



## Instructions for Completing the Swordfish Importing Report Form

Under Federal regulations, as specified in section 50 CFR 635.5, dealers that have been issued a swordfish permit by the National Marine Fisheries Service (NMFS) are required to report all purchases of imported swordfish. The completed form should be submitted to NMFS not later than 10 days after the end of each period. If your business address is in the coastal states of Virginia - Maine, you must submit this form to the NMFS state coordinator in the local Northeast port offices (addresses enclosed) responsible for your area. If your business address is in any other state or in a foreign country, you must submit this form to the Southeast Fisheries Science Center, 75 Virginia Beach Drive, Miami, FL 33149. The reporting periods are the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the end of the month.

This form is to be used to report the total quantity of swordfish imported during the two-week reporting period. You may photocopy this form for future use or submit multiple forms for each bi-weekly period if you need extra space to report multiple shipments.

The following are the instructions that apply to the completion of the form. Please do not forget to attach the Certificates of Eligibility (COE) that correspond to the shipments reported on this form. Ensure that the corresponding Customs 7501 Entry Number is transcribed on each COE.

<b>Dealer Name</b>	Print the name of the company as it appears on the permit application. Please avoid abbreviations or aliases.
<b>Dealer Permit #</b>	Print the permit number that has been issued by the National Marine Fisheries Service.
<b>Date</b>	This date should be the date the shipment clears U.S. Customs. It should correspond with the date of entry on the Customs Form 7501.
<b>Entry Number</b>	This should correspond to the entry number on the Customs Form 7501.
<b>Total weight of the shipment</b>	Indicate the total weight of all boxes in the shipment.
<b>Number of box/total number of boxes</b>	Identify the specific box as part of the larger number of boxes in the shipment.
<b>Condition</b>	Indicate whether the swordfish is fresh or in frozen condition.
<b>Product Form</b>	Indicate the form of the imported swordfish (e.g., H&G, loins, steaks, fillets, etc.)
<b>Weight of each H&amp;G swordfish</b>	For swordfish that are being imported as a headed and gutted product, identify the weight of each individual fish in the shipment.
<b>Price per lb/kg</b>	Record the price per pound that was paid for purchases of imported swordfish.

If **no** purchases of swordfish have been imported during a two-week reporting period, you do not need to submit this form. For more information about this program, contact Jill Stevenson at the NMFS Highly Migratory Species Division at (301) 713-2347.