

## How to fill out your U.S. Customs Form 3299

(Declaration for Free Entry of Unaccompanied Articles)

Please note the meaning of certain words used in the form:

IMPORTER: Yourself  
RESIDENT: American citizen  
NON-RESIDENT: Any citizen from a country other than the U.S.  
HOUSEHOLD GOODS: Furniture & household goods, except personal effects  
PERSONAL EFFECTS: Clothing, jewelry, photographic equipment, tape recorders, stereo components, vehicles, etc.  
FOREIGN: Not American

The declaration is divided into seven parts; some are to be left blank according to the following instructions.

PART I-  
Box 1: Your name  
Box 2: Your birth date  
Box 3: Date of your arrival in the U.S. Remember: your US Customs form 3299 is not valid until your arrival in the US-so plan your arrival to coincide with the arrival of your shipment.  
Box 4: US address and/or contact phone number  
Box 5: Name of airport where you cleared Customs in US  
Box 6: Name of airline and flight number you will enter the US on  
Box 7: First names of accompanying household members and relation to you  
Box 8: Leave blank

PART II-  
Box 9: "X" appropriate box  
Box 10: "X" one

-If you are a resident of the US, enter your social security number and passport number

-If you are a non-resident, indicate your passport number, visa number, and type of visa you are entering the US on

PART III- Leave blank

PART IV- "X" appropriate boxes-bearing in mind special meaning of the terms  
"household goods" and "personal effects"

On the back of the form (item D: "List of Articles") provide the following (you may use additional sheet of paper):

- List of personal effects, with US dollar amount paid and date of purchase
- List of all furniture purchased less than a year prior to personal departure; also indicate US dollar amount and date of purchase for each item
- List of alcoholic beverages, showing number of bottles, size of bottles (fifth, quart, etc.), value per bottle, type of alcoholic beverages, alcohol content on wine and champagne, and proof on hard liquor

**These articles are subject to customs duties, taxes and supplementary entry fees.**

PART V- Leave blank

PART VI- "X" B - Importer's signature and today's date

PART VII- Leave blank

## How To Fill Out Your

### Supplemental Declaration for Unaccompanied Personal and Household Effects

- Numbers 1 through 14 **must** be completed by you, and should be self-explanatory.
- Numbers 15 and 16 - Leave Blank (these will be filled out by the broker or an authorized agent).
- Number 17 - Select: Importer.
- Number 18 - Date and sign.

**NOTE:** This form **must** be completed along with Customs Form 3299 and submitted to our representative at origin at time of pickup of your household effects.

DEPARTMENT OF HOMELAND SECURITY  
U.S. Customs and Border Protection

FORM APPROVED OMB NO. 1651-0014 Exp. 03-31-2013

**DECLARATION FOR FREE ENTRY  
OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-2010. The estimated average time to complete this application is 45 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

**PART I -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES** (Please consult with the CBP 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. B/L OR AWB OR I.T. 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.
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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) :

<p><b>A. Applicable to RESIDENT and NONRESIDENT</b></p> <input type="checkbox"/> (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) <input type="checkbox"/> (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)	<p><b>C. Applicable to NONRESIDENT ONLY</b></p> <input type="checkbox"/> (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) <input type="checkbox"/> (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)
<p><b>B. Applicable to RESIDENT ONLY</b></p> <input type="checkbox"/> All personal effects for which free entry is sought were taken abroad by me or for my account. (9804.00.45, HTSUSA)	

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

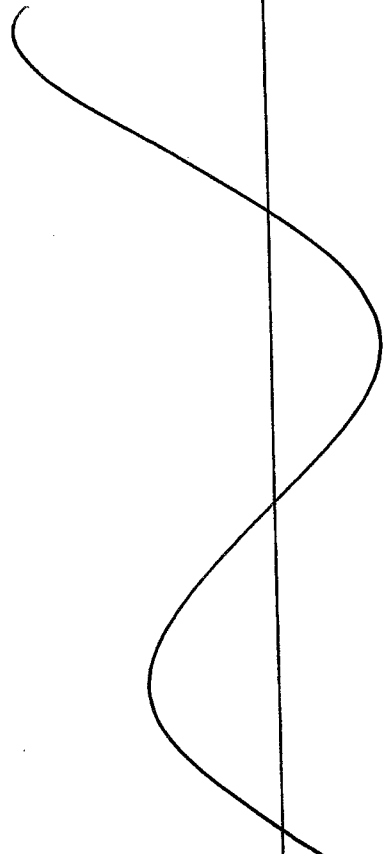
I, the undersigned, the owner, importer, or agent of the importer of the personal and household effects for which free entry is claimed, hereby certify that they were in direct personal possession of the importer, or of a member of the importer's family residing with the importer, while abroad, and that 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 CBP 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.)

<p><b>A. For U.S. Personnel, Evacuees, Residents and Non-Residents</b></p> <input type="checkbox"/> (1) Articles for the account of other person. <input type="checkbox"/> (2) Articles for sale or commercial use. <input type="checkbox"/> (3) Firearms and/or ammunition. <input type="checkbox"/> (4) Alcoholic articles of all types or tobacco products. <input type="checkbox"/> (5) Fruits, plants, seeds, meats, or birds. <input type="checkbox"/> (6) Fish, wildlife, animal products thereof.	<p><b>B. For Residents and Non-Residents ONLY</b></p> <input type="checkbox"/> (7) Foreign household effects acquired abroad and used less than one year. <input type="checkbox"/> (8) Foreign household effects acquired abroad and used more than one year. <p><b>C. For Resident ONLY</b></p> <input type="checkbox"/> (9) Personal effects acquired abroad. <input type="checkbox"/> (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 CBP. <input type="checkbox"/> (11) Articles taken abroad for which alterations or repairs were performed abroad.
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**D. LIST OF ARTICLES**

(1) ITEM NUMBER CHECKED IN PART IV, A., B., C.	(2) DESCRIPTION OF MERCHANDISE	(3) VALUE OF COST OF REPAIRS	(4) FOREIGN MERCHANDISE TAKEN ABROAD THIS TRIP: <i>State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to CBP.</i>
	<p>AS PER ATTACHED LIST</p> 		

**PART V -- CARRIER'S CERTIFICATE AND RELEASE ORDER**

The undersigned carrier, to whom of 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), Tarriff Act of 1930.

In accordance with provisions of section 484(h), Tarriff 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) <span style="float: right;">Date</span>
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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

A. Authorized Agent\* (From facts obtained from the importer)       B. Importer

2. SIGNATURE 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).

<b>PART VII -- CBP USE ONLY</b> (Inspected and Released)	1. SIGNATURE OF CBP OFFICIAL	2. DATE
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**TREASURY DEPARTMENT  
U.S. CUSTOMS SERVICE**

**SUPPLEMENT 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 (Country and number)

5. SOCIAL SECURITY NO.

6. RESIDENT ALIEN NO.

7. U.S. ADDRESS

10. EMPLOYER

11. POSITION WITH COMPANY

8. FOREIGN ADDRESS

12. LENGTH OF EMPLOYMENT

9. REASON FOR MOVING

13. NATURE OF BUSINESS

14. NAME AND TELEPHONE OF COMPANY OFFICIAL  
WHO CAN VERIFY ABOVE INFORMATION

15. NAME AND ADDRESS OF FREIGHT FORWARDERS  
PACKERS AND SHIPPING AGENTS

SHIPMENT ITINERARY  
16. (Specify place of loading and intermediate ports)

17. CERTIFICATION    A. Authorized Agent

B. Importer (Check one)

18. SIGNATURE X

**POWER OF ATTORNEY FOR  
CUSTOMS AND EXPORT FORWARDING AGENT**

and

**Acknowledgement of Terms and Conditions**

(1) Check appropriate box

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Individual | <input type="checkbox"/> Corporation         | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> General Partnership   | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Partnership       |

(2) IRS/EIN/SS Number \_\_\_\_\_

(3) KNOW ALL MEN BY THESE PRESENTS: That, \_\_\_\_\_ doing business as  
(Full name of individual, partnership, corporation, sole proprietorship, or limited company (identify))(Grantor)

(4) a \_\_\_\_\_ under the laws of the State or Country of \_\_\_\_\_  
(individual, partnership, corporation, sole proprietorship, or limited company)(Insert one)

→ (5) residing or having a principal place of business at \_\_\_\_\_, hereby constitutes and appoints \_\_\_\_\_, its officers employees and/or specifically authorized agents, to act for and on its behalf as a true and lawful agent and attorney of the grantor named for and in the name, place, and stead of said grantor from this date, in the United States (the "territory"), either in writing, electronically, or by other authorized means, to;

Make, endorse, sign, declare, or swear to any entry, withdrawal, declaration, certificate, bill of lading, carnet or any other documents required by law or regulation in connection with the importation, transportation, or exportation of any merchandise in or through the Customs territory shipped or consigned by or to said grantor;

Perform any act or condition, which may be required by law or regulation in connection with such merchandise deliverable to said grantor, to receive any merchandise;

Make endorsements on bills of lading conferring authority to transfer title; make entry or collect drawback; and to make, sign, declare, or swear to any statement or certificate required by law or regulation for drawback purposes, regardless of whether such document is intended for filing with Customs;

Sign, seal, and deliver for and as the act of said grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading, unloading or navigation of any vessel or other means of conveyance owned or operated by said grantor, and any and all bonds which may be voluntarily given and accepted under applicable laws and regulations, consignee's and owner's declarations provided for in section 485, Tariff Act of 1930, as amended, or affidavits in connection with the entry of merchandise;

Sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unloading, or operation of any vessel or other means of conveyance owned or operated by said grantor;

Authorize other Customs brokers duly licensed within the territory to act as grantor's agent; to receive, endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a nonresident of the United States, to accept service of process on behalf of the grantor;

And generally to transact Customs business, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to other laws of the territories, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney;

(6) IN WITNESS WHEREOF, the said \_\_\_\_\_ caused these presents to be sealed and signed:

(7) Witness Signature: \_\_\_\_\_

Type or Print name: \_\_\_\_\_

Date: \_\_\_\_\_

(8) Signature \_\_\_\_\_

Type or Print name \_\_\_\_\_

(9) Capacity: \_\_\_\_\_

If you are the importer of record, payment to the broker will not relieve you of liability for U.S. Customs charges (duties, taxes or other debts owed Customs) in the event charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with a separate check payable to the "Bureau of customs and Border Protection" which shall be delivered to Customs by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.

Rev 01/01/07

