

## Submission Tips for InfoPath Electronic Notice of Arrival/Departure (e-NOA/D) Users

### 1. InfoPath 2007 and the InfoPath e-NOA/D template.

The InfoPath e-NOA/D template currently works with both InfoPath 2003 and InfoPath 2007.

### 2. InfoPath e-NOA/D template and Windows Vista.

If you are a Vista user, please follow the instructions in the InfoPath e-NOA/D Application – Getting Started document located on the Downloads section of the NVMC’s Web site found at <http://www.nvmc.uscg.gov/>.

### 3. Check For Any Errors Before You Submit.

The Errors List is displayed at the very top of the Task Pane. If the Task Pane is not visible, click **View**, and then click **Task Pane** to view it.

### 4. Send The InfoPath E-NOA/D To The Correct E-Mail Address.

Your InfoPath e-NOA/D is to be submitted to [sans@nvmc.uscg.gov](mailto:sans@nvmc.uscg.gov). Please send ONE NOTICE OF ARRIVAL (NOA) or NOTICE OF DEPARTURE (NOD) TO THIS ADDRESS—multiple copies of the same notice from the ship, the agent, or the home office will cause confusion and may delay processing. Please be patient. Depending on incoming traffic, it may take a few hours for you to receive your confirmation e-mail message.

### 5. A Receipt Of Confirmation Is Sent To The “Reporting Party”.

To avoid potential confusion or delay in processing your InfoPath e-NOA/D, please make sure the e-mail address provided in the **Reporting Party Information** section is the address you want the confirmation e-mail message to be sent to. Currently, only one e-mail address can be accepted in this field.

### 6. Special Characters To Avoid.

The following characters will cause validation errors and should be avoided: ampersand (&), less than (<), greater than (>), apostrophe (’), or quote (“).

### 7. Submit A Notice Of Arrival For An Initial US To US Voyage.

If you have arrived from a foreign port to the United States (U.S.) and are now continuing on to another destination in the U.S., you must submit another NOA announcing your arrival at the next U.S. port instead of an NOD. NODs are currently only required for **U.S. to foreign** voyages.

### 8. Only Enter A Vessel’s Voyage Number If Your Company Records Them.

Voyage numbers are recorded mostly by large shipping companies and cruise lines. Not all companies keep a record of voyage numbers. Bottom line—if you don’t know what the voyage number is, then you can probably leave this field blank.

### 9. Departure Information Is Intended For *Departure From Arrival Port*.

Please record your departure information from the port you listed under the Arrival Port section. This section is not intended to record your departure from the Last Port of Call.

#### **10. Crew And Passenger Records.**

Please make sure the family name is entered into the **Last Name** field, and then put the personal name in the **First Name** field. If no First Name is known, please use "FNU". If day/month of birth is not known, enter the correct year of birth; and then enter: 01 for month and 01 for day.

#### **11. Fill Out The Last 5 Ports Section Thoroughly.**

Make sure you fill out this section with as much detail as possible. Please enter only the information for the last five foreign ports, skipping any U.S. visits that occurred between the foreign visits. The Last Port of Call section, however, can be filled with both U.S. and foreign port info, depending on your particular voyage.

#### **12. For Questions About Customs and Border Protection (CBP) Regulations, Please Call CBP Instead Of The National Vessel Movement Center (NVMC).**

If you have a question regarding CBP regulations, we encourage you to contact them directly [between 8:30 am and 5:00 pm Eastern Standard Time (EST), Monday through Friday] for the most accurate and up-to-date answers. Their toll-free number is 1-877-CBP-5511.

Alternatively, a question can be asked online by visiting their Web site at <http://www.cbp.gov/>.