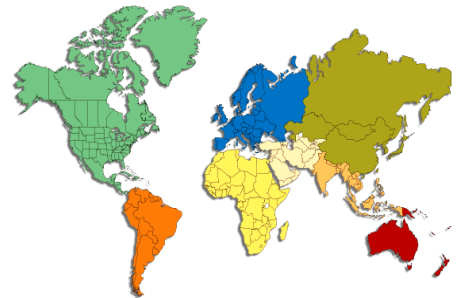


Mailing Packages to Embargoed Countries

If you are exporting goods to an embargoed country, there is the likelihood your shipment will require an export license from the Office of Foreign Asset Control (OFAC) or the Bureau of Industry and Security (BIS). If an export license is required then an Internal Transaction Number (ITN) is needed prior to exporting in accordance with OFAC Regulations, the Export Administration Regulations, and the Foreign Trade Regulations. The ITN is generated after successfully filing your export information in the Automated Commercial Environment (ACE). The OFAC and BIS administer and enforce a comprehensive sanctions program, which broadly prohibits export transactions with entities in embargoed countries unless authorized by BIS or OFAC via a general or specific export license.

First, contact either the OFAC on 202-622-2490 or OFAC_feedback@treasury.gov or the BIS on 202-482-4811 to determine whether your shipment requires an export license. If your shipment requires an export license then your export information must be filed in ACE in order to receive an ITN. If you do not have an ACE account, please follow the steps below.



U.S. Citizens, U.S. Residents, or U.S. Companies

Option 1 – File yourself

1. If you have an Employer Identification Number (EIN), go to step 2. If not, obtain an EIN from the Internal Revenue Service (IRS) at www.irs.gov. Step by step instructions are available at <https://www.census.gov/foreign-trade/regulations/index.html> in the Resources section. For questions about obtaining an EIN, please contact the EIN Help Line at 1-800-829-4933.
2. If you have an ACE account, go to step 3. If not, register for a free ACE account at <https://www.cbp.gov/trade/automated>.
3. Login to ACE to access the Automated Export System and file the Electronic Export Information (EEI).
4. Once the EEI is successfully submitted, the system will generate an ITN, which should be included on your shipping documents.

Option 2 – Get an Agent

1. If you have an EIN, go to step 2. If not, obtain an EIN from the IRS at www.irs.gov.
2. Select and authorize a U.S. agent (i.e. Freight Forwarder, Broker, etc.) to file the EEI on your behalf. Provide the U.S. agent with the necessary information to complete the EEI.
3. Once the EEI is successfully submitted, the system will generate an ITN, which should be included on your shipping documents.

Non-U.S. Citizens, Non-U.S. Residents, or Foreign Entities

1. Since a foreign entity cannot register to file EEI through the ACE, they must select and authorize a U.S. agent (i.e. Freight Forwarder, Broker, etc.) to file the EEI on their behalf.
2. Provide the U.S. agent with your foreign passport number (instead of an EIN) along with the other required data elements.
3. Obtain the ITN from the U.S. agent and include it on your shipping documents.