



IMPORTING PERSONAL EFFECTS IN UNITED STATES OF AMERICA

HOUSEHOLD GOODS AND PERSONAL EFFECTS:

- Shipment must clear at first port of arrival unless arrangements have been made to move shipment in-bound to a port of entry.
- Used household goods and personal effects can be imported duty-free:
- If items purchased abroad are not for resale or for use by another person, and have been in owner's possession for at least one year.
- Professional equipment which was owned and used abroad is also generally duty-free

Diplomat Status:

Foreign officials who are traveling to the United States on official business must obtain an A visa prior to their entry. They cannot travel on tourist's visas, or visa free under the Visa Waiver Program. Please note that U.S. visa law indicates that if a visa applicant is entitled to an A visa as a principal or dependent, he or she must receive an A visa. The exceptions to this rule are extremely limited. Qualified A visa applicants traveling to the United States for assignments of less than 90 days will be issued visas annotated "TDY" (temporary duty).

DOCUMENTS REQUIRED:

Documents required for Household goods/personal effects Customs Clearance:

- ✓ Passport (Clear copy of the picture page)
- ✓ Copy of Visa if not a US Citizen
- ✓ Packing list in English(detailed, PBO "packed by owner" and misc. "miscellaneous" not acceptable)
- ✓ Ocean bill of lading/airway bill
- ✓ US Custom form 3299, "Declaration for Free Entry of Unaccompanied Articles"
- ✓ Completed U.S. customs power of attorney - authorizing Destination Agent to act on Customer's behalf in liaisons with U.S.
- ✓ Completed "ISF 10 + 2" security form.

Documents required for Diplomatic Shipment:

- ✓ Passport - copy
- ✓ Visa - either A-1 or A-2
- ✓ Diplomatic Note - Written confirmation by the sending government of the applicant's status. A-3 applicants must also have a diplomatic note to confirm the official status of employers
- ✓ A-3 Visa - for staff members of Diplomat
- ✓ Form DS-160!
- ✓ Comprehensive inventory list in English

! *** "ISF 10 + 2" This document is required for the SURFACE shipment and must be received at least three working days prior to the vessel departure date so that it can be presented to U.S. Customs in a timely manner. If this form is not submitted there is the possibility US Customs will impose severe fines (\$5,000) on the consignee, plus the possibility of sending the shipment back to the origin port. Should you need any assistant with this form please let us know and we will be happy to help.



DUTIABLE/RESTRICTED ITEMS:

- ✓ New items (less than one year old), inheritance items, and gifts are dutiable
- ✓ Sales receipts may be required on new items
- ✓ Antiques (Certificate of Authenticity is required)
- ✓ Medicine
 - **must** be properly identified
 - **must** not exceed normal quantities required by an individual with a health problem
 - **must** have either a prescription or written statement from doctor stating that the medicine is required for physical well-being
- ✓ Biological materials of public health or of veterinary importance require an Import Permit

PROHIBITED ITEMS:

- ✓ Liquor filled candy
- ✓ Lottery tickets
- ✓ Narcotics and dangerous drugs (violation will result in severe penalties)
- ✓ Obscene or pornographic material
- ✓ Unlawful or treasonable material
- ✓ Hazardous articles (e.g. fireworks, combustible, corrosive, flammable or explosive items and toxic or poisonous substances)
- ✓ Switch blade knives
- ✓ Pirated books or articles (e.g. cassettes and computer programs) will be confiscated and destroyed
- ✓ Foodstuff is strictly controlled and subject to inspection and confiscation by the Food and Drug Administration (FDA)
- ✓ Firearms and ammunition (automatic and heavy military weapons are strictly prohibited)
Subject to many restrictions
 - Import Permit obtainable and issued by the Bureau of Alcohol, Tobacco and Firearms (BATF) Proof of ownership
 - Registration, certificates and licenses required and vary according to the type of firearm, the immigration status of the owner, the destination and port of entry
 - If weapon was originally purchased or owned by Customer in the U.S. , proof of sale 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

ALCOHOLIC BEVERAGES:

- ✓ Strongly recommend not shipping with household goods
- ✓ FEDERAL, STATE and LOCAL REGULATIONS, DUTIES and TAXES apply
- ✓ Certain ports are "Dry Ports" and alcohol cannot be imported at that location; alcohol is not permitted in those states
- ✓ All cartons containing alcoholic beverages should be loaded together, clearly marked on the inventory and be easily accessible for inspection



- ✓ Customer must provide name, quantity, size of bottle, alcohol content , value per bottle, and date purchased
- ✓ **RESTRICTED ITEMS IN SHIPMENT WILL CAUSE DELAYS AND ADDITIONAL CHARGES WHICH WILL BE BILLED TO CUSTOMER'S ACCOUNT****

IMPORTING MOTOR VEHICLES:

- ✓ Automobiles are subject to import duties and taxes
- ✓ Autos previously exported from the U.S. may be imported duty-free provided the customer can supply the export Ocean Bill of Lading and can prove that no modifications have been made to the auto since exporting from the U.S.
- ✓ All automobiles imported must meet both the Environmental Protection Agency (EPA) and the Department of Transportation (DOT) requirements--If required conversions are not performed in the country of origin, Customer must post a sizable bond (approximately 50% of the value of the auto) in order to have the necessary conversions performed in the U.S.
- ✓ Information on emission standards can be obtained from the EPA
- ✓ All costs for exam, testing or modifications of auto are payable by the Customer
- ✓ Make, model and year of auto must be provided
- ✓ Documents required:
 - ✓ EPA Form 3520-1
 - ✓ Purchase Invoice
 - ✓ Title
 - ✓ Copy of Driver's License (if applicable)

IMPORTING PETS:

- ✓ There are strict controls, restrictions, and prohibitions on the importation of animals, which is regulated by the Animal and Plant Health Inspection Service and U.S. Public Health Service
- ✓ A minimum of seven days notification prior to arrival is required in order to make necessary arrangements
- ✓ Import regulations for pets may include the following, depending on the country of origin:
 - Original Certificate of rabies vaccination showing proof that the vaccination was administered more than 30 days prior to the flight, but not more than 180 days
 - Health Certificate from a veterinarian must be issued within 15 to 10 days prior to animals departure
 - Dogs and cats are not normally quarantined, but birds require 30 days quarantine and an Import Permit

WOOD PACKAGING:

Any wood packaging used in personal effects consignments (crates, pallets etc.) must be constructed of approved treated timber and must be stamped with the internationally recognized ISPM symbol verifying this. Any non-compliant timber may be destroyed, treated or re-exported to the country of origin at the owner's expense. Export cases supplied by us are compliant, embossed GB FC0122 DB HT Forestry Commission.

**Customs requirements are established by the country of import and not by Servile Relocations Pvt. Ltd. The regulations, however, are subject to change without notice by the US Customs. Servile Relocations Pvt. Ltd. assumes no liability for the changes in the law.