

**DEPARTMENT OF THE TREASURY
UNITED STATES CUSTOMS SERVICE
ANNUAL USER FEE DECAL REQUEST - AIRCRAFT**

Receive Date _____

Customs Use Only

Mail Date _____

Date Issued _____

Port Code _____

Cash Receipt No. _____

Issued By _____

Si usted no habla o escribe Ingles y necesita ayuda en espanol para llenar este documento, llame a la oficina de Aduanas de Estados Unidos mas cercana a usted. Este servicio es gratuito.

Page _____ of _____ Calendar Year for which
Decal(s) requested: _____

APPLICANT FAX NUMBER

1C

1A ACCT# _____

APPLICANT PHONE NUMBER

1B Ship To: _____

Address _____

Address _____

City, State/Province _____

Country Zip _____

Requester's Name (Please Print) _____

2 -Payment Method - Do Not Send Cash [Credit card applicants may FAX applications to **(412) 234-3541**].

Fold

DO NOT SEND CASH: Make check or money order, drawn on U.S. Bank in U.S. Dollars (\$), payable to U.S. CUSTOMS SERVICE

METHOD OF PAYMENT: CHECK MONEY ORDER VISA MASTERCARD DISCOVER AMERICAN EXPRESS

CREDIT CARD
ACCOUNT# _____

EXPIRATION
DATE: _____

AMOUNT AUTHORIZED FOR DECAL PURCHASE: \$ _____

Aircraft Decal class Code 494 = **\$25.00 each**

3 - SHIPPING REQUEST (All countries not listed below will be shipped via 1st Class Mail)

NOTE: If no shipping method below is selected, your decal will be shipped via 1st Class U.S. Mail at no additional cost.

	Ship to Address	Price	Service
3A	<input type="checkbox"/> United States	\$ 6.00	Overnight Mail - next business day delivery
3B	<input type="checkbox"/> Canada	\$ 4.00	U.S. Global Priority Mail
3C	<input type="checkbox"/> Mexico	\$ 8.00	U.S. International Registered Mail

SHIPPING PAYMENT METHODS -- SEPARATE PAYMENT IS REQUIRED

CHECK/MONEY ORDER

CREDIT CARD

\$ _____ (AMOUNT AUTHORIZED)

If you are selecting a shipping method other than first class mail, and are paying by check or money order, 2 checks must be remitted. One check for the decal amount and one for the shipping amount. If you are paying by credit card, two charges will be reflected on your credit card statement, one for the decal and one for the shipping.

4 - Signature

Certifies that all information provided is accurate and, if paying by credit card, authorizes payment for this decal. The applicant is responsible for ensuring that duplicate decals are not requested. All transactions are final. No refunds or credits will be approved.

Signature _____ Date _____

Customs Use Only

5. Name on "Ship To" Line _____
(from 1 B - SHIP TO on page 1)

6. Total Number of Decal(s) requested (include all pages): _____

7. Aircraft Information

1.	** Customs Use Only ** Decal Number	
	Model	_____
	Year	_____
	Manufacturer	_____
	Tail Number	_____

2.	** Customs Use Only ** Decal Number	
	Model	_____
	Year	_____
	Manufacturer	_____
	Tail Number	_____

3.	** Customs Use Only ** Decal Number	
	Model	_____
	Year	_____
	Manufacturer	_____
	Tail Number	_____

8. You May Buy Decals ON-LINE:

Go To <http://www.customs.gov/travel/travel.htm> a table of contents will be displayed.
Select "Entering the U.S. by Vehicle, Private Aircraft, or Private Vessel".
This will display another table of contents. Select "User Fee Decal Program".
At the next screen that is displayed you should select "Options for Applying for Decals".
Now select the hyperlink and you are ready to purchase a decal.

For Decal Questions: Call 317-298-1200 Ext. 1245 or Send E-mail to Decals@customs.treas.gov

9. Primary airport used when arriving in U.S.:

Port Number _____

Or City _____

(Enter the city name of the port through which you pass most frequently. If you know the port number for that port please enter it in the space provided).

Si usted no habla o escribe Ingles y necessita ayuda en espanol para llenar este documents, llame a la oficina de Aduanas de Estados Unidos mas cercana a usted. Este servicio es gratuito.

INQUIRIES

Decal related questions should be directed to **(317) 298-1200**, extension **1245**, Monday through Friday 8:00 A.M. to 5:00 P.M. EST OR send your question via email to the decals@customs.treas.gov

SECTION 1A: Please provide your account number. Your account number is located on the renewal form that was sent to you. If you do not have that form or if you have not purchased a decal before we will process your application and assign a new account number.

1B: This is the address you would like to have your decal shipped to. It need not be your permanent address. Using an address in the United States allows for a quicker more secure shipping method for your decal order. For example, if your business and residence are both located outside the United States, you may still have your decal order shipped to an address in the United States if one is available for your use.

1C: It is important to include a telephone and fax number, so that you can be reached if there is a problem with your application. If there is a problem and we cannot reach you by phone, we will return the application and payment to the address on the form. It is also helpful if you provide the name of the person that is knowledgeable about this request that we can contact if necessary.

SECTION 2: If paying by check or money order, be sure that the amount is exact and that it is drawn through a U.S. bank as well as in U.S. funds. We cannot accept a check or money order in U.S. currency which is drawn through a non U.S. bank. If the amount is not exact, either too low or too high, the application and payment will be returned.

SECTION 3: Please NOTE that each country has different options; shipping methods are not interchangeable between countries. Also, any shipping costs must be in a separate check, money order, or credit card charge. If you do not wish to use the options available to you, or if you choose an option which is not available for your shipping address, we will send your decal(s) via first class mail at no additional charge. Remember that you may use a U.S. address to ensure faster delivery.

3A: Overnight courier delivery is available to U.S. "Ship To" addresses only. There is an additional \$6.00 cost for this option.

3B: Courier delivery is not available to Canadian addresses. The Global Priority option will airmail the decal to the airport nearest you, and the Canadian post office will deliver it. There is an additional \$4.00 cost for this option. If you do not choose this option, please allow 4-6 weeks for regular mail.

3C: Courier delivery is not available to Mexican addresses. Registered mail is available and requires that you sign for the package, ensuring a safer delivery. However, registered mail will take the same amount of time as regular mail, so allow 4-8 weeks for delivery. There is an additional \$8.00 cost for this option.

SECTION 4: Your signature is required even if you are not using a credit card. If you do not sign the application, it will be returned to you with your payment and your decals will not be sent to you.

SUBMITTING APPLICATIONS

Please mail your completed Customs Form 339-A with your payment to:

Address for regular mail:	Address for courier/expedited delivery:
U.S. Customs Service	U.S. Customs Service
Decal Program Administrator	Decal Program Administrator
P.O. Box 382030	500 Ross Street
Pittsburgh, PA 15250-8030	AIM 154-0640 (this line must appear on the airbill)
	Pittsburgh, PA 15262

No refund will be issued for duplicate decals resulting from applications being sent more than once. Please verify that your application was NOT received before resending.

If paying by credit card, you can fax your application to the following number.

FAX your application to - 412- 234-3541

REQUIRED INFORMATION

Company or owner name, address, manufacturer's name, year and tail number. A decal will not be issued when any of the required information is missing. Please check your application before mailing and ensure that the amount of the payment matches the number and types of decal(s) that you are requesting. Incomplete applications and applications that do not balance with the payment will be returned via First Class Mail.

INQUIRIES

Decal related questions should be directed to **(317) 298-1200**, extension **1245**, Monday through Friday 8:00 A.M. to 5:00 P.M. EST OR send your question via email to the **decals@customs.treas.gov**

SECTION 5: Please write the name that appears on the "Ship To" line of section 1. This will prevent pages from getting lost or misplaced.

SECTION 6: This will allow us to be certain that the number of decal(s) ordered matches the payment amount as well as make sure you receive all the decals you ordered.

SECTION 7: Aircraft Information. Please write as clearly as possible. If there are not enough spaces for the number of aircraft you have, you may photocopy this page or type the information on a separate piece of paper.

Model Year - Year in which the aircraft was made.

Manufacturer - Name of manufacturer.

Tail Number - The identifying number for the aircraft that is displayed on the tail section.

SECTION 8: If you would like additional information related to decals or would like to purchase decals on the Internet, these instructions will assist you in locating that section of the Customs Web Site.

SECTION 9: This is the name of the city or port number where you first arrive in the U.S. most frequently.

EXCHANGES

Because a decal is assigned to a specific aircraft, it cannot be transferred to another aircraft. Customs will assign a decal to a different aircraft if a written request is postmarked no later than 30 calendar days after the decal was issued. The following documentation must be submitted:

- 1 - A copy of the CF 339-A that was returned to you with the decal number assigned.
- 2 - The decal(s) in NEW condition.
- 3 - A new CF 339-A for the aircraft that needs the replacement decal.

If you have already placed the decal on the aircraft, an exchange is not possible. You must buy a new decal. If the company name has changed but the aircraft is still the same, the decal can still be used. You will need to call the decal inquiry line and report a change in the name.

REFUNDS

Once a decal has been issued the transaction is final and NO refunds will be issued. This includes applications submitted more than once resulting in duplicate decals being issued for the same aircraft. The applicant is responsible for ensuring that aircraft are only listed once and/or that only one application for the listed aircraft is submitted.

REPLACEMENTS

When a decal has been damaged due to repair or repainting, the following documents must be submitted and a new decal will be issued to you:

- 1 - A copy of the CF 339-A. This is the form returned to you with the decal number assigned.
- 2 - A copy of the paid repair or repaint bill that is signed by the company that did the work (the name and address of the company that did the work must appear on the signed invoice or letterhead).
- 3 - A signed statement with a brief explanation of the circumstances, with a contact name and telephone number.

IMPORTANT

Lost or stolen decals cannot be replaced. A new decal must be purchased. Please report stolen decals to the decal inquiry line.

Paperwork Reduction Act Notice As Required by 5 CFR

This information is required for the issuance of annual commercial user fee decals. The data will be used to ensure that fee avoidance is minimized. A decal will not be issued if the appropriate fee is not paid and/or the requested information is not provided.

Enlisted average burden associated with this collection of information is 16 minutes per record keeper depending on individual circumstances. Comment concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to U.S. Customs Service, Information Services Group, Washington, DC 20229.