



## *Snowbirds – Short Term Stay - Traveling to the USA*

### **Vehicle Transportation – US Customs paperwork**

In order to ship your vehicle in the most expedient manner we require proper documentation for US Customs. We prefer that you return all documents by Purolator courier (you should make and keep copies). If you choose to fax us copies, they must be very clear.

### ***3299 Form – Declaration for free entry of unaccompanied articles***

This is the most important document for Customs purposes and must be carefully completed. It is a double sided form. Fill in boxes 1-7 in Part I and box 9 B in Part II. On the back, add the year, make, model and complete 17 digit VIN in the Description of Merchandise section. In part VI, sign and date this document.

### ***Copy of Passport or equivalent***

Either a copy of the photo page of your passport OR your photo driver's license plus birth certificate is required. Please make a very clear copy using a picture or other appropriate setting. The quality of a document declines when faxed so make sure that you start with the best possible quality.

### ***Copy of vehicle ownership***

A copy of the vehicle ownership is necessary. Please make a light but readable copy as fax transmission can result in documents that are too dark to read.

### ***Letter to Hansen's***

This can be very helpful for our driver in dealing with US Customs. The enclosed form letter can be used by completing the underlined areas or use it as an example.

### ***Personal Belongings***

We would prefer that your vehicle is empty of personal belongings as they are not insured, create a problem for the driver and a challenge with both US and Canada Customs. If you choose to include some personal effects it should be a reasonable amount and limited to clothes, golf clubs and luggage. There must be no food, tobacco, alcohol, firearms or flammable liquids and there must be an itemized list for Customs.



**DECLARATION FOR FREE ENTRY  
OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

PAPERWORK REDUCTION ACT NOTICE: The Paperwork Reduction Act of 1980 says we must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. We ask for the information to carry out the Customs Service laws of the United States. We need it to ensure that importers are complying with these laws and to allow us to figure, collect, or refund the right amount of duty and tax. Your response is mandatory.

The estimated average burden associated with this collection of information is 10 minutes per respondent or recordkeeper 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 Service, Paperwork Management Branch, Washington DC 20229. **DO NOT** send completed form(s) to this office.

**PART I—TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES** (Please consult with the Customs 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. BL 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 articles of apparel, personal adornment, toiletries and similar personal effects for which free entry is sought were actually owned by me and in the possession of myself, or those members of my family who accompanied me, at the time of departure to the United States and that they are appropriate and are intended for our personal use and not for any other person nor for sale. (9804.00.20 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 Customs 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.)

**A. For U.S. Personnel, Evacuees, Residents and Non-Residents**

- (1) Articles for the account of other persons.  (2) Articles for sale or commercial use.
- (3) Firearms and/or ammunition.  (4) Alcoholic articles of all types or tobacco products.
- (5) Fruits, plants, seeds, meats, or birds.  (6) Fish, wildlife, animal products thereof.

**B. For Residents and Non-Residents ONLY**

- (7) Foreign household effects acquired abroad and used less than one year.  (8) Foreign household effects acquired abroad and used more than one year.

**C. For Resident ONLY**

- (9) Personal effects 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 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 OR 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 U.S. Customs.</i>

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

The undersigned carrier, to whom or 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 the provisions of section 484(h), Tariff 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—CUSTOMS USE ONLY</b> (Inspected and Released)	1. SIGNATURE OF CUSTOMS OFFICIAL	2. DATE
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To Whom It May Concern:

Hansen Global Forwarding has been hired to transport my vehicle to the USA.

While on vacation in the USA I will be staying at the following address:

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Phone \_\_\_\_\_

Date I plan to transport my vehicle back to Canada \_\_\_\_\_

Name (Print):

Signature:

Date:



**L. HANSEN'S FORWARDING**  
HEAD OFFICE: 30 DYNAMIC DRIVE  
SCARBOROUGH, ONTARIO M1V 2W2  
TEL: (416) 293-9135 • FAX: (416) 293-1604  
TOLL FREE: 1-888-420-8888



## Light Duty

### Personal Belongings Liability Waiver

I acknowledge being advised that shipping of personal belongings within the vehicle is not allowed. Therefore in consideration of shipping my vehicle, I hereby release L. Hansen's Forwarding Ltd. and its' carriers of and from any and all liability for the loss of or damage to such personal goods and damage caused to the vehicle by the personal belongings.

Signature:

Date:

Visit our website: [www.lhf.com](http://www.lhf.com)

**MONTREAL:** (514) 369-2985  
FAX: (514) 369-0420  
TOLL FREE: 1-888-770-0717

**REGINA:** (306) 352-9929  
FAX: (306) 352-8823  
TOLL FREE: 1-800-365-3882

**CALGARY:** (403) 236-7676  
FAX: (403) 236-0980  
TOLL FREE: 1-800-806-1883

**VANCOUVER:** (604) 540-6360  
FAX: (604) 540-6726  
TOLL FREE: 1-877-744-7543

**EDMONTON:** (780) 459-2269  
**U.S.A.**  
TOLL FREE: 1-888-420-8888



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## Credit Card Payment Request

Please fax signed form to your local Hansen's office.

Date: _____
Company Name: _____
Name: _____
Contact Telephone #: _____

Credit Card:    Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>
Credit Card Number: _____
Expiry Date: _____
Name on Credit Card: _____
Cardholder Signature: _____

Office Use
Booking Number _____
Invoice # _____
Account # _____
Processed By: _____

Visit our website: [www.lhf.com](http://www.lhf.com)

<b>MONTREAL:</b> (514) 369-2985	<b>REGINA:</b> (306) 352-9929	<b>CALGARY:</b> (403) 236-7676	<b>VANCOUVER:</b> (604) 540-6360	<b>EDMONTON:</b> (780) 459-2269
FAX: (514) 369-0420	FAX: (306) 352-8823	FAX: (403) 236-0980	FAX: (604) 540-6726	<b>U.S.A.</b>
TOLL FREE: 1-888-770-0717	TOLL FREE: 1-800-365-3882	TOLL FREE: 1-800-806-1883	TOLL FREE: 1-877-744-7543	TOLL FREE: 1-888-420-8888