

**REQUIRED DOCUMENTS FOR THE U.S. CUSTOMS CLEARANCE –**

**CHECK OFF LIST - DOCUMENTS REQUIRED FOR U.S. CUSTOMS CLEARANCE**

**ATTACHED FORMS TO BE COMPLETED AND SIGNED WITH AGENT:**

- |                           |       |
|---------------------------|-------|
| 1. EPA FORM 3520-1        | _____ |
| 2. HS FORM 7              | _____ |
| 3. U.S. CUSTOMS FORM 3299 | _____ |
| 4. U.S. TREASURY FORM     | _____ |
| 5. POWER OF ATTORNEY      | _____ |

**ADDITIONAL DOCUMENTS REQUIRED FOR U.S. CUSTOMS CLEARANCE:**

- |                                   |       |  |
|-----------------------------------|-------|--|
| 1. COPY OF VEHICLE REGISTRATION   | _____ |  |
| 2. 1 COPY OF PCS ORDERS           | _____ |  |
| 3. COPY OF BILL OF SALE           | _____ |  |
| 4. PROFORMA INVOICE               | _____ | (Required only, if Bill of Sale is not available)    |
| 5. COPY OF STATESIDE TITLE        | _____ |  |
| 6. COPY OF STATESIDE REGISTRATION | _____ | (Required only, if Stateside Title is not available) |
| 7. COPY OF DRIVERS LICENSE        | _____ |  |
| 8. COPY OF ID CARD                | _____ |  |

\* Please be advised that vehicles which are not **customs cleared within 15 days of vessel arrival**, will be placed into General Order by the Steamship Line. General Order charges on a vehicle are extremely high and often exceed \$1000.00. Therefore, if you cannot take delivery of your car upon vessel arrival, it is imperative that you arrange to have your vehicle cleared through U.S. Customs. This will not avoid you having to pay normal port storage charges, but it will avoid your vehicle going into General Order.

\*\* Please note, if a new car was purchased in Europe, only Active Duty Military and GS Status DOD Civilians returning to the U.S. on PCS orders are exempt from Customs Duty Taxes. Customers which are not affiliated with the Military and Government Contractor Civilians must show proof of ownership within the U.S., by providing the Stateside Title or Stateside Registration, otherwise, duty taxes will be assessed and must be paid to U.S. Customs prior to the release of the vehicle. Duty taxes are approximately 2.8% of the bill of sale price of the vehicle.

For **ALL** vehicles purchased overseas, Sales Taxes will apply at the time you register and title the vehicle in the U.S.

For vehicles purchased overseas, it is imperative, that proof is provided showing that the car meets the U.S. DOT and EPA specifications. If purchased through the AAFES - Overseas Military Car Sales (OMSC) organization a copy of the bill of sale is required. If a vehicle is purchased through a non- AAFES/OMSC dealership, a letter from the Manufacturer, stating that the vehicle was built to meet the U.S. DOT/EPA standards must be obtained. A letter from the actual Dealership is not acceptable to U.S. Customs.

**IF ANY OF THE ABOVE DOCUMENTS CANNOT BE PROVIDED, PLEASE CONTACT TRANS GLOBAL LOGISTICS EUROPE GmbH FOR ASSISTANCE.**

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date