

**INSTRUCTIONS FOR COMPLETING U.S. CUSTOMS FORM CF3299  
DECLARATION FOR FREE ENTRY OF UNACCOMPANIED ARTICLES**

Please note the meaning of the following words used within this form:

|                  |  |
|------------------|--|
| Importer         | Yourself   |
| Resident         | 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 has seven sections (listed as Part I through Part VII) that need to be completed (some sections may not be applicable).

**PART I**

- Box 1 Your name
- Box 2 Your date of birth
- Box 3 Date of your arrival in the U.S.  
(note: your CF3299 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 airport where you cleared Customs in U.S.
- Box 6 Name of airline and flight number you arrived 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 9C "X" one
- Box 10 "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 (refer to the special meaning of the terms above for *household goods* and *personal effects*)

**ITEM D** On reverse side of form  
List of Articles – Provide the following (if additional space is required, use a separate sheet of paper)  
List any articles which you purchased overseas and have owned for less than one year. These articles are subject to Customs duties, taxes and supplementary entry fees.  
List articles, purchase price and date of purchase  
List alcoholic beverages, showing number of bottles, size of bottles (750ml, etc), value, type of alcoholic beverage, alcohol content on wine and champagne, and proof on hard liquor.

**PART V** Leave blank

**PART VI**

1. "X" (B) Importer
2. Sign
3. Date

**PART VII** Leave blank

**INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTAL DECLARATION  
FOR UNACCOMPANIED PERSONAL AND HOUSEHOLD EFFECTS FORM**

- **NUMBERS 1 – 14**    **MUST BE COMPLETED BY YOU AND SHOULD BE SELF-EXPLANATORY**
- **NUMBERS 15 – 16**    **“LEAVE BLANK” – THIS PORTION WILL BE COMPLETED BY THE BROKER**
- **NUMBER 17**            **CIRCLE “IMPORTER”**
- **NUMBER 18**            **SIGN**

**NOTE: THIS FORM MUST BE COMPLETED ALONG WITH CUSTOMS FORM 3299**