

Sections in Your Carnet

The Green Registration Sheet/ This first sheet in the Carnet booklet acts as the registration of your goods. This sheet must be validated by U.S. Customs prior to the initial transport of the goods.

Certificates/ The certificates are issued in sets of two. One page in a set must be validated by Customs each time merchandise on the Carnet enters or departs a country. This allows sets to be matched up as proof that merchandise that entered a country also left the country and vice versa. The number of sets of certificates in a Carnet depends upon the number of entries and/or trips you intend to take.

Yellow certificates are for exportation and re-importation into the country of origin. Customs authorities in the country where the goods originated do NOT need to detach vouchers from the Carnet because it is not necessary to retain a receipt.

White certificates are for importation and re-exportation from the countries you visit. Customs officials in foreign countries where the goods are being temporarily imported must detach vouchers because it is necessary to retain a receipt as proof that the goods have come into the country and then left the country.

Blue transit certificates are used to pass through countries en route to a country of destination.

Shaded areas on the Registration, Counterfoil and Voucher sheets are completed by Customs. All other areas are completed by the Authorized Representative or Holder.

The General List/ The General List is the list of goods covered by your Carnet. The original General List must be attached to the back of the Green Registration sheet and must not be altered once the registration sheet has been validated by U.S. Customs. Copies of the General List must be made and attached to each voucher. If you are traveling with a partial shipment, draw a line through items which are not being taken on that particular trip. This should only be done on the copy attached to the voucher, NEVER on the original.

Potential Claims Situations

If goods listed on your Carnet end up remaining in a foreign country, the holder is responsible for the payment of duty, taxes and any penalties which may be assessed. The holder must have item #3 signed by Customs on the re-exportation counterfoil as evidence that duty, taxes, and penalties were paid.

What Needs to be Completed in Order to Receive a Carnet?

To obtain a Carnet, you can visit **CarnetsOnline.com** to apply on-line, obtain Carnet Voyager software or obtain paper applications in .pdf format. Three things are required: your General List, your Application and Security, which is usually in the form of a bond. All three can be completed electronically via **CarnetsOnline.com** or with Carnet Voyager software or on paper. For assistance with your application you can contact your nearest issuing office by dialing 1-800-CARNETS or by calling directly.

Issuing Offices

Chicago / 1501 Woodfield Road, Suite 302N / Schaumburg, IL 60173

Tel: 800-762-6653 / Fax: 847-969-8200

Carnet Representative: *Rik Neu*

rneu@roanoketrade.com

Carnet Representative: *Annette Peña*

apena@roanoketrade.com

Los Angeles / 100 W. Broadway, Suite 100 / Long Beach, CA 90802

Tel: 800-421-9324 / Fax: 562-590-9564

Carnet Representative: *Norma Menjivar*

nmenjivar@roanoketrade.com

Miami / 7205 N.W. 19th Street, Suite 104 / Miami, FL 33126

Tel: 800-468-5467 / Fax: 305-592-9537

Carnet Representative: *Lucy Mejia*

lmejia@roanoketrade.com

New York / 61 Broadway, Suite 2700 / New York, NY 10006

Tel: 888-571-1675 / Fax: 212-747-1948

Carnet Representative: *Cymantha Veitch*

cveitch@roanoketrade.com

Service Offices (pre-arranged pick-up service based on availability)

Baltimore / 798 Kenilworth, Suite 123 / Towson, MD 21204

Tel: 800-762-6653

Boston / 167 Milk St., Suite 523 / Boston, MA 02109

Tel: 800-762-6653

Charleston / 385 Meeting Street, Suite 115 / Charleston, SC 29403

Tel: 800-762-6653

Houston / 5112 Morningside / Houston, TX 77005

Tel: 800-468-5467

San Francisco / 425 California St., Suite 700 / San Francisco, CA 94104

Tel: 800-762-6653

Seattle / 43-126 SW 148th St., Suite C100 / Seattle, WA 98166

Tel: 800-762-6653

Corporate Office

Roanoke Trade Corporate Office

1501 E. Woodfield Road, Suite 302N / Schaumburg, IL 60173 / Tel: 800-762-6653 / Fax: 847-969-8200

Carnet Product Manager

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