

### 1. EMPLOYEE INFORMATION

Each broker that intends to transact customs business must provide in writing, the following information on each of its employees upon application for a national permit (see [Section D](#) of this chapter for BMO processing of employee reports):

- Name of employee
- Social security number of employee
- Date and place of birth of employee
- Current home address of employee
- Date of hire of employee

After the initial employee information submission, an updated list must be submitted to a CBP-authorized electronic data interchange (EDI) system if any of the above required information on a current employee changes. The update must be submitted within thirty (30) calendar days of the change through the broker's ACE portal account. If the broker does not have an ACE portal account or ACE reporting functionality is not yet available, then the information must be provided in writing to the processing Center. BMO will update the employee information in ACE if submitted in writing.

(19 CFR 111.28(b)(1))

### 2. NEW EMPLOYEES

A broker must submit a list of new employees with the information listed in [Section A](#) of this chapter within 30 calendar days of the start of employment. The broker must submit the new employee information through the broker's ACE portal account. The broker may submit a list of the new employees or an updated list of all employees, specifically noting the new employee(s). If the broker does not have an ACE portal account or ACE reporting functionality is not yet available, then the information must be provided in writing to the processing Center. BMO will update the employee information in ACE if submitted in writing.

(19 CFR 111.28(b)(2))

### 3. TERMINATED EMPLOYEES

Within thirty calendar days after the termination of employment, a broker must submit a list of terminated employee(s) through the broker's ACE portal account. If the broker does not have an ACE portal account or ACE reporting functionality is not yet available, then the information must be provided in writing to the processing Center. BMO will update the employee information in ACE if submitted in writing.

(19 CFR 111.28(b)(3))

## 2. NEW EMPLOYEES

A broker must submit a list of new employees with the information listed in Section A of this chapter within 30 calendar days of the start of employment. The broker must submit the new employee information through the broker's ACE portal account. The broker may submit a list of the new employees or an updated list of all employees, specifically noting the new employee(s). If the broker does not have an ACE portal account or ACE reporting functionality is not yet available, then the information must be provided in writing to the processing Center. BMO will update the employee information in ACE if submitted in writing.

(19 CFR 111.28(b)(2))

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(19 CFR 111.28(b)(3))

Account Name

Record Type Name  
Broker Permit

ACE ID  
00

Issuing Port Code  
9900

Permit #

Permit Type  
National

**Details**

Addresses

Contacts

Licensed Brokers

Employees

Permit User Fees

Documents

Change History

∨ Account Information

Details Addresses Contacts Licensed Brokers **Employees** Permit User Fees Documents Change History

### Related Trade Employees

Displaying 0 of 0 Records

Employee

Search



Bulk Upload

View Uploads

Download All

Add Employee

Name

Phone



Email



End Date

Account Name

Record Type Name  
Broker Permit

ACE ID  
0

Issuing Port Code  
9900

Permit #

Permit Type  
National

Details Addresses Contacts **Licensed Brokers** Employees Permit User Fees Documents Change History

### Related Licensed Brokers

1 Records

| Name         | License Number |
|--------------|----------------|
| 1 [REDACTED] | [REDACTED]     |

