

HOW TO COMPLETE A 3299 FORM

[Download Customs Form #3299](#)

How to Properly Complete Customs Form #3299 - Declaration of Free Entry

Most items on the Form 3299 are self-explanatory but the following are some key points, which may assist you in completing this form properly.

Part 1- To Be Completed by Persons Seeking Free Entry of Articles

ITEM 1

Importer's Name

Insert the full name of the true importer (owner) of the effects being imported. The social security number of the importer should also be inserted if one is available. If not insert Canadian Social Insurance Number.

ITEM 3

Importer's Date of Arrival

Insert the date that the importer most recently entered the United States.

ITEM 4

Importer's U.S. Address

Insert a permanent address in the United States for the individual named in Item 1. If a true permanent address is not available, utilize a business address, the address of a relative (so indicating) or any address at which you are well known and could be traced at if necessary.

ITEM 5

Importer's Port of Arrival

The name of the airport or border point where the importer processed U.S. Customs on the date entered in Item 3.

ITEM 6

Name of Arriving Vessel/ Carrier and Flight/Train-

Insert the name of airline and flight number, name of vessel and voyage number, train name and number or insert 'private vehicle' indicating by what means importer entered the United States on the date entered in Item 3.

ITEM 7

Name(s) of Accompanying Household Members

Insert the full name and relationships of the importer's immediate family who accompanied the importer by means entered in Item 6.

ITEM 8

Do not enter any information in this section.

PART II

ITEM 9

If you are still maintaining a permanent residence outside of the U.S. please check the block marked 'is'. If you are entering the United States to take up residence on a permanent basis or for an extended period of time (and thus not considered being in the U.S. for a brief stay), please check the block marked 'was'.

ITEM 9A & 9B

Please enter the NAME OF COUNTRY in which your last residence is or was maintained and the length of time in which you resided in that country.

ITEM 9C

Please enter the RESIDENCY STATUS at the time of your arrival under Item 3. Please note that the key word is Resident. A Returning Resident can be either a U.S. citizen or a citizen of another country - the latter being an individual who has maintained a residence in the United States while living overseas.

Comparably, a Non Resident may either be a U.S. citizen or a citizen of another country. In the case of the former, such would be a U.S. citizen who has maintained a permanent residence outside of the United States for an extended period of time, who may or not be returning permanently to the United States. This definition is somewhat vague and to a certain extent, depends on how the individual importer defines himself/herself.

ITEM 10

Mark only those statements that correctly apply to the circumstances for articles being imported. Depending on circumstances, more than one statement may need to be marked.

Part III

To Be Completed by U.S. Personnel and Evacuees Only

This section should only be completed if the individual named in Item 1 above has been residing outside of the United States under official travel orders issued by the Government of the United States. This section may apply to military personnel and their families.

If this section is applicable enter:

1. The date on which you last departed from the United States. It is recommended that the point of departure and the means of transportation be indicated.

2. Insert the date on which the Government travel orders were issued. Make certain a copy of the travel orders is attached to the Form 3299.

Part IV

To Be Completed by All Persons Seeking Free Entry of Articles

Please check all statements that apply to the effects being imported under a single Form 3299 importation. More than one statement can, and normally will apply. Any items covered by any of the statements marked must be declared on the reverse side of Form 3299, under Item D.

Please note the following comments relative to the various statements under Part IV, Items A, B and C:

1. Articles for the account of other persons: This would also include gifts that you are bringing into the U.S. for other individuals.

2. Articles for sale or commercial use - if this item is checked, an additional customs entry will be required for those commercial items.

3. Firearms and/or ammunition: If these articles are included in the shipment, additional U.S. Government, Department of the Treasury, Alcohol and Tobacco forms must be completed. If the forms, which include an import permit, are not available at the time the shipment is available for Customs Clearance, additional expenses will be incurred for removal of the firearm from the shipment. The firearm(s) will be retained in Customs custody until the appropriate documentation is in order.

4. Alcohol articles of all types or tobacco products - Articles of this nature will always be dutiable. Also, many individual States prohibit their importation. Check with the State office (normally the Alcoholic Beverage Commission or Board) before attempting to import items of this nature. Please note that alcoholic beverages cannot be transported on the moving van with your household possessions.

5. Fruits, plants, seeds, meats or birds. These items will have to be inspected by U.S. Customs and may result in a delay in clearance and extra cost. Goods may also be subject to inspection by the FDA.

6. Fish, wildlife, animal products thereof- The same comment applied to (5) will apply in this category. Items may also be subject to several international treaties relating to endangered species.

7. Foreign household effects acquired abroad and used for less than one year - Articles under this classification are dutiable and must be declared.

9. Personal effects acquired abroad - These items are considered dutiable regardless of how long they have been in your possession. Clothing is considered to be dutiable.

11. Articles taken abroad for which alterations or repairs were performed abroad - Any expenditures declared under this category must be supported by receipts showing when and where and cost.

Part IV D.

List of Articles

If you are listing any specific items from section IV a,b,c - the item(s) should be clearly described with a notation of date acquired and value. This information will be used to assess appropriate duty owing.

Part V

Carrier's Certificate and Release Order

Do not make an entry in this section.

Part VI

Certification to Be Completed by All Persons seeking Free Entry

It is recommended that the Form #3299 be signed and dated by the true owner of the property and that item 1.B - Importer be duly marked. An Authorized Agent may also complete and sign the form however this requires specific authorization from the property owner (i.e. power of attorney) for Customs purposes