

NOTICE OF EXAMINATION FOR APRIL 2012

This notice announces that U.S. Customs and Border Protection (CBP) will conduct the Customs Broker License Examination on Monday, April 2, 2012. To better accommodate applicants desiring to take the April 2012 broker examination, CBP has automated the CBP Form 3124E, "Application for Customs Broker License Exam" and the payment and collection of \$200 examination fee process.

Applicants must apply and pay the applicable fee (\$200) on line at the following web address until 12:00 p.m. (noon/Eastern Standard Time), March 5, 2012:

<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=38464098>.

Applicants who need assistance in completing the form, or have questions concerning payment may send an email to cbp.cpbpay.gov@dhs.gov or may contact the CBP Pay.gov Help Desk at (317) 614-4964.

Applications and fees that are submitted directly to the service port or CBP Headquarters will be returned to the applicant. The purpose of the examination, is to 'determine the individual's knowledge of Customs and related laws, regulations and procedures, bookkeeping, accounting, and all other appropriate matters, necessary to render valuable service to importers and exporters.'

Applicants requesting Americans with Disabilities Act (ADA) accommodations may send supporting documentation by close of business (5:00 p.m. Eastern Time), Monday, March 5, 2012 via email Everett.Burns@dhs.gov, via FAX to (202) 863-6540 ATTN: Everett Burns or by mail to:

U.S. Customs and Border Protection
Office of International Trade
Broker Compliance Branch
1400 L Street NW
Washington, DC 20229-1143

As noted in Title 19 of the Code of Federal Regulations part 111.13(b): In order to be eligible to take the broker examination, an individual must (on the date of the examination), be a U.S. citizen, 18 years of age, and is not an officer or employee of the U.S. Government.

The examination will be administered at various locations. Applicant will be notified of exam location and may contact the service port for additional information.

Any applicant who files an application and subsequently wishes to withdraw from the exam, must submit a written notice of withdrawal to the CBP service port noted on the application, by COB, Wednesday, March 28, 2012.

On the day of the examination, after the test administrators have closed the doors to the examination room, applicants will not be permitted into the examination room and will not be allowed to sit for the examination. THERE WILL BE NO EXCEPTIONS. Please allocate

sufficient time for travel to the examination site, as no exceptions will be made for traffic delays, late trains, or similar incidences.

- The Customs Broker License Examination consists of 80 multiple-choice questions. A score of 75 percent is required to pass. The examination lasts 4 hours. Exam topics may include: Entry, Classification, Country of Origin, Trade Agreements, Value, Antidumping/Countervailing Duty, Broker Responsibilities, FP&F, Protests, Marking, Prohibited and Restricted Merchandise, Drawback, Intellectual Property Rights, and other subjects pertinent to a broker's duties.
- Applicants should bring the reference materials noted below and any other pertinent reference materials to the examination. The use of any other versions of the listed references other than those recommended is at the applicant's own risk.
 - Harmonized Tariff Schedule of the United States (2011 version, NO Supplements)
 - Title 19, Code of Federal Regulations (revised as of April 1, 2011 Parts 0 to 140, 141 to 199)
 - Customs and Trade Automated Interface Requirements (CATAIR)
 - Appendix B – Valid Codes
 - Appendix D – Metric Conversion
 - Appendix E – Valid Entry Numbers
 - Appendix G – Common Errors
 - Glossary of Terms
 - http://www.cbp.gov/xp/cgov/trade/automated/automated_systems/abi/catair/
 - Instructions for Preparation of CBP Form 7501 (3-17-2011)
http://forms.cbp.gov/pdf/7501_instructions.pdf
 - Directives
 - **3550-055, Instructions for Deriving Manufacturer/Shipper Identification Code** ([3550-055 Instructions for Deriving Manufacturer/Shipper Identification Code \(doc - 29 KB.\)](#))
 - **3550-079A, Ultimate Consignee at time of Entry or Release** ([3550-079A Ultimate Consignee at Time Of Entry Release \(pdf - 138 KB.\)](#))
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 - **3530-002A, Right to Make Entry** ([3530-002A, Right to Make Entry](#))

Applicants must provide their own reference materials.

Examinee may use any **written** reference material; however, use of any electronic device during the exam (i.e., laptops, ipads, personal digital assistants (PDA's), etc) is prohibited.

Cell phones, pagers, and other communication devices may not be used inside the examination room.

Any applicant caught cheating will be removed from the exam.

