

INSTRUCTIONS FOR COMPLETION OF U.S. CUSTOMS FORM

Three forms must be completed, in order for your household goods & personal effects to clear U.S. customs:

POWER OF ATTORNEY This form only requires your signature (importer).

SUPPLEMENTAL DECLARATION Please complete all sections except 15 & 16.

CUSTOMS FORM 3299

- Part I: Complete boxes 1-7.
- Part II: Complete box 9 & 10.
- Part III: This section is for military and evacuees only.
- Part IV, A: Any box checked in this section will require an explanation and depending on the circumstances, may require examination, forfeiture of items or formal entry. Depending on the examination outcome, certain items may not be allowed entry, hence may be forfeited.
- Part IV, B: If box 7 is checked, the importer has declared that items in this shipment have been acquired and used abroad less than one year. These items may be dutiable, therefore, they must be itemized with a value and a date on the 2nd page of form 3299.
- Part IV, C: This section is for returning residents only. If box 9 is checked, importer must list all the applicable items, with values and dates on the 2nd page of 3299. If box 11 is checked, an explanation is needed on the 2nd page of form 3299.
- Part VI, 1B: "Importer" needs to be marked.
- Part VI, 2-3: Please sign and date.

Please complete all forms and return to our office **ALONG WITH** a copy of the picture & information page of your passport. If you are a non-resident alien, please **ALSO** include a copy of your visa.

All completed documents may be faxed to our office @ 760.431.0946. Please feel free to call with any questions: 800.307.8900 or 760.431.0266. If you are not sure who to contact please send/contact Stefanie Dunn/Import Coordinator.