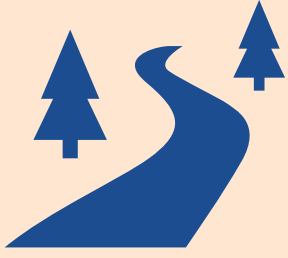


FTZ#176



ROADMAP

To move as quickly as possible to activate your facility as a foreign trade zone site, we recommend pursuing the following processes **concurrently**:

Concurrent Paths if Speed is Important

Process #1: Application With National FTZ Board	Process #2 Activation With Customs & Border Protection
<p>1. Send the following information to FTZ #176:</p> <ul style="list-style-type: none"> I. Name of the company that will operate your zone II. Full address for the facility seeking FTZ designation III. How many people are employed at the facility seeking FTZ designation? IV. How many people are employed by the company (worldwide) that is seeking FTZ designation? V. Brief (2 – 3 sentence) description of the commodities that will be placed in the zone, and activities that will take place (very high level, general description) VI. Size of the building (square feet) – are there any planned additional structures / expansions? VII. Who owns the building. If it is NOT the same entity as the company that will operate the zone, please submit the attached “right-to-use” letter on your letterhead VIII. Who is the contact to whom an invoice should be sent for the application fee? The application fee is \$2,000 for companies <300 employees; \$3,000 for companies > 300 employees <p>2. GRAA to send application fee to the contact provided</p> <p>3. Upon receipt of the above information and the application fee, the application will then be submitted to the Greater Rockford Airport Authority to provide a consent resolution at their next board meeting. Click here to see a calendar of GRAA Board meeting dates. To get your application on the agenda, the above questions need to be submitted by the Friday prior to the board meeting, the application fee must be paid by the board meeting date.</p> <p>4. Upon receipt of the GRAA consent resolution, application package will be sent to the National FTZ Board. The National FTZ Board will respond to the application within 30-days.</p> <p>5. Upon receipt of approval from the National FTZ Board, FTZ #176 will send you:</p> <ul style="list-style-type: none"> I. Invoice for the activation fee so we submit as soon as needed II. Grantee concurrence letter for activation (upon receipt of activation fee) III. Template Operators Agreement – a legal agreement between the GRAA and your company required for activation (can be sent earlier if needed for preliminary legal review) 	<p>While an activation request cannot be submitted to CBP until Process #1 is complete, much time will be needed to aggregate the below materials. We recommend enlisting a preferred consultant (e.g. customs broker or attorney) to begin compiling the following items concurrently with your completion of Process #1.</p> <p>1. Concurrently work to compile the following documents</p> <ul style="list-style-type: none"> I. Activation request letter II. Grantee Concurrence Letter (provided at completion of Process #1 and GRAA receipt of activation fee) III. Firms Code Request letter IV. Schematic of building for activation space agreement V. Blanket 216 VI. Drivers Licenses for Key Employees VII. Completed CBP form 3078 for Key Employees VIII. Complete Employee List IX. Comprehensive FTZ manual and SOP X. Security SOP XI. Warehouse SOPs <ul style="list-style-type: none"> o Cycle Counts o Receiving o Shipping o Safety/Incident reporting XII. Secure an FTZ Operators Bond (this can take time, begin process to secure as soon as possible) XIII. Sign and return the template Operators Agreement with the GRAA. This will need to be approved for execution at a GRAA Board meeting, you can see the full meeting schedule here. <p>2. Submit a package with the above information to the CBP Office at the Greater Rockford Airport Authority. Information should be compiled and clearly tabbed to identify each section of information. Hard copies of the request for activation will need to be hand-delivered to the CBP Office.</p> <p>3. Security Tour with CBP; the CBP Officer will contact you to schedule a security tour.</p> <p>4. Upon satisfaction of CBP’s questions and requests during the security tour, CBP will issue an activation letter with a FIRMS code.</p>

If you need referrals to international trade attorneys, customs brokers, or consultants with experience in this, FTZ #176 would be happy to connect you to experienced professionals.