

## Held Shipment Worksheet

To: <b>Export Services</b> , attention:	Date:	Fax: (301) 734-7639
From:	Email address:	Phone:

<b>Exporter Contact Information</b>	
Exporter's name:	
Email address:	Phone:
<b>Location of Held Shipment</b>	
Country:	Port of entry:
Dated shipped:	Date shipment held:
Contact name at point of entry:	Contact information:
<b>Commodity Information</b>	
Common name:	Botanical name:
Plant Part:	Estimated value of the commodity: \$
<b>Certificate Issuance</b>	
Was an export certificate issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Enter certificate number(s):	
If all the pertinent information is in PCIT, <i><b>only</b> submit this form</i>	
Copies of the following should be attached, if pertinent to the consignment:	
<ul style="list-style-type: none"> <li>• Rejection notice from the foreign NPPO</li> <li>• U.S. or foreign phytosanitary certificate or export certificate</li> <li>• Import permit or other form of official communication from NPPO stating import requirements</li> <li>• Inspectional records</li> <li>• Laboratory analyses</li> <li>• Field inspection records</li> <li>• Treatment documentation</li> <li>• Container numbers</li> <li>• Bill of lading</li> </ul>	
<b>Reason for Held Shipment</b>	

Notice: The information collected on this worksheet will be shared with USDA cooperators and foreign National Plant Protection Organization (NPPO) officials to obtain the release of the shipment listed above.