

## CENTRALIZED EXAMINATION STATION APPLICATION

CES Applicant Name: \_\_\_\_\_

### APPENDIX A

#### CENTRALIZED EXAMINATION STATION PORT OF WEST PALM BEACH, FLORIDA

Applicants are advised that all materials submitted in the application process become the property of the U.S. Customs and Border Protection (CBP). All information included in the Centralized Examination Station (CES) application will be subject to review, investigation, and verification. Application information will be utilized as a decision support mechanism for the evaluation and selection process. Incomplete applications may not be considered.

- Applicants are required to complete the following application in-full (including Appendices A&B). Any questions that are not applicable must be marked N/A. The number zero should be entered into all appropriate blanks. Applicant may provide additional information and/or attachments.
- The name and address of the facility to be operated as the CES, and the name and telephone number of an individual to be contacted for further information.
- An identification of the applicant, and type of business entity:
  - Corporations must provide a certified extract of the articles of incorporation.
  - Partnerships must provide a signed copy of the partnership agreement.
  - Sole Proprietors must identify themselves as such.
  - Fictitious names – if the applicant is conducting business under a fictitious name, so state and provide a copy of the fictitious name filing.
- A copy of their custodial bond, or a completed CBP Form 301 (minimum bond amount of \$300,000);
- A complete Fee Schedule (Appendix B):
- A current list of all persons who have direct or indirect financial interest in the proposed CES operation, all officers and managing officials of the proposed facility. The list must provide the following information name, position, home address, date of birth, social security number, place of birth, and Alien Registration Number or place and date of naturalization. Providing social security numbers is voluntary; however failure to provide the numbers may hinder the investigation process;
- In addition, applicant must provide a detailed explanation of the means and methods by which this information will be provided to CBP prior to the employment of any individual who will be coming in contact with and/or handling any merchandise under CBP control and/or will be allowed access to any CBP restricted areas within the CES;

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- A current list of all employees involved in the CES operation setting forth their names, dates of birth and social security numbers. Providing social security numbers is voluntary; however failure to provide the numbers may hinder the investigation process;
- In addition, applicant must provide a detailed explanation of the means and methods by which this information will be provided to CBP prior to the employment of any individual who will be coming in contact with and/or handling any merchandise under CBP control and/or will be allowed access to any CBP restricted areas within the CES;
- Applicants are requested to provide an Authorization for Release of Information Form (Appendix C). The submission of this release is voluntary; however, failure to provide the “Authorization” may hinder the investigation process;
- If requested, fingerprints of all persons who have direct or indirect financial interest in the proposed CES operation, all officers and managing officials of the proposed facility; FBI Form FD-258 (Fingerprint cards) can be obtained at the Port of West Palm Beach, Florida Office, 1 East 11<sup>th</sup> Street, Suite 323, Riviera Beach, FL. 33404.

**CES APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

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**Applicants should consider only space/facilities solely devoted to the CES operation when answering the questions below.**

1. Does the application package contain the name and address of the facility to be operated as the CES, the names of all principals or corporate officers, persons having direct or indirect financial interest in the proposed CES operation, and the name and telephone number of an individual to be contacted for further information?

YES                  NO
2. Does the application package contain a list of all employees involved in the CES operation setting forth their names, dates of birth, and social security numbers? (Providing social security numbers is voluntary; however failure to provide the numbers may hinder the investigation process)

YES                  NO
3. Does the application package contain a description of the accessibility of the CES within the Port or other location, and a floor plan of the facility actually dedicated to the CES operation showing bay doors, office space, exterior features, security features, and staging and workspace?

YES                  NO
4. Is a Fee Schedule included clearly showing what the applicant will charge for each type of service? (See Appendix B)

YES                  NO
5. Does the application package include a copy of an approved custodial bond on CBP Form 301 in the amount of \$300,000 or more?

YES                  NO
6. Is the applicant fully aware of the requirements of Executive Order 12989, dated February 13, 1996, particularly with Sections 1(a) and (b), which pertain to the lawful employment of aliens and to the anti-discrimination requirements of the Immigration and Nationality Act and of any other applicable laws?

YES                  NO



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### FACILITY FEATURES

1. Is there a physical barrier separation between CES and other cargo operations?

YES                      NO

2. Provide the CES facility dimensions:

a. Entire CES facility including CBP office: \_\_\_\_\_ sq ft

b. CBP employee/supervisor office(s): \_\_\_\_\_ sq ft

c. CES warehouse/cargo area for CBP examinations: \_\_\_\_\_ sq ft

d. Cargo stripping area: \_\_\_\_\_ sq ft

e. Average space directly behind cargo bay doors: \_\_\_\_\_ sq ft

f. High security storage area for CBP detained goods: \_\_\_\_\_ sq ft

g. Storage area where CBP equipment can be stored  
and locked safely? \_\_\_\_\_ sq ft

h. Fenced container storage capacity: \_\_\_\_\_ # containers

i. Reefer container storage capacity: \_\_\_\_\_ # reefers

3. Is there sufficient space to safely maneuver and position containers at all bay doors?

YES                      NO

a. Provide clearance space available to maneuver and position  
containers at all bay doors: \_\_\_\_\_ feet

b. Is there a designated area for trucks awaiting service with clearly marked lanes and which  
will not hinder internal traffic?

YES                      NO

c. Do you have an existing operation & facility capable of handling large volumes of cargo  
and holding cargo intact?

YES                      NO

d. Does your existing operation have the ability to accommodate various types of

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FCL and LCL freight	YES	NO
Perishable cargo	YES	NO
Hanging garment containers	YES	NO
Scrap Metal (including loose-loads)	YES	NO

4. Number of container positions: Cargo Bay Doors: \_\_\_\_\_

Apron Positions: \_\_\_\_\_

5. Does each cargo door have enough floor queuing space adjacent to it so as to allow complete de-vanning of all of the cargo within each container and to have sufficient space to allow for inspection of said cargo?

YES                  NO

6. Number of dual electrical outlets at each container position: \_\_\_\_\_ outlets

7. Number of dual electrical outlets per square foot inside facility: \_\_\_\_\_ outlets

8. Are there direction-adjustable lights at each container position?

YES                  NO

9. Is there an area for a fixed-site pallet X-ray system (this MUST be a heated area with 220 electrical service)?

YES                  NO

10. Does the facility meet the physical standards for CBP bonded facilities as outlined in OPR Security Handbook, HB 1400-02C Physical Security Policies and Procedures, 2020 and will it meet minimum CBP physical security requirements?

YES                  NO

11. Is there security protection on all exterior doors and windows?

YES                  NO

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12. Is there fencing to enclose the areas around cargo storage structures, support buildings and exterior stored cargo? YES            NO
13. Are the numbers of gates kept to the minimum required for access? YES            NO
14. Is there a manned gatehouse during business hours? YES            NO
15. Is access to employee parking subject to security controls? YES            NO
16. Provide the total number of parking spaces for CBP vehicles:  
(GOV=government vehicle/POV=personally owned vehicle)
- GOV: \_\_\_\_\_spaces  
POV: \_\_\_\_\_spaces
17. Is there lighting provided for:
- a. Entrances, exits and around gatehouses? YES            NO
  - b. Outside cargo and holding areas? YES            NO
  - c. Along fence lines? YES            NO
  - d. Parking areas? YES            NO
18. Are locking devices used on buildings, gates and equipment to protect against unauthorized entry? YES            NO
19. Are there security features for the CES (*identify features provided, if any*)
- a. Central alarm YES            NO
  - b. Separate alarm for CBP offices YES            NO
  - c. Separate alarm for CBP offices with  
    CBP-only access code YES            NO



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### LABOR

1. Is labor available during the hours of 0800 – 1600 Monday through Friday?  
YES                      NO
  
2. How much time is required to order labor to CES during the 0800-1600, Monday through Friday working hours?  
\_\_\_\_\_Min.            \_\_\_\_\_Hrs.
  
3. Is labor available before and after normal work hours provided 24-hour notice given?  
YES                      NO
  
4. Is labor force permanent employees? YES                      NO
  
5. Is labor force part-time employees? YES                      NO
  
6. Will labor force be comprised of any day laborers? YES                      NO
  
7. Indicate the type of custodial services provided by CES:
  - a. Contracted service YES                      NO  
    If YES, what is the length of the contract?
  
  - b. Scheduled service YES                      NO
  
8. What will be the cleaning schedule of the CBP offices?  
(Please indicate frequency of cleaning per business week.) \_\_\_\_\_
  
9. Indicate safety features provided by CES
  - a. HAZMAT coordinator YES                      NO
  
  - b. HAZMAT Plan (SOP) YES                      NO
  
  - c. Certified HAZMAT handlers YES                      NO
  
  - d. First-aid station YES                      NO
  
  - e. Eye wash station YES                      NO
  
  - f. Container/Vehicle Wash Site YES                      NO

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### U.S. CUSTOMS & BORDER PROTECTION SPACE

1. How much basic dedicated CBP office space is provided? \_\_\_\_\_sq ft
2. How much space, if any, is provided for separate private offices? \_\_\_\_\_150 sq ft min
3. Please identify the following items that will be provided:
  - a. Locker room (minimum 150 sq ft) YES NO
  - b. Lockers (minimum 30) YES NO
  - c. Showers (1-male, 1-female) YES NO
  - d. Swing/Lunch room (min 250 sq ft) YES NO
  - e. Office furniture, desks, etc. (6 Sups/20 CBPOs/1 Analyst) YES NO
  - g. Separate, secure communications closet for CBP LAN/  
Telephone System (200 square feet minimum) YES NO
  - h. Copy Machine YES NO
  - i. Facsimile Machine YES NO
  - j. Telephone System/Equipment YES NO
  - k. LAN Services, Computers and Printer(s) (CBP orders) YES NO
  - l. All ADP and Telecommunications Costs (Initial and Recurring) YES NO
  - m. Lactation Room YES NO
  - n. CBP Identity, Statutory, Operational Signage YES NO
  - o. 150% Backup Power YES NO
  - p. Gun Locker Room YES NO
  - q. Audio-Video, Commercial Satellite, Antenna Equipment YES NO

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- |   |     |    |
|---|-----|----|
| r. CBP Only Breakroom                         | YES | NO |
| s. Enclosed Secure GOV and Secure POV Parking | YES | NO |
4. Are potable water and sanitary facilities for male & female lavatories adjacent to CBP Office and designated for **“CBP USE ONLY”** ?
- |  |     |    |
|--|-----|----|
|  | YES | NO |
|--|-----|----|
5. Indicate the number of male and female lavatories with lockers adjacent to CBP Office:
- |  |              |  |
|--|--------------|--|
|  | _____ male   |  |
|  | _____ female |  |
6. Is Enclosed-Secured parking available to store GOVs; a mobile x-ray van?    YES    NO

**OTHER**

Provide any additional information related to CES facility or logistics including, but not limited to, requests for time to conform CES facility to CBP requirements (attach additional sheets if necessary)

I certify that the information provided in this **Application** and **Fee Schedule** is true and accurate.

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**Name (Print or Type)**

**Signature**

**Date**