

## Outbound Cargo to the U.S.

The following information is subject to change at any time and has been put together through discussions between Agape Flights Representatives & US Customs officials.

**Information Agape Flights requires NO LATER THAN 0800 EAST COAST TIME 48 Hours PRIOR to a scheduled flight departure from Venice FL:**

- 1) Missionary (last name/first name, agape account number/city – CAP, CAY, PAP, STI, DMG, GHB, etc.)
- 2) Number of packages and description of items in each package
- 3) Estimated weight (in pounds) of each package
- 4) Estimated value (US dollars) of each package
- 5) Date of flight you are requesting to send the package(s) back to the US
- 6) Consignee (last name/first name and mailing address of individual(s) who are receiving the package(s))
- 7) How you would like us to process the package – typically UPS or USPS. (This eliminates the need for a bill of lading.)

All the above information is now required by US Customs and Border Patrol and must be complete by the time stated above in order for Agape Flights to take possession of your packages. Packages that are not approved will be refused by the pilots since they can face up to a \$5,000 fine per infraction.

### IMPORTANT

Once Agape Flights has received the required information & your package is approved, a 6-digit “Box Number” will be provided in order to identify each package. This “Box Number” is your confirmation that Agape Flights is expecting and will receive your package for transportation to the U.S. This “Box Number” will be used to complete the necessary U.S. Customs forms.

Is what I am sending back to the U.S. mail or cargo? (according to US Customs)

*Mail is NOT:* decided by weight or size.

*Mail is NOT:* defined by the intention of sending it through the US Postal Service once it arrives in the U.S. (even if it has stamps on it)

*Mail IS:* personal letters, newsletters, bill payments, thank-you cards, postcards, etc.

*Mail IS:* other written or printed materials **BUT NOT** professionally bound and/or published material (e.g., books).

*Cargo IS:* CD's, DVD's (see note), VHS Tapes, Cassette Tapes, Books, Undeveloped Film, Returned articles of Clothing, etc.

\*DVD's from Netflix or other approved mail-order movie service IS considered mail.

*Cargo IS:* all other items not considered mail regardless of how small.

If there is a question whether something is considered mail or cargo, please ask an Agape Flights representative.

**If I am sending out a package that is considered “cargo”, what paperwork do I need to complete and include with my package?**

If you are **NOT** returning to the U.S. but are sending cargo back to family, friends, co-workers or as a gift: Please complete **CBP Form 7523**.

If you are returning a **U.S.- products**. Please complete **CBP Form 3311**.

If you **ARE returning to the US or already have returned** and you are sending cargo back as personal effects and household goods: Please complete **CBP Form 3299**.

*\*An internet connection is REQUIRED to fully complete these forms with the required information.*

**Paperwork to be completed and attached to outbound packages**

- Missionaries must use one of the following customs forms 7523, 3311, or 3299

- You only need 3 identical copies of the applicable customs form no matter how many packages you are sending out as long as the same person is receiving those packages. Please list and identify the packages on the form. Please do not attach a separate form to each package.
- Please be sure to properly identify each package with its appropriate Agape Flights issued “box number”.

**CBP Form 3311** can be found

at: <https://www.cbp.gov/sites/default/files/assets/documents/2018-Mar/CBP%20Form%203311.pdf>

*Instructions for completing this form:*

Box 1: Leave Blank

Box 2: Leave Blank

Box 3: Date cargo is put on aircraft

Box 4: Name of company which made item(s)

Box 5: City and State item(s) was/were made in

Box 6: Reason item(s) is/are being sent back to the U.S.

Box 7: Check “UNCLAIMED”

Box 8: Unless this item has been sent back to the U.S. more than once, check “NO”

Box 9: 6-digit box number(s) (supplied by Agape Flights) & detailed description of each item(s)

Box 10: Actual/Estimated Value of each package (in US Dollars)

Box 11: Check appropriate boxes

Box 12: Sender (Name & Address of missionary(s) sending cargo to U.S.)

Box 13: Sender’s Position/Job Title

Box 14: Agape Flights, Inc. 100 Airport Ave, Venice, FL 34285

Box 15: Leave Blank (Signature of Agape Flights’ Representative)

Box 16: Leave Blank

**CBP Form 3299** can be found

at: <https://www.cbp.gov/sites/default/files/documents/CBP%20Form%203299.pdf>

*Instructions for completing this form:*

**Part I**

Box 1: Missionary’s Last Name, First Name, Middle Name

Box 2: Missionary’s Date of Birth

Box 3: Date missionary intends on arriving back in the U.S.

Box 4: Address where missionary will take up residence in U.S.

Box 5: U.S. Airport of Arrival (Missionary)

Box 6: Name of Transporting Airline/Organization (American Airlines, Agape Flights, etc.)

Box 7: Names of Missionary Family Members traveling together

Box 8A: Date cargo is put on aircraft

B: Agape Flights, Inc.

C: Haiti / Dominican Rep. / etc.

D: 6-digit box number(s) (supplied by Agape Flights)

E: Number & Description of Packages put on aircraft on date in Box 8A  
(for example: 7 cardboard boxes & 2 rubbermaid tubs)

F: Leave Blank

**Part II**

Box 9: “X” Appropriate Box(es)

Box 9A: Haiti / Dominican Rep. / etc.

B: Length of Time missionary was serving in that country

C: “X” Appropriate Box(es)

Box 10A-C: “X” Appropriate Box(es)

**Part III (Not Applicable)**

**Part IV**

Box A: “X” Appropriate Box(es)

Box B: “X” Appropriate Box(es)

Box C: "X" Appropriate Box(es)

Box D(1): List Item Number(s) "X"ed in Part IV

- (2): 6-digit box number(s) (supplied by Agape Flights in Part I, Box 8F) *AND*:  
Detailed description of the contents in each package
- (3): Actual/Estimated Value of each package (in US Dollars)
- (4): N/A (Not Applicable – Leave Blank)

#### **Part V**

Box 1: Agape Flights, Inc.

Box 2: Leave Blank

#### **Part VI**

Box 1: "X" Appropriate Box (usually "B")

Box 2: Missionary's Signature

Box 3: The Current Date

**CBP Form 7523** can be found

at: <https://www.cbp.gov/sites/default/files/assets/documents/2019-Feb/CBP%20Form%207523.pdf>

*Instructions for completing this form:*

Box 1: Leave Blank

Box 2: Leave Blank

Box 3: Date cargo is put on aircraft

Box 4:

Box 5: Leave Blank

Box 6: Haiti / Dominican Rep. / etc.

Box 7: 6-digit box number(s) (supplied by Agape Flights)

Box 8: Detailed description of the contents in each package

Box 9: Actual/Estimated Value of each package (in US Dollars)

Box 10: **Harmonized Tariff Schedule of the U.S.** Heading Number for each item as listed in the U.S. Harmonized Tariff Schedule:

<http://www.usitc.gov/tata/hts/bychapter/index.htm>

(a) Find the chapter that best describes your item(s)

(b) Click on the chapter link

(c) Select the heading number that best describes your item(s)

Box 11: Sender (Name & Address of missionary(s) sending cargo to U.S.)

Box 12: Sender's Signature

Box 13: Leave Blank

Box 14: Consignee (Name & Address of person(s) receiving cargo in U.S.)

Box 15: Leave Blank

Box 16: Leave Blank

Box 17: Agape Flights, Inc. 100 Airport Ave, Venice, FL 34285

Box 18: Leave Blank