

## **How to complete U.S. Customs**

**Forms** **Submit all three documents (3299, Treasury Supplemental and Power of Attorney), fill out, sign and return original's with VERY CLEAR copy of US Passport OR Foreign Passport with I-94 page and VISA page to our office.**

Improperly completed declaration forms can cause delays and needless expenses. Please follow these instructions. The questions below are number-coded to correspond with the attached 3299 form. It is imperative that we receive this form promptly upon arrival of the freight. Failure to supply the customs information required may result in possible seizure by U.S. Customs and placement into Government Ordered Storage.

### **PART I of 3299 Form**

1. Print your full name as it appears on your passport. 2. Your date of birth.
3. The date you arrive in the U.S. 4. Your current U.S. address and phone number. 5. The name of the city in the U.S. where you will clear customs. 6. The name of the airline by which you will travel to the U.S.
7. The names of those in your family who accompanied you, plus your social security number, passport number and visa number.
8. A, B, C, D, E and F will be filled in Universal Relocation or our designated suppliers.

### **PART II**

9. Check the box that applies to you. 9a. Indicate the last address at which you resided abroad. 9b. The length of time that you were out of the U.S.
- 9c. Read all paragraphs in A, B and C. Check each box that applies to the contents of your shipment.

### **PART III**

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

### **PART IV**

Section A: Items 1 through 6. Check the items shown if they are contained in your shipment. Section B: Items 7 and 8. If foreign household effects are contained in your shipment Check 7 or 8 as applicable. Section C: Items 9, 10 and 11. For returning resident only. Check the box or boxes applicable to the contents of your shipment.

Section D: If you have checked any items in PART IV, section A, B or C please list them here.

### **PART V**

1 and 2 will be filled in by Universal Relocation or our designated suppliers.

### **Part VI**

1. check 1b
2. fill in your complete signature
3. today's date

NOTE: If you are returning resident and previously exported foreign merchandise purchased in the U.S. list the item, where purchased and date. This will avoid the assessment of customs duties upon re-entry.

This form is self-explanatory. Please insure that all items are completed, and that the form is signed.

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**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 1980 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 20229. DO NOT send completed form(s) 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. 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.

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

\*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-CUSTOMS USE ONLY</b>  (Inspected and Released)	1. SIGNATURE OF CUSTOMS OFFICIAL	2. DATE
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POWER OF ATTORNEY

- Check appropriate box:
- Individual
  - Partnership
  - Corporation
  - Sole Proprietorship

KNOW ALL MEN BY THESE PRESENTS: That, \_\_\_\_\_  
(Full Name of person, partnership, or corporation, or sole proprietorship (Identify))

a corporation doing business under the laws of the State of \_\_\_\_\_ or a \_\_\_\_\_  
 doing business as \_\_\_\_\_ residing at \_\_\_\_\_  
 having an office and place of business at \_\_\_\_\_

\_\_\_\_\_, hereby constitutes and appoints each of the following persons  
 \_\_\_\_\_  
(Give full name of each agent designated)

as a true and lawful agent and attorney of the grantor named above for and in the name, place, and  
 stead of said grantor from this date and in Customs District \_\_\_\_\_  
 \_\_\_\_\_, and in no other name, to make, endorse, sign, declare,  
 or swear to any entry, withdrawal, declaration, certificate, bill of lading, or other document required  
 b law regulation in connection with the importation, transportation, or exportation of any  
 merchandise shipped or consigned by or to said grantor; to perform any act or condition which  
 may be required by law regulation in connection with such merchandise: to receive any  
 merchandise deliverable to said grantor:

and owner's declarations provided for in section 485, Tariff Act of 1930, as amended, or affidavits in  
 connection with the entry of merchandise:

To sign and swear to any documents and to perform any act that may be necessary or required by  
 law or regulation in connection with the entering, clearing, lading, unlading, or operation of any  
 vessel or other means of conveyance owned or operated by said grantor:

To make endorsements on bills of lading conferring authority to make entry and collect  
 drawback, and to make, sign, declare, or swear to any statement, supplemental statement, schedule,  
 supplemental schedule, certificate of delivery, certificate of manufacture, certificate of manufacture  
 and delivery, abstract of manufacturing records, declaration of proprietor on drawback entry,  
 declaration of exporter on drawback entry, or any other affidavit or documents is intended for  
 filling in said district or in any other customs district:

And generally to transact at the customhouses in said district any and all customs business,  
 including making, signing, and filling of protests under section 514 of the  
 Tariff Act of 1930, in which said grantor is or may be concerned or interested and which may properly be  
 transacted or performed by an agent and attorney, giving to said agent and attorney full power and  
 authority to do anything whatever requisite and necessary to be done in the premises as fully as said  
 grantor could do if present and acting, hereby ratifying and confirming all that the said agent and  
 attorney shall lawfully do by virtue of these presents, the foregoing power of attorney to remain in  
 full force and effect until the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, or until  
 notice of revocation in writing is duly given to and received by the District Director of Customs of  
 the district aforesaid. If the donor of this power of attorney is a partnership, and said the power shall  
 in no case have any force or effect after the expiration of years from the date of its receipt in the  
 office of the district director of customs of the said district.

To sign, seal, and deliver for an 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, unlading 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

IN WITNESS WHEREOF, the said \_\_\_\_\_  
 has caused these presents to be sealed and signed: (Signature) \_\_\_\_\_  
 (Capacity) \_\_\_\_\_ (Date) \_\_\_\_\_  
 Witness \_\_\_\_\_

\_\_\_\_\_  
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