
HOW TO COMPLETE U.S. CUSTOMS FORM 3299

All individuals' relocation to the U.S. must complete and sign the U.S. Customs Form 3299 in order to clear their unaccompanied household goods and personal effects through Customs. In order to make this task a little easier, below is a brief explanation of the meaning of certain words used in the form, and instructions for completion of the form itself.

GLOSSARY OF TERMS

IMPORTER Yourself or if the move is a "family" move, the main household member (generally the person who is being relocated).

PERSONAL EFFECTS In general personal effects are clothing, jewelry, photographic and stereo equipment, tapes, CDs, vehicles etc.

HOUSEHOLD GOODS Household goods are items used to furnish a home, and cannot be classified as personal effects (see above).

FOREIGN Not American

ABROAD Outside of the USA

COMPLETION OF PART I

1. Print your full name as it appears on your passport.
2. Your date of birth.
3. The date you personally arrived in the U.S., i.e. the date your flight arrives.
4. Your U.S. address and/or telephone number. If you do not have a permanent address as yet, either your contact address and a telephone number, if possible.
5. The name of the airport or port in the U.S. where you personally will clear Customs.
6. The name of the airline etc. and the flight number on which you personally will travel to the U.S. (If available).
7. The names of those in your family who will be going to stay in the U.S. with you, and their relationship to you.
8. You are not required to fill in this box as it will be completed by JK Worldwide Relocations, Inc.

COMPLETION OF PART II

9. "X" the relevant box, and indicate in 9A where you last resided outside the U.S. and in 9B the length of time you have been living away from the U.S.. If you are a U.S. resident please also enter your social security number, and passport number in this box. If you are a non-resident, please also enter your passport number, visa number and the type of visa on which you are entering the U.S.. "X" the relevant box in 9C.
10. Read all the paragraphs in A,B, and C and mark the relevant boxes that apply to the contents of your shipment. Note the wording of these boxes – with the exception of box C2 they relate to "All" the relevant items, therefore, if you have one item that is not relevant you cannot mark the box.

RESIDENT AND NON-RESIDENT

Part A

1. If “all” household effects in your shipment are more than one year old, and are for you or your family’s use only “X” this box.
If you have purchased any household effects in the last year, leave this box blank.
2. If there are any items in your shipment, that are used by you for work purposes “X” this box.

RESIDENTS ONLY

Part B

1. “X” this box if this statement applies to your shipment.

NON-RESIDENT ONLY

Part C

1. “X” this box, if “all” personal effects are for you or your family’s use only, and are not for another person or re-sale.
2. 2. Means of conveyance = cars, scooter, go-karts, bicycles etc. If you are importing any of these “X” this box, even if JK Worldwide Relocations, Inc. are not transporting the item.

DO NOT COMPLETE ANY OF PART III

COMPLETION OF PART IV A – C

Part A. To be completed by every importer.

If any items mentioned in boxes 1-6 are included in our shipment you must mark the relevant box.

Part B. To be completed by every importer.

7. If you have any household effects not of U.S. manufacture, acquired outside the U.S. not necessarily on this trip outside the U.S., and used for less than 1 year you should mark this box.

It will not be necessary for antique items to be declared as they are exempt from duty, however we would suggest that you have a “Certificate of Antiquity” available for Customs, if required.

8. If you have any household effects not of U.S. manufacture, acquired outside the U.S. (not necessarily on this trip outside the U.S.) and used for more than 1 year you should mark this box. (It will not be necessary to list these items, as we will attach a copy of our packing inventory to the form).

Part C. To be completed by Residents Only.

If any items mentioned in boxes 9-11 are included in your shipment, you must mark the relevant box.

COMPLETION OF PART IV D

If you have marked any of the boxes 1-11 overleaf, you must list the relevant items on this table.

In column (1) put the box number the items relate to.

In column (2) describe the items. If you are describing alcoholic beverages, show the number of bottles, the size of the bottles, value per bottle, type of beverage, alcohol content if wine or champagne and proof on hard liquor. If you are listing a large quantity of items of a particular type i.e., kitchenware, do not list separately each saucepan, and utensil, but make a heading "Kitchenware", the same with for instance furniture, do not list each bed, sofa, chair, etc. but make a heading "Furniture". In the case of an English person moving to the U.S. they may find that boxes 7 and 8 relate to the whole contents of their house. They should therefore, use headings such Furniture, Soft Furnishings, Electrical Items, Linens, China, Pictures, Ornaments, Kitchenware, Garden Items, etc. which would encompass the whole contents of their household.

In column (3) show the second hand value of each item, or each heading or in case of Box 11 the cost of the repairs carried out. The value should be in U.S. dollars, if possible, or if in Pounds Sterling please make it clear that you have used this currency. Do not mix currencies.

In column (4) enter the requested details for any relevant items contained in your shipment.

Should you need additional space please continue on a separate sheet.

If you have nothing to declare, please leave the above section blank, as our packing crew will prepare an inventory at the time of collection. This will be sufficient for customs clearance purposes.

JK WORLDWIDE RELOCATION INC. COMPLETES PART V

COMPLETION OF PART VI

Mark Box B (Importer) and sign and date in the relevant boxes.

DO NOT COMPLETE ANY OF PART VII

- The Supplemental Declaration for Unaccompanied Personal and Household Effects should be self-explanatory. Please ensure that you answer all the questions and sign and date the form.
- In addition, please attach a copy of your passport and visa.