

## Sample Transmittal Letter for International Shipments

<p>INSTITUTIONAL LETTER HEAD &amp; LOGO</p>
<p>Transmittal letter text in primary language of the importing country.</p>
<p>Borrower Signature</p>
<p>Transmittal letter text in English.</p>

The following is suggested text for the transmittal letter. Please edit as appropriate and translate it into your country's primary language. To assist customs inspectors in their inspection of your package, the final transmittal letter must include the text in **BOTH** your primary language and in English.

TO: Customs Office at [COUNTRY NAME] Port of Entry      DATE: [We will add the date]  
FROM: [BORROWER NAME]  
          [BORROWER AFFILIATION]  
          [BORROWER ADDRESS]  
RE: Contents of this package and purpose of this shipment

This package contains preserved museum specimens borrowed from the Smithsonian Institution in the United States. These specimens have been fixed and preserved and are not pathogenic or infectious. The specimens are packed [dry / in 70% ethanol / in 10% formalin / other - identify]. The specimens are being borrowed from the Smithsonian Institution in support of my scientific research and will be returned to the Smithsonian Institution at the end of the loan period as shown on the attached shipping invoice.

This package contains invertebrate animals in the group [COMMON NAME]. None of these animals are CITES listed. The attached Smithsonian Institution shipping invoice provides a detailed list of the contents of this package including scientific name, preservative, type status and country of origin.

Please contact me if you have questions about the contents of this package. I can be reached by e-mail at [BORROWER E-MAIL ADDRESS] or by telephone at [BORROWER PHONE NUMBER]. If you need to open the inner packages for detailed inspection it is critical that the preservative be replaced and the containers tightly sealed as soon as possible. If you are unable to clear the shipment for delivery to my address please ask the shipper to contact me to arrange the return the package to the Smithsonian Institution at my expense.



Alfred-Wegener-Institut, Postfach 12 01 61, 27515 Bremerhaven

Dr. Christoph Held  
Alfred Wegener Institute for Polar and Marine Research  
Functional Ecology  
Building D, room D-2200  
Am alten Hafen 26  
D-27568 Bremerhaven

**Alfred-Wegener-Institut für  
Polar- und Meeresforschung**  
in der Helmholtz-Gemeinschaft

Institute for Polar and Marine Research

Dr. Christoph Held  
Telefon: +49/471-48 31-2005  
Telefax: +49/471-48 31-1918  
E-Mail: christoph.held@awi.de

**Datum: 28.9.12**

## Erklärung zur Import-Zollabfertigung

Die von mir beim *National Museum of Natural History (Smithsonian Institution)* bestellte Sendung enthält ausschließlich mehrere Exemplare der Schwebekrebs-Gattung *Antarctomysis* (Crustacea, Peracarida). Die Exemplare sind in **Ethanol** konserviert und werden in unserem Institut ausschließlich im Laborbereich zu wissenschaftlichen Zwecken benutzt werden.

Die Proben besitzen **keinen kommerziellen Wert** und sind nur geliehen, werden also baldmöglichst wieder zurückgesendet an den Absender.

Es sind **keine CITES - gelisteten Arten** enthalten.

Da die Probe keinerlei infektiöse oder pathogene Gefährdung darstellt, ist eine **veterinärärztliche Untersuchung nicht erforderlich**.

## Customs declaration

This shipping is only containing species of the genus *Antarctomysis* (Crustacea, Peracarida), borrowed from the *National Museum of Natural History (Smithsonian Institution)* to me. Specimens are stored in **ethanol** and will be be scientific use only.

The material has **no commercial value**.

Museum **non-CITES specimens** only.

Only **non-hazardous material** not posing any health issue.

Mit freundlichen Grüßen,

Dr. Christoph Held



Ministère de la jeunesse, de l'éducation nationale et de la recherche  
Ministère de l'écologie et du développement durable  
**MUSÉUM NATIONAL D'HISTOIRE NATURELLE**  
DÉPARTEMENT « MILIEUX ET PEUPELEMENTS AQUATIQUES »  
UMR 7208 BOREA CNRS/UPMC/MNHN/IRD  
43, rue Cuvier – 75005 PARIS  
mèl [ameziane@mnhn.fr](mailto:ameziane@mnhn.fr) ☎ 01.40.79.30.95

From  
Dr Nadia AMEZIANE  
Associate professor-  
Leader manager of Marine Invertebrate collections  
DMPA  
Muséum National d'Histoire Naturelle  
CP 26,  
43, rue Cuvier  
75005 Paris

Paris, 3 may 2012

## To whom it may concern

### *Return of scientific collection material*

Please note that these specimens in question here were once borrowed from the Muséum National d'Histoire Naturelle de Paris, France to the National Museum of Natural History Washington DC, USA

Therefore, this material is re-import of our own loan.

Goods : material with no commercial value, do not pose any health issue specimens;  
museum non –CITES specimens Echinodermata (invertebrate)

Storage: in fixative

Purpose: for research only and patrimonial collections

### **Retour de materiel de collection scientifique**

Ces spécimens ont été prêtés par the Muséum National d'Histoire Naturelle de Paris, France au *National Museum of Natural History* Washington DC, USA

Ce matériel est donc ré-importé en France après avoir été prêté aux USA.

Il consiste en spécimens d'Echinodermes (invertébrés), espèces non CITES, dans un fixateur, et ne sont destinés à servir qu'à la recherché et à intégrer les collections patrimoniales

Dr Nadia Améziane