



U.S. Customs and  
Border Protection

PORT OF ATLANTA PIPELINE  
2020-02

DATE: NOV 13 2019

FILE: ENT 16-1 FO:SA:ATL:PD GS

**To:** All Importers, Brokers, Customs and Border Protections Officers and  
other Interested Parties

**From:** Port Director  
Atlanta, Georgia

**SUBJECT:** Permit-To-Transfer

**1. PURPOSE.**

The purpose of this notice is to advise of the changes regarding Permit-To-Transfer procedures in the Port of Atlanta.

**2. INFORMATION.**

The Port of Atlanta currently do not have a Container Examination Station (CES) for Cargo exams; therefore, a CALL-UP letter is no longer required. Effective immediately, the broker must present the transfer documentations to the Cargo office for processing.

The transfer documents must contain the following information:

1. The complete address showing the "From and To" location of the cargo
2. The FIRMS code of the location the shipment will be transferred ORI/DEST
3. Description of commodity
4. In-bond number
5. Master Bill
6. Total Piece/SLAC count
7. Bonded Carrier ID/IRS#

Please time stamp the transfer documents prior to submitting them to the Cargo Office.

If you have any questions or concerns, please contact the Cargo Office at 404-675-1287 or 404-675-1254.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gladys Summerville', written in a cursive style.

Gladys Summerville  
Watch Commander  
Port Office Trade Manager  
Atlanta, GA