

INSTRUCTIONS FOR COMPLETING U.S. CUSTOMS FORMS

Declaration for Free Entry of Unaccompanied Articles (CBP Form 3299)

PART I

1. Importer's full name
2. Importer's date of birth
3. Importer's date of arrival in the USA
4. Importer's U.S. address – must be a residential address
5. Importer's port of arrival (the airport where you will first arrive in the USA and personally clear thru US Customs)
6. Name of arriving vessel carrier and flight/train – please complete with the airline and flight number importer is arriving on in the USA and personally clearing thru US Customs
7. Name(s) of accompanying family member(s) – full names and relationship to importer
8. A-F – please leave blank. This will be completed by US Customs broker

PART II

- 9A. List country you are returning from to the USA
- 9B. Year(s) and month(s) you have lived in this country
- 9C. Check either returning resident of the U.S. or Visiting the U.S.
10. Please read each section carefully and check appropriate boxes

PART III

For U.S. personnel. Please leave blank unless you are moving on a Government Bill of Lading

PART IV

Please read carefully and check appropriate boxes

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D. List of articles - if you have checked any boxes under A, B or C, list each item with description, the value of the item and the country where the item was purchased. If you intend to import any items listed under A, it is imperative that the importer checks first to see if this item will be allowed to be included in an unaccompanied shipment and what additional documentation will be required for the clearance process

PART V – Please leave blank

PART VI – #1, please check box B. (importer)
#2 & #3 – sign and date

Department of Homeland Security – Supplemental Declaration for Unaccompanied Personal and Household Effects

- Please complete #1 thru #14,
- Leave #15 & #16 blank
- #17 Check box for importer
- #18 Sign and date

Power of Attorney

This form allows our US Customs broker to clear your unaccompanied shipment thru US Customs on your behalf. All that is required on this form is your signature. We will fill in any other information that is required. This form does not require a witness signature.



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relax. and get moving.

SHIPPER DESTINATION INFORMATION

Transferee's Name: _____

Destination Address: _____

E-mail: _____

Destination Phone Contact: _____

Hotel or Temporary Contact: _____

Office Contact: _____

Date of your personal arrival at destination: _____

Airline you are arriving on: _____

Flight number: _____

Passport Number and Nationality: _____

Remarks/Additional Information: _____

Signature / Date

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