

## U.S.A. Customs clearance documents

The attached set of documents consists of three different forms. First of all, separate the three forms, and then carefully fill them in, paying attention to the notes given below. **If you do not fully complete these forms, your goods will not clear Customs, and you may be charged for storage at destination.**

### Power of Attorney

*This form empowers the destination agent to act for you as Customs broker, and to make statements and Customs entries on your behalf. (See also note at bottom of section on completing Customs form 3299).*

- Please complete the sections marked (X).
- Leave blank the spaces for naming the Customs broker, Customs district and duration of the validity of the form. These details will be entered by the destination agent.
- Don't forget to **sign**, date, and have the form witnessed.

### Customs form 3299

*This form is your declaration requesting free entry of your personal effects. The form may seem complicated to begin with, but if you take your time and follow these instructions, you will find it fairly simple to complete. The form is divided into seven sections, numbered Part I through to Part VII.*

- Part I - Complete boxes 1 to 7. It is important that you fill boxes 3 (date you arrived/will arrive); 5 (airport or place where you arrived/will arrive); and 6 (airline and flight number) correctly. The information you put in these boxes refers to your own arrival, not the arrival of your goods. Box 8 sections A to F refers to the arrival of your goods. As you will not have the necessary information to complete this part, you may leave Box 8 sections A to F blank for the destination agent to complete.
- Part II - Fill in Box 9, putting an 'X' in the check-box against 'is' if you are moving temporarily to the US, or in the check-box against 'was' if you are moving permanently. Fill in the boxes marked A (name of country); B (length of time); and C (Residency status on arrival) with the relevant information. In Box 10, note that residents of the U.S. should complete parts A and B; non-residents should complete parts A and C. Put an 'X' in each applicable check-box.
- Part III - This part applies only to 'US Personnel and Evacuees.' Complete it only if you are a member of the US Military or a US Government employee, moving on US Government orders. Otherwise, leave this part blank.
- Part IV - Section A applies to all importers. If you have any of the items listed by check-boxes 1 to 6, please put an 'X' in the appropriate box. US residents then go on to enter an 'X' against each applicable check-box in sections B and C. Importers who are non-residents must complete section B, but not section C. Turn the page now to section D where you list any items that you indicated to be in your shipment in sections A, B, or C. It is not necessary to list here any items which you have owned and used for over a year, as long as these items are detailed on your packing list (for owner-packed shipments) or on your inventory (for household removals).
- Part V - The destination agent will complete the 'Name of carrier' and 'Signature of Agent' boxes
- Part VI - Put an 'X' in the 'Importer' check box, **sign the form** in box 2, and date it in box 3.
- Part VII - Leave blank. This is for Customs' use only.

*Note: You may notice that at the bottom of part VI, it is stated that an 'Authorised agent' may complete the form. This is why it is important that you complete the first form, the Power of Attorney. In completing the Power of Attorney, you empower the destination agent to complete any parts you may have missed or filled in incorrectly, using information received from you by mail, fax or telephone.*

### Treasury Department Supplemental Declaration

*On this form, you give details of your passport number, Social security number (if applicable) and brief details of your reason for moving to the United States.*

- Enter the correct information in each section. You may leave blank section 16 (Shipment itinerary) - the destination agent will have the information to complete this section. Enter 'N/A' if due to your circumstances a particular section is not applicable to you or your shipment.
- Ensure that you sign the form.

You must now attach to these documents a passport photocopy, specifically the page with your picture and personal details, and the page with your US Visa (if applicable). You must also complete and attach a packing list (for owner-packed shipments), or a numbered inventory which the packers will complete if yours is a professionally-packed household removal.

**POWER OF ATTORNEY - to clear my personal effects shipment through U.S. Customs**

Section 141.5, Title 19, United States Code of Federal Regulations requires a Customs House Broker to obtain a valid Power of Attorney before transacting business in the name of his principal (Importer of Records).

To expedite clearance of your shipment and to comply with U.S. Customs regulations, please complete the information as requested below (X).

KNOW ALL MEN BY THESE PRESENTS: That, (X) \_\_\_\_\_  
(Full name of Shipper)

residing at (X) \_\_\_\_\_  
(U.S. address)

hereby constitutes and appoints the following Customs House brokers:

\_\_\_\_\_ 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 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 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 manufacturer 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 other 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, clearing, 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 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 the vessel or other means of conveyance owned or operated by the said grantor;

And generally to transact at the customs houses in said district any and all 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 be properly 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 satisfying 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 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, said 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.

IN WITNESS WHEREOF, the said (X) \_\_\_\_\_  
(Full name of Shipper)

has caused these presents to be signed (X) \_\_\_\_\_ DATE (X) \_\_\_\_\_  
(Signature of Shipper)

WITNESSED BY (X) \_\_\_\_\_ (X) \_\_\_\_\_  
(Witness name) (Witness signature)



DEPARTMENT OF THE TREASURY
UNITED STATES CUSTOMS SERVICE

FORM APPROVED
OMB NO. 1515-0053

DECLARATION FOR FREE ENTRY OF UNACCOMPANIED ARTICLES

19 CFR 148.6, 148.52, 148.53, 148.77

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
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 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 Custom's 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 Residents 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 COSTS 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)	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 141.19, 141.32, 141.33, C.R.).*

**PART VII - CUSTOMS USE ONLY (Inspected and Released)**

1. SIGNATURE OF CUSTOMS OFFICIAL	2. DATE
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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.

TREASURY DEPARTMENT  
U.S. CUSTOMS SERVICE  
SUPPLEMENTAL DECLARATION FOR  
UNACCOMPANIED PERSONAL AND HOUSEHOLD EFFECTS

<p>1. Owner of Household Goods (Last, first and middle) _____</p>	
<p>2. Date of Birth _____</p>	<p>3. Citizenship _____</p>
<p>4. Passport (country and number) _____</p>	
<p>5. Social Security No. _____</p>	<p>6. Resident Alien No. _____</p>
<p>7. U.S. Address _____ _____ _____</p>	<p>10. Employer _____ _____ _____</p>
<p>8. Foreign Address _____ _____ _____</p>	<p>11. Position with Company _____ _____ _____</p>
<p>9. Reason for Moving _____ _____ _____</p>	<p>12. Length of Employment _____</p> <p>13. Nature of Business _____</p>
	<p>14. Name and Telephone of Company Official Who Can Verify Above Information _____ _____</p>
<p>15. Name and Address of Freight Forwarders Packers and Shipping Agents _____ _____ _____</p>	<p>_____ _____ _____</p>
<p>16. Shipment Itinerary (specify place of loading and intermediate ports) _____ _____</p>	
<p>17. Certification I, the undersigned, certify that this declaration is correct and complete</p> <p><input type="checkbox"/> A. Authorized Agent (from facts obtained from the importer)</p> <p><input type="checkbox"/> B. Importer</p> <p>Signature _____ Date _____</p>	