

Outbound Cargo to the U.S.

The following information is subject to change at any time and has been compiled based on discussions between Agape Flights Representatives & US Customs officials.

Determine if what you are sending back to the US is mail or cargo (According to US Customs):

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).

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)

Cargo IS: CDs, DVDs (see note), books, returned articles of clothing, etc.

*DVDs 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 Agape Flights Missionary Services.

If what you are sending is considered “Cargo”, determine the paperwork that needs to be completed with your 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. product(s): 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**.

IMPORTANT

Once Agape Flights has received the information on the required customs forms & your request 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 the final step in completing the necessary U.S. Customs forms.

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.

All completed customs forms must be approved by the Venice office **NO LATER THAN 0800 EAST COAST TIME 48 Hours PRIOR** to a scheduled flight departure from Venice, FL. Therefore, it is imperative that your initial requests are made in a timely manner to promptly achieve this requirement.

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

Paperwork to be completed and attached to outbound packages:

- One of the following customs forms must be used: 7523, 3311, or 3299
- You 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”.

Instructions for completing CBP Form 3311:

- 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 E, Venice, FL 34285
- Box 15: Leave Blank (Signature of Agape Flights’ Representative)
- Box 16: Leave Blank

Instructions for completing CBP Form 3299:

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

Instructions for completing CBP Form 7523:

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:

- (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 E., Venice, FL 34285
Box 18: Leave Blank