



## IMPORTING YOUR PET

Upon arrival of your animal, U.S. Customs and Border Protection (CBP), USDA, the Center for Disease Control, and often the Fish & Wildlife Service and APHIS may all require notification. Each of these agencies has the right to hold your animal until all of their requirements have been met. Coppersmith Global Logistics works on your behalf to file the information that you provide, in a format satisfactory to the agency. Original documents are required and release times will vary depending on species and workload in each individual port of arrival.

We are here to help. Coppersmith Global Logistics is a Licensed Customs Broker who works under power of attorney, to arrange for the clearance of your pet through the U.S. governmental regulatory agencies. We are not a carrier, handling agent, or government agency and have no contact with your animal. We only handle documentation and at no time are we responsible for the physical handling, location, disposition, release, or well being of your animal.

Visit USDA APHIS for more information on importing your pet at:

<https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare/dog-import-into-us/import-live-dogs-into-us>

### REQUIRED IMPORT DOCUMENTS

#### **Owner/Breeder/Importer**

The following documents are needed from you, 24 hours prior to your pet's arrival into the U.S.A. All documents must be in English, valid, and **legible**. Some forms can be found on our website.

- Power of Attorney: signed by consignee, showing IRS# or Social Security Number
- U.S. Government issued Identification: Drivers License, Passport or Visa
- Foreign Importer (non-US citizen): Coppersmith can apply for a Customs Assigned Number for you.  
In this situation, please show your *foreign address* on the Power of Attorney.

Proof of identity is required

#### **Pet/Animal**

Entry into the United States requires the following documents regarding your animal.

Documents must show your pet's name, date of birth, gender, species, and breed.

- Invoice for Customs purpose—showing description, ownership, value (proforma available on website)
- Health Certificate, Rabies Certificate, Vaccination Card and any other pertinent documents.
- Airline Air Waybill

Note: Dogs must be at least 4 months of age to be imported as personal pets, and no less than 6 months old for resale with appropriate **Permit**. All dogs are required to have been immunized for rabies unless originating from a rabies free country. See list of countries: <https://www.cdc.gov/importation/rabies-free-countries.html> Animals appearing sick or without proper permits or health certificates may be detained and quarantined, or refused admittance and exported at owner's expense. Coppersmith handling fees still apply.



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Phone : (310) 607-8000 Fax : (310) 607-8001

## Memorandum of Understanding

This memorandum of understanding is entered into by the pet owner or importing party responsible for the animal. As such, I enter into this agreement of my own free will and affix my signature to this MOU as confirmation of my understanding and agreement.

I authorize L.E. Coppersmith, LLC, doing business as Coppersmith, LLC and Coppersmith Global Logistics (LEC), a licensed customs broker, to act on my behalf to handle the governmental documentation formalities required to obtain release of my pet from Customs and Border Protection and any other governmental regulatory agency.

I understand that I can personally handle the governmental requirements to release my pet, yet I am assigning LEC to provide this service, as evidenced by my signed Power of Attorney.

I understand that I am solely responsible to provide all required documentation necessary for LEC to file the governmental entries to obtain release of my pet. (Including all veterinary/health certificates, commercial invoices, age certifications, as well as my personal identification forms and social security number, as required by law).

I understand that at no time is LEC responsible for the physical handling, health, care, well-being, or death of my pet. I further agree to hold LEC harmless from any legal actions that may result from the mishandling, injury, or death of my animal.

I agree to pay LEC for any and all services provided, whether or not they complete the release of the animal. I further agree to reimburse LEC for all outlays and service fees incurred by LEC while acting on my behalf. (Including but not limited to; freight, transportation, examination, storage, boarding, veterinary services, refusal, and/or return fees).

I understand that LEC is acting solely as an agent, on my behalf, and that they have no control over the acceptance, release, or refusal of the animal I am attempting to import. I further agree to LEC's standard terms and conditions as shown on their website [www.coppersmith.com](http://www.coppersmith.com).

Agreed and confirmed by: \_\_\_\_\_ (printed name) Date: \_\_\_\_\_

Signature of Owner or Authorized Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Pet Reference: \_\_\_\_\_ (pet name)

Air Waybill: \_\_\_\_\_



Importing dogs into the United States for resale, breeding for sale or subject to fee-based adoption requires an import permit to be obtained at least five (5) business days in advance of the animal's arrival into the United States. The animal must meet the following conditions:

- Must be in good health
- Must be vaccinated for rabies and distemper, hepatitis, leptospirosis, parvovirus, and parainfluenza virus (DHLPP)
- Must be at least 6 months of age
- Must be accompanied by a health certificate and rabies vaccination certificate, issued in English by a veterinarian with a valid license to practice veterinary medicine in the country of export
- **Must have an import permit issued by APHIS.**

The quickest and easiest way to apply for a Permit for the importation of live dogs for resale (including fee-based adoption), is to use [APHIS eFile](https://efile.aphis.usda.gov/s/) at <https://efile.aphis.usda.gov/s/> or you may contact USDA APHIS Animal Care as follows to request an application:

USDA APHIS Animal Care  
Attn: Live Dog Import Permit Team  
2150 Centre Ave.  
Building B, Mailstop 3W11  
Fort Collins, CO 80526-8117  
Phone: (816) 737-4223  
Fax: (970) 494-7461  
E-mail: [ac.dogimport.mailbox@usda.gov](mailto:ac.dogimport.mailbox@usda.gov)

**You must check one of the following certifications:**

IMPORT PERMIT CERTIFICATION

I certify that the dog(s) I am importing will either be resold, bred for sale or subject to fee-based adoption. I have made application for a USDA APHIS import permit and will provide a copy upon receipt. I understand that the permit is required at the time of entry to obtain a Customs release.

PERSONAL PET DISCLAIMER

I certify that the dog(s) I am importing are my own personal pets. They will not be sold or bred for sale or subject to adoption for a fee. I further certify that this disclaimer is true and correct and will be made available to U.S. Customs at the time of entry.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF IMPORTER

## Customs Power of Attorney

### Importers of Record for Personal Informal "LIVE" Entries

Legal status of issuing party Check appropriate box [ x ] Individual

Social Security Number: \_\_\_\_\_ (required to make Customs Entry)

**KNOW ALL MEN BY THESE PRESENTS, that:**

\_\_\_\_\_  
**Complete Legal Name (as appears on Drivers License or other govt identification)**

doing business as an individual

residing at: (street address required) PO Box may be added for mailing purposes only.

\_\_\_\_\_  
Home Tel. No. \_\_\_\_\_ Work Tel. No. \_\_\_\_\_

Cell No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail Address: \_\_\_\_\_

hereby constitutes and appoints **L.E. Coppersmith, Inc.**, a California corporation, its officers, employees, and/or specifically authorized agents its heirs and assigns, to act for and on its behalf as a true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor from this date and in (the United States (the "territory") either in writing, electronically, or by other authorized means to generally transact Customs business on behalf of the grantor, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to other laws of the territories, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney.

Authorize other Customs Brokers duly licensed within the territory to act as grantor's agent; to receive, endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a nonresident of the United States, to accept service of process on behalf of the grantor;

This power of attorney to remain in full force and effect until \_\_\_\_\_.

**The undersigned represents that all information contained herein is true and correct as of date of execution and acknowledges receipt of L.E. Coppersmith, LLC. Terms and Conditions of Service governing all transactions between Parties.**

**IN WITNESS WHEREOF, the said** \_\_\_\_\_,  
(Print or type name)

has caused these presents to be signed:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: Per CODE OF FEDERAL REGULATIONS (CFR) Title19-1-111.29(b): "If you are the importer of record, payment to the broker will not relieve you of liability for Customs Charges (duties, taxes, or other debts owed to Customs) in the event that the charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with a separate check payable to the "U.S. Customs and Border Protection", which shall be delivered to Customs by the broker." If you wish to make your check payable directly to U.S. Customs and Border Protection, arrangements must be made with Coppersmith, LLC prior to time of entry to arrange timely receipt of your duty check. When payments are made to Coppersmith LLC, Coppersmith LLC may undertake any means of payment to Customs available to them under current laws and regulation.

**Please provide a clear copy of your passport or driver's license or have this document notarized to validate this Power of Attorney**

# PET PROFORMA INVOICE

Date: \_\_\_\_\_

SHIPPER

SHIP TO / IMPORTER OF RECORD

SHIPMENT DETAILS		
Port of Loading:	Port of Arrival:	Total number of pets in shipment:
Departure Date:	Arrival Date:	
Airline:	Flight #	Air Waybill#

PET DETAILS													
Type of pet	Pet's Name	Breed	Gender	Spayed/ M/F	Neutered	Color	DOB/Age	Weight	Vaccination	Vaccination	Microchip#	USDA Permit#	Value
(dog, cat, etc.)			M/F					KGS	Date	Expiration			U.S. Dollars

Each pet needs to be individually listed above in English Total:

Total:

CERTIFIED TRUE AND CORRECT

\_\_\_\_\_  
OWNER Phone# email address