

# PERSONAL EFFECTS SUPPLEMENTAL DECLARATION

THE FOLLOWING FIELDS **MUST** BE FILLED OUT IN ORDER TO EXPEDITE CUSTOMS RELEASE OF YOUR MERCHANDISE. THIS FORM **MUST** BE TYPED OR PRINTED. IF IT IS HAND PRINTED IT **MUST** BE LEGIBLE. IF ANY OF THE REQUIRED FIELDS ARE LEFT BLANK OR ILLEGIBLE THIS COULD SLOW THE PROCESSING OF YOUR DOCUMENTS.

1. AS DESCRIBED
2. AS DESCRIBED
3. WHAT COUNTRY THE IMPORTER HAS CITIZENSHIP IN.
4. IF THE IMPORTER IS **NOT** A U.S. CITIZEN THEN LIST THEIR PASSPORT NUMBER. IF THEY ARE A U.S. CITIZEN YOU CAN LEAVE THIS BLANK
5. MUST LIST THE SOCIAL SECURITY NUMBER FOR THE IMPORTER.
6. IF APPLICABLE
7. AS DESCRIBED
8. ONLY IF THEY ARE NOT A U.S. RESIDENT AND DO NOT HAVE A U.S. ADDRESS
9. IF THE IMPORTER IS MOVING HERE FROM ANOTHER COUNTRY THEN LIST THE REASON WHY. (ex: work,family,etc.)
10. THE NAME OF THE COMPANY THE IMPORTER WORKS FOR. IF THE IMPORTER IS UNEMPLOYED THEY CAN PUT THAT DOWN.
11. THE POSITION THEY HOLD WITHIN THE COMPANY (ex:clerk,manager, etc.)
12. HOW LONG HAS THE IMPORTER BEEN AT THE JOB
13. WHAT TYPE OF COMPANY DOES THE IMPORTER WORK FOR.  
(ex: construction,law firm,supermarket)
14. AS DESCRIBED
15. LIST NAME OF SHIPPING AGENT/FORWARDER OVERSEAS AND SHIPPING AGENT/FORWARDER/CONSOLIDATOR HERE.
16. LIST THE PORT OF EXPORT AND THE PORT OF ARRIVAL
17. CIRCLE (A) IF YOU ARE SIGNING ON THE IMPORTERS BEHALF. CIRCLE (B) IF THE IMPORTER IS SIGNING THEMSELVES
18. SIGNATURE OF EITHER THE AGENT OR IMPORTER