



## Instructions for Completing the HMS Trade Bi-Weekly Dealer Report Form

Under Federal regulations, as specified in section 50 CFR 300 Subpart M, dealers that have been issued a Highly Migratory Species International Trade Permit by the National Marine Fisheries Service (NMFS) are required to report all imports, exports and re-exports of covered species. The completed form must be received by NMFS not later than 10 calendar days after the end of each period. The reporting periods are the 1<sup>st</sup> through the 15<sup>th</sup> of the month and the 16<sup>th</sup> through the end of the month.

You must submit this form to this NMFS office:

**Tuna Reporting**  
NMFS National Seafood Inspection Laboratory  
3209 Frederic Street  
Pascagoula, MS 39567  
FAX: 228 / 762 - 7144  
EMAIL: [BFTRreporting@noaa.gov](mailto:BFTRreporting@noaa.gov)

**Swordfish Reporting**  
NMFS National Seafood Inspection Laboratory  
3209 Frederic Street  
Pascagoula, MS 39567  
FAX: 228/762-7144  
EMAIL: [NMFS.SWOreporting@noaa.gov](mailto:NMFS.SWOreporting@noaa.gov)

This form is to be used to report the total quantity of SWO, SBT, frozen BET and/or PBT that are imported, exported, or re-exported during the two-week reporting period. You may photocopy this form for future use or submit multiple forms for each bi-weekly period if you need extra space to report multiple shipments. Please attach the Consignment Document (statistical document or catch document), and Re-export Certificates that correspond to the shipments on this form, if they have not previously been provided. Ensure that the corresponding U.S. Customs Form 7501 Entry Number is written on each Consignment Document and Re-export Certificate.

<b>Dealer Name</b>	Print the name of the company as it appears on the permit application. Please avoid abbreviations or aliases.
<b>Dealer Permit #</b>	Print the permit number that has been issued by NMFS.
<b>Contact Person</b>	Name of person who prepared the form.
<b>Phone #</b>	Phone number of contact person.
<b>Report Period</b>	Check appropriate box for reporting period.
<b>Species</b>	Indicate species: SWO, PBT, SBT, or BET.
<b>Statistical Doc #</b>	Enter the Consignment (Statistical or Catch) Document number.
<b>Re-Export #</b>	Enter the Re-Export Certificate number if applicable.
<b>Entry Number</b>	Enter the U.S. Customs 11-digit entry number.
<b>Date</b>	Enter the date of import/export/re-export.
<b>Weight</b>	Enter the shipment weight (kg) for the species indicated in previous column.
<b>Condition</b>	Indicate whether the product is in fresh or frozen condition.
<b>Product Form</b>	Indicate the form of the product (e.g., H&G, loins, steaks, fillets, dressed, etc.).
<b>Wt. of Individual Fish</b>	For SWO that are being imported as a headed and gutted product, identify the weight of each individual fish in the shipment.
<b>Price per kg</b>	Record the price per kg that was paid for purchases of imported fish.
<b>State/State Landing Document Number</b>	Enter the State Landing Document Number for PBT.
<b>Tag Number</b>	Enter the corresponding tail tag for PBT if applicable.
<b>Destination of Fish</b>	Indicate the origination/destination of the fish, Import (I), U.S. Market (U), Export (X), Re-export (RE).

For more information about these programs, contact NMFS at 228-769-8964.