



## U.S. Customs and Border Protection

Port of Philadelphia  
200 Chestnut Street  
Philadelphia, PA 19106

---

### U.S. Customs and Border Protection Pipeline #011-2021 January 8, 2021

SUBJECT: Brokers Triennial Report

The submission period for the 2021 U.S. Customs and Border Protection triennial status report and fee for all licensed customs brokers opened December 15, 2020, and runs through February 28, 2021.

Active U.S. Customs Brokers can pay electronically through the [eCBP Portal](#) with a credit card, debt card, and digital wallet payments, e.g. PayPal and Amazon Pay. No additional fees are charged for any payments, and receipts are provided electronically.

Licensed Customs Brokers must include an employee list, if applicable, with each status report submitted to CBP in accordance with 19 CFR 111.28(b). In addition, each individually licensed broker must state whether 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 uploaded as .CSV, .PDF, WORD, or EXCEL file attachments.

Partnerships, corporations, and associations must also confirm to CBP in a status report whether they are actively engaged in CBP business. An organization which currently transacts or recently transacted CBP business on behalf of others should report that they are "actively engaged" in CBP business.

Individuals are considered to be "actively engaged" in transacting CBP business when they are currently transacting or have recently transacted CBP business on behalf of others as a sole proprietor, or when they are employed by a licensed customs broker that is currently transacting or has recently transacted CBP business on behalf of others.

Failure to file a Triennial Status Report will result in suspension of the customs broker's license. If the customs broker takes no further action, the license may be revoked by operation of law, without prejudice. CBP encourages all brokers to submit the report and fee electronically via the [eCBP Portal](#); however, CBP will accept a paper status report and payment at the port that originally delivered the license. For more information, visit the [eCBP Portal](#) and [CBP.gov](#).

The deadline for submitting the 2021 triennial status report and fee is February 28, 2020 at 11:59 pm (EST)

Fees (with filer code indicated) 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](mailto:bernadette.r.howe@cbp.dhs.gov) or Cynthia Bradley, [cynthia.m.bradley@cbp.dhs.gov](mailto:cynthia.m.bradley@cbp.dhs.gov)

*Bernadette Howe*

Bernadette Howe  
Chief, Entry Branch  
U.S. Customs and Border Protection  
Philadelphia, PA



