



Triennial Report Process

Please send any questions to the Broker Management Branch
email: brokermanagement@cbp.dhs.gov

CBP Publication No. 3106-0323

Since 1985, a Triennial Status Report (TSR) and \$100 TSR fee must be submitted by all license holders, including licensed individuals that serve as a qualifier of an organization license, to CBP every three years by each individual and organization (corporation, limited liability company, partnership, or association) holding a valid broker's license, which includes those in active, inactive, voluntarily suspended, and suspended status, unless a written agreement has been established with CBP that exempts a suspended license from TSR submission. The next TSR is due in 2024 and every 3 years thereafter.

Submitting a TSR



License holders will submit a TSR via the [eCBP portal](#)



CBP considers the TSR submitted once the report and \$100 fee is received



If eCBP is unavailable, license holders can submit a TSR at the processing Center



Subject to concurrence by their broker employer, an employee may elect that their employer submit the payment on their behalf. For such a submission to occur, the employee must select 'Broker as Payer' within the report AND eSign, then save their TSR in 'Payment Pending' status. The employer must sign into eCBP and submit payment for the employee's TSR fees to effect submission of the TSR

Key Dates in TSR Years

December	January - February	March
<p>1st – CBP will announce information about TSR filing on the broker webpage</p> <p>15th – eCBP portal becomes available for TSR submission</p>	<p>Each license holder is required to file a TSR with CBP. A report received no later than February 28 (29 in leap years) of a TSR year is considered timely</p>	<p>1st – A broker's license is suspended if a TSR is not filed by this date</p>

Failure to Submit a TSR

- If a license holder fails to file a TSR by March 1st of the reporting year, the broker's license is suspended by operation of law
- CBP will issue a 60-day suspension notice by certified mail by March 31st to the license holder's last reported address
- If the license holder files a TSR within 60 days of the mailing date of the suspension notice, the license will be reinstated
- If the license holder does not file a TSR within the 60-day suspension period, the license will be revoked on the 61st day without prejudice to the filing of an application for a new license

Required TSR Information



Individual License Report

- Name
- State whether s/he has engaged in any conduct that could constitute grounds for suspension or revocation of his/her license
- Must be signed/submitted by the individual license holder

If engaged in transacting business as a sole proprietor:

- Business name
- Business address
- Email address

If engaged in transacting business as an employee of a broker:

- Name and address of employer

If not actively engaged in transacting business as a broker or employee of a broker:

- Current home mailing address
- Email address



Organization License Report

- License name under which the organization is operating as a broker
- Office of record address
- Name, home address and email address of each licensed officer of the corporation/association or licensed member of the partnership including the license qualifier
- Name of the licensed employee who is the national permit qualifier
- Statement whether the organization is actively engaged in customs business
- Statement whether the organization has engaged in any conduct that could constitute grounds for suspension or revocation of his/her license
- Must be signed/submitted by a licensed officer or member of the organization

