

FORM BIS-648P (formerly form BXA-648P)
(REV. 4-03)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF INDUSTRY AND SECURITY

Date (mmmm,dd,yyyy)

**NOTIFICATION OF
DELIVERY VERIFICATION REQUIREMENT**

Export License No.

Applicant's Reference No.

Information furnished herewith is subject to the provisions of Section 12(c) of the Export Administration Act of 1979. 50 U.S.C app. 2411 (c), and its unauthorized disclosure is prohibited by law. Your failure to complete and return this form along with required delivery verification(s) may subject you to administrative action under the Export Administration Act.

International Import Certificate No.

IMPORTANT NOTICE

LICENSEE: You are required to provide the Bureau of Industry and Security with a document verifying the delivery of each shipment made against the attached license. For your information, instructions on what you must do about obtaining and submitting delivery verification documents will be found on the last page of this form.

AGENT OR FREIGHT FORWARDER: When this form BIS-648P is attached to a license which has been forwarded by the Bureau of Industry and Security to an agent or freight forwarder of the licensee, it is the responsibility of the agent or freight forwarder to notify the licensee that verification of delivery is required for exports made against the license.

Select item 1, 2, or 3, as applicable, using the letter 'X', and complete the item. The ORIGINAL of this form must be returned to the Bureau of Industry and Security, P.O. Box 273, Washington, DC 20044, as soon as you have received all delivery verification documents for shipments made against the attached license. (See paragraph A3 on the back of the Duplicate Copy.)

1. ☐ The total quantity authorized for export by this license has been exported and all delivery verification documents are attached hereto.

3. ☐ No shipment has been made against this license and none is contemplated.

2. ☐ A part of the quantity authorized for export by this license will not be exported. Delivery verification documents covering all commodities exported are attached hereto.

4. The License:

a. ☐ is returned herewith for cancellation.

b. ☐ was returned to the Bureau of Industry and Security as required by 386.2(d) of the Export Administration Regulations.

Remarks:

Print or type name of Licensee

Print or type name and title of authorized representative

Date signed (mmmm,dd,yyyy)

Signature of authorized representative

(See instructions on page 3)

Date (mmm,dd,yyyy)

Export license No.

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**NOTIFICATION OF
DELIVERY VERIFICATION REQUIREMENT**

DV Officer must briefly describe below each handling of the case, whether it is an action, phone conversation, etc. and include date.

DESCRIPTION

DATE
(mmm,dd,yyyy)

1.

2.

3.

4.

5.

6.

7.

8.

CLOSING REPORT: (Type the letter 'X' in the appropriate box below)

a. ☐ Delivery verification certificates have been received and are in order for all shipments made against the export license.

b. ☐ Other conditions for closing (explain) : _____

DV Officer

Date (mmm,dd,yyyy)

INSTRUCTIONS

A. Under the Export Administration Regulations of the United States you are required to:

1. At the time of making each shipment under the attached license, send to your foreign importer a written request for delivery verification. Include in your request the import certificate number shown on the front of this form and ask the foreign importer to make sure that this import certificate number appears on the delivery import verification he receives from his government. Where possible, you shall submit this request together with the related shipping documents.

The foreign importer shall be advised of the terms of the commodity description as shown on the export license, including the unit of measure (i.e., pounds, number, etc) and/or value of commodities (as applicable) and should be requested to make sure that these same terms are used on the delivery verification with the terms on the export license, the delivery verification may be returned to you for clarification.

2. Obtain from the foreign importer a delivery verification which has been issued to him by his government for the commodities described in the attached export license.

Where the full amount licensed has not been or will not be exported, the delivery verification shall be obtained for the amount actually shipped,

If the commodities are exported in partial shipments, you are required to obtain a delivery verification for each partial shipment. Delivery verifications covering partial shipments shall be retained in your files until you have received delivery verifications for all partial shipments made against the attached license.

3. Send the original copies of all delivery verifications covering shipments made under the attached license together with the signed completed original of this Form BIS-648P, in one parcel, to the U.S. Department of Commerce, Bureau of Industry and Security, Office of Exporter Services, P.O. Box 273, Washington, DC 20230.

If you are unable to obtain a delivery verification within 60 days after the last shipment under this license, immediately notify the Office of Exporter Services, by letter, giving a full explanation and the approximate date you expect to submit the document to the Bureau of Industry and Security.

B. Please note the following provisions and requirements of the Export Administration Regulations:

1. Paragraph 375.7(a) requires that documents in a foreign language shall be accompanied by an accurate English translation.
2. Paragraph 375.3(i) contains the delivery verification requirement provisions.

A list of addresses where foreign importers may obtain import certificates and Delivery Verifications is included in Supplement No. 1 to Part 375 of the Export Administration Regulations.

The U.S. Department of Commerce Export Administration Regulations is a compilation of official regulations and policies governing the export licensing of commodities and technical data. This publication and supplementary Export Administration Bulletins may be examined free of charge at any ITA District Office, U.S. Department of Commerce. Paid subscriptions may be placed with the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402