



# HOUSEHOLD GOODS MOVING TIPS

1-855-HHG-MOVE (444-6683) or email: [householdgoods@navy.mil](mailto:householdgoods@navy.mil)

Customer website: <https://www.navsup.navy.mil/household>

## GOING TO/RETURNING FROM OVERSEAS PROTECTION OF YOUR PERSONALLY IDENTIFIABLE INFORMATION (PII)

Part of the process of moving to or from an overseas assignment includes your Household Goods and/or Unaccompanied Baggage clearing US Customs and Border Patrol (CBP). A manifest that CBP develops includes your PII **UNLESS** you request to **OPT OUT**. In an effort to limit your information from being compromised, it is recommended that you complete the attached form.

Some tips for the form:

- 1) Employer Identification Number (EIN): located on your W-2, block b. Navy Service Members use 34-9990000 and Navy Civilian Employees use 31-1575142
- 2) Email: recommended to provide a personal email to ensure constant access if more information is needed
- 3) Requestor role:
  - a. If you are GOING overseas: enter "Shipper"
  - b. If you are RETURNING from overseas: enter "Importer"
- 4) Type of Confidentiality:
  - a. If you are GOING overseas: enter "Outward Manifest"
  - b. If you are RETURNING from overseas: enter "Inward Manifest"

Once you have completed the form, email it to CBP at [vesselmanifestconfidentiality@cbp.dhs.gov](mailto:vesselmanifestconfidentiality@cbp.dhs.gov).

***It is recommended this form be sent 90 days prior to your items being picked up***

For more information, contact your local Personal Property Office.



[www.pinterest.com/navyhgh](http://www.pinterest.com/navyhgh)



[www.facebook.com/NavyHHG](http://www.facebook.com/NavyHHG)



[www.youtube.com/NavyHHG](http://www.youtube.com/NavyHHG)

# Vessel Manifest Confidentiality Request Form for Individuals Importing or Exporting Personal Effects and/or Household Goods

To request confidentiality on a shipment, the owner of the goods must fill out the below table. Once the table has been completed, verify all information, save it, and send it electronically to [VesselManifestConfidentiality@cbp.dhs.gov](mailto:VesselManifestConfidentiality@cbp.dhs.gov)

Requestor Name	<input type="text"/>
Employer Identification Number (EIN)	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
City	<input type="text"/>
State / Province	<input type="text"/>
Zip / Postal Code	<input type="text"/>
Country	<input type="text"/>
Phone	<input type="text"/>
E-Mail	<input type="text"/>
Requestor Role *	<input type="text"/>
Relationship of party making request	<input type="text"/>
Date of Submission	<input type="text"/>
Type of Confidentiality **	<input type="text"/>
Variation of Names to be Protected	<input type="text"/>
Variation of Names to be Protected	<input type="text"/>
Variation of Names to be Protected	<input type="text"/>
Variation of Names to be Protected	<input type="text"/>
Variation of Names to be Protected	<input type="text"/>

\* The **requestor** may be one of the following for household goods shipments:  
- For Import shipments to the United States, the requestor is the "Importer"  
- For Export shipments from the United States, the requestor is the "Shipper"

\*\* The **type of confidentiality** refers to whether the shipment is an import or export.  
- For Import shipments, the type of confidentiality is "Inward Manifest"  
- For Export shipments, the type of confidentiality is "Outward Manifest"