

**HOW TO COMPLETE YOUR U.S. CUSTOMS FORMS
DECLARATION FOR FREE ENTRY UNACCOMPANIED ARTICLES**

TERMINOLOGY:

Importer:	Yourself
Resident:	American citizen living abroad less than 3 years
Non-Resident:	Any non-U.S. citizen, or U.S. citizen living outside the U.S. for more than 3 years.
Household Goods	Furniture and household goods with the exception of personal effects
Personal Effects	Clothing, jewelry, photographic equipment, tape recorders, stereo components, vehicle, etc.
Foreign	Non American

IMPORTANT: THE DECLARATION IS DIVIDED INTO 7 PARTS. TO ENSURE YOUR CUSTOMS FORMS ARE PROPERLY COMPLETED; PLEASE COMPLETE EACH SECTION AS PER THE FOLLOWING INSTRUCTIONS;

PART I

- Item 1. Print your name as it appears on your passport
- Item 2. Your date of birth
- Item 3. The date you personally will arrive into the United States
- Item 4. Your U.S. HOME address and contact phone number (NO P.O. BOXES, please) **IF YOU DO NOT HAVE A HOME ADDRESS—LEAVE BLANK**
- Item 5. Name of airport where **YOU** personally entered the U.S. and cleared customs.
- Item 6. Name of Airline and Flight on which you will enter the U.S.
- Item 7. First names and date of birth for each accompanying household member and their relation to you.
- Item 8. **PLEASE DO NOT COMPLETE ITEMS A THRU F**

PART II

- Item 9. Place an "X" in the appropriate box, include: **A. NAME OF COUNTRY / B. LENGTH OF TIME RESIDING IN THAT COUNTRY.**
- Item 9C. Mark (1) if you are a **U.S. citizen returning** the United States
Mark (2a.) if you are a **non-resident** moving to the U.S. **permanently**
IF THIS BOX IS MARKED, PLEASE FORWARD A COPY OF YOUR COMPLETED I-94 FORM
Mark (2b) if you are a **non-resident** travelling to the U.S. for a **temporary stay-THIS MAY INCLUDE UP TO A THREE-YEAR WORK ASSIGNMENT.**
- Item 10. More than one box may be marked

FOR U.S. RESIDENTS

Mark A (1) if you are shipping household goods acquired and used outside of the U.S. for at least one year and those articles are intended for personal use only.

Mark A (2) if you are shipping instruments, professional books, that were owned and used outside the U.S.

Mark B if you are shipping any personal effects that were originally taken abroad by you.

FOR NON-U.S. RESIDENTS

Mark A (1) if you are shipping household goods acquired and used outside of the U.S. for at least one year and those articles are intended for personal use only.

Mark A (2) if you are shipping instruments, professional books, that were owned and used outside the U.S.

Mark C (1) if you are shipping the mentioned articles that were owned and used outside of the U.S. by you or your family and those articles are intended for personal use only.

Mark C (2) if you are shipping any vehicles, bicycles, or any means of conveyance that are intended for personal use only.

PART III-DO NOT COMPLETE

**PART IV-SECTIONS A-C: Mark appropriate boxes ONLY.
IF NO BOXES APPLY, SECTION MAY BE LEFT BLANK**

*****NOTE: ANY MARKED BOXES MAY INCLUDE TAX AND DUTIABLE ARTICLES*****

*****PLEASE CONTACT YOUR AMERICAN INTERNATIONAL RELOCATION SPECIALIST IF ANY ITEMS IN THIS SECTION ARE MARKED AS SPECIFIC INSTRUCTIONS MAY APPLY!**

PART IV-SECTION D: ONLY COMPLETE IF ITEMS IN SECTIONS A-C ARE MARKED

****PLEASE CONTACT YOUR RELOCATION SPECIALIST TO COMPLETE THIS SECTION****

PART V—DO NOT COMPLETE

PART VI

1. Please mark box B for "Importer"
2. Please sign your name as it appears on your passport and date

Supplemental Declaration of Household goods – Pg. 3

1. Last, First, Middle Name : Please fill out your name
2. Date of Birth
3. Citizenship - country
4. Passport Country and Passport Number
5. Social Security Number (If you are a US citizen with a social security number)
6. If you have a resident alien no (Green Card) put it here
7. US Address (intended address of transferee)
8. Foreign Address abroad
9. Reason you are moving
10. If you are moving for work, list your employer
11. Position held with the company
12. How long have you worked with your company
13. Type of business (industry you work in)
14. Name and Telephone number of someone to verify information
15. Leave Blank
16. Leave Blank

17. Circle B.Importer
18. Sign and Date

POWER OF ATTORNEY SHEET- PG. 4

IRS Number: leave blank

KNOW ALL MEN BY THESE PRESENTS THAT, (PRINT NAME HERE).

** This form allows us to clear your shipment without you being at the port of entry for clearance.

**This is not a release fo your shipment to us legally.

SIGN AND DATE AT THE BOTTOM OF THE SHEET- NOTHING ELSE NEEDS FILLED OUT.