

# US Customs Form 3299

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## How to Complete the US Customs Form 3299

All individuals relocating to the US must complete and sign the US Customs Form 3299 in order to clear their unaccompanied household effects through Customs. In order to make this task a little easier, below is a brief explanation of the meaning of certain words used in the form, and instructions for completing the form itself. You may also wish to visit our website ([www.teamrelocations.com](http://www.teamrelocations.com)) for further advice.

### Glossary of Terms

<i>Importer</i>	Yourself or the main household member (generally the person who is being relocated)
<i>Personal Effects</i>	In general, personal effects are clothing, jewellery, photographic equipment, tapes, CDs, vehicles, etc.
<i>Household Goods</i>	Household goods are items used to furnish a home, and cannot be classified as personal effects
<i>Foreign</i>	Not American
<i>Abroad</i>	Outside the United States

### Completion of Part I

1. Print your full name as it appears on your passport.
2. Your date of birth.
3. The date your flight arrives in the US.
4. Your US address and/or telephone number. If you do not yet have a permanent address in the US, print your contact address and telephone number, if possible.
5. The name of the airport or port in the US where you will personally clear Customs.
6. The name of the airline and flight number on which you will personally travel to the US.
7. The names of those in your family who will be staying in the US with you and their relationship to you.
8. This box will be completed by TEAM Relocations and it is not necessary for you to fill this in.

### Completion of Part II

9. Mark an 'X' in the relevant box. Indicate in 9A the place you last resided outside the US and in 9B the length of time you were living there. If you are a returning US resident also enter your social security number and passport number in this box. If you are a non-resident, also enter your passport number, visa number and the type of visa on which you are entering the US. In 9C, 'X' the relevant box.
10. Read all the paragraphs in A, B and C and mark the relevant boxes that apply to the contents of your shipment. Note the wording in each paragraph carefully. With the exception of C2 they state 'All' the relevant items, therefore if you have one item that is not relevant you may not mark the box.

#### *Part A Resident and Non-Resident*

- (1) If all items in your shipment are more than one year old, and are for you or your family's use only, 'X' this box.
- (2) If there are any items in your shipment used by you for work purposes, 'X' this box.

#### *Part B Residents Only*

- (1) 'X' this box if it applies to you.

#### *Part C Non-Resident Only*

- (1) 'X' this box if all personal effects are for you or your family's use only, and are not for another person or re-sale.
- (2) 'Means of conveyance' includes cars, scooters, go-karts, bicycles etc. If you are importing any of these into the US, put a 'X' in this box, even if TEAM Relocations is not transporting them.

### Completion of Part III

Do not complete any of this section.

**Completion of Part IV**

*Part A (1) - (6)*

This section is to be completed by every importer. If any of the items mentioned in boxes A1-6 are included in your shipment you must mark the relevant box.

*Part B (7) - (8)*

- (7) If you have any household effects manufactured and acquired outside the US which you have used for less than one year, you should 'X' this box. Original antique items do not have to be declared as they are exempt from duty but a 'Certificate of Authenticity' should be available for Customs if necessary.
- (8) If you have any household effects manufactured and acquired outside the US which you have used for more than one year, you should mark this box. It is not necessary to list these items as TEAM Relocations will attach a copy of the packing inventory to the form.

*Part C (9) - (11)*

This section is to be completed by Residents only. If you have any items mentioned in boxes 9-11 in your shipment you must mark the relevant box.

*Part D*

If you have marked any of the boxes in questions 1-11, you must list the relevant items here.

Column (1) Put the box number (1-11) the item relates to.

Column (2) Describe the items. If you are listing alcoholic beverages show the number of bottles, the size of the bottles, value per bottle, type of beverage, alcohol content if wine or champagne, and proof on hard liquor. If you are listing a large quantity of items of a particular type, such as kitchenware or furniture, do not list each saucepan, utensil, bed, couch etc. separately, but make a general description, such as 'kitchenware' or 'furniture.' If you are a non-resident moving to the US, you may find that boxes 7 and 8 relate to the entire contents of your house. Therefore, relevant descriptions could include 'soft furnishings,' 'electrical items,' 'linens,' 'china,' 'pictures,' 'ornaments,' 'garden items.'

Column (3) Show the second-hand value of each item, or each description. In the case of box 11, the value should be the cost of repairs carried out. The values should be in US dollars if possible. However, if values are stated in Pounds Sterling this should be made clear; do not use a mixture of currencies.

Column (4) Enter the requested details for any relevant items contained in your shipment.

If you require any additional space please continue on a separate sheet of paper.

### **Completion of Part V**

TEAM Relocations completes this section.

### **Completion of Part VI**

Mark box B (Importer) with an 'X' and sign and date the relevant boxes.

### **Completion of Part VII**

Do not complete any of this section.

Attach to this form a copy of your passport and visa.

# US Power of Attorney Form

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## How to Complete the US Power of Attorney Form

In order for your goods to be cleared through Customs in the US, you must be physically in the country. If you are sending the goods to somebody else, or another party is handling the Customs clearance on your behalf, you must give them Power of Attorney so they can receive the shipment. Neither you nor the person with Power of Attorney needs to attend the Customs clearance process in person.

This document must always be accompanied by the US Customs Form 3299.

**'Individual'** – tick this box in the top, right-hand corner of the page

**'Know all men by these presents that'** – enter your name here

**'A corporation doing business under the laws of the State of'** – Ignore this section

**'or a'** – enter the word 'individual'

**'doing business as'** – enter the trade description of your company

**'residing at'** – enter your home US address if known – if this information has not yet been confirmed, enter T.B.A (to be advised)

**'having an office and place of business at'** – enter your US office address

**'hereby constitutes and appoints each of the following persons'** – leave blank (this is for the name of the company performing the destination services for your move)

**'In witness whereof, the said'** – enter your full name

**'Signature'** – sign here

**'Date'** – fill in the date on which you signed the form

**'Capacity'** – ignore this section

**'Witness'** – to be signed by a witness who is not a family member