**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 [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](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) and the U.S. Food and Drug Administration (on-line at 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.

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/fin/.

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.

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.

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

*REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES*

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.