

## COMPLETING U.S. CUSTOMS DOCUMENTS

### FORM 3299

#### PART I

You (the shipper) must complete the following sections of Part I of Form 3299 in order for *Hollander International* to clear your shipment through U.S. Customs.

1. Importer's (your) name as it appears on your passport.
2. Date of birth.
3. Date of arrival (the date you arrived in the United States).
4. U.S. address.
5. Port of Arrival (the port at which you arrived in the United States).
6. Name of the arriving vessel/airline and voyage/flight number.
7. Name(s) of accompanying household member(s).
8. Leave Blank.

You are not required to complete section 9, Part I of the form.

#### PART II

The following section of Part II must be completed.

9. Residency. This section is used to indicate your previous and present residency status
10. Statement(s) of eligibility for free entry of articles. You must declare the items for which you seek duty-free entry.

### **PART III**

If you are not a US Government employee or a member of the US Armed Forces moving under a Government Bill of Lading (GBL), you are not required to complete Part III.

### **PART IV**

In Part IV, you must mark all the applicable boxes and declare any of the following items contained in your shipment:

1. Articles for the account of other persons (ie., gifts).
2. Articles for sale or commercial use.
3. Firearms and/or ammunition.
4. Alcoholic beverages of all types or tobacco products.
5. Fruits, plants, seeds, meats, or birds.
6. Fish, wildlife, or animal products.
7. Foreign household effects acquired abroad and used less than one year.
8. Foreign household effects acquired abroad and used more than one year
9. Personal affects acquired abroad.
10. Foreign-made articles acquired in the United States and taken abroad on this trip or acquired abroad on another trip that was previously declared to U.S. Customs.
11. Articles taken abroad which were altered or repaired overseas.

Part IV, Section D, requires that you list any of the items declared in Part IV, Items 1-11, and then provide customs with a description and a value of this merchandise.

### **PART V**

You are not required to complete Part V.

### **PART VI**

You must sign the Form 3299 in Part VI, Section 2 and date the form in Part VI, Section 3.