

Guidelines for CBP Customs Seal Use

A Customs Seal ALLOWS you:

- To be inside the Customs and Border Protection (CBP) Federal Inspection Site (FIS) when your employer's flight is clearing Customs and you have been assigned to work that flight.
- To be around aircraft on the Ramp Level while unloading cargo, baggage, and passengers from the aircraft and you were assigned to work that flight.
- To be in the Baggage Conveyor Area at ramp level while baggage is being sent down to the CBP area for clearance and you were assigned to work that flight.
- To unload freight from a foreign arrival and drive it to a CBP bonded air freight facility, if you were assigned the task.
- To be inside an arriving or departing international aircraft throughout the airport.

A Customs Seal DOES NOT ALLOW you:

- To be in the CBP FIS or on the Ramp/Conveyor Area on your days off or when you are not assigned to work.
- To be in the CBP FIS or the Ramp/Conveyor Area for any flight that you have not been assigned to work on by your employer.
- To assist, help, or carry baggage for arriving friends, relatives, or off duty employees who arrive on a flight you have been assigned to work.

Employee Requirements and Responsibilities

- Report the loss or theft of their CBP access seal to the CBP Seal Office in writing within 24 hours.
- Report the change in circumstances to the CBP Seal Office in writing within 24 hours of that change in circumstances.
- In case of an arrest, the employee must advise the CBP Seal Office in writing within 5 calendar days of the final disposition of that arrest or prosecution.
- In the case of suspension of an employee's SIDA (Port of Seattle) badge, the employee must advise the CBP Seal Office in writing within 24 hours of the fact and the basis for the suspension.
- Be cognizant and comply with CBP regulations, directives and memos as related to employee conduct. Typical examples of employee violations:
 - Entry into a CBP security area without an approved CBP access seal.
 - Failure to openly display approved CBP access seal.
 - Entry into a CBP security area for a purpose other than to perform duties approved by the employer and associated with work.

- Failure to produce or surrender a CBP access seal following a proper demand by a CBP Officer.
- Failure to safeguard a CBP access seal or a failure to report in writing the loss or theft of a CBP access seal within 24 hours.
- Use of a CBP access seal by a person who is not the original applicant.
- Refusal to obey a proper CBP order, rule, regulation, directive or memo.
- Unauthorized use of personal items not approved by CBP in a secured area such as personal bags, fanny packs, cell phones, or other electronic devices.