

## **Instruction Sheet for Declaration for Free Entry of Unaccompanied Articles – 3299 Form**

Failure to supply a completed 3299 Form will result in possible seizure by US Customs, and placement into Government Ordered Storage.

### **PART I**

1. Print **YOUR** full name as it appears on your passport
2. **YOUR** date of birth
3. The date **YOU** will arrive in the US
4. **YOUR** current US address and phone number
5. The name of the city in the US where **YOU** will clear customs
6. The name of the airline by which **YOU** will travel to the US
7. The names of those in your family who accompanied you on your flight, if any. Plus their social security number
8. A, B, C, D, E and F to be completed by destination agent – **PLEASE LEAVE BLANK**

### **PART II**

9. “X” the box that applies to you
- 9a. Indicate the last address at which you resided abroad
- 9b. The length of time you were out of the US ie resided abroad
- 9c. “X” each box that applies to you
10. Read all paragraphs in A, B, and C. “X” the box(es) that applies to the contents of your effects. You may be required to provide a listing.

### **PART III**

To be completed by US personnel (ie members of the Armed Forces, Govt. employees) and evacuees only! If this applies, fill in the date you departed from the US. Attach a copy of your travel orders and the date your orders were issued.

### **PART IV**

- SECTION A: If questions 1 to 6 are checked off this will result in additional duties, taxes and clearance fees. It may also result in possible confiscation and delays in releasing the entire shipment.
- SECTION B: If questions 7 or 8 are checked off this can result in additional duties, taxes and clearance fees.
- SECTION C: Questions 9 to 11 apply to US residents only. “X” the box or boxes applicable for your shipment.
- SECTION D: If you checked items in PART IV, Sections A, B, or C, please complete Section D, questions 1 through 4, as applicable

### **PART V**

1 and 2 to be filled in by destination agent – **PLEASE LEAVE BLANK**

### **PART VI**

1. “X” the box that applies
2. Sign your name if checking box B or leave blank if checking box A
3. Today’s date

### **PART VII**

For customs use only - **PLEASE LEAVE BLANK**

**NB** If you are a returning resident and previously exported foreign merchandise purchased in the US, then list the item, where purchased and date, or where and when it was previously declared to US Customs upon export. This will avoid the assessment of customs duties upon re-entry.

## HOW TO COMPLETE THE “POWER OF ATTORNEY”

*Complete only those lines preceded by a number. The numbers below coincide with those on the “Power of Attorney” form.*

- 1. Fill in either your social security or IRS number (if you have either)**
- 2. Check the line marked “individual”**
- 3. Fill in your full name**
- 4. Fill in your US address**
- 5. Write in the name of the customs broker including “and its authorized employees and duly appointed agents”. The agent is either listed in the back of the quote or you can call our office.**
- 6. We suggest valid period of at least one year, for two reasons: First, in the event that the first shipment will arrive this month then a second shipment will follow say within 6 months to a year for any disagreement with US customs. If you cannot authorise a year, definitely a minimum length of time should be at least 30 days from the date the Power of Attorney is signed by the owner.**
- 7. Write the word “individual”**
- 8. Sign the form**
- 9. Write the word “owner” Witness signature**
- 10. Date the form**