

CUSTOMS FORM CF 3299 INSTRUCTION SHEET

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT THE ATTACHED FORM. EACH CF 3299 MUST CONTAIN ALL OF THE FOLLOWING INFORMATION:

PART I

1. Shipper's name.
2. Shipper's date of birth.
3. Shipper's arrival date into the U.S. (or expected arrival date).
4. Shipper's U.S. address.
5. Port of arrival shipper arrived and cleared thru U.S. Customs at.
6. Name of airline shipper arrived into the U.S. abroad.
7. Names of household members that traveled with shipper on his trip into the U.S. (wife and minor children).
8. Please leave boxes A - F blank. We will fill in this information.

PART II

9. A) Name of country you are coming from.
B) Length of time spent in that country.
C) Residency status at time of your arrival in U.S.
10. A) This is applicable to resident and non-resident shippers:
 - (1) If you are importing household effects that are over 1 year old, check this box.
 - (2) If you are importing technical books or tools of trade, check this box.
- B) This is applicable to returning residents of the U.S. Check this box if you are importing personal effects that you yourself took overseas with you.
- C) This is applicable to non-resident shippers:
 - (1) If all items in your shipments is over one year old and not for resale, check this box.
 - (2) If your shipment contains any type of motor vehicle or bicycle and you do not intend it for resale, check this box.

PART III

This section is strictly for U.S. personnel moving on a Government Bill of Lading. Please leave this section blank.

PART IV

- A) Check the applicable box for items contained in your shipment.
- B) (7) If you have any household effects in your shipment that are less than 1 year old, check this box. Please note, you will be charged duty on all household effects that are purchased overseas and used less than 1 year.
- (8) If you have any household effects in your shipment that is over 1 year old, check box - these will be released by customs duty free.

C) This is applicable to residents only:

- (9) If you have any personal effects that were purchased abroad, check this box. Please note, you will be charged duty on all personal effects purchased overseas regardless how old they are.
- (10) If you have foreign made items in your shipment that was either purchased in the U.S. and taken abroad on this trip or were taken abroad on a previous trip and declared to U.S. Customs upon prior importation, check this box.
- (11) If your shipment contains foreign made items that were taken abroad for repairs or alterations, check this box.

D) Any/all items declared under items B7 or C9 are to be listed here. Column 1) you are to list which item (B7 or C9) each particular item falls under. Column 2) you are to list the general description of the particular item. Column 3) you are to declare the value (or purchase price) of the item. Column 4) you are to declare the date and location of purchase (month/year and country of purchase).

PART V

This section is to be filled out by Crown Worldwide Moving & Storage when applicable.

PART VI

Please check the applicable box "B" as the importer, sign the form, and date the form (2 Signature / 3. Date).

The balance of the form is to be completed by U.S. Customs.

IMPORTANT NOTATIONS CONCERNING THE CUSTOMS DECLARATION

** Any additional charges incurred due to improper completion of the CF 3299 will be for your account as will duties and storage charges.

** The Supplemental Page to the CF 3299 must be filled out in its entirety.

** All CF 3299's must be returned along with a photocopy of your passport and visa (if applicable).

**DECLARATION FOR FREE ENTRY
OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

PAPERWORK REDUCTION ACT NOTICE: The Paperwork Reduction Act of 1980 says we must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. We ask for the information to carry out the Customs Service laws of the United States. We need it to ensure that importers are complying with these laws and to allow us to figure, collect, or refund the right amount of duty and tax. Your response is mandatory.

The estimated average burden associated with this collection of information is 10 minutes per respondent or recordkeeper depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to U.S. Customs Service, Paperwork Management Branch, Washington DC 20229. **DO NOT** send completed form(s) to this office.

PART I—TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Please consult with the Customs 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	
7. NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS (wife, husband, minor children, etc.)		6. NAME OF ARRIVING VESSEL/CARRIER AND FLIGHT/TRAIN	

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. BL 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)	A. NAME OF COUNTRY	B. LENGTH OF TIME
I declare that my place of residence abroad <input type="checkbox"/> is <input type="checkbox"/> was		Yr. Mo.
C. RESIDENCY STATUS UPON MY/OUR ARRIVAL ("X" One)		
<input type="checkbox"/> (1) Returning resident of the U.S.	(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 Customs 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 U.S. Customs.
- (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: State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to U.S. Customs.

PART V—CARRIER'S CERTIFICATE AND RELEASE ORDER

The undersigned carrier, to whom or 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 A. Authorized Agent* (From facts obtained from the importer) 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—CUSTOMS USE ONLY (Inspected and Released)	1. SIGNATURE OF CUSTOMS OFFICIAL	2. DATE
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SUPPLEMENTAL DECLARATION TO CF-3299
FOR UNACCOMPANIED AND HOUSEHOLD EFFECTS

1. OWNER OF HOUSEHOLD GOODS: (Last Name, First and Middle)		
2. DATE OF BIRTH:	3. CITIZEN OF:	
4. PASSPORT NO: SOCIAL	COUNTRY: RESIDENT	
5. SECURITY NO:	6. ALIEN NO:	
7. U.S. ADDRESS:	8. FOREIGN ADDRESS:	
9. REASON FOR MOVING:		
10. EMPLOYER:	POSITION	11. WITH COMPANY:
LENGTH	NATURE	
12. OF EMPLOYMENT:	13. OF BUSINESS:	
14. NAME AND TELEPHONE NUMBER OF COMPANY OFFICE FOR VERIFICATION OF ABOVE INFORMATION		
TEL:		
15. NAME AND ADDRESS OF FREIGHT FORWARDER, PACKERS, SHIPPING AGENT:		
16. SHIPMENT ITINERARY:		
CERTIFICATION OF		
17. (CHECK ONE):	(A) AUTHORIZED AGENT	(B) IMPORTER
18. SIGNATURE:		

POWER OF ATTORNEY

Department of the Treasury
U. S. Customs Service
141.32, C.R.

Check appropriate items:

- Individual _____
- Partnership _____
- Corporation _____
- Sole Proprietorship _____

KNOW ALL MEN BY THESE PRESENTS: That, _____

a corporation doing business under the laws of the State of _____ or a _____

doing business as _____ residing at _____

having an office and place of business at _____ hereby constitutes and appoints each of the following persons

_____ as a true and lawful agent and attorney of the grantor named above for and in the name, place, and stead of said grantor from this date and in Customs District _____, 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 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 manufacture, certificate of manufacture 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 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 accepted under applicable laws and regulations, consignee's and owner's declarations provided for in section 495, Tariff Act of 1930, as amended, or affidavits in connection with the entry of merchandise;

To sign and swear to any document 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 customs 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 interested 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 ratifying 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 effect until the _____ day of _____, 19____, or until notice of revocation in writing is duly given to and received by the District Director of Customs of the district aforesaid. If the donor of this power of attorney is a partnership, and said the 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 _____ has caused these presents to be sealed and signed:

(Signature) _____ (Dated) _____ (Capacity) _____

WITNESS: _____