



## Customs clearance for pets packet

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American PetEmbark™

American Airlines  
Cargo

 *L.E. Coppersmith, LLC*  
Global Logistics

# Importing your pet

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Transporting pets can present many challenges for the customer and American Airlines staff. In our ongoing effort to reduce the stress and uncertainty of international transportation, we are partnering with U.S. licensed customs broker, Coppersmith Global Logistics. Coppersmith, as a Certified Customs Broker and one of the best in the market, works under power of attorney to arrange for the clearance of your pet through the U.S. governmental regulatory agencies. They are not a carrier, handling agent, or government agency and have no contact with your pet. They only handle documentation and at no time are they responsible for the physical handling, location, disposition, release, or well being of your pet.

Upon arrival of your pet in the U.S., U.S. Customs and Border Protection (CBP), USDA, the Center for Disease Control, and often the Fish & Wildlife Service and APHIS may all require notification. Each of these agencies has the right to hold your pet until all of their requirements have been met. Coppersmith Global Logistics works on your behalf to file the information that you provide, in a format satisfactory to the agency. Original documents are required and release times will vary depending on species and workload in each individual port of arrival.

Visit USDA APHIS for more information on importing your pet by searching "Importation of Dogs Regulation" at [www.aphis.usda.gov](http://www.aphis.usda.gov).

## Required import documents

### Owner/Breeder/Importer

The following documents are needed from you, 48 hours prior to your pet's arrival into the U.S.

All documents must be in English, valid, and legible.

- Power of Attorney: signed by consignee or U.S. importer, showing IRS# or Social Security Number
- For U.S. Citizens and Green Card holders: U.S. Government issued Identification (Drivers License, Passport or Visa)
- Foreign Importer (non-US citizens/residents): Copy of your passport with U.S. Visa (if applicable).  
Coppersmith can apply for a Customs Assigned Number for you. In this situation, please show your foreign address on the Power of Attorney.

### Pet/Animal

Entry into the United States requires the following documents regarding your animal.

Documents must show your pet's name, date of birth, gender, species, and breed.

- Invoice for Customs purpose - showing description, ownership, value (proforma invoice)
- Health Certificate, Rabies Certificate, Vaccination Card and any other pertinent documents
- Airline Air Waybill

Note: Dogs must be at least 4 months of age to be imported as personal pets, and no less than 6 months old for resale with appropriate permit. All dogs are required to have been immunized for rabies unless originating from a rabies free country.

See list of countries at [www.cdc.gov/importation/rabies-free-countries.html](http://www.cdc.gov/importation/rabies-free-countries.html)

Animals appearing sick or without proper permits or health certificates may be refused admittance, detained, and quarantined, or exported at owner's expense. Coppersmith handling fees still apply.

# Certifications & disclaimers

Importing dogs into the United States for resale, breeding for sale or subject to fee-based adoption requires an import permit to be obtained at least five (5) business days in advance of the animal's arrival into the United States. The animal must meet the following conditions:

- Must be in good health
- Must be vaccinated for rabies and distemper, hepatitis, leptospirosis, parvovirus, and parainfluenza virus (DHLPP)
- Must be at least 6 months of age
- Must be accompanied by a health certificate and rabies vaccination certificate, issued in English by a veterinarian with a valid license to practice veterinary medicine in the country of export
- Must have an import permit issued by APHIS.

The quickest and easiest way to apply for a Permit for the importation of live dogs for resale (including fee-based adoption), is to use [APHIS eFile](https://efile.aphis.usda.gov/s/) at <https://efile.aphis.usda.gov/s/> or you may contact USDA APHIS Animal Care as follows to request an application:

USDA APHIS Animal Care  
Attn: Live Dog Import Permit Team  
2150 Centre Ave.  
Building B, Mailstop 3W11  
Fort Collins, CO 80526-8117  
Phone: (816) 737-4223  
Fax: (970) 494-7461  
Email: [ac.dogimport.mailbox@usda.gov](mailto:ac.dogimport.mailbox@usda.gov)

You must check one of the following certifications:

## Import Permit Certification

- ☐ I certify that the dog(s) I am importing will either be resold, bred for sale or subject to fee-based adoption. I have made application for a USDA APHIS import permit and will provide a copy upon receipt. I understand that the permit is required at the time of entry to obtain a Customs release.

## Personal Pet Disclaimer

- ☐ I certify that the dog(s) I am importing are my own personal pets. They will not be sold or bred for sale or subject to adoption for a fee. I further certify that this disclaimer is true and correct and will be made available to U.S. Customs at the time of entry.

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Signature

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Date

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Name of Importer

# Keep your information secure

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## Your safety is important to us

In order to protect your identity, Coppersmith Global Logistics offers an online encryption process to keep your Social Security number and other personal identification safe, secure, and private.

### For the consignee (in the U.S.):

#### Step 1

Print out **Page 4** of the Customs Clearance Packet for Animals. See **Page 5** for a filled in example.

#### Step 2

Complete the Customs Power of Attorney document with your Social Security number or IRS number.

If you are a foreign importer (non-US citizen), Coppersmith can apply for a Customs Assigned Number for you. In this situation, please show your foreign address on the Power of Attorney. Proof of identity is required.

#### Step 3

Scan or take a picture with your phone of the Customs Power of Attorney document and save a copy to your computer with the title "Customs Power of Attorney."

#### Step 4

Scan or take a picture with your phone of your U.S. government-issued identification (drivers license, passport or visa) and save a copy to your computer with the title "Photo ID."

#### Step 5

Visit <https://web.coppersmith.com/pets> on your computer.

#### Step 6

Enter your personal email address and upload each document separately. You will receive an email with an encrypted attachment with your document(s). To protect your safety, only Coppersmith will have the ability to open the attachment(s).

#### Step 7

Once you receive the email(s) with the encrypted documents, forward the attachment(s) to either your American Airlines Cargo sales representative or your professional pet transport representative.



# Customs power of attorney

## Importers of record for personal informal 'Live Pet' entries

Legal status of issuing party: ☐ Individual Do you have a U.S.-issued social security number? ☐ Yes ☐ No

KNOW ALL MEN BY THESE PRESENTS, that:

\_\_\_\_\_  
**Your Complete Legal Name (as appears on Drivers License or other govt identification) Social Security Number**

an individual residing at: (street address required)

\_\_\_\_\_  
**Street Address Required (P.O. Box may be added for mailing purposes only)**

\_\_\_\_\_  
**Home Telephone Number**

\_\_\_\_\_  
**Work Telephone Number**

\_\_\_\_\_  
**Cell Telephone Number**

\_\_\_\_\_  
**Fax Number**

### Email Address

hereby constitutes and appoints L.E. Coppersmith, LLC, a California corporation, its officers, employees, and/or specifically authorized agents its heirs and assigns, to act for and on its behalf as a true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor from this date and in the United States (the "territory") either in writing, electronically, or by other authorized means **to generally transact Customs business on behalf of the grantor**, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to other laws of the territories, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney.

Authorize other Customs Brokers duly licensed within the territory to act as grantor's agent; to receive, endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a nonresident of the United States, to accept service of process on behalf of the grantor;

This power of attorney to remain in full force and effect until liquidation of shipment / entry.

**The undersigned represents that all information contained herein is true and correct as of date of execution and acknowledges receipt of L.E. Coppersmith, LLC. Terms and Conditions of Service governing all transactions between Parties.**

The said owner / importer:

\_\_\_\_\_  
**Print Or Type Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

NOTE: Per CODE OF FEDERAL REGULATIONS (CFR) Title19-1-111.29(b): "If you are the importer of record, payment to the broker will not relieve you of liability for Customs Charges (duties, taxes, or other debts owed to Customs) in the event that the charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with a separate check payable to the "U.S. Customs and Border Protection", which shall be delivered to Customs by the broker." If you wish to make your check payable directly to U.S. Customs and Border Protection, arrangements must be made with Coppersmith, LLC prior to time of entry to arrange timely receipt of your duty check. When payments are made to Coppersmith LLC, Coppersmith LLC may undertake any means of payment to Customs available to them under current laws and regulation.

**Please provide a clear copy of your passport or driver's license or have this document notarized to validate this Power of Attorney**

# Customs power of attorney

## Importers of record for personal informal 'Live Pet' entries

Legal status of issuing party: ☒ Individual Do you have a U.S.-issued social security number? ☒ Yes ☐ No

KNOW ALL MEN BY THESE PRESENTS, that:

Nancy Joy Driving 001-11-2222  
Complete Legal Name (as appears on Drivers License or other govt identification) Social Security Number

doing business as an individual residing at: (street address required) PO Box may be added for mailing purposes only.

2120 Old Main Street, Anytown TX 12345  
Street Address Required (P.O. Box may be added for mailing purposes only)

817-234-5678 871-990-1234  
Home Telephone Number Work Telephone Number

214-490-9999 871-990-1236  
Cell Number Fax Number

n.joy@driving.com  
Email Address

hereby constitutes and appoints L.E. Coppersmith, Inc., a California corporation, its officers, employees, and/or specifically authorized agents its heirs and assigns, to act for and on its behalf as a true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor from this date and in (the United States (the "territory") either in writing, electronically, or by other authorized means to generally transact Customs business on behalf of the grantor, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to other laws of the territories, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney.

Authorize other Customs Brokers duly licensed within the territory to act as grantor's agent; to receive, endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a nonresident of the United States, to accept service of process on behalf of the grantor;

This power of attorney to remain in full force and effect until revoked.

**The undersigned represents that all information contained herein is true and correct as of date of execution and acknowledges receipt of L.E. Coppersmith, Inc. Terms and Conditions of Service governing all transactions between Parties.**

IN WITNESS WHEREOF, the said:

N. Joy Driving  
Print Or Type Name  
[Signature]  
Signature 06/01/19  
Date

NOTE: Per CODE OF FEDERAL REGULATIONS (CFR) Title19-1-111.29(b): "If you are the importer of record, payment to the broker will not relieve you of liability for Customs Charges (duties, taxes, or other debts owed to Customs) in the event that the charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with a separate check payable to the "U.S. Customs and Border Protection" which shall be delivered to Customs by the broker." If you wish to make your check payable directly to U.S. Customs and Border Protection, arrangements must be made with Coppersmith, Inc. prior to time of entry to arrange timely receipt of your duty check. When payments are made to Coppersmith Inc., Coppersmith Inc. may undertake any means of payment to Customs available to them under current laws and regulation.

Please provide a clear copy of your passport or driver's license or have this document notarized to validate this Power of Attorney

# Personal pet proforma invoice

Shipper

Ship To/Import of Record

Date

Port of Loading: \_\_\_\_\_

Port of Arrival: \_\_\_\_\_

Airline: \_\_\_\_\_

Flight #: \_\_\_\_\_

Date shipped: \_\_\_\_\_

AWB #: \_\_\_\_\_

QTY	Type of Pet	Breed	M/F	Color	Name	DOB	KGS	Amount <small>US Dollar</small>
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$

Each Pet needs to be individually listed above and in English

	-----Total-----	\$
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Certified true and correct

Signature

EXAMPLE

American PetEmbark™

American Airlines  
Cargo

# Personal pet proforma invoice

06/01/19

Date

Shipper

Steve Buddy  
Longford TW6, UK

Ship To/Import of Record

Nancy Joy Driving  
201 Forest Pl  
Fort Worth TX 76102

Port of Loading: LHRAirline: American AirlinesDate shipped: 6/12/2019Port of Arrival: DFWFlight #: AA51AWB #: 12345678

QTY	Type of Pet	Breed	M/F	Color	Name	DOB	KGS	Amount <small>US Dollar</small>
1	Dog	Jack Russell Terrier	M	White/Brown	Sparky	5/20/18	3	\$ 1,100
1	Dog	Miniature Poodle	F	White	Lilly	3/15/18	2	\$ 1,250
								\$
								\$
								\$
								\$
								\$
								\$
								\$
								\$

Each Pet needs to be individually listed above and in English

2	-----Total-----	5	\$ 2,350
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Certified true and correct

Signature



# Shipper's certification for live animals

This is to certify that (check appropriate box):

- ☐ In addition to having completed all advance arrangements, this consignment is properly described and packed, and is in proper condition for carriage by air according to the current edition of the IATA Live Animals Regulations and all applicable carrier and governmental regulations. The animal(s) of this consignment is (are) in good health and condition.
- ☐ Animals taken from the wild for shipment have been appropriately acclimatised.
- ☐ This consignment includes species as described in the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). Applicable permits/certificates are attached to the air waybill.
- ☐ This consignment includes species as described in other applicable national legislation.
- ☐ In the case of reptiles and amphibians, the animals contained in this shipment are healthy and they have been examined prior to shipment and are free of any apparent injury and readily recognizable diseases. They are also free of external parasitic infestation, including mites, ticks and leeches, that can readily be seen under normal lighting conditions.

The shipper accepts that carriers will not be liable for any loss, damage or expense arising from death due to natural causes, or death or injury of any animal caused by the conduct or acts of the live animal itself or of other animals, such as biting, kicking, goring or smothering, nor for that caused or contributed to by the conditions, nature or propensities of the animals. In no event will carrier be liable for death or injury to an animal attendant caused or contributed to by the condition, conduct or acts of animals.

Number of Packages	Specific Container Requirement Number (see IATA Live Animals Regulations)	Species (description and names – scientific and common)	Quantity

## Name and address of shipper

Printed Name

Address

Signature

Air Waybill No.

Date (DD/MM/YYYY)

Airport of Departure

Airport of Destination



# Shipper's certification for live animals

This is to certify that (check appropriate box):

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Number of Packages	Specific Container Requirement Number (see IATA Live Animals Regulations)	Species (description and names – scientific and common)	Quantity
2	CRI	Canis Familiaris - Dog	2

## Name and address of shipper

Steve Buddy

Longford TW6, UK

Printed Name

Address



Signature

12345678

Air Waybill No.

06/06/2019

Date (DD/MM/YYYY)

LHR

Airport of Departure

ELP

Airport of Destination

American PetEmbark™

American Airlines   
Cargo

 *Coppersmith, LLC*  
Global Logistics