

INSTRUCTIONS FOR COMPLETION OF CUSTOMS FORM 3299 (DECLARATION FOR FREE ENTRY OF UNACCOMPANIED ARTICLES)

This form may be used to claim duty-free entry (in lieu of filing entry/entry summary*) for shipments of:

- Personal effects (apparel, articles of personal adornment, toiletries, etc.)
- Household effects
- Instruments/implements or tools of trade, occupation or employment
- Vehicles, trailers, bicycles or other means of conveyance imported for personal use by an individual

This form may be used for goods carried directly by the importer, or shipped by a carrier (unaccompanied).

* NOTE: Subject to the approval/discretion of the Customs Director in the US port of arrival.

PART I (TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES)

Box 1 (Importer's Name): The name of the person the goods belong to.

Box 2 (Importer's Date of Birth): The date of birth of the person named in Box 1.

Box 3 (Importer's Date of Arrival): The date the importer arrived in the United States.

Box 4 (Importer's U.S. Address): The address at which the importer will be staying in the United States.

Box 5 (Importer's Port of Arrival): The border point where the importer entered the United States (e.g.: the bridge location where the importer crossed by car, or port where carrier arrived in the US).

Box 6 (Name of Arriving Vessel): The type of transportation the importer used to enter the United States (e.g.: car, train, airplane, boat, bus, etc).

Box 7 (Name of Accompanying Household Members): The names of any family members who have entered the United States with the importer.

Box 8A (Date): The date the goods were picked up by the carrier.

Box 8B (Name of Vessel): The carrier transporting the importer's goods (if commercial carrier, indicate name of company; if brought in directly by importer, indicate "self").

Box 8C (From - Country): The country the goods are being shipped from.

Box 8D (B/L or AWB or I.T. No.): The carrier's bill of lading, air waybill, or in-transit bond number.

Box 8E (Numbers and Kinds of Containers): The type(s) of packages (e.g. boxes, suitcases, crates, bags, etc.) and number of pieces in the shipment.

Box 8F (Marks and Numbers): List any identifying marks on the freight.

PART 2 (TO BE COMPLETED BY ALL PERSONS EXCEPT U.S. PERSONNEL AND EVACUEES):

Box 9 (Residency):

- If the importer is a non-resident, visiting or emigrating to the United States, place an "X" in the box marked "is."
- If the importer is a returning resident of the United States, place an "X" in the box marked "was."

Box 9A (Name of Country):

- If the importer is a non-resident, state the country from which they are visiting or emigrating.
- If the importer is a returning resident, state the country from which they are returning.

Box 9B (Length of Time):

- If the importer is a non-resident, visiting or emigrating to the United States, indicate the length of time they have been a citizen of their homeland.
- If the importer is a returning resident of the United States, list the length of time they were in the country named in Box 9A.

Box 9C (Residency Status Upon My/Our Arrival):

- If the importer is a returning resident of the United States, place an "X" in Box 1. If the importer is a non-resident emigrating to the United States, place an "X" in Box 2a.
- If the importer is a non-resident visiting the United States, place an "X" in Box 2b.

Box 10 (Statement of Eligibility): Please read each statement carefully and place an "X" in any box applicable to the articles contained in the shipment.

PART 3 (TO BE COMPLETED BY U.S. PERSONNEL AND EVACUEES ONLY)

To be completed only if applicable to the importer.

PART 4 (TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES)

Please read each statement carefully and place an "X" in any box applicable to the articles contained in the shipment.

Part 4D (List of Articles):

Column 1: List any/all boxes checked off in Part 4 A, B, or C.

Column 2: List the articles for which boxes were marked in Part 4 A, B, or C.

Column 3: List the fair market value of the goods.

Column 4: If the shipment contains any foreign-made articles taken abroad by the importer for their own personal use, state where the goods were acquired in the US or where the goods have been previously declared to US Customs (entered the commerce of the United States).

PART 5 (CARRIER'S CERTIFICATE AND RELEASE ORDER)

To be completed by the carrier, may be left blank by the importer.

PART 6 (CERTIFICATE TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY)

Importer or their authorized agent must sign and date the declaration.

ATTACHMENTS

IMPORTANT: Please note: in addition to this form, U.S. Customs also requires proof of the importer's legal status in the United States. The following is considered- acceptable proof of legal status:

RETURNING U.S. RESIDENT:

1. Photocopy of birth certificate
2. Photocopy of biography page of passport
3. Resident alien card

NON-RESIDENT EMIGRATING TO THE UNITED STATES

1. Photocopy of work permit
2. Photocopy of student visa
3. Photocopy of I-94
4. Photocopy of I-20

NON-RESIDENT VISITING THE UNITED STATES

1. Photocopy of biography page of passport
2. Photocopy of birth certificate