

Instruction Sheet for Declaration for Free Entry of Unaccompanied Articles – 3299 Form

Failure to supply a completed 3299 Form will result in possible seizure by US Customs, and placement into Government Ordered Storage.

PART I

1. Print **YOUR** full name as it appears on your passport
2. **YOUR** date of birth
3. The date **YOU** will arrive in the US
4. **YOUR** current US address and phone number
5. The name of the city in the US where **YOU** will clear customs
6. The name of the airline by which **YOU** will travel to the US
7. The names of those in your family who accompanied you on your flight, if any. Plus their social security number
8. A, B, C, D, E and F to be completed by destination agent – **PLEASE LEAVE BLANK**

PART II

9. “X” the box that applies to you
- 9a. Indicate the last address at which you resided abroad
- 9b. The length of time you were out of the US ie resided abroad
- 9c. “X” each box that applies to you
10. Read all paragraphs in A, B, and C. “X” the box(es) that applies to the contents of your effects. You may be required to provide a listing.

PART III

To be completed by US personnel (ie members of the Armed Forces, Govt. employees) and evacuees only! If this applies, fill in the date you departed from the US. Attach a copy of your travel orders and the date your orders were issued.

PART IV

- SECTION A: If questions 1 to 6 are checked off this will result in additional duties, taxes and clearance fees. It may also result in possible confiscation and delays in releasing the entire shipment.
- SECTION B: If questions 7 or 8 are checked off this can result in additional duties, taxes and clearance fees.
- SECTION C: Questions 9 to 11 apply to US residents only. “X” the box or boxes applicable for your shipment.
- SECTION D: If you checked items in PART IV, Sections A, B, or C, please complete Section D, questions 1 through 4, as applicable

PART V

1 and 2 to be filled in by destination agent – **PLEASE LEAVE BLANK**

PART VI

1. “X” the box that applies
2. Sign your name if checking box B or leave blank if checking box A
3. Today’s date

PART VII

For customs use only - **PLEASE LEAVE BLANK**

NB If you are a returning resident and previously exported foreign merchandise purchased in the US, then list the item, where purchased and date, or where and when it was previously declared to US Customs upon export. This will avoid the assessment of customs duties upon re-entry.

**DECLARATION FOR FREE ENTRY
OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

Paperwork Reduction Act Notice: This request is in accordance with the Paperwork Reduction Act of 1995. We ask for the information in order to carry out the laws and regulations administered by the U.S. Customs Service. These regulations and forms apply to importers to ensure that they are complying with the law and to allow us to figure, collect, or refund the right amount of duty and tax. It is mandatory. The estimated average burden associated with this collection of information is 10 minutes per respondent depending on individual circumstances. Comments concerning the accuracy of this burden estimates and suggestions for reducing this burden should be directed to the U.S. Customs Service, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget, Paperwork Reduction Project (1515-0053), Washington, DC 20503.

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. 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 <input type="checkbox"/> is <input type="checkbox"/> was	A. NAME OF COUNTRY	B. LENGTH OF TIME Yr. Mo.
C. RESIDENCY STATUS UPON MY/OUR ARRIVAL ("X" One) <input type="checkbox"/> (1) Returning resident of the U.S. <input type="checkbox"/> (2) Nonresident:	<input type="checkbox"/> a. Emigrating to the U.S.	<input type="checkbox"/> 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: <i>State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to U.S. Customs.</i>

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), 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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**Department of the Treasury
US Customs Service**

**New York Region
New York, New York 10048**

Supplemental Declaration for Unaccompanied Personal and Household Effects

1. Owner of Household Goods

2. Date of Birth

3. Passport (Country and Number)

4. Citizenship

5. Resident Alien Number

6. Social Security Number

7. US Address

8. Foreign Address

9. Reason for Moving

10. Employer

11. Position with Company

12. Nature of Business

13. Name of contact within Company to verify information

14. Name and Address of Freight Forwarders, Packers and Shipping Agents

15. Shipper Itinerary

16. Certification: Check One A. Authorised Agent B. Importer

17. Signature

HOW TO COMPLETE THE “POWER OF ATTORNEY”

Complete only those lines preceded by a number. The numbers below coincide with those on the “Power of Attorney” form.

- 1. Fill in either your social security or IRS number (if you have either)**
- 2. Check the line marked “individual”**
- 3. Fill in your full name**
- 4. Fill in your US address**
- 5. Write in the name of the customs broker including “and its authorized employees and duly appointed agents”. The agent is either listed in the back of the quote or you can call our office.**
- 6. We suggest valid period of at least one year, for two reasons: First, in the event that the first shipment will arrive this month then a second shipment will follow say within 6 months to a year for any disagreement with US customs. If you cannot authorise a year, definitely a minimum length of time should be at least 30 days from the date the Power of Attorney is signed by the owner.**
- 7. Write the word “individual”**
- 8. Sign the form**
- 9. Write the word “owner” Witness signature**
- 10. Date the form**

