

# Plant and Plant Product Declaration Form



**U.S. DEPARTMENT OF AGRICULTURE**  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

**Section 3: Lacey Act Amendment (16 U.S.C. 3372)**

**Applicability of Declaration:**

You are required to complete this form if you are importing any of the following:  
Any wild member of the plant kingdom, including roots, seeds, parts, or products thereof, and including trees from either natural or planted forest stands, except:

1. Common cultivars, except trees, and common food crops (including roots, seeds, parts, or products thereof);
2. \* Scientific specimens of plant genetic material (including roots, seeds, germplasm, parts, or products thereof) that are to be used only for laboratory or field research;
3. \* Plants that are to remain planted or to be planted or replanted; or
4. Plants used exclusively as packaging material to support, protect, or carry another item, unless the packaging material itself is the item being imported.

\* You must still complete this form if you are importing plants described under 3. and 4. that are listed:

- In an appendix to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (27 UST 1087; TIAS 8249);
- As an endangered or threatened species under the Endangered Species Act of 1973 (16 U.S.C. 1531 et seq.); or
- Pursuant to any State law that provides for the conservation of species that are indigenous to the State and are threatened with extinction.

**SECTION 1 - Shipment Information**

1. ESTIMATED DATE OF ARRIVAL: (MM/DD/YYYY)	
2. ENTRY NUMBER:	3. CONTAINER NUMBER: <input type="checkbox"/> See Attachment
4. BILL OF LADING:	5. MID:
6. IMPORTER NAME:	8. CONSIGNEE NAME:
7. IMPORTER ADDRESS:	9. CONSIGNEE ADDRESS:

I certify under penalty of perjury that, to the best of my knowledge and belief, the information furnished is true and correct:

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Preparer's Phone Number and Area Code                      Signature                      Type or Print Name                      Date

# Plant and Plant Product Import Declaration (cont.)

## SECTION 2 - Compliance with Lacey Act Requirements (16 U.S.C. 3372(f))

10. DESCRIPTION OF MERCHANDISE:	11. HTSUS NUMBER: (no dashes/symbols) <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <input type="checkbox"/> See Attachment
	12. ENTERED VALUE: (in U.S. Dollars)

For each article or component of an article, provide the following:

13. ARTICLE/ COMPONENT OF ARTICLE	14. PLANT SCIENTIFIC NAME: (Genus and Species)	15. COUNTRY OF HARVEST:	16. QUANTITY OF PLANT MATERIAL:	17. UNIT OF MEASURE:	18. % RECYCLED MATERIAL:

I certify under penalty of perjury that, to the best of my knowledge and belief, the information furnished is true and correct:

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Preparer's Phone Number and Area Code \_\_\_\_\_ Signature \_\_\_\_\_ Type or Print Name \_\_\_\_\_ Date \_\_\_\_\_

Knowingly making a false statement in this Declaration for Importation may subject the declarant to criminal penalties in accordance with 16 U.S.C. 3373(d).

1. **Estimated Date of Arrival:** Enter the date (MM/DD/YYYY) that the product is expected to enter the United States of America.
2. **Entry Number:** Enter the U. S. Customs entry number assigned to this shipment. (Format: xxx-xxxxxxx-x)
3. **Container Number:** Enter the number of the shipping container in which the product is being shipped - available from your shipping company. If you have more than container number in your shipment, check the "see attachment" box, and list all of the containers on a separate sheet. Attach the container list to the PPQ 505. If there is no container number, please leave this section blank.
4. **Bill of Lading:** Enter the Bill of Lading (BOL) number assigned to this shipment - available from the shipping company. If there is no Bill of Lading number, please leave this section blank.
5. **MID:** Manufacturer Identification Code - available from the manufacturer or customs broker (19 CFR Appendix to Part 102).
6. **Importer Name:** Enter the name of the import company or individual for the product.
7. **Importer Address:** Enter the address of the import company or individual in #6.
8. **Consignee Name:** Name of the individual or company who ordered and will ultimately receive the shipment.
9. **Consignee Address:** Enter the address of the individual or company in #8.
10. **Description of the Merchandise:** Enter the name of the plant or plant product, and its use (example: wooden spoons for kitchenware). If the use is unknown, enter only the name of the product (example: lumber).
11. **HTSUS Number:** Enter the Harmonized Tariff Code for the merchandise described in #10 - available at <http://www.usitc.gov/tata/hts/>. If you have more than one HTSUS number for your shipment, check the "see attachment" box, and list all of the HTSUS numbers on a separate sheet. Attach the HTSUS number list to the PPQ 505.
12. **Entered Value (in U.S. Dollars):** Write the entered value of the imported merchandise described in #10 in U.S. Dollars.
13. **Article/Component of Article:** Enter a brief description of each article, or component of an article, that is manufactured from plants or plant parts. (Example: A decorative item including a wood frame and 100 % recycled paperboard - enter the frame as a line item, and record the percent recycled material in the paperboard in section #13.)
14. **Plant Scientific Name:** For each article/component in #14 enter the scientific name (example: See next page). If the species of plant used to produce the product varies, and the species used to produce the product is unknown, enter each species that may have been used to produce the product.

- 15. Country of Harvest:** Enter the country of origin (where the plant was harvested) (example: See below). If the country of harvest varies, and is unknown, enter all countries from which the plant material in the product may have been harvested.
- 16. Quantity of Material:** How much product/merchandise is in the shipment (example: See below).
- 17. Unit of Measure:** Use the drop down box on the form to enter the units for #17. (example: See below).

kg - kilograms  
 m - meter  
 m<sup>2</sup> - square meters  
 m<sup>3</sup> - cubic meters

- 18. % Recycled Material:** If the product is paper or paperboard, enter the percentage of recycled material it contains (0 - 100%). If the percentage of recycled material varies, enter the average percentage of recycled material used in the product (example: If the percentage of recycled material used is between 25% and 45%, enter 35%).

13. ARTICLE/COMPONENT OF ARTICLE:	14. PLANT SCIENTIFIC NAME: (Genus and Species)	15. COUNTRY OF HARVEST:	16. QUANTITY OF PLANT MATERIAL:	17. UNIT OF MEASURE:	18. % RECYCLED MATERIAL
Tables made of Mahogany	<i>Swietenia macrophylla</i>	Indonesia	500	kg	0
<b>European ash lumber (2" x 4')</b>	<i>Fraxinus excelsior</i>	Switzerland	352,000	M3	0

- 19. Submission of Paper Declaration:** Importers should have the form available for Customs and Border Protection (CBP) to review at the port of entry. After CBP clears the shipment, the importer must mail the form to the USDA at the following address:

The Lacey Act  
 c/o U.S. Department of Agriculture  
 Box 10  
 4700 River Road  
 Riverdale, MD 20737

**Note:** Sign and Print your name, and write the date on both sections of the form.

A spreadsheet may be substituted for page 2 of the declaration provided that all of the required information is included, and the format of page 2 is followed. Failure to include any and all of the required information will result in the rejection of your declaration. If you elect to use a spreadsheet in lieu of page 2, you may include Item 3 (Container Number) and/or Item 11 (HTS Number) in the table with the product data.

**SPECIAL NOTE:** IF YOU HAVE FILED A LACEY ACT DECLARATION ELECTRONICALLY THROUGH THE CUSTOMS SYSTEM, THERE IS NO NEED TO FILE A PAPER DECLARATION.