

CUSTOMS LETTER REQUEST FORM

- The purpose of a **Customs letter** is to facilitate re-entry to the United States of University of Washington/State of Washington owned equipment. This is for reasons of national security and to avoid any unnecessary duty charges by proving prior purchase and government ownership. The University will not reimburse duty fees for anyone not carrying a Customs letter.
 - Please allow 3 working days processing and campus mail time for a Customs letter.
 - The request can be faxed back to the Equipment Inventory Office to expedite the request, but the official Customs letter must be the original letter and cannot be faxed back to the Department. The traveler must carry the original notarized letter with the equipment.
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- **Name and telephone of person requesting letter (not the traveler):**

Name: _____ **Phone #:** _____

Box # to send letter to: 35 _____ **or, Pick-up Date:** _____

- **Name and title of person traveling with equipment, and department name:**

Name: _____ **Title:** _____

Department: _____

- **Date of departure and estimated date of return:**

Leaving: ____/____/____ **Returning:** ____/____/____

- **Country (or countries) equipment will be used in:**

- **UW Tag Number, Description, and Serial Number of each item (on Dell equipment, look for the "service tag number"):**

<u>UW Tag #</u>	<u>Description</u>	<u>Serial Number</u>
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- 1.
- 2.
- 3.
- 4.

- **Departmental authorization for use of equipment overseas (Director or higher- NOT the traveler):**

Printed Name: _____ **Title:** _____

Signature: _____

You can FAX this form to the Equipment Inventory Office at 206-685-9151 or mail it to Box 351121.