

HOW TO COMPLETE U.S. CUSTOMS FORM 3299

All individuals relocating to the U.S. must complete and sign the U.S. Customs Form 3299 in order to clear their unaccompanied household goods and personal effects through Customs. In order to make this task a little easier, below is a brief explanation of the meaning of certain words used in the form, and instructions for completion of the form itself.

GLOSSARY OF TERMS

IMPORTER Yourself or if the move is a "family" move, the main household member (generally the person who is being relocated).

PERSONAL EFFECTS In general personal effects are clothing, jewellery, photographic and stereo equipment, tapes, CDs, vehicles etc.

HOUSEHOLD GOODS Household goods are items used to furnish a home, and cannot be classified as personal effects (see above).

FOREIGN Not American

ABROAD Outside of the USA

COMPLETION OF PART I

1. Print your full name as it appears on your passport.
2. Your date of birth.
3. The date you personally arrive in the U.S., i.e. the date your flight arrives.
4. Your U.S. address and/or telephone number. If you do not have a permanent address as yet, either your contact address and a telephone number, if possible.
5. The name of the airport or port in the U.S. where you personally will clear Customs.
6. The name of the airline etc. and the flight number on which you personally will travel to the U.S. (If available).
7. The names of those in your family who will be going to stay in the U.S. with you, and their relationship to you.
8. You are not required to fill in this box as it will be completed by Planet Move.

COMPLETION OF PART II

9. "X" the relevant box, and indicate in 9A where you last resided outside the U.S. and in 9B the length of time you have been living away from the U.S.. If you are a U.S. resident please also enter your social security number, and passport number in this box. If you are a non resident, please also enter you passport number, visa number and the type of visa on which you are entering the U.S.. "X" the relevant box in 9C.
10. Read all the paragraphs in A, B, and C and mark the relevant boxes that apply to the contents of your shipment. Note the wording of these boxes - with the exception of box C2 they relate to "All" the relevant items, therefore, if you have one item that is not relevant you cannot mark the box.

RESIDENT AND NON-RESIDENT

Part A

1. If "all " household effects in your shipment are more than one year old, and are for you or your family's use only "X" this box.

If you have purchased any household effects in the last year, leave this box blank.

2. If there are any items in your shipment, that are used by you for work purposes "X" this box.

RESIDENTS ONLY

Part B

1. "X" this box if this statement applies to your shipment.

NON RESIDENT ONLY

Part C

1. "X" this box, if "all " personal effects are for you or your family's use only, and are not for another person or re-sale.

2. Means of conveyance = cars, scooters, go-karts, bicycles etc. If you are importing any of these "X" this box, even if Planet Move are not transporting the item.

DO NOT COMPLETE ANY OF PART III

COMPLETION OF PART IV A - C

Part A. To be completed by every importer.

If any items mentioned in boxes 1-6 are included in our shipment you must mark the relevant box.

Part B. To be completed by every importer.

7. If you have any household effects not of U.S. manufacture, acquired outside the U.S. not necessarily on this trip outside the U.S., and used for less than 1 year you should mark this box.

NB: It will not be necessary for antique items to be declared as they are exempt from duty, however we would suggest that you have a "Certificate of Antiquity" available for Customs, if required.

8. If you have any household effects not of U.S. manufacture, acquired outside the U.S. (not necessarily on this trip outside the U.S.), and used for more than 1 year you should mark this box. (It will not be necessary to list these items, as we will attach a copy of our packing inventory to the form).

Part C. To be completed by Residents only.

If any items mentioned in boxes 9 - 11 are included in your shipment, you must mark the relevant box.

COMPLETION OF PART IV D

If you have marked any of the boxes 1-11 overleaf, you must list the relevant items on this table.

In column (1) put the box number the items relate to.

In column (2) describe the items. If you are describing alcoholic beverages, show the number of bottles, the size of the bottles, value per bottle, type of beverage, alcohol content if wine or champagne and proof on hard liquor. If you are listing a large quantity of items of a particular type i.e. kitchenware, do not list separately each saucepan, and utensil, but make a heading "Kitchenware", the same with for instance furniture, do not list each bed, sofa, chair, etc. but make a heading "Furniture". In the case of an English person moving to the U.S. they may find that boxes 7 and 8 relate to the whole contents of their house. They should therefore, use headings such as Furniture, Soft furnishings, Electrical items, Linens, China, Pictures, Ornaments, Kitchenware, Garden items, etc. which would encompass the whole contents of their household.

In column (3) show the second hand value of each item, or each heading or in the case of Box 11 the cost of the repairs carried out. The value should be in U.S. dollars, if possible, or if in Pounds Sterling please make it clear that you have used this currency. Do not mix currencies.

In column (4) enter the requested details for any relevant items contained in your shipment.

Should you need additional space please continue on a separate sheet.

NB: If you have nothing to declare, please leave the above section blank, as our packing crew will prepare an inventory at the time of collection. This will be sufficient for customs clearance purposes.

PLANET COMPLETES PART V

COMPLETION OF PART VI

Mark Box B (Importer) and sign and date in the relevant boxes.

DO NOT COMPLETE ANY OF PART VII

* **The Supplemental Declaration for Unaccompanied Personal and Household Effects should be self explanatory. Please ensure that you answer all the questions and sign and date the form. ***

* **In addition, please attach a copy of your passport and visa. ***

Department of the Treasury
U.S. Customs Service

Supplemental Declaration for
Unaccompanied Personal and Household Effects
to be Used in Conjunction with CF-3299

1. Owner of the Household Goods (*last, first, middle*): _____

2. Date of Birth: _____ 3. Citizenship: _____

4. Passport (*country and number*): _____

5. Social Security #: _____ 6. Resident Alien #: _____

7. U.S. Address: _____

8. Foreign Address: _____

9. Reason for Moving: _____

10. Employer: _____

11. Position with Company: _____

12. Length of Employment: _____

13. Name of Business: _____

14. Name, Address and Telephone # of Company Official Who Can Verify Above Information: _____

15. Name and Address of Freight Forwarders, Packers & Shipping Agents: _____

16. Shipment Itinerary (*specify place of loading and intermediate ports*): _____

17. Certification (*check one*): _____ Authorized Agent _____ Importer

18. Signature: _____

DEPARTMENT OF THE TREASURY
UNITED STATES CUSTOMS SERVICE

**DECLARATION FOR FREE ENTRY
OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

FORM APPROVED OMB NO. 1515-0053

PAPERWORK REDUCTION ACT NOTICE: The Paperwork Reduction Act of 1990 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 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 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 is

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

2. SIGNATURE	3. DATE
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*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 141.13, 141.32, 141.33)

PART VII—CUSTOMS USE ONLY (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 _____ ALL _____, 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 by 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 or regulation in connection with such merchandise; to receive any merchandise deliverable to said grantor;

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;

To 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;

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 document which may be required by law or regulation for drawback purposes, regardless of whether such bill of lading, sworn statement, schedule, certificate, abstract, declaration, or other affidavit or document is intended for filing 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 filing 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 whatsoever 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 _____ UNTIL REVOKED _____, or until notice of revocation in writing is duly give 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 2 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, unloading or navigation of any vessel or other means of conveyance owned or operated by said grantor, and any and all bonds

IN WITNESS WHEREOF, the said _____
has caused these present to be sealed and signed: (Signature) _____

(Capacity) _____

(Date) _____

WITNESS: _____