

GUIDELINES TO COMPLETION OF CUSTOMS FORMS

1. Customs Form 3299

Declaration for free entry of unaccompanied articles.

Part I

1. Print your full name as it appears in your passport.
2. Your date of birth.
3. The date you arrive(d) in the USA.
4. Your current US address, telephone number, passport number and visa number.
5. The name of the city in the USA where you, personally, will clear customs.
6. The name of the airline by which you traveled to the USA.
7. The names of those in your family who accompanied you on your flight (if any) plus their social security and passport numbers.
8. Leave for us to complete.

Part II

9. Check the box which applies to you.
- 9A. Enter the last country in which you resided abroad.
- 9B. The length of time you were out of the USA.
- 9C. Check the box which applies to you.
A "RETURNING RESIDENT" IS ONE WHO HAS NOT ABANDONED HIS PERMANENT RESIDENCE IN THE USA AND HAS NOT TAKEN UP PERMANENT RESIDENCE ABROAD.
A "NON-RESIDENT" IS ONE WHO DOES NOT HAVE A RESIDENCE IN THE USA. A US NATIONAL OR FORMER RESIDENT MAY QUALIFY AS A "NON-RESIDENT" IF HE HAS GIVEN UP HIS RESIDENCE IN THE USA AND BECOME A BONA-FIDE RESIDENT OF ANOTHER COUNTRY.
10. Read all the paragraphs in A, B and C. Check each box that applies to the contents of your shipment.

Part III

To be completed by US personnel and evacuees only. If this applies, fill in the date you departed from the USA, attach a copy of your travel orders and the date your orders were issued.

Part IV

- A. Check the items, if any, contained in your shipment. WE DO NOT RECOMMEND TRYING TO IMPORT ALCOHOL.
- B. If foreign household effects are contained in your shipment, mark box 7 or 8 as applicable.
ANY ITEMS OWNED FOR LESS THAN ONE YEAR WILL BE SUBJECT TO DUTY AND TAXES.
- C. For returning residents only, check the box or boxes applicable to the contents of your shipment.
- D. If you checked any boxes in Part IV, A, B or C, then please complete sections 1 through 4.

Part V

Leave blank for us to complete.

Part VI

1. Leave blank.
2. Enter your complete signature.
3. Date of signature.

2. Supplemental Declaration

1. - 5. Are self explanatory and you will need to complete all sections.
6. Attach copy of visa application if number is not available.
7. - 14. Are self explanatory and you will need to complete all sections.
15. - 17. Leave blank for us to complete.
18. Please sign your name - **VERY IMPORTANT**.

3. Power of Attorney

Please leave blank, the line that reads "I hereby appoint". Then all further lines refer to details in the US. Please sign, and date.

POWER OF ATTORNEY

Power of Attorney one time shipment personal effects, non-commercial Shipment.

I hereby appoint

Custom's House Brokers to present my entry to the **United States Customs Service**. I also give said brokers express permission to sign appropriate customs documentation required to obtain release and approval of the **United States Customs Service**.

Name: _____
(Please Print)

Address: _____
(Please Print)

Telephone: _____

Contact: _____

Social Security Number: _____

Passport Number: _____

Visa or Resident Alien Number: _____

Signature : _____

Date: _____

**SUPPLEMENTAL DECLARATION FOR
UNACCOMPANIED PERSONAL AND HOUSEHOLD EFFECTS**

1. OWNER OF HOUSEHOLD GOODS (LAST NAME, FIRST AND MIDDLE)	
2. DATE OF BIRTH	3. CITIZENSHIP
4. PASSPORT NUMBER (COUNTRY & NUMBER)	
5. SOCIAL SECURITY NUMBER	6. RESIDENT ALIEN NUMBER
7. U.S. ADDRESS	10. EMPLOYER
8. FOREIGN ADDRESS	11. POSITION WITH COMPANY
	12. LENGTH OF EMPLOYMENT
9. REASON FOR MOVING	13. NATURE OF BUSINESS
14. NAME & TELEPHONE NUMBER OF COMPANY OFFICIAL TO VERIFY ABOVE INFORMATION	
15. NAME & ADDRESS OF FREIGHT FORWARDERS, PACKERS, AND SHIPPING AGENTS	
16. SHIPMENT ITINERARY (SPECIFY PLACE OF LOADING AND INTERMEDIATE PORTS)	
17. CERTIFICATE (CHECK ONE)	A. AUTHORIZED AGENT B. IMPORTER
SIGNATURE	

**DECLARATION FOR FREE ENTRY
OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

PAPERWORK REDUCTION ACT NOTICE: The Paperwork Reduction Act of 1995 says we must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. We ask for the information to carry out the Customs Service laws of the United States. We need it to ensure that importers are complying with these laws and to allow us to figure, collect, or refund the right amount of duty and tax. Your response is mandatory.

The estimated average burden associated with this collection of information is 10 minutes per respondent or recordkeeper depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to U.S. Customs Service, Paperwork Management Branch, Washington DC 20235. Do NOT send completed forms to this office.

PART I—TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Please consult with the Customs official for additional information or assistance. REMEMBER—All of your statements are subject to verification. False declarations or failure to declare articles could result in penalties.)

1. IMPORTER'S NAME (Last, first and middle)		2. IMPORTER'S DATE OF BIRTH	3. IMPORTER'S DATE OF ARRIVAL
4. IMPORTER'S U.S. ADDRESS		5. IMPORTER'S PORT OF ARRIVAL	
6. NAME OF ARRIVING VESSEL/CARRIER AND FLIGHT/TRAIN			
7. NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS (wife, husband, minor children, etc.)			

8. THE ARTICLES FOR WHICH FREE ENTRY IS CLAIMED BELONG TO ME AND/OR MY FAMILY AND WERE IMPORTED	A. DATE	B. NAME OF VESSEL/CARRIER	C. FROM (Country)	D. BL OR AWB ONLY NO.
E. NUMBER AND KINDS OF CONTAINERS		F. MARKS AND NUMBERS		

PART II—TO BE COMPLETED BY ALL PERSONS EXCEPT U.S. PERSONNEL AND EVACUEES

9. RESIDENCY ("X" appropriate box)

I declare that my place of residence abroad is was

A. NAME OF COUNTRY

B. LENGTH OF TIME

Yr. Mo.

C. RESIDENCY STATUS UPON MY/OUR ARRIVAL ("X" One)

(1) Returning resident of the U.S. (2) Nonresident a. Emigrating to the U.S. b. Visiting the U.S.

10. STATEMENT(S) OF ELIGIBILITY FOR FREE ENTRY OF ARTICLES

I the undersigned further declare that ("X" all applicable items and submit packing list):

A. Applicable to RESIDENT AND NONRESIDENT

- (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA)
- (2) All instruments, implements, or tools of trade, occupation or employment, and all professional books for which free entry is sought were taken abroad by me or for my account or I am an emigrant who owned and used them abroad. (9804.00.10, 9804.00.15, HTSUSA)

B. Applicable to RESIDENT ONLY

- All personal effects for which free entry is sought were taken abroad by me or for my account. (9804.00.45, HTSUSA)

C. Applicable to NONRESIDENT ONLY

- (1) All articles of apparel, personal adornment, toiletries and similar personal effects for which free entry is sought were actually owned by me and in the possession of myself, or those members of my family who accompanied me, at the time of departure to the United States and that they are appropriate and are intended for our personal use and not for any other person nor for sale. (9804.00.20 HTSUSA)
- (2) Any vehicles, trailers, bicycles or other means of conveyance being imported are for the transport of me and my family and such incidental carriage of articles as are appropriate to my personal use of the conveyance. (9804.00.35, HTSUSA)

PART III—TO BE COMPLETED BY U.S. PERSONNEL AND EVACUEES ONLY

I, the undersigned, the owner, importer, or agent of the importer of the personal and household effects for which free entry is claimed, hereby certify that they were in direct personal possession of the importer, or of a member of the importer's family residing with the importer, while abroad, and that they were imported into the United States because of the termination of assignment to extended duty (as defined in section 148.74(d) of the Customs Regulations) at a post or station outside the United States and the Customs Territory of the United States, or because of Government orders or instructions evacuating the importer to the United States; and that they are not imported for sale or for the account of any other person and that they do not include any alcoholic beverages or cigars. Free entry for these effects is claimed under Subheading No. 9805.00.50, Harmonized Tariff Schedule of the United States.

1. DATE OF IMPORTER'S LAST DEPARTURE FROM THE U.S.	2. A COPY OF THE IMPORTER'S TRAVEL ORDERS IS ATTACHED AND THE ORDERS WERE ISSUED ON:
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PART IV—TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Certain articles may be subject to duty and/or other requirements and must be specifically declared herein. Please check all applicable items and list them separately in item D on the reverse.)

A. For U.S. Personnel, Evacuees, Residents and Non-Residents

- (1) Articles for the account of other persons. (2) Articles for sale or commercial use.
- (3) Firearms and/or ammunition. (4) Alcoholic articles of all types or tobacco products.
- (5) Fruits, plants, seeds, meats, or birds. (6) Fish, wildlife, animal products thereof.

B. For Residents and Non-Residents ONLY

- (7) Foreign household effects acquired abroad and used less than one year. (8) Foreign household effects acquired abroad and used more than one year.

C. For Resident ONLY

- (9) Personal effects acquired abroad.
- (10) Foreign made articles acquired in the United States and taken abroad on this trip or acquired abroad on another trip that was previously declared to U.S. Customs.
- (11) Articles taken abroad for which alterations or repairs were performed abroad.

D. LIST OF ARTICLES

(1) ITEM NUMBER CHECKED IN PART IV, A, B, C.	(2) DESCRIPTION OF MERCHANDISE	(3) VALUE OR COST OF REPAIRS	(4) FOREIGN MERCHANDISE TAKEN ABROAD THIS TRIP. State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to U.S. Customs.

PART V—CARRIER'S CERTIFICATE AND RELEASE ORDER

The undersigned carrier, to whom or upon whose order the articles described in PART I, 8., must be released, hereby certifies that the person named in Part I, 1., is the owner or consignee of such articles within the purview of section 484(h), Tariff Act of 1930.

In accordance with the provisions of section 484(h), Tariff Act of 1930, authority is hereby given to release the articles to such consignee.

1. NAME OF CARRIER	2. SIGNATURE OF AGENT (Print and sign)	Date
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PART VI—CERTIFICATION TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY

I, the undersigned, certify that this declaration is correct and complete.

1. "X" One		
<input type="checkbox"/> A. Authorized Agent* (From facts obtained from the Importer)	<input type="checkbox"/> B. Importer	
2. SIGNATURE	3. DATE	

*An Authorized Agent is defined as a person who has actual knowledge of the facts and who is specifically empowered under a power of attorney to execute this declaration (see 19 CFR 141.19, 141.32, 141.33).

PART VII—CUSTOMS USE ONLY (Inspected and Released)	1. SIGNATURE OF CUSTOMS OFFICIAL	2. DATE
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