

## **How To Complete Your U.S. Customs 3299 Declaration (Declaration For Free Entry Of Unaccompanied Articles)**

Please note the meaning of certain words used in the form:

**Importer:** Yourself

**Resident:** American citizen

**Non-Resident:** Any citizen from a country other than the U.S. or U.S. citizen living abroad for more than three years

**Household Goods:** Furniture and household goods with exception of personal effects

**Personal Effects:** Clothing, jewelry, photographic equipment, tape recorders, stereo components, etc.

**Foreign:** Not American

**THE DECLARATION IS DIVIDED INTO SEVEN PARTS. SOME ARE TO BE LEFT BLANK ACCORDING TO THE FOLLOWING INSTRUCTIONS.**

**PART I** Box Numbers 1 to 7 **MUST** be completed

- Box 1. Your Name ( print your full name as it appears on your passport)
- Box 2 Your Date of Birth
- Box 3. Date of your arrival in the U.S. (Remember your U.S. Customs form 3299 is not valid until your arrival in the U.S. - so plan your arrival to coincide with the arrival of your shipment or list a recent date of entry into the U.S.)
- Box 4. U.S. address and/or contact phone number
- Box 5. Name of airport where you will clear Customs in the U.S.
- Box 6. Name of airline and flight number on which you will enter the U.S.
- Box 7. First name of accompanying household members and their relation to you.
- Box 8. (A-E) leave blank

**Part II** Box 9. (A,B) "x" appropriate box

Box 9c. "x" one of the choices and complete blanks

Box 10. "x" appropriate boxes

**Part III** Leave blank unless you are a member of U.S. Department of Defense

**Part IV** "x" appropriate boxes - bearing in mind special meaning of terms "household goods", "personal effects", "resident", and "non-resident" (see above)

On the back of form (item D) - List of Articles: - provide the following. (If additional space is required, use a separate sheet of paper.) **This is only to be used for items that you intend to declare that are less than 12 months old.** THESE ARTICLES ARE SUBJECT TO CUSTOMS DUTIES, TAXES AND SUPPLEMENTARY ENTRY FEES.

- List of personal effects, with U.S. dollar amount paid and date of purchase.
- List of all furniture purchased less than a year prior to personal departure; also indicate U.S. dollar amount and date of purchase for each item.
- List of alcoholic beverages, showing number of bottles, size of bottles, (fifth, quart, etc.) value per bottle, type of alcoholic beverages, alcohol content on wine and champagne, proof of hard liquor.

Part V Leave blank

Part VI "X" B - Importer's signature and today's date

Part VII Leave blank

### **SUPPLEMENTAL DECLARATION**

This form is self-explanatory. Please ensure that all items are completed and that the form is signed. Ignore questions 15 & 16. If UK resident ignore questions 5 & 6.

### **POWER OF ATTORNEY**

In the event that additional Customs forms are necessary for clearance, and you are not available to complete the forms, a Power of Attorney card should be completed so that the carrier can prepare and sign the forms on your behalf. Any additional information required on your shipment would be obtained from you by telephone or facsimile machine. Instructions for the Power of Attorney form are below:

#### **Front Side:**

1. Place "X" in the box marked individual
2. Print your full name as it appears on your passport where it says 'KNOW ALL MEN....'
3. Print your full name (again) where it says 'IN WITNESS WHEREOF.....'
4. Sign underneath and date to the right
5. Signature of one witness

#### **Back Side**

This side may be left blank if items shipped are household goods.