with the shipment.

Prior to arrival at the border, it is the carrier's responsibility to verify that your customer's cargo data has been accepted by CBP, and to communicate any changes in information (Port of Arrival, Quantities, etc.) that may cause delays. Confirmation of fax receipt by the customs broker does not constitute arrival approval by CBP.

**Important Note:** We must have the ability to reach the carrier 24/7 to obtain missing information or to notify in case problems prevent shipment processing. The carrier **MUST** - confirm CBP acceptance of the shipment prior to arrival at the border. If the carrier does not comply with the Customs and Border Protection (CBP) requirements, waiting and/or IE charges, as well as penalties, may be assessed. These charges are **NOT** the responsibility of the broker. Please note that a PAPS barcode must be assigned to each separate shipment.

**Carrier/ Driver to email or fax complete set of documents to:**  
**Email: [uscustomsdocs@farrow.com](mailto:uscustomsdocs@farrow.com) | Fax: 877-632-7769 (877-6-FARROW)**