

# USDA Export Services

## Held Shipment Worksheet

The held shipment worksheet is used to gather necessary information in order to request assistance from Export Services for shipments detained in a foreign country for phytosanitary reasons. Export Services may be able to assist with consignments being held at the port of destination; all documentation pertaining to the consignments must be provided. All fields in this Held Shipment Worksheet should be completed in full. Any documentation provided must be legible, in English, or translated into English. Examples of these types of documents are foreign notices of rejection, foreign phytosanitary certificates, import permits, inspection records, laboratory testing results, fumigation documents, etc. All information provided must be fully reviewed for completeness and accuracy before providing to Export Services.

### Exporter Contact Information

1. Exporter Name: \_\_\_\_\_
2. Exporter Phone: \_\_\_\_\_
3. Exporter Email: \_\_\_\_\_

### Held Shipment Location

4. Country: \_\_\_\_\_
5. Point of Entry: \_\_\_\_\_
6. Date of Shipment from the US: \_\_\_\_\_
7. Date Shipment Held: \_\_\_\_\_

### Foreign Official Contact Information

8. Name of Foreign Official (Not the Importer): \_\_\_\_\_
9. Agency: \_\_\_\_\_
10. Phone: \_\_\_\_\_
11. Email: \_\_\_\_\_
12. Location: \_\_\_\_\_

### Shipment Information

13. Commodity Common Name: \_\_\_\_\_
14. Botanical Name: \_\_\_\_\_
15. Plant Part: \_\_\_\_\_
16. Estimated Value of the Shipment: \$
17. Was a Phytosanitary Certificate Issued? YES  NO

If yes, Phytosanitary Certificate Number:

18. Briefly explain why the shipment is being held.