



The Foreign Trade Zone Alternative Site Framework is a great Economic Development Incentive for your local companies. Become familiar with its benefits so you can be a primary resource for your community. We are always willing to help you explain the program to potential users.

### STEPS FOR FTZ STATUS:

1. Letter of Support from the County to:  
**The Greater Dayton Foreign Trade Zone, Inc.**  
c/o Suzanne Beck  
Dayton International Airport  
3600 Terminal Drive # 300  
Vandalia, OH 45377
2. Letter from potential user requesting FTZ status to the Greater Dayton Foreign Trade Zone, Inc. Letter should contain the following information and documents:
  - Site address
  - Site's acreage
  - Company at the site and company's activities
  - Type of site, zoning, and existing/planned buildings
  - Site owner
  - Legal description for site's land
  - Site plan, including map with legible landmarks or streets

For more information regarding  
FTZ NO. 100, please contact:

SUZANNE BECK  
937.454.8216  
SBECK@FLYDAYTON.COM

## STEPS FOR ACTIVATION:

Before FTZ procedures can be used at an approved FTZ site, the operator must request "activation" from local U.S. Customs and Border Protection:

### U.S. Customs and Border Patrol

c/o Gary Speckhard  
Dayton International Airport  
3800 Wright Drive  
Vandalia, OH 45377

### Activation requests should include the following:

- Letter on company letterhead signed by a company officer requesting the need for FTZ activation.
- Letter from Greater Dayton Foreign-Trade Zone, Inc. supporting the activation request.
- Completed background investigation forms on company officers and key FTZ personnel including any employee that has access or could cause changes to the inventory and recordkeeping system. Qualifications, character, and experience of an operator, principle officers, and/or key employees that are responsible for the zone are of critical importance. Questions on this form should be answered with complete honesty. If the background investigation discloses derogatory information, including omissions and falsehoods, the Port Director may deny the request.
- A blueprint of the area to be activated.
- The Operator's Procedure Manual describing the inventory control and recordkeeping system that will be used in the zone.

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### Review of Request

As a condition of approval of the request, the Port Director will order an inquiry by a Customs officer into the security, suitability, and fitness of the facility to receive merchandise in zone status. The surveying officer may prepare a survey report addressing Customs physical and procedural standards.

### Decision on Request

The Port Director shall promptly notify the applicant in writing of the decision to approve or deny the request to activate. If denied, the notification will state the grounds for denial. The decision of the Port Director will be the final CBP administrative determination in the matter.

### Operators' Bond

On approval of the request, an FTZ Operator's Bond shall be executed on CBP **Form 301**, containing the bond conditions of Section **19 CFR 113.73**.

Upon the Port Director's approval of the request and acceptance of the executed bond, the zone site will be considered activated and merchandise may be admitted to the zone in zone status. (Sample Form 301 is attached)