

# How to complete the U.S. Customs Forms (Government)

## **\*Declaration for Free Entry of Unaccompanied Articles (3299)**

### PART ONE:

1. **Importer's Name** – All other documentation must correspond with names used on 3299
2. **Importer's Date of Birth**
3. **Importer's Date of Arrival** – Date must reflect the importers most recent arrival into the U.S.
4. **Importer's U.S. Address** – Address does not have to be final delivery address and may be the address of employment as long as Company name is not listed
5. **Importer's Port of Arrival** – Location of arrival airport
6. **Name of Arriving Vessel/Carrier and Flight/Train** – Name of airline shipper arrived on and flight number
7. **Name of Accompany Household Members** – Wife, husband, minor children
8. **Articles for Which Free Entry is Claimed Belong to ME and/or My Family:** Leave Blank

### PART TWO:

- 9A. **Name of Country**
- 9B. **Length of Time**
10. **Statement(s) of Eligibility for Free Entry of Articles** – please check boxes 10A1 and 10A2 where applicable

PART THREE: Leave Blank

### PART FOUR:

- B. **For Residents and Non-Residents Only** – please check applicable box B7 or B8 if any foreign household effects were acquired abroad
- D. **List of Articles** – Leave Blank

### PART SIX:

2. **Signature**
3. **Date**

## **\*Supplemental Declaration of Unaccompanied Personal and Household Effects**

Please fill in circled items. The information should correspond to the information provided on the 3299 form.

## **\*Power of Attorney**

This form only gives our customs broker the power to customs clear shipments on the shipper's behalf. Initial at top left the shipments that apply to you. If shipping an auto fill in the year, make, model, color, body, Vin and title number. Signatures at the bottom of page and your US address

## **\*Provide Passport Picture Page**

This is required to accompany the customs forms

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

FORM APPROVED OMB NO. 1651-0014 Exp. 01-31-2010

**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. We ask for the information in order to carry out the laws and regulations administered by CBP. 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 estimate and suggestions for reducing this burden should be directed to U.S. Customs and Border Protection, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget, Paperwork Reduction Project (1651-0014), Washington, DC 20503.

**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. \_\_\_\_\_

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 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) 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 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.)

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

**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>

**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	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 141.19, 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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LIMITED POWER OF ATTORNEY  
FOR  
EXPORT/IMPORT OF PERSONAL EFFECTS AND VEHICLES

DATE \_\_\_\_\_

**Applies to:**

POV \_\_\_\_\_ Initial  
Personal Effects \_\_\_\_\_ Initial

I hereby name and appoint \_\_\_\_\_  
(Type or Print Name)

of \_\_\_\_\_ to be my lawful attorney-in-fact  
to act on my behalf to conduct all transactions necessary with the U.S. Customs Service in the  
proper exportation or importation of the below stated **vehicle** which is described as

\_\_\_\_\_  
**Year**      **Make**      **Model**      **Color**      **Body**

\_\_\_\_\_  
**Vehicle Identification Number (VIN)**      **Title Number**

and to do all things necessary to ensure compliance with all requirements pursuant to section 192  
of the Customs Regulations.

\_\_\_\_\_  
**Signature of Owner**      **Owner's Name- Type or Print**

\_\_\_\_\_  
**Signature of Co-Owner**      **Co-Owner's Name - Type or Print**

\_\_\_\_\_  
**Home Address of Owner**      **City/State/Country**      **Zip Code**