

**Supporting Statement
Declaration for Free Entry of Unaccompanied Articles
1651-0014**

A. Justification

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

19 U.S.C. 1498 provides that when personal and household effects that do not accompany the individual or importer on his/her arrival in the United States, a declaration is made on Form 3299, Declaration for Free Entry of Unaccompanied Articles, in order to support a claim of duty-free entry for these effects. This is pursuant to 19 CFR 148.6, 148.52, 148.53 and 148.77.

Form 3299 is also required for the return of U.S. Government civilian and military personnel from overseas and by evacuees to the United States pursuant to 19 CFR 148.74(d) who claim unaccompanied articles for duty-free entry into the U.S.

- 2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.**

Form 3299 is prepared by the individual or the broker acting as agent for the individual. In some cases, Customs and Border Protection (CBP) officer will prepare the form for the individual. When completed and signed, Form 3299 serves as a declaration for duty-free entry of merchandise under one of the applicable provisions of the tariff schedule. There is no similar form available which can be used or modified to accommodate the information requirements to support free entry. If CBP did not collect the information in the manner described above, free entry of the articles described could not be granted.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g. permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.**

The automation of Form 3299 is not feasible at this time because CBP requires an original signature on this form.

- 4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.**

This information is not duplicated in any other place or any other form.

- 5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.**

This information collection does not have an impact on small businesses or other small entities.

- 6. Describe consequences to Federal program or policy activities if the collection is not conducted or is conducted less frequently.**

There is no specific consequence to the Federal government if the information were collected less frequently. However, Form 3299 is required for an individual to claim duty-free entry of personal and household goods, and is therefore a benefit to respondents.

- 7. Explain any special circumstances that would cause an information collection to be conducted in a manner:**

This information is collected in a manner consistent with the guidelines of 5 CFR 1320.5(d)(2).

- 8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.**

Public comments were solicited through two Federal Register notices published on September 21, 2009 (Volume 74, Page 48092) and on November 23, 2009 (Volume 74, Page 61163). No comments were received.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

There is no offer of a monetary or material value for this information collection.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

There are no assurances of confidentiality provided to the respondents of this information collection.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

There are no questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information.

INFORMATION COLLECTION	TOTAL ANNUAL BURDEN HOURS	NO. OF RESPONDENTS	NO. OF RESPONSES PER RESPONDENT	TOTAL RESPONSES	TIME PER RESPONSE
Form 3299	New: 112,500	New: 150,000	New: 1	New: 150,000	New: 45 minutes (.75 hours)
	Old: 25,000	Old: 10,000	Old: 15	Old: 150,000	Old: 10 minutes (.166 hours)

Public Cost

The estimated cost to the respondents is \$3,150,000. This is based on the estimated burden hours (112,500) multiplied (x) hourly rate (\$28.00).

13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information.

There are no record keeping, capital, start-up or maintenance costs associated with this information collection.

- 14. Provide estimates of annualized cost to the Federal Government. Also provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.**

The estimated annual cost to the Federal Government associated with the review of these records is **\$1,045,800**. This is based on the number of responses (150,000) that must be reviewed (x) the time to review and process each response (10 minutes or .166 hours) = 24,900 hours (x) the average hourly rate (\$42.00) = \$1,045,800.

- 15. Explain the reasons for any program changes or adjustments reported in Items 12 or 13.**

The burden hours increased due to CBP raising the estimated time to fill out Form 3299. The previous estimate had been 10 minutes, but upon further examination, it was determined that most respondents spend more than 10 minutes completing this form. As a result, CBP is proposing to raise the time per response to 45 minutes.

- 16. For collection of information whose results will be published, outline plans for tabulation, and publication.**

This information collection will not be published for statistical purposes.

- 17. If seeking approval to not display the expiration date, explain the reasons that displaying the expiration date would be inappropriate.**

CBP will display the expiration date for OMB approval of this information collection.

- 18. "Certification for Paperwork Reduction Act Submissions."**

CBP does not request an exception to the certification of this information collection.

B. Collection of Information Employing Statistical Methods

No statistical methods were employed.