

# 1<sup>st</sup> STOP CHECKLIST: IMPORT/EXPORT

## REQUIREMENTS & REGULATIONS

- [] Import and export businesses are federally regulated. Contact the agencies listed below for information:

### IMPORT

**U.S. Customs Services**  
Cincinnati area: (859) 767-7002  
Cleveland area: (440) 891-3800  
Columbus area: (614) 497-1865  
Web Site: [www.cbp.gov](http://www.cbp.gov)

### EXPORT

**The Bureau of Export Administration**  
Washington D.C.: (202) 482-4811  
Web Site: [www.bis.doc.gov](http://www.bis.doc.gov)

- [] If you will be a **customs broker**, contact a **U.S. Customs Service** office listed above. A customs broker helps importers and exporters move their goods through customs.
- [] If you will import or export **tobacco products**, contact the **Ohio Department of Taxation** for permit and regulation information. For **federal information**, contact the **Bureau of Alcohol, Tobacco and Firearms (ATF)** at (800) 398-2282. The ATF is on-line at [www.atf.gov](http://www.atf.gov).
- [] If you will import or export **firearms**, contact the **Bureau of Alcohol, Tobacco and Firearms (ATF)** at The ATF is on-line at [www.atf.gov](http://www.atf.gov). Or call at

### Cincinnati

(513) 684-3351

### Columbus

(614) 827-8470

### Cleveland

(216) 522-3374

- [] If you will import or export **alcoholic beverages**, contact the **Ohio Department of Liquor Control** at (614) 644-2360 for permit information. Information is on-line at <http://www.com.state.oh.us/liqr>.
- [] If you will import or export furniture, bedding, upholstered or stuffed items, contact the **Ohio Department of Commerce's Division of Industrial Compliance, Bedding and Upholstered Furniture Section** for licensing and inspection information. They can be reached at (614) 644-2223. The Ohio Department of Commerce is on-line at [www.com.state.oh.us/dico](http://www.com.state.oh.us/dico).
- [] If you will import or export **plants, animals or food**, contact the **Ohio Department of Agriculture** for permit information. They can be reached at (800) 282-1955 or (614) 728-6200.
- [] If you will import or export **motor fuel**, contact the **Ohio Department of Taxation** for licensing and regulation information.
- [] **Fabric products** must comply with the **Federal Trade Commission's** labeling requirements. Information can be found at [www.ftc.gov](http://www.ftc.gov).

**IMPORT/EXPORT CONTINUED**

- [] If you will import or export **ceramic, pottery or glass** for decoration or use (such as mugs, plates, etc.) the **U.S. Consumer Product Safety Commission** (on-line at [www.cpsc.gov](http://www.cpsc.gov)) and the **U.S. Food and Drug Administration** (on-line at [www.fda.gov](http://www.fda.gov)) has information about lead content regulations.
- [] If you will import or export **bait**, you may need a permit from the **Ohio Department of Natural Resources' Division of Wildlife**. Contact the division at (614) 265-6300 or (800) 945-3543 or visit their web site at [www.dnr.state.oh.us](http://www.dnr.state.oh.us).
- [] If you will import or export **gold, silver, platinum**, or any kind of **precious metals or jewels**, you may need a precious metal dealer's license. For more information, contact the **Ohio Department of Commerce's Division of Financial Institutions** at (614) 728-8400. Information and forms are also on-line at [www.com.state.oh.us/fiin/](http://www.com.state.oh.us/fiin/).
- [] If you will import or export **cosmetics**, you must comply with the Ohio Pure Food and Drug Law found in the Ohio Revised Code (ORC) Section 3715. The ORC can be found at your local library or on-line at <http://codes.ohio.gov/orc>. Questions about federal cosmetic laws should be directed to the **U.S. Food and Drug Administration** at (888) 463-6332. Detailed information about federal labeling requirements is on-line at [www.fda.gov](http://www.fda.gov).
- [] If you will import or export **motor vehicles**, contact the **Ohio Bureau of Motor Vehicles' Dealer Licensing Division** at (614) 752-7500 for licensing information. The Bureau of Motor Vehicles is on-line at [www.bmv.ohio.gov](http://www.bmv.ohio.gov).
- [] If you will make retail sales, you need a **VENDOR'S LICENSE**. Contact **YOUR COUNTY AUDITOR**.
- [] If you have questions about sales tax, contact the **OHIO DEPARTMENT OF TAXATION** can be reached at (888) 405-4039 for **Business Tax Assistance**; 888-405-4089 for **Tax Registration**; or (800) 282-1782 for the **Forms Request Line**. Information is also on-line at <http://tax.ohio.gov>.
- [] For more help with your importing or exporting business, contact your local **Ohio SBDC Export Assistance Network**.

Columbus: (614) 287-3850    Dayton: (937) 253-0033    Cleveland: (216) 321-1633  
Piketon: (800)860 -7232    Toledo: (419) 243-8191    Youngstown: (330) 941-2140

**For more help, contact your local Small Business Development Center (SBDC).**

[www.ohiosbdc.ohio.gov](http://www.ohiosbdc.ohio.gov)

**\*REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES\***

**THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.**