CUSTOMS FORM CF 3299 INSTRUCTION SHEET

PLEASE READ THESE INSTRUCITONS CAREFULLY BEFORE FILLING OUT THE ATTACHED FORM. EACH CF 3299 **MUST** CONTAIN ALL OF THE FOLLOWING

PART I

1. Your full name.
2. Date of birth.
3. Arrival date into the U.S. (or expected arrival date).
4. U.S. address and telephone number.
5. Port of arrival where you cleared U.S. Customs.
6. Name of airline and flight number.
7. Names of household members that traveled with you.
8. Please leave boxes A – F blank. We will fill in this information for you.

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 both residents and non-resident:
    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 took overseas with you.

    C) This is applicable to non-residents:
    1) If all items in your household shipment is over one year old and not for resale, check this box.
    2) If your shipment contains any type of motor vehicle or motorcycle 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 with a photocopy of your U.S. passport and/or foreign passport with a copy of your visa, Including the same for all family members.

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

DECLARATION FOR FREE ENTRY OF UNACCOMPANIED ARTICLES

19 CFR 148.6, 148.52, 148.53, 148.77

FORM APPROVED OMB NO. 1651-0014 Exp. 01-31-2010

PAPERWORK REDUCTION ACT NOTICE: This request is in accordance with the Paperwork Reduction Act. We ask for the information in order to carry out the laws and regulations administered by CBP. These regulations and forms apply to importers to ensure that they are complying with the law and to allow us to figure, collect, or refund the right amount of duty and tax. It is mandatory. The estimated average burden associated with this collection of information is 10 minutes per respondent 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 and Border Protection, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget. Paperwork Reduction Reducation Project (1651-0014), Washington, DC 20503.

PART I -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Please consult with the CBP 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	
	6. NAME OF ARRIVING VESSEL CARRIER AND FLIGHT/TRAIN	

7. NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS (wife, husband, minor children, etc.)

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. B/L 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)
I declare that my place of residence abroad ☐ is ☐ was

A. NAME OF COUNTRY

B. LENGTH OF TIME Yr. Mo.

C. RESIDENCY STATUS UPON MY/OUR ARRIVAL ("X" One)

☐ (1) Returning resident of the U.S. (2) Nonresident: ☐ a. Emigrating to the U.S. ☐ 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 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) 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 enty 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 CBP 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:

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 person.
☐ (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 CBP.
☐ (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 OF 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 CBP.*

PART V -- CARRIER'S CERTIFICATE AND RELEASE ORDER

The undersigned carrier, to whom of 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 provisions of section 484(h), Tarriff 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

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

**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 -- CBP USE ONLY (Inspected and Released)	1. SIGNATURE OF CBP OFFICIAL	2. DATE

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:

COUNTRY:

5. SOCIAL SECURITY NO:

6. RESIDENT ALIEN NO:

7. U.S. ADDRESS:

8. FOREIGN ADDRESS:

9. REASON FOR MOVING:

10. EMPLOYER:

11. POSITION WITH COMPANY:

12. LENGTH OF EMPLOYMENT:

13. NATURE 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:

17. CERTIFICATION OF (CHECK ONE): (A) AUTHORIZED AGENT (B) IMPORTER

18. SIGNATURE:

U.S. Customs Form
IIRC159
(386)

Forwarders/Customs Power of Attorney

KNOW ALL MEN BY THESE PRESENTS: That, _____ IRS # _____
(Full Name of person, partnership or corporation, or sole proprietorship (identity)).

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 Customs Clearance International, Inc. and all with authority granted said corporation to act through any licensed officer or employee specifically authorized to act for such Customs Broker by power of attorney 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 all Customs Districts and in no other name, to make, endorse, sign, declare, or swear to any entry, withdrawal, declaration, certificate,bill of lading, carnet, or other document required by law or 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, and from this day forward to act also as its forwarding agent for export control purposes;

To make endorsement on bills of lading conferring authority to transfer title, 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 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 voluntarily given and accepted under 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 regulations, consignee's and owner's declarations provided for in section 485, 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;

To authorize other Customs Brokers to act as grantor's agents; to receive, endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a non-resident of the United States, to accept service of process on behalf of the grantor;

And generally to transact at the customhouses in any district any and all customs business, including making, signing and filing of protests under section 514 of the Tariff Act of 1930, as amended in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an 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 notice of revocation in writing is duly given to and received by a District Director of Customs. If the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect after the expiration of 2 years from the date of its execution.

IN WITNESS WHEREOF, the said _____

has caused these presents to be sealed and signed: (Signature) _____

(Capacity)_____ (Date)_____

WITNESS_____

_____
(Corporate Seal)

Pursuant to the Customs regulation 111.29(b), if you are the importer of record, payment to the broker will not relieve you of liability for Customs charges (duties, taxes, or other debts owed Customs) in the event the charges are not paid by the broker. Therefore, if you make payment by check, Customs charges may be paid with a separate check made payable to the "U.S. Customs Service) which shall be delivered to Customs by the broker.