



**MAY 20, 2002**

**CIRCULAR NO. 8/02**

**TO MEMBERS OF THE ASSOCIATION**

Dear Member:

**OVERSIGHT OF CREW AND PASSENGERS IN US PORTS: NEW IMMIGRATION AND NATURALIZATION SERVICE PROCEDURES – INS FORM I-418**

Members are asked to note that the United States Immigration and Naturalization Service (INS) has recently changed its procedures for documenting the identities of crew and passengers on vessels arriving in US ports.

Under the revised procedures, the previously separate I-410, I-418 and I-418 Departure Crew List have now been consolidated into a single document (the new I-418). A specimen copy of the new form is attached to this Circular, along with instructions as to its completion.

Those Members who trade regularly to the United States may already have become aware of these new developments through their agents or other representatives. However, Members are encouraged to ensure that all details in regard to incoming crew and passengers are completed as requested by the INS in order to achieve compliance and avoid problems with local officials, bearing in mind the sensitivity which currently surrounds this issue following the events of September 11, 2001.

In the meantime, the Managers will, as usual, be pleased to respond to any inquiries Members may have in regard to this issue or, indeed, generally.

Yours faithfully,  
Joseph E.M. Hughes, Chairman & CEO  
Shipowners Claims Bureau, Inc., Managers for  
**THE AMERICAN CLUB**