



DHL Import/Export Document Delivery Request Form

1. Please enter all required information. If all information is entered correctly, a check mark will appear. If there is any missing or incorrect information, an exclamation mark will be displayed.

Requestor Information

Company Name DHL	Please make sure the company name matches the importer/exporter name on the invoice	✓
DHL Account Number (9 Digits) 123456789		✓
Corporate number 1234567890123		✓
Name DHL Hanako		✓
Department Name Keiri		✓
Phone Number (without hyphen) 0367324980		✓
ZIP Code 1400002		✓
Address 1-37-8, Higashi Shinagawa, Shinagawa-ku, Tokyo		✓
Email Address hanako.dhl@dhl.com		✓
Verify Email Address hanako.dhl@dhl.com		✓

3. We will not accept export/import permits sent to anyone other than the exporter or importer. If you are not an exporter or importer, please download the power of attorney, enter the necessary information, and submit it using the upload button.



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4. Please select the documents you would like to receive and the reason for your request.

About requestor

If the applicant is not the exporter or importer stated in the customs documents for which delivery is requested, a document confirming the delegation relationship between the applicant and the exporter or importer is required. Please download the power of attorney from the download button below, fill in the required information, and then click the 'Reference' link to upload the power of attorney. Only one file will be processed. If there are multiple files, please ensure they are attached in zip format.

 [Download Power of Attorney](#)

About requestor



Upload

 [Browse](#)

Documents you would like to have sent (We may send you a set of three documents: waybill, customs invoice, and permit)

Requested document



- ☐ Waybill
- ☐ Commercial Invoice
- ☐ Import/Export Permit
- ☐ Documents for post clearance modification
- ☐ Destination Permit (Export DTP only)

Reason for Request



- ☐ Not applicable MyBill (Non billed shipment)
- ☐ Not applicable for real-time account and deferred payment account automatic distribution service
- ☐ Customs Audit
- ☐ Other (Please enter the details)

Details for other reason

5. You can request up to 10 waybill numbers at a time.

The first one is a required entry. For 11 or more shipments, please send your request directly to jpcqhandling@dhl.com or make multiple requests.



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Waybill Numbers:

DHL Waybill ✓	DHL Waybill
DHL Waybill	DHL Waybill
DHL Waybill	DHL Waybill
DHL Waybill	DHL Waybill
DHL Waybill	DHL Waybill

If there are more than 11 waybills, please send your request directly to jpcqhandling@dhl.com

6. If you would like a permit for a certain period of time due to a follow-up investigation by customs, etc., please request it in the period specification field.

In that case, please enter 1 in the first item of the above waybill number.

Specific Time Period

*If the waybill number is unknown and you wish to request a specific time period, please provide the desired time period in the designated timeperiod field. To extract the information on a corporate ID basis, the corporate ID is required in the requester information field. You can request Export/Import permit for a maximum period of the past three years.

Start Date (YYYY/MM/DD)
End Date (YYYY/MM/DD)

Click or select the **Camera**



↻ Refresh

[Clear](#)

Submit



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7. After entering all the necessary information, please press the Confirm button.

Once the registration is complete, the message will be displayed.

If the screen does not change, it is possible that you have forgotten to enter a required field.

Please scroll to the top of the screen and check again to make sure all the fields are entered.