U.S. Department of Justice
Immigration and Naturalization Service

Passenger List – Crew List

Prior to arrival in the United States, complete a separate form for a) working crew; and b) passengers and supernumeraries. In addition to its initial completion, the crew list shall be updated to reflect crew changes and other relevant activity (or lack thereof) until the vessel departs the United States.

Vessel Name: _____ Nationality: _____ Official Number: _____

Last foreign port (Place & Country): _____ Date sailed from foreign: _____

Date of Arrival in U.S.: _____ Arrival Port: _____ # of Crew (including Master): _____ # of Passengers: _____

Agent at Arrival (Name & Address): _____

Will crew perform longshore work while vessel is in the United States? ☐ NO ☐ YES *(Provide applicable INA Section 258 Exemption)*: _____

PROPOSED ITINERARY

Next U.S.Port(s)	Arrival Date	Vessel Agent (Name & Address)

☐ PASSENGER LIST ☐ CREW LIST - Page 1 of ____

List individuals alphabetically. Crew who join the vessel subsequent to its arrival while in the United States must be added to the original list and the appropriate date recorded in the 'Date Joined' column. The 'Date Separated' column must be used when a listed crewman deserts, absconds or is separated from the vessel while it is in the United States. Any crewman designated as "REFUSED" in the 'Government Use Only' column is to be detained on the vessel at all times.

Family Name	First Name & Initial	Date of Birth	Nationality/ Document #	Position/ Place Embarked (Crew Only)	Date Joined *If crewman joined after vessel's arrival in U.S.*	Date Separated *Specify DISCHARGED, DESERTED, etc.*	Inspection Status (INS Use Only) *Checked box indicates subsequent parole.*
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RECEIPT FOR CREW LIST (INS Use Only). I-418 Receipt Number at right indicates that the Immigration and Naturalization Service has received the CREW LIST containing the names of all members of crew, including Master, on board said vessel at time of its arrival.

I-418 Receipt Number *(POE - YYMMDD - Stamp # - Military Time)*:

INS Port of Arrival (address): _____

SUMMARY OF DEPARTURE

Vessel Agent (at Departure): Following this vessel's departure from the United States, ensure that crew list reflects all crew additions and separations and is promptly submitted to the Immigration and Naturalization Service office at the port of departure. Summarize the departure circumstances by providing the following information:

Agent at Departure (Name & Address): _____

Date of Departure: _____ Port of Departure: _____ Total Added Crew: _____ Total Separated Crew: _____

MASTER'S CERTIFICATION

MASTER: Execute the following oath before a Customs Officer as to all arriving passengers on all vessels, and to a Customs Officer and an Immigration Officer as to all departing crew on United States Flag Vessels, and before an Immigration Officer authorized to administer oaths as to all departing passengers on vessels:

I certify that Customs baggage declaration requirements have been made known to incoming passengers, that any required Customs baggage declarations have been or will simultaneously herewith be filed as required by law and regulation with the proper Customs officer; and that the responsibilities devolving upon this vessel in connection therewith, if any, have been or will be discharged as required by law or regulation before the proper Customs officer. I further certify that there are no steerage passengers on board this vessel (46 U.S.C. 151-163).

Signature of Master: _____

CERTIFICATION OF COPY OF CREW LIST OF UNITED STATES FLAG VESSEL

I certify that this is a true copy of the original crew list of the named American vessel, which original crew list is on file in this office. Given under my hand and seal of office at the customhouse at _____ on _____.

Signature of Customs Officer: _____

☐ **PASSENGER LIST** ☐ **CREW LIST - Page ____ of ____ (CONTINUATION)**

Vessel Name: _____ **Arrival Port in U.S.:** _____ **Arrival Date:** _____

Family Name	First Name & Initial	Date of Birth	Nationality/ Document #	Position/ Place Engaged (Crew Only)	Date Joined *If crewman joined after vessel's arrival in U.S.*	Date Separated *(Specify DISCHARGED, DESERTED, etc.)*	Inspection Status (INS Use Only) *Checked box indicates subsequent parole.*
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I-418 Receipt Number (INS Use Only) _____

INSTRUCTIONS

ALL NAMES AND OTHER DATA INSCRIBED ON THIS FORM MUST BE IN THE ENGLISH LANGUAGE.

PASSENGERS: Deliver one complete alphabetical passenger list, regardless of nationality, to United States Public Health Service, United States Immigration Service, and two such lists to United States Customs Bureau on arrival at first port in the United States.

CREW LIST VISA APPLICATION: Submit form in duplicate to U.S. consular officer, specifying each alien crewman not in possession of a valid individual visa or lawful resident alien card.

ARRIVING CREW: Deliver one complete alphabetical crew list, regardless of nationality, to United States Public Health Service, United States Immigration Service, and two such lists to United States Customs Bureau on arrival at first port in the United States. Where a crewman is a returning resident, show his/her alien registration receipt number where prompted for a document number. Where prompted for a crewman's position/place embarked, list each crewman's position or title and the place where the crewman signed on with the vessel.

CHANGES IN CREW: If an alien crewman is separating from the vessel while in the United States (and will not be returning), discharge authorization must first be obtained from the United States Immigration Service via Form I-408 (Application to Pay Off or Discharge Alien Crewman) and the appropriate date of separation must be recorded in the 'Date Separated' column of this form for that crew member, along with the specification DISCHARGED. If a crewman deserts or absconds, the date of the crewman's departure from the vessel must be recorded in the 'Date Separated' column with the specification DESERTED or ABSCONDED. If a crew member joins the vessel subsequent to its arrival in the United States, add the crewman's name and other requested information at the next available blank line of the list and record the appropriate date in the 'Date Joined' column.

DEPARTING CREW: When the vessel departs the United States, complete the SUMMARY OF DEPARTURE section and deliver one complete list (whether or not there have been crew changes) to the United States Immigration and Naturalization Service at the port of departure.

PAPERWORK REDUCTION ACT NOTICE.

We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with the information. Often this is difficult because some immigration laws are very complex. The average time to complete and process this form is one hour. If you have comments regarding the accuracy of this estimate or suggestions for making this form simpler, please write to the Immigration and Naturalization Service, HQPDI, 425 I Street, N.W., Room 4034, Washington, D.C. 20536; OMB No. 1115-0083. DO NOT MAIL YOUR COMPLETED FORM TO THIS ADDRESS.