

INSTRUCTIONS FOR COMPLETING THE CUSTOMS FORM 3299

DECLARATION FOR FREE ENTRY OF UNACCOMPANIED ARTICLES

NOTICE:

It is imperative that you complete and forward this form to us as soon as possible. Failure to supply the 3299 customs information may result in possible seizure by U.S. Customs and placement into Government Ordered Storage.

Please make sure to follow the below instructions. Improperly completed declaration forms will result in shipment delays and needless expenses.

If you have any questions whatsoever about the 3299 form or how to complete it, please do not hesitate to contact us directly.

(PARTS I-VI, referenced below, are coded to correspond with the Customs 3299 form.)

PART I

1. Print your full name as it appears on your passport
2. Your date of birth
3. The date you arrive in the U.S.
4. Your current U.S. address and phone number
5. The name of the city in the U.S. where you will clear customs
6. The name of the airline and flight number by which you will arrive
7. The names of those in your family who accompanied you, plus your social security number, passport number, and visa number
8. Leave blank

PART II

9. Check the box that applies to you
 - 9(a) Indicate the last address at which you resided abroad
 - 9(b) The length of time that you were out of the U.S.
 - 9(c) Indicate your residency status upon entering the U.S.
10. Read all paragraphs in A, B, C, Check each box that applies to the contents of your shipment

CONTINUE ➔

PART III

To be completed by U.S. Government Personnel and evacuees only. If this applies, fill in the date you departed from the U.S., attached a copy of your travel orders and the date your orders were issued.

PART IV

Section A:

Items 1 through 6. Check the items shown if they are contained in your shipment.

Section B:

Items 7 and 8. If foreign household effects are contained in your shipment, Check 7 or 8 as applicable.

Section C: For returning resident only.

Items 9, 10, and 11. Check the box or boxes applicable to the contents of your shipment.

Section D:

If you have checked any item in PART FOUR, section A, B, or C please list them here.

PART V

Leave blank

PART VI

1. Check 1b (importer)
2. Fill in your complete signature
3. Today's date

NOTE:

If you are returning resident and previously exported foreign merchandise purchased in the U.S., list the item, where the item was purchased, and the date it was purchased. This will help to avoid duty assessment on previously exported foreign merchandise upon re-entry to the U.S.

SUPPLEMENTAL DECLARATION FORM

This form is self-explanatory. Please ensure that all items are completed and sign the form as required.