

## How to Complete the USA Customs Forms

### IMPORTANT

Transworld is required by law to obtain approval from United States Customs, 5 days prior to loading the container, that you will be shipping your goods to the USA. To lodge this US Customs entry the following information is required:

- Your full name, US Address, US contact phone number, passport number and social security and/or visa number.
- If your shipment is in the name of both you and your wife/husband/partner then we will require a photocopy of the photo page of both passports along with social security and/or visa numbers.
- If you change your address in the USA prior to your departure you will be required to complete a new full set of documentation.

**It is important that all information and forms are completed accurately, failure to supply the correct information may result in shipping delays and extra costs. To avoid errors, contact our office if you have any questions on completing the forms.**

### Declaration For Free Entry Of Unaccompanied Articles (USA Customs Form 3299)

#### **Part I**

1. Print your full name as it appears on your passport.
2. Your date of birth.
3. The date you arrive in the U.S.
4. Your current U.S. address.
5. The name of the city in the U.S. where you will fly into and clear customs.
6. The name of the airline by which you will travel to the U.S.
7. The names of those in your family who accompanied you on your flight, if any.
8. A, B, C, D, E, and F to be completed by Transworld International Removal's United States Port Agent.

#### **Part II**

9. Check "X" the box that applies to you.
- 9a. The last country at which you resided abroad e.g. New Zealand.
- 9b. The length of time you were out of the U.S.
- 9c. Check "X" the box that applies to you.
10. Read all paragraphs in A, B, and C. Check "X" each box that applies to you and the contents of your shipment.

#### **Part III**

To be completed by U.S. Personnel and Evacuees only!

1. Date you departed from the U.S.
2. Date your travel orders were issued and attach copies.

#### **Part IV**

**Section A:** Items 1 through 6. Check "X" the items shown if they are contained in your shipment.

**Section B:** Items 7 and 8. If foreign household effects are contained in your shipment, Check "X" 7 or 8 as applicable.

**Section C:** Items 9, 10, and 11. For Returning Residents Only. Check "X" the box or boxes applicable to the contents of your shipment.

**Section D:** If you "X" any items in Part IV, Sections A, B(7) or C, complete Section D, items 1 through 4, as applicable (see note below).

**Note:** If you are a returning resident and previously exported foreign merchandise purchased in the U.S. (example – a Sansui Stereo) list the item, where purchased and date, or when and where it was previously declared to U.S. Customs upon export. This will avoid the assessment of customs duties upon re-entry.

#### **Part V**

1.and 2. To be completed by Transworld International Removal's United States Port Agent.

#### **Part VI**

1. Check "X" B.– Importer.
2. Signature.
3. Date completed form.

#### **Part VII**

1.and 2. For U.S. Customs Use Only

**Once a booking has been made you will be supplied with additional US Customs forms.**