



U.S. Customs and
Border Protection

U.S. Customs and Border Protection
Pipeline #06-2024
January 4, 2024

SUBJECT: Brokers Triennial Report

The submission period for the 2024 U.S. Customs and Border Protection triennial status report and associated \$100 filing fee for all licensed customs brokers opens Dec. 18, 2023, and runs through Feb. 29, 2024.

Active U.S. customs brokers can report and pay electronically* through [eCBP Portal](https://e.cbp.dhs.gov/ecbp/#/main) <https://e.cbp.dhs.gov/ecbp/#/main> with credit card and debit card. No additional fees are charged for any payments, and receipts are provided electronically.

A status report and fee must be submitted by each entity holding a valid broker's license (not revoked or canceled) issued any time prior to the 2024 calendar year, whether it may be a license for a corporation, limited liability company, partnership, association, or individual. An individually licensed Customs broker who forms a corporation, limited liability company, partnership, or association which holds an organization broker license, will be required to submit two reports and fees - one for the individual license, and one for the organization license. In addition, each individually licensed broker must state whether or not he/she still meets the applicable requirements of 19 CFR 111.11 and 111.19 and has not engaged in any conduct that could constitute grounds for suspension or revocation under section 111.53. Broker employee lists and any additional detail can be submitted as a PDF file attachment to the eCBP portal.

The deadline for submitting the 2024 triennial status report and fee is Feb. 29, 2024, at 11:59 p.m. (EST).

For more information, visit: www.cbp.gov/broker-FAQ

Failure to file a TSR by March 1, 2024, will result in the suspension of the broker's license by operation of law on that date. By March 31st of the reporting year, CBP will transmit written notice of the suspension to the broker. If the broker files the required report and pays the required fee within 60 calendar days of the date of the notice of suspension, the license will be reinstated. If the broker does not file the required report and pay the required fee within that 60-day period, the broker's license is revoked by operation of law without prejudice to the filing of an application for a new license. Notice of the revocation will be published in the Federal Register.

For more information, see the Frequently Asked Questions and TSR system Quick Reference Guides on the eCBP Portal resource page at <https://www.cbp.gov/trade/ecbp>.



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For eCBP portal technical assistance, contact the Rev Mod Service Desk (RMSD) at revmodservicedesk@cbp.dhs.gov or call 1-800-366-8732 Ext 4670.

*CBP encourages brokers to submit fees electronically via eCBP portal; however, a paper status report and payment may be submitted to the port that originally delivered the license.

If you have any questions please contact; Bernadette Howe, bernadette.r.howe@cbp.dhs.gov or Cynthia Bradley, cynthia.m.bradley@cbp.dhs.gov

Paper reports and fees for the Area Port of Philadelphia should be sent to:

U.S. Customs and Border Protection
200 Chestnut Street
Philadelphia, PA 19106
Attn: Cynthia Bradley

If you have any questions please contact; Bernadette Howe, bernadette.r.howe@cbp.dhs.gov or Cynthia Bradley, cynthia.m.bradley@cbp.dhs.gov

Bernadette Howe
Chief, Entry Branch
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