

## INSTRUCTIONS FOR COMPLETION OF U.S. CUSTOMS FORM

### PART I

1. **Importer's name:** Full name of individual (importer) bringing effects to U.S.
2. **DOB:** Date of Birth
3. **Date of arrival:** Last date of arrival into the U.S. of the importer/owner of the goods from the country where the goods were used.
4. **Address (U.S. Only):** The permanent address in the United States for the individual (importer) named in Item 1. If permanent residence address is not available, utilize a business address, the address of a relative (so indicating), or any address at which you are well known and through which you could be traced by the U.S. Government, if deemed necessary.
5. **Port of Arrival (U.S. Only):** Insert the name of the airport, seaport, or border point where the importer processed CBP on the date entered in Item 3.
6. **Arriving Vessel, Carrier, and Flight, Train:** The name of airline and flight number, name of vessel and voyage number, train name and number, or "private vehicle," (by what means the importer entered the United States)
7. **Name of Accompanying household members:** The full names and relationships of members of the importer's immediate family who accompanied the importer by the means entered in Item 6.
8. **The articles for which free entry is claimed belong to me and/or my family:** (Importer or designated agent (broker/freight forwarded/carrier) must provide the following information).
  - **Date:** Date of U.S. arrival of shipment.
  - **Name of Vessel/Carrier:** Name of transportation/shipping company (Roadway, Moving R Us, POV, UHaul, etc).
  - **From:** Name of country that items were shipped from.
  - **B/L/AWB/ IT No:** Bill of lading, control number, air waybill or immediate transportation document. (Not applicable if private party is transporting goods).
  - **Number and kinds of containers:** Total number of containers and type of container (wood, boxes, suitcases, barrels, etc).
  - **Marks and Numbers:** Identifying factors (i.e., 1A: #2; 1 out 5).

## **PART II: (To be completed by all persons except U.S. personnel and evacuees)**

U.S. personal, military personnel and their families, personnel of other U.S. Government agencies and their dependents, or civilian personnel under contract to the U.S. Government who are *traveling* under U.S. Government *travel* orders.

**Residency:** If you are still maintaining a permanent residence overseas, please check the block marked "*is.*" If you are entering the United States to take up permanent residence, please check the block marked "*was.*"

- **Name of Country:** Please enter the name of country of your last residence.
- **Length of Time:** The length of time in which you resided in that country.
- **Residency status upon my/our arrival:**

**Returning resident:** is a citizen of the United States (U.S), or a person who has formerly resided in the U.S., (including American citizens who are residents of Guam, American Samoa, the Commonwealth of the Northern Mariana Islands (CNMI), or the U.S. Virgin Islands) who are returning from abroad. In order to be classified as a returning resident, it must be understood that your time out of the country was for a temporary period. If your intent was to move abroad permanently (i.e.: you married a nonresident), and after a time your plans unexpectedly changed (i.e.: you became divorced), your return to the U.S. may be classified as a nonresident move. If you have lived abroad for more than three years, you may enter as a nonresident.

**Non-resident:** First-time immigrants to the United States are considered to be nonresidents the first time they enter the United States. Persons who were U.S. residents at one time, but who moved abroad and did not intend to move back to the U.S. may also be considered "nonresidents" if their plans change and they do move back to the U.S.

a. **Emigrating to the U.S.:** First time immigrant.

b. **Visiting the U.S.:** Temporary visitors/non-immigrants - i.e.: students, TNs, and part time residents such as snowbirds.

**Statement of Eligibility For Free Entry if Articles:** Mark statements that apply to the articles being imported -- note that more than one statement may be marked. Note choice between household goods and personal effects (B).

## **PART III: (To be completed by U.S. personnel and evacuees Only)**

This section should only be completed if the individual named in Item 1 above has been residing outside of the United States under official *travel* orders issued by the Government of the United States and when the return to the United States is being made under official *travel* orders issued by the Government of the United States. This section may apply to military personnel and their families, personnel of other U.S.

Government agencies and their dependents, or civilian personnel under contract to the U.S. Government who are *traveling* under U.S. Government *travel* orders.

1. **Date of importer's last departure from U.S.:** The date on which you last departed from the United States. It is recommended that the point of departure and the means of transportation also be indicated.
2. **Copy of the importers *travel* orders is attached and the orders were issued:** Insert the date on which the Government *travel* orders were issued specifically stating return to the United States. Make certain a copy of the *travel* orders is attached to CBP Form 3299.

#### **PART IV: (To be completed by All Persons seeking Free Entry of Articles).**

More than one statement can apply. Any items covered by any of the statements marked must be declared on the reverse of the Form 3299, under item D.

##### **A. For U.S. Personnel, Evacuees, Residents and Non-Residents:**

1. **Articles for the account of other persons** - This also include gifts that you are bringing into the U.S. for other individuals.
2. **Articles for sale or commercial use** - If this item is checked, an additional CBP entry may be required for those items being imported for sale or commercial use.
3. **Firearms and/or ammunition** - If these articles are included in the shipment, additional forms from the Bureau of Alcohol, Tobacco, Firearms and Explosives must be completed. If the additional forms, which may include an Import Permit, are not available at the time the shipment is available for customs clearance,
4. **Alcoholic articles of all types or tobacco products** - Individual U.S. states may restrict or prohibit the importation of such articles into their respective states. The individual state may require payment of state excise taxes. Payment of the U.S. state excise taxes must be paid before the shipment will be released at the port of entry.
5. **Fruits, plants, seeds, meats, or birds** - Advise that, if necessary, subject to FDA or APHIS inspection
6. **Fish, wildlife, animal products thereof** - All such imports are subject to health, quarantine, agriculture, or wildlife requirements and prohibitions. (CITES, FWS 3177)

##### **B. For Residents and Non-Residents ONLY:**

1. **Foreign household effects acquired abroad and used less than one year.** Any articles under this will be dutiable
2. **Foreign household effects acquired abroad and used more than one year.** Articles declared under this category may not be subject to duty.

##### **C. For Resident ONLY:**

1. Personal effects acquired abroad are dutiable if used less than one year. Clothing is also considered personal effects.

44258 Mercure Circle #104  
Sterling, VA 20166  
Tel: 703 729 6200  
Fax: 703 729 6295

E-mail: [my-move@Brauns-International.com](mailto:my-move@Brauns-International.com)

FMC License # 025644F

2. **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** - If foreign made articles acquired in the United States were taken aboard on current trip or acquired on another trip that was previously declared. CBP can request proof that the article had previously been in the United States. Copies of receipts or certificates of registration issued by CBP at point in the United States will normally suffice.
3. **Articles taken abroad for alterations or repairs** - Any expenditure declared under this category must be supported with receipts, showing when and where the alterations or repairs were made and the value/cost of the alterations or repairs.

## **PART V - List of Articles**

1. Item number checked in PART IV, A, B, C - self explanatory
2. Description of Merchandise: If applicable, the following are recommended:
  - Quantity.
  - Material composition, ex: polyester, wool, plastic; alcohol content (for wines and other alcoholic beverages).
  - Country of manufacture - *Not country in which purchased.*
  - Value (or cost) of the repairs.

## **Carrier's Certificate and Release Order**

If the importer has hired a moving and/or freight company to transport the imported goods.

- Name of Carrier: The name of the moving or freight company.
- Signature of Agent: Signature and printed name of driver.

## **Certification to Be Completed by All Persons Seeking Free Entry**

- Authorized agent (Name of person clearing goods on behalf of the U.S. importer - must present POA or letter authorizing the action.
- Importer - Owner of the goods.