

## **How to Complete Your US Customs Form 3299**

### **US CUSTOMS FORM 3299 DECLARATION FOR FREE ENTRY OF UNACCOMPANIED ARTICLES INSTRUCTIONS**

#### **PART I**

1. Property Owner's Name - Last name, First Name, Middle Name
2. Property Owner's Date of Birth
3. Property Owner's Date of Arrival into the United States
4. Property Owner's Address in the United States
5. The first airport or port Property Owner arrived at, or will arrive at, upon entry into the United States. (It is at this port that the Property Owner will personally undergo Customs Clearance).
6. The airline (or steamship company) on which the Property Owner arrived in the United States.
7. The names and relationship to the Property Owner of all family members accompanying him/her back to the United States. If the family members come back at a different time, or did not accompany the Property Owner, place "NONE" in the space provided.
8. Leave BLANK.

#### **PART II**

1. The "was" box should always be checked, unless the Property Owner is visiting the United States.
2. Name of the country where the Property Owner resided.
3. Length of time the Property Owner resided in that country.
4. Residency Status:

Returning United States Citizen	Check Box (1)
Property Owner emigrating to US	Check Box (2a)
Property Owner visiting US	Check Box (2b)

NOTE: If you must choose between box (2a) or (2b), it is better to check box (2a) for Customs purposes

5. STATEMENT OF ELIGIBILITY FOR FREE ENTRY OF ARTICLES
6. Check box (1) for United States Citizen and non US Citizen ONLY if all the household goods coming into the United States are duty free.

NOTE: Household Goods include furniture, carpets, paintings, tableware, linens, and other similar items. Household items less than one year old are dutiable and must be listed on the back of the 3299 along with their purchase price and the date purchased. Box (2) should be checked when the Property Owner is bring "tools of trade" back to the United States.

7. Applies to United States Citizens ONLY. This box should be checked if all the personal effects being brought back by the Property Owner were taken abroad with him/her.

NOTE: Personal Effects include cameras, watches, rings, tape recorders, televisions, video equipment, stereo equipment, and other similar articles. All personal effects acquired abroad are dutiable and must be listed on the back of the 3299 along with their purchase price and the date purchased.

8. Box (1) applies to non United States Citizens ONLY and must be checked if the Property Owner is bringing personal effects into the United States. Box (2) is to be checked ONLY if the non United States Citizen is entering the United States with a vehicle.

### **PART III**

LEAVE BLANK

### **PART IV**

1. Boxes 1 through 6 are to be checked only if these items are included in the shipment. Shipments containing these items will almost always require additional paperwork and additional time to clear customs.
2. If there are household goods less than a year old, check box (7). These must be listed on the reverse side (see 10A); otherwise, leave both boxes blank.
3. If there are personal effects acquired abroad, box (9) must be checked. These items must be listed on the reverse side (see 10B); otherwise, leave all the boxes blank.

### **PART V**

LEAVE BLANK

### **PART VI**

1. Box B marked "IMPORTER" must be checked.
2. The Property Owner MUST sign and date.

### **PART VII**

LEAVE BLANK

**SPECIAL NOTE: Be sure to include Passport Number and Social Security Number on form somewhere. Visa Number is also helpful**

**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. 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

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:
--	--

**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 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>
--------------------	--

**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
--------------	---------

\*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
--	----------------------------------	---------

Department of the Treasury  
U.S. Customs Service  
New York Region  
New York, N.Y. 10048

SUPPLEMENTAL DECLARATION FOR UNACCOMPANIED  
PERSONAL AND HOUSEHOLD EFFECTS

---

1. Owner of Household Goods \_\_\_\_\_  
(Last Name, First & Middle)
2. Date of Birth \_\_\_\_\_
3. Citizenship \_\_\_\_\_
4. Passport Information \_\_\_\_\_  
(Country & Number)
5. Social Security Number \_\_\_\_\_
6. Resident Alien Number \_\_\_\_\_
7. U.S Address \_\_\_\_\_
8. Foreign Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Reason For Moving \_\_\_\_\_  
\_\_\_\_\_
10. Employer \_\_\_\_\_  
\_\_\_\_\_
11. Position with the Company \_\_\_\_\_
12. Length of Employment \_\_\_\_\_
13. Nature of the Business \_\_\_\_\_  
\_\_\_\_\_
14. Name and telephone number of a company official who can verify the above information \_\_\_\_\_  
\_\_\_\_\_
15. Name and address of freight forwarders, packers and shipping agents \_\_\_\_\_  
\_\_\_\_\_
16. Shipment itinerary (specific place of loading and intermediate ports) \_\_\_\_\_  
\_\_\_\_\_
17. Certification (circle one)      A. Authorized Agent      B. Importer
18. Signature \_\_\_\_\_

## **HOW TO COMPLETE THE UNITED STATES POWER OF ATTORNEY FORM**

THE U.S. POWER OF ATTORNEY FORM AUTHORISES THE DESTINATION AGENT TO CLEAR YOUR CONSIGNMENT THROUGH U.S. CUSTOMS. THIS DOCUMENT MUST ALWAYS BE ACCOMPANIED BY THE U.S. CUSTOMS 3299 FORM.

### COMPLETING THE FORM:

- Tick the box at the top of the page marked "Individual"
- "Known all men by these present that" = enter your name
- "A Corporation doing business under the laws of the State of" = Ignore this section
- "or a" = enter the word "individual"
- "doing business as" = enter the trade description of your company
- "residing at" = enter your home U.S. address if known. If this information is not yet confirmed, enter T.B.A. (to be advised)
- "having an office and place of business at" = enter your U.S. office address, if known
- "having an office and place of business at" = enter your U.S. office address, if known
- "hereby constitutes and appoints each of the following persons" = enter the name of the company performing the destination services for your move
- "In witness whereof, the said" = enter your full name
- "Signature" = Sign
- "Capacity" = Ignore
- "Witness" = to be signed by a witness, not a family member

# Customs 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 all Customs Districts, and in no other name, to make, endorse, sign, declare, or swear to any entry, withdrawal, declaration, certificate, bill of lading, carnet or other document required by law or 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;

To 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, 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 any customs district;

To 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, 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 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, unlading, or operation of any vessel or other means of conveyance owned or operated by said grantor;

To authorize other Customs Brokers 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 at the customshouses in any 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 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 \_\_\_\_\_, 2\_\_\_\_, or until notice of revocation in writing is duly given to and received by a District Director of Customs. If the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect after the expiration of 2 years from the date of its execution.

IN WITNESS WHEREOF, the said \_\_\_\_\_

Has caused these presents to be sealed and signed: (Signature) \_\_\_\_\_

(Capacity) \_\_\_\_\_ (Date) \_\_\_\_\_

WITNESS: \_\_\_\_\_

(Corporate seal)