



GOVERNMENT OF BERMUDA
Ministry of National Security

Customs Department

17th October 2022

The Customs Department will begin to issue an email to the Importer of record for all Bermuda Customs Declarations (“BCDs”) submitted to our Customs Automated Processing System (“CAPS”) commencing on **24th October 2022**.

This feature is being introduced in order to provide Importers with the BCD number(s) of any shipment(s) that have been filed on their behalf by a Declarant (e.g. courier service / Local Inland Clearance facility / freight forwarder / etc.).

The date that the email is issued to the Importer is also the date that the BCD was submitted to Customs.

The email will be sent whenever the CAPS ID number for the Importer is different than the CAPS ID number of the Declarant on the BCD.

The email will be sent to the primary email addresses that were registered with Customs when the CAPS ID number was configured for the Importer.

The email is sent from: caps@gov.bm, and Customs would advise that you check your email settings to ensure that this email address is not being flagged as spam by your system. Also, it is important to note, that you should ***not*** send a reply to the email address: caps@gov.bm.

Besides providing the BCD number for their shipment, the Importer will also be informed of the Trader Reference that has been provided by the Declarant of the BCD.

The information will allow an Importer to more readily be able to seek clarification from the Declarant on the status of the BCD for their shipment.

Further, this feature provides an opportunity for the Importer to contact Customs if they feel that the BCD might have been submitted in error or if the importer was unaware of a shipment. If you wish to contact Customs regarding an email that you have received through this feature, please forward the email alert to: customs@gov.bm, and state your concern.