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Customs Information USA

Required Documents

1. Clear legible copy of your passport photo page (and of your accompanying family members, if applicable)
2. Additional for non-U.S.-citizens: clear legible copy of your visa (and of your accompanying family members, if applicable)
3. filled and signed Declaration for Free Entry of Unaccompanied Articles (CBP Form 3299)
4. filled and signed Supplemental Declaration for Unaccompanied Personal and Household Effects
5. filled and signed Power of Attorney (CBP Form 5291)
6. filled and signed Disclaimer
7. filled and signed Shipper's Instruction Letter (required by COMPAS)

All documents are to be received as scans by email or by regular mail. Fax copies cannot be accepted due to insufficient quality.

Declaration for Free Entry of Unaccompanied Articles (CBP Form 3299)

This form must be completed and signed for your household goods to clear customs. The following are instructions for completing this form:

Part I

1. Print your full name as it appears on your passport.
2. Print your date of birth.
3. Print the date you will/did arrive in the U.S.
4. Print your current U.S. address.
5. Print the name of the airport in the U.S. where you will/did clear customs.
6. Print the name of the airline by which you will/did travel to the U.S and the flight number.
7. Print the names of those in your family who accompanied you on your flight and their relationship to you. Passport copies are also required for those family members listed.
8. Leave blank. This is to be filled by destination agent

Part II

9. Check the box that applies to you.
 - 9a. Indicate the most recent country in which you resided.
 - 9b. Fill in the length of time you were out of the U.S., in that country you stated at 9a.
 - 9c. Check (1) if you are a returning resident of the United States Check (2)a. or (2)b. if you are a non-resident.
10. Read A, B, and C and choose your option under the sections applicable to your status.

Part III

To be completed by U.S. Personnel and evacuees only. If this applies, fill in the date you departed from the U.S. Attach a copy of your travel orders, and the date your orders were issued.

Part IV

- A. Check the items shown if they are contained in your shipment.
- B. Check the one applicable to your shipment. (8) applies to those who seek and qualify for free entry of their articles.
- C. For returning residents only. Check the box or boxes applicable to your shipment.
- D. Items noted in A., B.(7), or C. should be listed in this chart. These may be subject to duties or taxes. For any household goods less than one year old, please list the item with the value, date purchased, and any other details of the item.

Part V

Leave blank. This is to be filled by destination agent

Part VI

1. Check "Importer".
2. Fill in your complete signature.
3. Insert the present date.

Supplemental Declaration for unaccompanied personal and household effects

This form is self-explanatory.

Please ensure that items 1.-14. are completed and that the form is signed at item 18.

Leave items 15.-16. blank. These are to be filled by destination agent.

Power of Attorney (CBP Form 5291)

This form allows the destination agent to represent you for the purpose of U.S. Customs clearance. Instructions for completing this form are below:

- Check "Individual" on the top right corner.
- Print your full name as it appears on your passport on the 1st line above "Full Name of Person...".
- Print your current U.S. address on the 4th line after "residing at".
- Fill in your complete signature on the 4th line from the bottom after (signature).
- Insert the present date in the 3rd line from the bottom after (date).

No witness is required for this power of attorney.





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Customs Information USA

Motor Vehicles

Vehicles imported into the USA must meet the U.S. specifications and requirements of the EPA and DOT. The following additional information/paperwork is required:

- make, model, year, VIN
- clear legible copy of the title
- clear legible copy of the vehicle registration
- clear legible copy of the bill of sale from purchasing the vehicle or a pro forma invoice (form can be provided upon request)
- clear legible copy of the orders or employer confirmation letter regarding transfer or signed statement on duration and reason of your stay abroad
- EPA Form 3520-1 (Declaration Form for Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations). *On page 1 fill in 4. VIN / 5. manufacture date / 6. Make / 7. Model / 10. Owner / 11. Storage location (your U.S. address). Sign and date at 12. and 13. Check appropriate box on page 1 or 2.*
- DOT Form HS-7 (Declaration for Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards). *On the top fill in make/model/year/VIN, then check appropriate box and on the bottom fill in your name and U.S. address (at both importer and declarant) and sign/date.*

Pets

If you plan to take your pet/s please contact the following specialist for information and transportation rates:

PetAir GmbH, Cargo City Nord - Tor 26, Gebäude 458c, 60549 Frankfurt/Main Flughafen
Tel: +49 (0)69-7137459-0 | Fax: +49 (0)69-7137459-15 | www.petair.de | info@petair.de

Duty free items

- Used household goods and personal effects, if not for resale or for use by another person and if they have been in your possession for at least 1 year.
- Professional equipment which was owned and used abroad.
- Inheritance items, if items were owned for at least 1 year - during childhood even. (Additional required paperwork: death certificate, certificate of inheritance, statement explaining goods are inherited from a deceased parent and were owned by shipper for at least 1 year.)

Dutiable Items

- Items less than 1 year old (Please list the item with the value, date purchased, and any other detail of the item on the chart of Form 3299 under part IV, Section D. Sales receipts may be required.);
- Inheritance items, if items were not owned for at least 1 year;
- Gifts;
- Antiques (Additional required paperwork: certificate of authenticity)

Restricted Items

These items will cause delays and additional charges which will be billed to shipper's account.

- Alcoholic beverages
Federal, state and local regulation, duties and taxes apply. Certain ports are "Dry Ports" and alcohol cannot be imported there. Alcohol is not permitted in those states. For more information please visit <http://www.ttb.gov/wine/state-ABC.shtml>

Prohibited Items

- Medicine (Should be carried in shipper's suitcase during travel!);
- Narcotics and dangerous drugs (Violation will result in severe penalties!);
- Biological materials of public health or of veterinary importance (require an import permit);
- Obscene or pornographic material;
- Unlawful or treasonable material;
- Hazardous articles (e.g. fireworks, combustible, corrosive, flammable or explosive items, toxic or poisonous substances);
- Switch blade knives;
- Pirated books, CDs, DVDs, computer programs, etc.;
- Foodstuff (strictly controlled and subject to inspection and confiscation by the Food and Drug Administration);
- Firearms and ammunition (subject to many restrictions; import permit obtainable and issued by the BATF; proof of ownership, registration, certificates and licenses required, vary according to type of firearm, immigration status of owner, destination and port of entry; if weapon was originally purchased or owned by Customer in the U.S. proof and date of sale required);
- Animals or plants (e.g. furs, skins, ivory tusks, tortoise shells, wood carvings, etc. - subject to the U.S. Endangered Species Act)

