

## Completing U.S. Customs Form 3299

The following pages contain U.S. Customs Form 3299, which you will be required to complete and sign to clear your unaccompanied personal effects and household goods through U.S. Customs.

### Part I

You (the shipper) must complete the following sections of Part I of form 3299:

1. Importer's (your) name.
2. Date of birth.
3. Date of arrival in the United States
4. U.S. address (If not yet known, please use work address.)
5. Port of arrival (The airport at which you first arrived in the United States.)
6. Name of arriving vessel / carrier (airline) and flight #.
7. Name(s) of accompanying household member(s).
8. You are not required to complete section 8, Part I of the form.

### Part II

The following sections of Part II must be completed.

9. Residency. This section is used to indicate your previous residency status, and your residency status upon arrival in the U.S.
10. Statement(s) of eligibility for free entry of articles. You must mark all the applicable boxes to declare the items for which you seek duty-free entry.

### Part III

If your shipments are not moving under a Government Bill of Lading, you are not required to complete Part III of form 3299.

### Part IV

In Part IV, you must mark all the applicable boxes and declare any of the following items contained in your shipment:

1. Articles for the account of other persons (gifts).
2. Articles for sale or commercial use.
3. Firearms and / or ammunition.
4. Alcoholic beverages of all types or tobacco products.
5. Fruits, plants, seeds, meats, or birds.
6. Fish, wildlife, or animal products.
7. Foreign household effects acquired abroad and used less than 1 year. (U.S. citizens may have to declare certain high value items that were purchased abroad and used less than one year. Please consult your move coordinator.)
8. Foreign household effects acquired abroad and used more than 1 year. (We will attach a copy of the packing inventory.)
9. Personal effects acquired abroad. (We will attach a copy of the packing inventory.)
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 which were altered or repaired overseas.
12. Part IV, Section D, requires that you list any of the items declared in Part IV, items 1-11, and then provide customs with a description and a value of this merchandise. We will attach a copy of your packing inventory.

## **Part V**

You are not required to complete Part V.

## **Part VI**

You must sign form 3299 in Part VI, Section 2, and date the form in Part VI, Section 3. The completed, signed form should be faxed or mailed to Star International Movers immediately. Without the completed form, Star International will not be able to arrange customs clearance.

## **Other Required Paper Work**

### **Supplemental Customs Form**

In addition to U.S. Customs Form 3299, you should also complete the Supplemental Declaration for Unaccompanied Personal and Household Effects.

Be sure to complete items #1, #2, #3, #4, #5, #7, #8, and #9.

If you are a resident alien, complete #6. If you are a corporate transferee, complete items #10, #11, #13, and #14.

You are not required to complete #15 and #16.

Check "Importer" at #17, and then sign the form at line #18.

### **Power of Attorney**

The Power of Attorney form gives Star International your permission to clear your unaccompanied baggage through U.S. Customs on your behalf.

To complete the Power of Attorney form, mark the box "Individual" in the upper right corner. Print your name in the first blank on the form. Then, skip to the bottom where it reads, "has caused these presents to be sealed and signed: (Signature) \_\_\_\_\_."

Write your name and date the form on the next line to the right. It's not necessary to have a witness; however, it is recommended.

The form does NOT have to be notarized.

The completed, signed documents should be should be faxed or mailed to Star International Movers immediately. Without the completed forms, Star International will not be able to arrange customs clearance.

**Please also include a photocopy of your passport.**