

How to fill out your U.S. Customs Form 3299  
(Declaration for Free Entry of Unaccompanied Articles)

Please note the meaning of certain words used in the form:

IMPORTER:	Yourself
RESIDENCE:	American citizen
NON-RESIDENT:	Any citizen from a country other than the U.S.
HOUSEHOLD GOODS:	Furniture & household goods, except personal effects
PERSONAL EFFECTS:	Clothing, jewelry, photographic equipment, tape recorders, stereo components, vehicles, etc.
FOREIGN:	Not American

The declaration is divided into seven parts; some are to be left blank according to the following instructions.

PART I-	Box 1:	Your name
	Box 2:	Your birth date
	Box 3:	Date of your arrival in the U.S. Remember: Your U.S. Customs form 3299 is not valid until your arrival in the U.S., so plan your arrival to coincide with the arrival of your shipment
	Box 4:	U.S. address and/or contact phone number
	Box 5:	Name of the airport where you cleared Customs in U.S.
	Box 6:	Name of the airline and flight number you will enter the U.S. on
	Box 7:	First names of accompanying household members and relation to you
	Box 8:	Leave blank

PART II-	Box 9:	“X” appropriate box
	Box 10:	“X” one
	Box 11:	“X” appropriate boxes

-If you are a resident of the U.S., enter your social security number and passport number  
-If you are a non-resident, indicate your passport number, visa number, and type of visa you are entering the U.S. on

PART III- Leave blank

PART IV- “X” appropriate boxes - bearing in mind special meaning of the terms “household goods” and “personal effects”

On the back of the form (item D: “List of Articles”), provide the following (you may use additional sheet of paper):

- List of personal effects, with U.S. dollar amount paid and date of purchase
- List of all furniture purchased less than a year prior to personal departure; also indicate U.S. dollar amount and date of purchase for each item
- List of alcoholic beverages, showing number of bottles, size of bottles (fifth, quart, etc.), value per bottle, type of alcoholic beverages, alcohol content on wine and champagne, and proof on hard liquor

These articles are subject to customs duties, taxes and supplementary entry fees.

PART V- Leave blank

PART VI- “X” B – Importer’s signature and today’s date

PART VII- Leave blank

## **How To Fill Out Your**

### **Supplemental Declaration For Unaccompanied Personal and Household Effects**

- Numbers 1 through 14 **must** be completed by you, and should be self-explanatory.
- Numbers 15 and 16 – Leave Blank (these will be filled out by the broker or an authorized agent).
- Number 17 – Select: Importer.
- Number 18 – Date and Sign.

**NOTE:** This form must be completed along with Customs Form 3299 and submitted to our representative at origin at time of pickup of your household effects.