

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.
- You must allow 3 working days for processing and campus mail time for a customs letter.
- You can **fax** this form back to EIO to expedite your request but the official letter cannot be faxed back - the traveler must carry the original letter with the equipment.

- **Name and telephone of person requesting letter:**

Name: _____ Phone #: _____

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

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

Name: _____ Dept: _____

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

Leaving: _____ Returning: _____

- **City and country (or countries) equipment will be used in:**

- **UW Tag Number, Description & Serial Number of each item (**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.

- **Person in department authorizing use of equipment overseas (Director or higher):**

Printed Name: _____ Title: _____

Signature: _____