



## PRE-ARRIVAL NOTIFICATION FORM

### INSTRUCTIONS:

- Please submit this coversheet and supporting Custom and Border Protection (CBP) clearance documents to the following fax number or email address at least **4 HOURS** prior to your estimated border arrival time:  
Fax: 518.239.5841  
Email: [paps@metrocb.com](mailto:paps@metrocb.com)
- Multiple PAPS numbers must include this coversheet as the separator.
- Shipments transmitted with less than the four-hour timeframe or those with incomplete documentation or missing information may delay release by CBP and/or any other government agency involved with the shipment.
- It's the carrier's responsibility to verify, prior to arrival at the border, that your customer's cargo data has been accepted by CBP. Confirmation of fax/email receipt by Metro Customs Brokerage does not constitute arrival approval by CBP.

### PLEASE COMPLETE ALL FIELDS:

#### PORT OF ARRIVAL

Clearly indicate port of arrival:

- Alexandria Bay, NY
- Blaine, WA
- Buffalo, NY - Lewiston
- Buffalo, NY - Peace Bridge
- Champlain, NY
- Derby Line, VT
- Detroit, MI
- Highgate Springs, VT
- Massena, NY
- Pembina, ND
- Port Huron, MI
- Other \_\_\_\_\_

The shipment must arrive at the port indicated. Failure to do so may result in penalties, delayed or refused shipments, and additional costs.

**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. If the carrier does not comply with the requirements, penalties may be incurred.

#### REQUIRED SHIPMENT INFORMATION

Number of pages (including coversheet): \_\_\_\_\_  
If sending multiple shipments, do not exceed 20 pages per fax. Single shipments can exceed 20 pages.

Date of arrival: \_\_\_\_\_

Estimated time of arrival: \_\_\_\_\_

PAPS B/L # (including SCAC): \_\_\_\_\_

Carrier company name: \_\_\_\_\_

Carrier contact name: \_\_\_\_\_

Carrier phone #: \_\_\_\_\_

Faxed From #: \_\_\_\_\_

Shipper name: \_\_\_\_\_

#### Contact if there are fax or shipment issues:

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

#### To check status on PAPS and FDA Prior Notice shipments:

1. Log onto Metro Customs Brokers PAPS Tracker
2. Enter the entire SCAC code in the **SCAC** field and the remainder of the PAPS in **BOL#** field.
3. Check to ensure a date and time appears in the **Release Accepted By CBP** field.
4. You can call 518-722-2777 one hour after transmission to confirm receipt of your fax/email. You can check the processing status via the website approximately one hour after sending. If you do not have access to the web or if the shipment cannot be found, please call 518-722-2777 one hour prior to ETA or three hours after submitting, whichever is first.