

# Swiss Moving Service AG

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## **INSTRUCTION SHEET – CUSTOMS FORM 3299**

Improperly completed declaration forms can cause delays and needless expenses. For your convenience, please follow these instructions. The notes below correspond with the attached Form 3299.

### Part I

1. Print your full name as it appears on your passport.
2. Your date of birth.
3. The date you arrived in the U.S.
4. Your current U.S. address and phone number.
5. The name of the city in the U.S. where you will 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 will be completed by the port agent.

### Part II

9. Check the box that applies to you.
  - A. Indicate the last address at which you resided abroad.
  - B. The length of time you were out of the U.S.
10. Read all the statements for A, B, and C and check each box that applies to the contents of your shipment.

### Part III

This section is to be completed by U.S. personnel and evacuees only. If this applies in your case, please fill in the date that you departed from the U.S. and attach a copy of your travel orders. Please also indicate the date your orders were issued.

### Part IV

- A. For items 1-6: please check the items shown if they are contained in your shipment.
- B. For items 7-8: please check the appropriate boxes if they apply to your shipment.
- C. For items 9-11: This is for Returning Residents Only. Check the box or boxes applicable to the contents of your shipment.
- D. (This is the first item on page 2 of Form 3299.) If you checked any for the items in part IV, A-C, please complete section D.

NOTE: If you are a returning resident and previously exported foreign merchandise that was purchased in the U.S., please list the item, where it was purchased, and the date. Or if you declared these items to U.S. Customs when there were originally exported, please indicate when and where you made the declaration.

### Part V

This section will be completed by the port agent.

### Part VI

1. Leave blank.
2. Please sign your complete signature.
3. Today's date.

**DECLARATION FOR FREE ENTRY  
OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

**PAPERWORK REDUCTION ACT NOTICE:** This request is in accordance with the Paperwork Reduction Act. We ask for the information in order to carry out the laws and regulations administered by CBP. These regulations and forms apply to importers to ensure that they are complying with the law and to allow us to figure, collect, or refund the right amount of duty and tax. It is mandatory. The estimated average burden associated with this collection of information is 10 minutes per respondent depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to U.S. Customs and Border Protection, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget, Paperwork Reduction Project (1651-0014), Washington, DC 20503.

**PART I -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES** (Please consult with the CBP official for additional information or assistance. REMEMBER--All of your statements are subject to verification. False declarations or failure to declare articles could result in penalties.)

1. IMPORTER'S NAME (Last, first and middle)	2. IMPORTER'S DATE OF BIRTH	3. IMPORTER'S DATE OF ARRIVAL
4. IMPORTER'S U.S. ADDRESS	5. IMPORTER'S PORT OF ARRIVAL	
	6. NAME OF ARRIVING VESSEL CARRIER AND FLIGHT/TRAIN	
7. NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS (wife, husband, minor children, etc.)		

8. THE ARTICLES FOR WHICH FREE ENTRY IS CLAIMED BELONG TO ME AND/OR MY FAMILY AND WERE IMPORTED	A. DATE	B. NAME OF VESSEL/CARRIER	C. FROM (Country)	D. B/L OR AWB OR I.T. NO.
E. NUMBER AND KINDS OF CONTAINERS	F. MARKS AND NUMBERS			

**PART II -- TO BE COMPLETED BY ALL PERSONS EXCEPT U.S. PERSONNEL AND EVACUEES**

9. RESIDENCY ("X" appropriate box)  
I declare that my place of residence abroad  is  was

A. NAME OF COUNTRY  
B. LENGTH OF TIME  
Yr. Mo.

C. RESIDENCY STATUS UPON MY/OUR ARRIVAL ("X" One)  
 (1) Returning resident of the U.S. (2) Nonresident:  a. Emigrating to the U.S.  b. Visiting the U.S.

10. STATEMENT(S) OF ELIGIBILITY FOR FREE ENTRY OF ARTICLES  
I the undersigned further declare that ("X" all applicable items and submit packing list) :

**A. Applicable to RESIDENT and NONRESIDENT**

(1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA)

(2) All instruments, implements, or tools of trade, occupation or employment, and all professional books for which free entry is sought were taken abroad by me or for my account or I am an emigrant who owned and used them abroad. (9804.00.10,9804.00.15, HTSUSA)

**B. Applicable to RESIDENT ONLY**

All personal effects for which free entry is sought were taken abroad by me or for my account. (9804.00.45, HTSUSA)

**C. Applicable to NONRESIDENT ONLY**

(1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA)

(2) Any vehicles, trailers, bicycles or other means of conveyance being imported are for the transport of me and my family and such incidental carriage of articles as are appropriate to my personal use of the conveyance. (9804.00.35, HTSUSA)

**PART III -- TO BE COMPLETED BY U.S. PERSONNEL AND EVACUEES ONLY**

I, the undersigned, the owner, importer, or agent of the importer of the personal and household effects for which free entry is claimed, hereby certify that they were in direct personal possession of the importer, or of a member of the importer's family residing with the importer, while abroad, and that they were imported into the United States because of the termination of assignment to extended duty (as defined in section 148.74(d) of the Customs Regulations) at a post or station outside the United States and the CBP Territory of the United States, or because of Government orders or instructions evacuating the importer to the United States; and that they are not imported for sale or for the account of any other person and that they do not include any alcoholic beverages or cigars. Free entry for these effects is claimed under Subheading No. 9805.00.50, Harmonized Tariff Schedule of the United States.

1. DATE OF IMPORTER'S LAST DEPARTURE FROM THE U.S.	2. A COPY OF THE IMPORTER'S TRAVEL ORDERS IS ATTACHED AND THE ORDERS WERE ISSUED ON:
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**PART IV -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES** (Certain articles may be subject to duty and/or other requirements and must be specifically declared herein. Please check all applicable items and list them separately in item D on the reverse.)

<b>A. For U.S. Personnel, Evacuees, Residents and Non-Residents</b>	<b>B. For Residents and Non-Residents ONLY</b>
<input type="checkbox"/> (1) Articles for the account of other person.	<input type="checkbox"/> (7) Foreign household effects acquired abroad and used less than one year.
<input type="checkbox"/> (2) Articles for sale or commercial use.	<input type="checkbox"/> (8) Foreign household effects acquired abroad and used more than one year.
<input type="checkbox"/> (3) Firearms and/or ammunition.	<b>C. For Resident ONLY</b>
<input type="checkbox"/> (4) Alcoholic articles of all types or tobacco products.	<input type="checkbox"/> (9) Personal effects acquired abroad.
<input type="checkbox"/> (5) Fruits, plants, seeds, meats, or birds.	<input type="checkbox"/> (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 CBP.
<input type="checkbox"/> (6) Fish, wildlife, animal products thereof.	<input type="checkbox"/> (11) Articles taken abroad for which alterations or repairs were performed abroad.

**D. LIST OF ARTICLES**

(1) ITEM NUMBER CHECKED IN PART IV, A., B., C.	(2) DESCRIPTION OF MERCHANDISE	(3) VALUE OF COST OF REPAIRS	(4) FOREIGN MERCHANDISE TAKEN ABROAD THIS TRIP: <i>State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to CBP.</i>

**PART V -- CARRIER'S CERTIFICATE AND RELEASE ORDER**

The undersigned carrier, to whom of upon whose order the articles described in PART I, 8., must be released, hereby certifies that the person named in Part I, 1., is the owner or consignee of such articles within the purview of section 484(h), Tariff Act of 1930.

In accordance with provisions of section 484(h), Tarriff Act of 1930, authority is hereby given to release the articles to such consignee.

1. NAME OF CARRIER	2. SIGNATURE OF AGENT (Print and sign) <span style="float: right;">Date</span>
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**PART VI -- CERTIFICATION TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY**

I, the undersigned, certify that this declaration is correct and complete.

1. "X" One

A. Authorized Agent\* (From facts obtained from the importer)  B. Importer

2. SIGNATURE	3. DATE
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*\*An Authorized Agent is defined as a person who has actual knowledge of the facts and who is specifically empowered under a power of attorney to execute this declaration (see 19 CFR 141.19, 141.32, 141.33).*

<b>PART VII -- CBP USE ONLY</b> (Inspected and Released)	1. SIGNATURE OF CBP OFFICIAL	2. DATE
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Department of the Treasury  
U.S. Customs Service  
New York Region  
New York, N.Y. 10048

SUPPLEMENTAL DECLARATION FOR INACCOMPANIED  
PERSONAL AND HOUSEHOLD EFFECTS

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1. Owner of Household Goods \_\_\_\_\_  
(Last Name, First & Middle)
2. Date of Birth \_\_\_\_\_
3. Citizenship \_\_\_\_\_
4. Passport Information \_\_\_\_\_  
(Country & Number)
5. Social Security Number \_\_\_\_\_
6. Resident Alien Number \_\_\_\_\_
7. U.S Address \_\_\_\_\_
8. Foreign Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Reason For Moving \_\_\_\_\_  
\_\_\_\_\_
10. Employer \_\_\_\_\_  
\_\_\_\_\_
11. Position with the Company \_\_\_\_\_
12. Length of Employment \_\_\_\_\_
13. Nature of the Business \_\_\_\_\_  
\_\_\_\_\_
14. Name and telephone number of a company official who can verify the above information  
\_\_\_\_\_  
\_\_\_\_\_
15. Name and address of freight forwarders, packers and shipping agents  
\_\_\_\_\_  
\_\_\_\_\_
16. Shipment itinerary (specific place of loading and intermediate ports)  
\_\_\_\_\_  
\_\_\_\_\_
17. Certification (circle one)      A. Authorized Agent      B. Importer
18. Signature \_\_\_\_\_

POWER OF ATTORNEY

Department of the Treasury
U.S. Customs Service
19 CFR 141.32

- Check appropriate box:
[ ] Individual
[ ] Partnership
[ ] Corporation
[ ] Sole Proprietorship

KNOW ALL MEN BY THESE PRESENTS: That,
(Full Name of person, partnership, or corporation, sole proprietorship, Identify)
a corporation doing business under the laws of the State of
doing business as
residing at
having an office and place of business at
, hereby constitutes and appoints each of
the following persons
(Give Full Name of each agent designated)

as a true and lawful agent and attorney of the grantor named above for and in the name, place, and stead of said grantor from this date and in Customs Port
and in no other name, to make, endorse, sign, declare, or swear to any entry, withdrawal, declaration, certificate, bill of lading, or other document required by law or regulation in connection with the importation, transportation, or exportation of any merchandise shipped or consigned by or to said grantor; to perform any act or condition which may be required by law or regulation in connection with such merchandise; to receive any merchandise deliverable to said grantor;

navigation of any vessel or other means of conveyance owned or operated by said grantor, and any and all bonds which may be voluntarily given and accepted under applicable laws and regulations, consignee's and owner's declarations provided for in a section 485, Tariff Act of 1930, as amended, or affidavits in connection with the entry of merchandise;

To sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unlading, or operation of any vessel or other means of conveyance owned or operated by said grantor;

To make endorsements on bills of lading conferring authority to make entry and collect drawback, and to make, sign, declare, or swear to any statement, supplemental statement, schedule, supplemental schedule, certificate of delivery, certificate of manufacture, certificate of manufacture and delivery, abstract of manufacture records, declaration of proprietor on drawback entry, declaration of exporter on drawback entry, or any other affidavit or document which may be required by law or regulation for drawback purposes, regardless of whether such bill of lading, sworn statement, schedule, certificate, abstract, declaration, or other affidavit or document is intended for filing in said port or in any other customs port;

And generally to transact at the customhouses in said port any and all customs business, including making, signing, and filing of protests under section 514 of the Tariff Act of 1930, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney, giving to said agent and attorney full power and authority to do anything whatever requisite and necessary to be done in the premises as fully as said grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do by virtue of these presents; the foregoing power of attorney to remain in full force and effect until the day of 20, or until notice of revocation in writing is duly given to and received by the Port Director of Customs of the port aforesaid. If the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect after the expiration of 2 years from the date of its receipt in the office of the Port Director of Customs of the said port.

To sign, seal and deliver for and as the act of said grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading, unlading or

IN WITNESS WHEREOF, the said
has caused these presents to be sealed and signed: (Signature)
(Capacity) (Date)
WITNESS: