

INSTRUCTIONS FOR COMPLETING U.S. CUSTOMS FORM CF3299
DECLARATION FOR FREE ENTRY OF UNACCOMPANIED ARTICLES

Please note the meaning of the following words used within this form:

Importer	Yourself
Resident	American Citizen
Non-Resident	Any citizen from a country other than the U.S.
Household Goods	Furniture & household goods, except personal effects
Personal effects	Clothing, Jewelry, photographic equipment, tape recorders, stereo components, vehicles, etc.
Foreign	Not American

The declaration has seven sections (listed as Part I through Part VII) that need to be completed (some sections may not be applicable).

PART I

- Box 1 Your name
- Box 2 Your date of birth
- Box 3 Date of your arrival in the U.S.
(note: your CF3299 is not valid until your arrival in the U.S., so plan your arrival to coincide with the arrival of your shipment.)
- Box 4 U.S. Address and/or contact phone number
- Box 5 Name of airport where you cleared Customs in U.S.
- Box 6 Name of airline and flight number you arrived on
- Box 7 First names of accompanying household members and relation to you
- Box 8 Leave Blank

PART II

- Box 9 "X" appropriate box
- Box 9C "X" one
- Box 10 "X" appropriate boxes
- If you are a resident of the U.S. enter your social security number and passport number
- If you are a non-resident, indicate your passport number, visa number, and type of visa you are entering the U.S. on.

PART III Leave blank

PART IV "X" appropriate boxes (refer to the special meaning of the terms above for *household goods* and *personal effects*)

ITEM D On reverse side of form
List of Articles – Provide the following (if additional space is required, use a separate sheet of paper)
List any articles which you purchased overseas and have owned for less than one year. These articles are subject to Customs duties, taxes and supplementary entry fees.
List articles, purchase price and date of purchase
List alcoholic beverages, showing number of bottles, size of bottles (750ml, etc), value, type of alcoholic beverage, alcohol content on wine and champagne, and proof on hard liquor.

PART V Leave blank

PART VI

1. "X" (B) Importer
2. Sign
3. Date

PART VII Leave blank

**INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTAL DECLARATION
FOR UNACCOMPANIED PERSONAL AND HOUSEHOLD EFFECTS FORM**

- **NUMBERS 1 – 14** **MUST BE COMPLETED BY YOU AND SHOULD BE SELF-EXPLANATORY**
- **NUMBERS 15 – 16** **“LEAVE BLANK” – THIS PORTION WILL BE COMPLETED BY THE BROKER**
- **NUMBER 17** **CIRCLE “IMPORTER”**
- **NUMBER 18** **SIGN**

NOTE: THIS FORM MUST BE COMPLETED ALONG WITH CUSTOMS FORM 3299

**DECLARATION FOR FREE ENTRY
OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

PAPERWORK REDUCTION ACT NOTICE: This request is in accordance with the Paperwork Reduction Act. We ask for the information in order to carry out the laws and regulations administered by the CBP. These regulations and forms apply to importers to ensure that they are complying with the law and to allow us to figure, collect, or refund the right amount of duty and tax. It is mandatory. The estimated average burden associated with this collection of information is 10 minutes per respondent depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Bureau of Customs and Border Protection, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget, Paperwork Reduction Project (1651-0014), Washington, DC 20503.

PART I -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Please consult with the CBP 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 <input type="checkbox"/> is <input type="checkbox"/> was	A. NAME OF COUNTRY	B. LENGTH OF TIME Yr. Mo.
C. RESIDENCY STATUS UPON MY/OUR ARRIVAL ("X" One) <input type="checkbox"/> (1) Returning resident of the U.S. <input type="checkbox"/> (2) Nonresident:	<input type="checkbox"/> a. Emigrating to the U.S.	<input type="checkbox"/> 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 free 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 Customs Regulations) at a post or station outside the United States and the CBP 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:
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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 Resident 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 CBP.
- (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 COST 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 CBP.</i>

PART V -- CARRIER'S CERTIFICATE AND RELEASE ORDER

The undersigned carrier, to whom of 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 <input type="checkbox"/> A. Authorized Agent* (From facts obtained from the importer) <input type="checkbox"/> 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 19 CFR 141.19, 141.32, 141.33).

PART VII -- CBP USE ONLY (Inspected and Released)	1. SIGNATURE OF CBP OFFICIAL	2. DATE
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TREASURY DEPARTMENT
U.S. CUSTOMS SERVICE

**SUPPLEMENTAL DECLARATION FOR
UNACCOMPANIED PERSONAL AND HOUSEHOLD EFFECTS**

1. OWNER OF HOUSEHOLD GOODS
(Last name, First and Middle)

2. DATE OF BIRTH

3. CITIZENSHIP

4. PASSPORT (Country and number)

5. SOCIAL SECURITY NO.

6. RESIDENT ALIEN NO.

7. U.S. ADDRESS

10. EMPLOYER

11. POSITION WITH COMPANY

8. FOREIGN ADDRESS

12. LENGTH OF EMPLOYMENT

9. REASON FOR MOVING

13. NATURE OF BUSINESS

14. NAME AND TELEPHONE NO. OF COMPANY
OFFICIAL WHO CAN VERIFY THE ABOVE:

15. NAME AND ADDRESS OF FREIGHT FORWARDERS
PACKERS AND SHIPPING AGENTS:

16. SHIPMENT ITINERARY
(Specify place of loading and intermediate ports)

17. CERTIFICATION (Circle One) A. Authorized Agent B. Importer

18. SIGNATURE

POWER OF ATTORNEY (To Clear My Personal Effects Shipment through U.S. Customs)

Section 141.45, Title 19, United States Code of Federal Regulations requires a Custom House Broker to obtain a valid Power of Attorney before transacting business in the name of his principal (Importer of Record).

To expedite clearance of your shipment and to comply with U.S. regulations, please complete the information requested below:

KNOW ALL MEN BY THESE PRESENTS: That, (transferee's full name) _____

residing in the United States at _____

hereby constitutes and appoints leave this area blank – Crown USA will complete, its officers, designated employees, and specifically authorized U.S. customs brokers as true and lawful agents and attorneys of the grantor named above for and in the name, place, and stead of said grantor from this date and in the U.S. Customs District of the transaction, 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 manufacturer, 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 any 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, clearance, 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 to any documents 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 any vessel or other means of conveyance owned or operated by said grantor;

And generally to transact at the customhouses in said district any and all custom 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 interest and which may properly be 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 and until the completion of the U.S. Customs clearance transaction or until notice of revocation in writing is dully given to and received by the District Director of Customs in the intended district. 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 (client's full name)

_____ has caused these presents to be signed:

Client Signature: _____ Date: _____

NOTARY STATEMENT:

CITY _____ COUNTY/PROVINCE _____ STATE _____

On this _____ day of _____, 20____, personally appeared before me _____

residing at _____, personally known or sufficiently identified to me, who certifies

that _____ (is)/(are) the individual(s) who executed the foregoing instrument and

acknowledge it to be a free act and deed.

_____ (Notary Public)

Notary stamp