

U.S. DEPARTMENT OF HOMELAND SECURITY
Bureau of Customs and Border Protection
ANNUAL USER FEE DECAL REQUEST - AIRCRAFT

2007

Receive Date _____ Agency Use Only _____ Mail Date _____
Date Issued _____ Port Code _____ Cash Receipt No. _____ Issued By _____

Si usted no habla o escribe ingles y necesita ayuda en español para llenar este documento, lláme a la oficina de Aduanas de Estados Unidos mas cerana a usted. Este servicio es gratuito.

Page of Calendar Year for which Decal(s) requested:

1A ACCT# - - - - - -

1B Ship To:
Address
Address
City, State/Province
Country Zip

1C APPLICANT FAX NUMBER - - -
(country code, if applicable)
APPLICANT PHONE NUMBER - - -
(country code, if applicable)
Requester's Name (Please Print) _____
(This is a mandatory field.)

2 -Payment Method - Do Not Send Cash [Credit card applicants may apply online. See instruction page under SUBMITTING APPLICATION.]

Fold DO NOT SEND CASH: Make check or money order, drawn on U.S. Bank in U.S. Dollars (\$), payable to Bureau of Customs and Border Protection

METHOD OF PAYMENT: CHECK MONEY ORDER VISA MASTERCARD DISCOVER AMERICAN EXPRESS

CREDIT CARD ACCOUNT# EXPIRATION DATE:

AMOUNT AUTHORIZED FOR DECAL PURCHASE: \$ _____

Aircraft Decal class Code 494 - **\$27.50**

Signature _____
(Signature authorizes decal payment and any optional shipping requested)

3 - SHIPPING REQUEST (For all countries not listed below, orders will be shipped via 1st Class Mail)

(Choose only one.)

NOTE: If no shipping method below is selected, your order will be shipped via 1st Class U.S. Mail at no additional charge

	Ship to Address	Price	Service
3A	<input type="checkbox"/> United States	\$ 6.00	Expedited mail service - next business day delivery Street address only
3B	<input type="checkbox"/> Canada	\$ 12.00	Expedited mail service - Approx. 3 business days Street address only
3C	<input type="checkbox"/> Mexico	\$ 8.00	U.S. International Registered Mail

SHIPPING PAYMENT METHODS -- SEPARATE PAYMENT IS REQUIRED

CHECK/MONEY ORDER CREDIT CARD \$ _____ (AMOUNT AUTHORIZED)

If you are selecting a shipping method other than first class mail, and are paying by check or money order, two checks must be remitted. One check for the decal amount and one for the shipping amount. If you are paying by credit card, two charges will be reflected on your credit card statement, one for the decal amount and one for the shipping.

Submission of application certifies that all information provided is accurate. The applicant is responsible for ensuring that duplicate decals are not requested. All transactions are final. **No refunds or credits will be approved.**

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INQUIRIES

Decal related questions should be directed to 317-298-1245, Monday through Friday 8:00 A.M. to 4:30 P.M. EST. or send your question via email tothedecals@dhs.gov.

SECTION 1: Contact Information

Section 1A: Please provide your account number. Your account number is located on the renewal form that was sent to you. If you do not have that form, or if you have not purchased a decal before, we will process your application and assign a new account number.

Section 1B: This is the address you would like to have your order shipped to. It need not be your permanent address. Using an address in the United States allows for a quicker, more secure shipping method for your decal order. For example, if your business and residence are both located outside the United States, you may still have your decal order shipped to an address in the United States if one is available for your use.

Section 1C: It is important to include a telephone and fax number so that you can be reached if there is a problem with your application. If there is a problem, and we cannot reach you by phone, we will return the application and payment to the address on the form. Provide the name of the person that is knowledgeable about this request that we can contact if necessary.

SECTION 2: If paying by check or money order, be sure that the amount is exact and that it is drawn through a U.S. bank as well as in U.S. funds. We cannot accept a check or money order in U.S. currency, which is drawn through a non-U.S. bank. If the amount is not exact, either too low OR too high, the application and payment will be returned.

SECTION 3: Please note that each country has different options; shipping methods are not interchangeable between countries. Also, any shipping charges must be in a separate check, money order, or credit card charge. If you do not wish to use the options available to you, or if you choose an option, which is not available for your shipping address, we will send your order via first class mail at no additional charge. Remember that you may use a U.S. address to ensure faster delivery.

Section 3A: Expedited delivery is available to U.S. ship to addresses. (Expedited packages cannot be delivered to a P.O. Box.) There is an additional \$6.00 charge for this option.

Section 3B: Expedited delivery is available to Canadian addresses. (Expedited packages cannot be delivered to a P.O. Box.) There is an additional \$12.00 charge for this option. If you do not choose this option, please allow 4-6 weeks for regular mail.

Section 3C: Courier delivery is not available to Mexican addresses. Registered mail is available and requires a signature for the package, ensuring a safer delivery. However, registered mail will take the same amount of time as regular mail, so allow 4-6 weeks for delivery. There is an additional \$8.00 charge for this option.

SUBMITTING APPLICATIONS

Please mail your completed CBP Form 339A with your payment to:

Address for regular mail:

Bureau of Customs and Border Protection
Decal Program Administrator
P.O. Box 382030
Pittsburgh, PA 15250-8030

Address for courier delivery:

Bureau of Customs and Border Protection
Decal Program Administrator
500 Ross Street Suite 640
Pittsburgh, PA 15250

NO REFUNDS will be granted for orders submitted more than once. If applying by fax, verify that your application was NOT received before re-sending.

If paying by credit card, you can register and purchase decals online by accessing www.cbp.gov. Then clicking on the "travel" tab, then "User Fee Decal Program", then "Apply Online for Decals".

Application can be faxed to: 412-234-3541

REQUIRED INFORMATION

Company or owner name, address, manufacturer's name, year, and tail number. A decal will not be issued when any of the required information is missing. Please check your application before mailing to ensure that the amount of the payment matches the number and types of decal(s) that you have requested. Incomplete applications and applications that do not balance with the payment will be returned via First Class Mail.

U.S. GOVERNMENT PRINTING OFFICE: 2004 684-296

Fax Completed Forms to (412) 234-3541

4. Name on "Ship To" Line _____
(from 1 B - SHIP TO on page 1)

5. Total Number of Decal(s) requested (include all pages): _____

6. Aircraft Information

1	** Agency Use Only ** Decal Number	
	Model Year	<input type="text"/>
	Manufacturer	<input type="text"/>
	Tail Number	<input type="text"/>

2	** Agency Use Only ** Decal Number	
	Model Year	<input type="text"/>
	Manufacturer	<input type="text"/>
	Tail Number	<input type="text"/>

3	** Agency Use Only ** Decal Number	
	Model Year	<input type="text"/>
	Manufacturer	<input type="text"/>
	Tail Number	<input type="text"/>

7. You May Buy Decals ON-LINE:
Go to <http://www.cbp.gov>
Select The "travel tab".
Select "User Fee Decal Program".
Click on "Apply Online for Decal" (in right margin)

For Decal Questions: Call 317-298-1245 or Send E-mail to decals@dhs.gov

INQUIRIES

Decal related questions should be directed to (317) 298-1245, Monday through Friday 8:00 A.M. to 4:30 P.M. EST or send your question via email todecals@dhs.gov

SECTION 4: Please write the name that appears on the "Ship To" line of section 1. This will prevent pages from getting lost or misplaced.

SECTION 5: This will allow us to be certain that the number of decal(s) ordered matches the payment amount as well as make sure you receive all the decals you ordered.

SECTION 6: Aircraft Information. Please write as clearly as possible. If there are not enough spaces for the number of aircraft you have, you may photocopy this page or type the information on a separate piece of paper.

Model Year - Year in which the aircraft was made.

Manufacturer - Name of manufacturer.

Tail Number - The identifying number for the aircraft that is displayed on the tail section.

SECTION 7: If you would like additional information related to decals or would like to purchase decals on the Internet, these instructions will assist you in locating that section of the CBP web site.

EXCHANGES

Because a decal is assigned to a specific aircraft, it cannot be transferred to another aircraft. CBP will exchange a decal for a different aircraft if a written request is postmarked no later than 30 calendar days after the decal was issued. The following documentation must be submitted:

- 1 - The UNUSED decal(s).
- 2 - A new CBP 339-A for the aircraft that needs the replacement decal.

If you have already placed the decal on the aircraft, an exchange is not possible. You must buy a new decal. If the company name has changed but the aircraft is still the same, the decal can still be used. You will need to call the decal inquiry line and report a change in the name.

REFUNDS

Once a decal has been issued the transaction is final and NO refunds will be issued. This includes applications submitted more than once resulting in duplicate decals being issued for the same aircraft. The applicant is responsible for ensuring that aircraft are only listed once and/or that only one application for the listed aircraft is submitted.

REPLACEMENTS

When a decal has been damaged due to repair or repainting, the following documents must be submitted and a new decal will be issued to you:

- 1 - A copy of the CBP 339-A. This is the form returned to you with the decal number assigned.
- 2 - A copy of the paid repair or repaint bill that is signed by the company that did the work (the name and address of the company that did the work must appear on the signed invoice or letterhead).
- 3 - A signed statement with a brief explanation of the circumstances, with a contact name~ and telephone number.

IMPORTANT

Lost or stolen decals cannot be replaced. A new decal must be purchased. Please report any stolen decals to the decal inquiry line.

Paperwork Reduction Act Notice As Required by 5 CFR

This information is required for the issuance of annual commercial user fee decals. The data will be used to ensure that fee avoidance is minimized. A decal will not be issued if the appropriate fee is not paid and/or the requested information is not provided.

Enlisted average burden associated with this collection of information is 16 minutes per record keeper depending on individual circumstances. Comment concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Bureau of Customs and Border Protection, Information Services Group, Washington, DC 20229.

Fax Completed Forms to (412) 234-3541