

Import Customs guide USA



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| GOODS | DOCUMENTS REQUIRED | CUSTOMS PRESCRIPTIONS | REMARKS |
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| <p>Removal Goods</p> | <ul style="list-style-type: none"> ▪ Copy of visa. ▪ Copy of passport. ▪ U.S. Customs Form 3299 (Importer's Declaration). ▪ U.S. Customs Service Supplemental Declaration for Unaccompanied Personal and Household Effects. ▪ Inventory of goods in English. <ul style="list-style-type: none"> ▪ Please do not use the terms 'Miscellaneous' or 'Contents Unknown' on the inventory. ▪ If 'PBO' is listed - must have descriptive of item. ▪ Ocean Bill of Lading or AWB. ▪ Stamped I-94 form for non-residents (if applicable). ▪ Power of Attorney form (POA) ▪ ISF submissions. | <ul style="list-style-type: none"> ▪ ISF <u>must</u> be filed 24 hrs prior to vessel loading at last foreign port (requirements valid for all types of moves): <ul style="list-style-type: none"> ▪ U.S. Customs may add exam holds on household goods shipments which show no ISF in Customs AMS system. ▪ A filed ISF is only viewable by U. S. Customs if it is correctly submitted according to the published ISF guidelines. ▪ Please have your U.S. customs broker / agent confirm the ISF submission is valid. ▪ Duty free if removal goods consist of used household effects which have been in the owner's use and possession abroad for at least one year, and which will keep on being used by the owner in the new residence. ▪ B/L (including Express Bills of Lading) must include the following information for container movements to the USA: <ul style="list-style-type: none"> ▪ Name of the owner of the goods. ▪ Never include DOB / SSN / Passport# on any AWB or BL. ▪ Address, city, state at origin. ▪ Address, city, state at destination. ▪ Express B/L is recommended. | <ul style="list-style-type: none"> ▪ Shipper must have arrived in U.S. by the time the goods arrive. Failure to comply will result in clearance delays and possible additional charges at the port. ▪ Air Waybills and Ocean Bills of Lading for shipments entering USA are to be consigned to the property owner, NOT the Destination Agent. ▪ Consignment instructions: <ul style="list-style-type: none"> ▪ Please advise all appropriate staff of this important requirement to avoid delays and additional charges in clearing imports consigned to agents in USA. Contact your local agent if you need additional information. <ul style="list-style-type: none"> ▪ In the Shippers box: full name, address, city, postal code and country of property owner. ▪ In the Consignee box: full name, address, city and state (2 letter code) with postal code of the property owner (if new home/delivery address is not available then use Employer's address or alternate contact address). ▪ Notify Party: The forwarder and customs broker name, address, city, state, postal code, telephone email |

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| | | | and fax number. |
| Diplomatic goods - U.S. Citizen returning from diplomatic assignment abroad | <ul style="list-style-type: none"> ▪ Same as “Removal Goods” | <ul style="list-style-type: none"> ▪ Same as “Removal Goods” ▪ Duty Free Entry – However, exams are possible. | |
| Diplomatic goods - non-U.S. citizen beginning diplomatic posting in the U.S | <ul style="list-style-type: none"> ▪ DS-1504 at https://www.state.gov/ofm/customs/1504/. ▪ POA. ▪ Inventory of goods in English. ▪ Ocean bill of Lading or AWB. | <ul style="list-style-type: none"> ▪ Duty free entry X-ray examination / Inspection is possible. ▪ BL should ALWAYS state “diplomatic shipment – (name of Embassy/Org.)”. ▪ Alcohol and new items are permitted to be imported duty/tax free. | <ul style="list-style-type: none"> ▪ All exams are possible; diplomats are not exempt from X-ray or physical inspection. ▪ Importer's U.S. Consulate or United Nations Mission's Office must initiate the request for free diplomatic entry (DS-1504). ▪ A shipment belonging to a diplomatic importer should not arrive at the port of entry prior to the diplomat's start date at his/her U.S. office. The DS-1504 cannot be applied for prior to the diplomat's official start date. |
| Items owned less than 1 year | <ul style="list-style-type: none"> ▪ Separate declaration on 3299 Part IV D. | <ul style="list-style-type: none"> ▪ Subject to U.S. duties / fees. | <ul style="list-style-type: none"> ▪ Need itemized list with description, value & country of manufacture. |
| Inheritance | <ul style="list-style-type: none"> ▪ Relevant extract of the will or death certificate. ▪ Copy of inventory. ▪ Letter of inheritance from the inheritor. ▪ 3299, Supp Dec, PP, Visa, Inventory, POA | <ul style="list-style-type: none"> ▪ No duty if the inheritor writes a letter confirming that he grew up with the items and that these were in his immediate household. ▪ If the items were not in the inheritor's immediate household while he was growing up: subject to duties/fees. | <ul style="list-style-type: none"> ▪ If deceased is U.S. citizen and items are traveling as part of his/her estate, items are entitled to enter U.S. duty-free. Consign to the shipper / new owner of goods. |
| Works of Art, Antiques | <ul style="list-style-type: none"> ▪ Antiques require production of a certificate of antiquity showing approximate date of production. <ul style="list-style-type: none"> ▪ U.S. Customs has the right to order antiques to U.S. Customs appraisers' stores for an independent appraisal. ▪ However N/A if owned for 1 year, | <ul style="list-style-type: none"> ▪ Articles must be at least 100 years old to be considered antique and admitted duty free. ▪ Works of art are duty free if they constitute part of household goods removal, possessed by owner for at least one year and are not intended for resale (only applicable if not HHGS shipment). | <ul style="list-style-type: none"> ▪ If owned by shipper for at least 1 year and are for personal use only, no proof of antiquity is required. |

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| | personal use only, shipped with HHG. | | |
| Jewellery and precious metal | <ul style="list-style-type: none"> ▪ No separate docs required unless owned less than 1 year. | <ul style="list-style-type: none"> ▪ Silverware and ornaments are duty free when imported as part of normal household goods (HHGs). | <ul style="list-style-type: none"> ▪ DO NOT SHIP WITH HHGS. |
| Computers / Electronic equipment | <ul style="list-style-type: none"> ▪ See removal goods. | | <ul style="list-style-type: none"> ▪ If owned at least 1 year (and not for resale) – no special requirements. |
| Motor Vehicles including Motorcycles and trailers – NON CONFORMING to US DOT/EPA Regulations | | <ul style="list-style-type: none"> ▪ To determine if 'Conforming or Non-Conforming', send documents listed below and do not ship without prior approval. <ul style="list-style-type: none"> ▪ EXCEPTIONS <ul style="list-style-type: none"> ▪ Non-U.S. diplomat clears U.S. Customs via Form DS1504 , or ▪ Non-U.S. military personnel assigned in U.S., or ▪ Trade shows, displays, racing vehicles etc. or ▪ If vehicle is over 25 years old. ▪ With original drivetrain. | <ul style="list-style-type: none"> ▪ Do not ship without customs broker confirmation. |
| Motor vehicles including motorcycles, and trailers – CONFORMING to US DOT/EPA Regulations | <ul style="list-style-type: none"> ▪ Proof of ownership (copy of US Title or Vehicle Registration in importer's name). Name listed on proof of vehicle ownership must match the consignee on the BL. ▪ Copy of U.S. Title, Certificate of Origin, Vehicle Registration or letter from Manufacturer's U.S. Representative stating that vehicle was originally manufactured to meet U.S. Environmental Protection Agency and Department of Transportation standards. ▪ Required for ALL vehicles: <ul style="list-style-type: none"> ▪ DOT HS-7 (box 2A if meet all | <ul style="list-style-type: none"> ▪ Vehicle must be free of all dirt / debris (including engine). ▪ If purchased outside of the US: <ul style="list-style-type: none"> ▪ current rate of duty : <ul style="list-style-type: none"> ▪ for passenger cars is 2.5% of value appraised by Customs. ▪ Trucks: 25% ▪ Motorcycles: free to 2.4%. ▪ within one year of importing, the Bill of Sale is required. ▪ more than one year ago, pro-forma invoice is required (ask your broker/agent | <ul style="list-style-type: none"> ▪ If vehicle was purchased outside of the US, but has not been previously registered in U.S. by the importer, Customs will require photos of the certified labels (found on engine plate and door frames) to confirm conformity, in addition to the proof of ownership and the copy of US title/certificate of origin.. ▪ If engine and vehicle were manufactured to meet all U.S. regulations, engine/door should carry a certified label stating such. Photo evidence of that label plus the 2 required forms attesting those facts are |

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| | <ul style="list-style-type: none"> regulations). ▪ EPA 3520-1 (box B if meet all regulations). | <ul style="list-style-type: none"> for a template, if needed). ▪ Vehicles 25 or more years old are exempt from Environmental protection Agency and Department of Transportation standards. ▪ If vehicle is over 25 years each form has an exempt box to check, however completed forms are still required. ▪ With original drivetrain. | <ul style="list-style-type: none"> sufficient for import. ▪ Returned U.S. vehicles – copy of previously stamped US Title is sufficient. ▪ Non-conforming vehicles SHOULD NOT be shipped to the U.S. |
| Boats with engines | <ul style="list-style-type: none"> ▪ May be subject to EPA: Form – EPA 3520-21. ▪ Ownership title. | | <ul style="list-style-type: none"> ▪ Do not ship without broker's approval. ▪ Trailers subject to DOT. |
| Hoverboard | | <ul style="list-style-type: none"> ▪ Prohibited. ▪ US officially bans hoverboard import since March 16th, 2016. An import of hoverboards will have to be on a temporary basis with a bond posted. | <ul style="list-style-type: none"> ▪ For more information, consult: <ul style="list-style-type: none"> ▪ https://www.iata.org/whatwedo/cargo/dgr/Documents/small-lithium-battery-powered-vehicles.pdf ▪ http://gizmodo.com/us-officially-bans-hoverboard-imports-1765273203 |
| Scooters/Electronic bikes | <ul style="list-style-type: none"> ▪ Manufacturer specifications <ul style="list-style-type: none"> ▪ To be sent to broker for approval. | <ul style="list-style-type: none"> ▪ May be subject to EPA and/or DOT requirements. | |
| Wine / alcoholic beverages | <ul style="list-style-type: none"> ▪ For states that allow legal entry: <ul style="list-style-type: none"> ▪ Descriptive inventory; <ul style="list-style-type: none"> ▪ Type i.e.: White Wine / Bourbon * Size of Bottle * Alcohol Content * Value per Bottle. Inventory should state, "For Personal Use Only". ▪ Must include: <ul style="list-style-type: none"> ▪ Manufacturer's name and address ▪ Production Address ▪ FDA Code ▪ Type of Packaging ▪ Brand Name ▪ Quantity ▪ Value of Alcohol | <ul style="list-style-type: none"> ▪ Subject to various rates of duty and taxes. ▪ For diplomatic imports, there is no restriction on quantity imposed by US Customs, as long as the alcohol collection is not intended for re-sale and is for personal use of the diplomat and his or her family only. However, the State Department is entitled to impose quantitative restrictions based on a reciprocal basis with certain countries. Check with your country's embassy whether quantitative restrictions apply before shipping. | <ul style="list-style-type: none"> ▪ Check with final destination state for the laws that apply. ▪ Strongly discourage the importing of wine and alcoholic beverages. Some states prohibit entry and Customs will confiscate. In other cases, importation will increase the time, cost and exams of the customs clearance process. |

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| | <ul style="list-style-type: none"> ▪ State Permit may be required. | | |
| Food / Pantry-Goods / Dry-Goods (spices) | | <ul style="list-style-type: none"> ▪ Since May 6, 2009 the Food and Drug Administration (FDA) requires the submission to FDA of prior notice of food, including animal feed that is imported or offered for import into the United States. ▪ Prior notice be submitted to FDA electronically via either the U.S. Customs and Border Protection (CBP or Customs) Automated Broker Interface (ABI) of the Automated Commercial System (ACS) or the FDA Prior Notice System Interface (FDA PNSI). ▪ The information must be submitted and confirmed electronically as facially complete by FDA for review no less than 8 hours (for food arriving by water), 4 hours (for food arriving by air or land/rail), and 2 hours (for food arriving by land/road) before the food arrives at the port of arrival. ▪ Food imported or offered for import without adequate prior notice is subject to refusal and, if refused, must be held. ▪ Shippers must provide the authorities with advance notice of Human and Animal food shipments. ▪ Once all the details of a shipment are reported the FDA will provide a registration number, which must be stated on all Bills of Lading as well as Air Way Bills. | <ul style="list-style-type: none"> ▪ Useful link: https://www.fda.gov/food/importing-food-products-united-states/prior-notice-imported-foods ▪ Omitting to provide the authorities with the required information may result in delays, fines or even seizure of the shipment by the government. ▪ Rules apply to beverages as well as food. ▪ Recommendation: do not ship food with household goods. ▪ Food can cause additional exams and delays, which ends with increased costs. ▪ However if food is included, it can be processed through clearances, but may cause added expense or delays. ▪ Some foods and spices are prohibited. |
| Plants and seeds | | <ul style="list-style-type: none"> ▪ Prohibited. | |

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| Firearms / dangerous goods | <ul style="list-style-type: none"> ▪ Any firearms acquired overseas require approved U.S. Alcohol, Tobacco & Firearms (ATF) permit before importing to the U.S. | <ul style="list-style-type: none"> ▪ ATF Permit 6 can take months to obtain. ▪ Do not ship any firearms without permit in hand. ▪ Same person can import firearms purchased by importer in the U.S. back to the U.S. provided firearms were registered with U.S. ▪ Customs before being exported from the United States. CBP Form 4455 or CBP Form 4457. | <ul style="list-style-type: none"> ▪ Do not ship firearms with Household Goods - ship separate via firearms dealer. ▪ Explosives and other dangerous goods are either prohibited or require special permits. ▪ If US Citizen exports firearms should file 4455 or 4457 w/ US Customs – use this for re-entry permission. ▪ Not recommended for import. |
| Pets | <ul style="list-style-type: none"> ▪ Proof of inoculation. | <ul style="list-style-type: none"> ▪ Birds and exotic pets subject to quarantine period. | <ul style="list-style-type: none"> ▪ Make prior telex arrangements with US agent for meeting plane on arrival, clearing, and kennel placement. |
| Pornographic material, unprocessed furs, skins | | <ul style="list-style-type: none"> ▪ Importation prohibited. ▪ Ivory items are prohibited. | <ul style="list-style-type: none"> ▪ Fish and wildlife items are strongly discouraged. ▪ May require permits and exams. |
| Prescription Medicine / Over-The-Counter Medicine (for personal use only) | <ul style="list-style-type: none"> ▪ Prescription medicines are allowed if accompanied by a doctor's prescription and no more than a 3 to 6 month supply. | <ul style="list-style-type: none"> ▪ Over the counter medicines are allowed in reasonable quantities, to be shipped with Household Goods. ▪ Illegal drugs are prohibited. | |
| Fumigation of imported and exported wooden materials | | <ul style="list-style-type: none"> ▪ The USA Government adopted ISPM-15 (International standards for Phytosanitary Measures Publication 15: Guidelines for Regulating Wood Packaging Material in International Trade (aka NIFM-15) to standardise the treatment of wood packaging materials used for the transport of goods. ▪ Effective September 16, 2005, shipments into or out of the USA in wooden packaging, have to have a Seal, which certifies that the shipment has received the required treatment (HT) Heated Treatment (a minimum wood core temperature of 56°C | <ul style="list-style-type: none"> ▪ This does not apply to wood packing materials manufactured of: <ul style="list-style-type: none"> ▪ Raw wood of 6 mm thickness or less. ▪ Processed wood produced by glue, heat and pressure, or a combination thereof. ▪ Plywood sheets & agglomerated sawdust sheet. ▪ Oriented wooden fibre sheets. ▪ Sawdust & Wooden fibre. ▪ If you have questions, please contact your removal agent in the USA. |

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| | | <p>for a minimum of 30 minutes) or Methyl Bromide Treatment [the minimum temperature should not be less than 10°C and the minimum exposure time should not fall below 16 hours]).</p> <ul style="list-style-type: none"> The wood packing material must be marked in a visible location on each article, on at least two opposite sides of the article with a legible and permanent mark in black ink. Labels and adhesives are not allowed. The mark should be as follows: <div data-bbox="1178 563 1606 724" data-label="Image"> </div> Where XX is the country code, 000 the producer number, YY the treatment type, and AAA the inspection agency logo. | <ul style="list-style-type: none"> Recommendation: <ul style="list-style-type: none"> Do not use burlap coverings/bags. They will cause problems with USDA – especially air shipments. |