



# United States Department of the Interior

FISH AND WILDLIFE SERVICE

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## NOTICE TO THE IMPORT/EXPORT COMMUNITY

In an effort to provide you with expedited declaration processing, the Service is reminding and encouraging the import/export community to comply with the following:

1. Entries **must** be cleared by the Service **prior** to release by U.S. Customs and Border Protection.
2. The Service encourages **all entries to be submitted via eDecs** rather than paper declaration forms. Please visit <https://edecs.fws.gov> to create an account and start filing.
3. The Service encourages filers to utilize **corporate billing and/or credit card options**.

### Paying with Corporate Billing

Corporate billing is linked to your eDec account. Fees are not collected for each eDec at the time of document submission; rather you are billed for your user fees every two weeks. Charges are not billed until the eDec is filed.

### Paying with Credit Card

You can pay user fees online with a credit card using the eDecs online payment module. Please visit <https://edecs.fws.gov/Documentation/OnlinePaymentInstructions.pdf> for complete instructions. Please provide proof of online credit card payment with your document package.

4. The Service encourages filers to utilize the **eScanning – Filer Upload** option. All documents can now be scanned and uploaded directly to your eDec. Fees must be collected via Corporate billing or online credit card to participate in eScanning. Original CITES and export permits are still required. Please visit <https://lemis.fws.gov/eDecs/EScanFilerUploadInstructions.pdf> for complete inspections.
5. If paying user fees via Corporate account or online credit card is not an option for you, your check **must** include the following information:
  - a. Import/Export License number (if applicable),
  - b. eDec Confirmation number (if applicable),
  - c. airway bill or bill of lading number, and
  - d. date of import or export.

**Beginning on January 1, 2014, document packages with checks will no longer be accepted without the above information written on the checks.**