



## CANADA TO USA IMPORT CHECKLIST

Thank you for choosing Oakwood Transport to transport your vehicle from the Canada to USA. To ensure trouble free transportation, please provide us with the following information and paperwork. All photocopies must be completely legible. Prior to faxing us the completed package, please use the check box beside each item below to make sure that you have provided us with all the necessary information. Please include this checklist when returning your package to us.

### STUDENT

- 3299 Form *(Provided)*
- Student Visa
- Copy of Passport
- Copy of Ownership
- Pick-up and delivery form *(Provided)*
- Credit Card Authorization *(Provided if applicable)*
- NO PERSONAL BELONGINGS*

### FOREIGNER MOVING TO THE U.S.

- 3299 Form *(Provided)*
- Copy of Green Card
- Copy of Passport
- Copy of Ownership
- Letter from Manufacturer specific to that vehicle
- Duty on cars less than 1 year old
- Pick-up and delivery form *(Provided)*
- Credit Card Authorization *(Provided if applicable)*
- NO PERSONAL BELONGINGS*

### U.S. CITIZEN

- 3299 Form *(Provided)*
- Bill of Sale for the vehicle
- Copy of Passport
- Copy of Ownership
- Duty on car if purchased in Canada
- Pick-up and delivery form *(Provided)*
- Credit Card Authorization *(Provided if applicable)*
- NO PERSONAL BELONGINGS*

### CANADIAN VACATIONING IN THE U.S.

- 3299 Form *(Provided)*
- Copy of Passport
- Copy of Ownership
- Letter of Authorization *(Provided)*
- Pick-up and delivery form *(Provided)*
- Credit Card Authorization *(Provided if applicable)*
- NO PERSONAL BELONGINGS*

## PLEASE FAX ALL OF THE INFORMATION TO: 519-485-4228

Once your vehicle reaches the border, we will “bond” it to the nearest U.S. Customs office. If for any reason we are unable to clear the vehicle on your behalf, we will contact you to set up an appointment with you to clear your car at the bond shed.

If you have any questions or concerns regarding the aforementioned procedures, please do not hesitate to contact us.

# LETTER OF AUTHORIZATION

DATE: \_\_\_\_\_

ATTN: U.S. CUSTOMS AND CANADIAN CUSTOMS

I, \_\_\_\_\_  
PLEASE PRINT

authorize Oakwood Transport or their agents to transport my vehicle

From: \_\_\_\_\_

To: \_\_\_\_\_

My vehicle is \_\_\_\_\_  
MODEL YEAR

VIN # \_\_\_\_\_

I am a Canadian citizen bringing my vehicle to my winter residence in: \_\_\_\_\_

\_\_\_\_\_

I will be returning to Canada on: \_\_\_\_\_

Regards,

SIGNATURE \_\_\_\_\_  
SIGNATURE



## PICK UP INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE/STATE \_\_\_\_\_

POSTAL/ZIP CODE \_\_\_\_\_ PHONE NO. [     ] \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

VEHICLE MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_

COLOR \_\_\_\_\_ PLATE NO. \_\_\_\_\_ VIN NO. \_\_\_\_\_

SPECIAL PICK UP INSTRUCTIONS: \_\_\_\_\_

PREFERRED PICK UP DATE     /     / \_\_\_\_\_

## DELIVERY INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE/STATE \_\_\_\_\_

POSTAL/ZIP CODE \_\_\_\_\_ PHONE NO. [     ] \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

SPECIAL DELIVERY INSTRUCTIONS: \_\_\_\_\_

PREFERRED DELIVERY DATE     /     / \_\_\_\_\_



## AGREEMENT OF TERMS AND CONDITIONS OF SHIPPING

This Agreement supersedes all prior written or oral agreements and understandings between Oakwood Transport and the owner/shipper and constitutes the entire agreement between Oakwood Transport and the owner/shipper. This Agreement may not be modified except in writing and when signed by an officer of Oakwood Transport.

**PICK UP AND DELIVERY:** Oakwood Transport always attempts to pick up and deliver your vehicle as close as possible to the specified dates. However Oakwood Transport does not guarantee such dates. Rental of a replacement automobile will be at the expense of the owner/shipper.

In the event that either the pick up or delivery address is inaccessible by Oakwood Transport units and a tow truck is required, all tow charges will be the responsibility of the owner/shipper/receiver and will be in addition to the transport charge. If your vehicle is inoperable, or becomes inoperable during transport and consequently needs pushing to load or unload, 50% will be added to the original rate plus handling charges as applicable.

**CONDITION OF THE VEHICLE:** Oakwood Transport drivers will complete a visual inspection of the vehicle upon pick up, noting any obvious damage. Please ensure that the vehicle is washed just prior to pick up to aid in this inspection. In the event that the vehicle is not clean and dry enough for an adequate inspection, you will be asked to sign a waiver which will release Oakwood Transport from all responsibility for normally visible surface damage regardless of cause. Upon delivery and prior to signing, you or your agent must inspect the vehicle with the Oakwood Transport driver and make a note of any new damage on the delivery receipt. Unless the damage is described, the vehicle will be considered as received in good condition without exception. **CLAIMS WILL NOT BE HONORED "AFTER THE FACT."**

Oakwood Transport will not be held responsible for the mechanical condition of any vehicle including exhaust assembly, alignment, suspension and engine tuning as it is impossible to accurately determine the condition at the time of pick up. Oakwood Transport will not be held liable should any part break in transit during normal handling regardless of cause.

**YOUR VEHICLE IS COVERED UNDER OAKWOOD TRANSPORT'S INSURANCE (\$500 DEDUCTIBLE) EXCEPT FOR THE FOLLOWING:** damage caused by leaking fluids, battery acids, cooling system anti-freeze solution, industrial fallout or fallout resulting from acts of nature; damage or loss of loose parts or special equipment when not listed on the bill of lading and/or when not properly wrapped and stored so as to prevent loss or damage; damage caused by freezing of the cooling system or batteries where protection from freezing will be the responsibility of and at the expense of the shipper; dead or weak batteries; damage to radio antennas that are extended more than three inches.

**CONTENTS OF THE VEHICLE:** Articles of personal property shall not be left in the vehicle. Under no circumstances should the vehicle include explosives, guns, ammunition, flammable products, alcoholic beverages, food, prescription or non prescription drugs, jewelry, furs, money, live plants or animals or contraband of any type.

Continued...



**BORDER ISSUES:** Due to recent security issues, both United States and Canada Customs and Immigration regulations have become much stricter and border security much tighter. Should your vehicle be detained at the border or refused entry for any reason, Oakwood Transport will immediately call you and do our best to resolve the situation. However, Oakwood Transport cannot be held responsible should customs or immigration determine your vehicle is inadmissible or if your documentation is deemed unsatisfactory and that you will be denied entry. In either event, all customs related charges for wait time, bond fees and for the storage and/or the return of your vehicle to you, will be your responsibility. The original transportation charges are non refundable.

During the normal course of crossing the border with your vehicle, all customs paperwork charges including bonds, duties, taxes, after hours charges, etc. are the responsibility of the customer. A one hour maximum is allotted for border clearances. If our truck is delayed at the border due to any illegal or prohibited items found in your vehicle, Oakwood Transport reserves the right to charge \$100.00 per hour for every additional hour we are detained by customs officials. Extra charges will be assessed for services rendered above and beyond these specified terms and conditions.

**PAYMENT:** Payment must be by Visa, Mastercard or certified cheque and is required at the time of the pick up of your vehicle.

**ADDITIONAL CHARGES:** Where extra charges are incurred, they must be paid in full at time of delivery.

**CANCELLATIONS:** No charge will be made for cancellations 48 hours or more before scheduled pick-up. Cancellations within 48 hours will be charged at the full amount.

**CLAIMS:** You must report insurance claims to Oakwood Transport within 24 hours of delivery. Remember there is a \$500.00 deductible for all claims.

I have read, understand and agree to the above terms and conditions.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
MM/DD/YYYY



## CREDIT CARD AUTHORIZATION

I, \_\_\_\_\_ hereby  
PLEASE PRINT

authorize Oakwood Transport to charge my vehicle transportation fee to my credit card.

VISA       MASTERCARD

CARD NO. \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ AMOUNT OF CHARGE \_\_\_\_\_

U.S. DEPARTMENT OF HOMELAND SECURITY  
Bureau of Customs and Border Protection

FORM APPROVED OMB NO. 1651-0014

**DECLARATION FOR FREE ENTRY  
OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

PAPERWORK REDUCTION ACT NOTICE: This request is in accordance with the Paperwork Reduction Act. We ask for the information in order to carry out the laws and regulations administered by the CBP. These regulations and forms apply to importers to ensure that they are complying with the law and to allow us to figure, collect, or refund the right amount of duty and tax. It is mandatory. The estimated average burden associated with this collection of information is 10 minutes per respondent depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Bureau of Customs and Border Protection, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget, Paperwork Reduction Project (1651-0014), Washington, DC 20503.

**PART I -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES** (Please consult with the CBP official for additional information or assistance. REMEMBER--All of your statements are subject to verification. False declarations or failure to declare articles could result in penalties.)

1. IMPORTER'S NAME (Last, first and middle)		2. IMPORTER'S DATE OF BIRTH	3. IMPORTER'S DATE OF ARRIVAL
4. IMPORTER'S U.S. ADDRESS		5. IMPORTER'S PORT OF ARRIVAL	
6. NAME OF ARRIVING VESSEL CARRIER AND FLIGHT/TRAIN			
7. NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS (wife, husband, minor children, etc.)			

8. THE ARTICLES FOR WHICH FREE ENTRY IS CLAIMED BELONG TO ME AND/OR MY FAMILY AND WERE IMPORTED	A. DATE	B. NAME OF VESSEL/CARRIER	C. FROM (Country)	D. B/L OR AWB OR I.T. NO.
E. NUMBER AND KINDS OF CONTAINERS		F. MARKS AND NUMBERS		

**PART II -- TO BE COMPLETED BY ALL PERSONS EXCEPT U.S. PERSONNEL AND EVACUEES**

9. RESIDENCY ("X" appropriate box) I declare that my place of residence abroad <input type="checkbox"/> is <input type="checkbox"/> was	A. NAME OF COUNTRY	B. LENGTH OF TIME Yr. Mo.
C. RESIDENCY STATUS UPON MY/OUR ARRIVAL ("X" One) <input type="checkbox"/> (1) Returning resident of the U.S. <input type="checkbox"/> (2) Nonresident:	<input type="checkbox"/> a. Emigrating to the U.S.	<input type="checkbox"/> b. Visiting the U.S.

10. STATEMENT(S) OF ELIGIBILITY FOR FREE ENTRY OF ARTICLES  
I the undersigned further declare that ("X" all applicable items and submit packing list):

**A. Applicable to RESIDENT AND NONRESIDENT**

- (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA)
- (2) All instruments, implements, or tools of trade, occupation or employment, and all professional books for which free entry is sought were taken abroad by me or for my account or I am an emigrant who owned and used them abroad. (9804.00.10, 9804.00.15, HTSUSA)

**B. Applicable to RESIDENT ONLY**

- All personal effects for which free entry is sought were taken abroad by me or for my account. (9804.00.45, HTSUSA)

**C. Applicable to NONRESIDENT ONLY**

- (1) All articles of apparel, personal adornment, toiletries and similar personal effects for which free entry is sought were actually owned by me and in the possession of myself, or those members of my family who accompanied me, at the time of departure to the United States and that they are appropriate and are intended for our personal use and not for any other person nor for sale. (9804.00.20 HTSUSA)
- (2) Any vehicles, trailers, bicycles or other means of conveyance being imported are for the transport of me and my family and such incidental carriage of articles as are appropriate to my personal use of the conveyance. (9804.00.35, HTSUSA)

**PART III -- TO BE COMPLETED BY U.S. PERSONNEL AND EVACUEES ONLY**

I, the undersigned, the owner, importer, or agent of the importer of the personal and household effects for which free entry is claimed, hereby certify that they were in direct personal possession of the importer, or of a member of the importer's family residing with the importer, while abroad, and that they were imported into the United States because of the termination of assignment to extended duty (as defined in section 148.74(d) of the Customs Regulations) at a post or station outside the United States and the CBP Territory of the United States, or because of Government orders or instructions evacuating the importer to the United States; and that they are not imported for sale or for the account of any other person and that they do not include any alcoholic beverages or cigars. Free entry for these effects is claimed under Subheading No. 9805.00.50, Harmonized Tariff Schedule of the United States.

1. DATE OF IMPORTER'S LAST DEPARTURE FROM THE U.S.	2. A COPY OF THE IMPORTER'S TRAVEL ORDERS IS ATTACHED AND THE ORDERS WERE ISSUED ON:
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**PART IV -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES** (Certain articles may be subject to duty and/or other requirements and must be specifically declared herein. Please check all applicable items and list them separately in item D on the reverse.)

**A. For U.S. Personnel, Evacuees, Residents and Non-Residents**

- (1) Articles for the account of other persons.
- (2) Articles for sale or commercial use.
- (3) Firearms and/or ammunition.
- (4) Alcoholic articles of all types or tobacco products.
- (5) Fruits, plants, seeds, meats, or birds.
- (6) Fish, wildlife, animal products thereof.

**B. For Residents and Non-Residents ONLY**

- (7) Foreign household effects acquired abroad and used less than one year.
- (8) Foreign household effects acquired abroad and used more than one year.

**C. For Resident ONLY**

- (9) Personal effects acquired abroad.
- (10) Foreign made articles acquired in the United States and taken abroad on this trip or acquired abroad on another trip that was previously declared to CBP.
- (11) Articles taken abroad for which alterations or repairs were performed abroad.

**D. LIST OF ARTICLES**

(1) ITEM NUMBER CHECKED IN PART IV, A., B., C.	(2) DESCRIPTION OF MERCHANDISE	(3) VALUE OR COST OF REPAIRS	(4) FOREIGN MERCHANDISE TAKEN ABROAD THIS TRIP: <i>State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to CBP.</i>

**PART V -- CARRIER'S CERTIFICATE AND RELEASE ORDER**

The undersigned carrier, to whom of upon whose order the articles described in PART I, 8., must be released, hereby certifies that the person named in Part I, 1., is the owner or consignee of such articles within the purview of section 484(h), Tariff Act of 1930.

In accordance with the provisions of section 484(h), Tariff Act of 1930, authority is hereby given to release the articles to such consignee.

1. NAME OF CARRIER	2. SIGNATURE OF AGENT (Print and sign)	Date
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**PART VI -- CERTIFICATION TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY**

I, the undersigned, certify that this declaration is correct and complete.

1. "X" One <input type="checkbox"/> A. Authorized Agent* (From facts obtained from the importer) <input type="checkbox"/> B. Importer	
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2. SIGNATURE	3. DATE
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\*An Authorized Agent is defined as a person who has actual knowledge of the facts and who is specifically empowered under a power of attorney to execute this declaration (see 19 CFR 141.19, 141.32, 141.33).

<b>PART VII -- CBP USE ONLY</b> (Inspected and Released)	1. SIGNATURE OF CBP OFFICIAL	2. DATE
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**DECLARATION FOR FREE ENTRY  
OF UNACCOMPANIED ARTICLES**

19 CFR 148.6, 148.52, 148.53, 148.77

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**PART I -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES** (Please consult with the CBP official for additional information or assistance. REMEMBER--All of your statements are subject to verification. False declarations or failure to declare articles could result in penalties.)

1. IMPORTER'S NAME (Last, first and middle) JOHN DOE		2. IMPORTER'S DATE OF BIRTH 6-29-1966	3. IMPORTER'S DATE OF ARRIVAL 12-01-2007
4. IMPORTER'S U.S. ADDRESS 2252 SUNSHINE WAY FT LAUDERDALE, FL 32028		5. IMPORTER'S PORT OF ARRIVAL FT. LAUDERDALE, FLORIDA	
6. NAME OF ARRIVING VESSEL CARRIER AND FLIGHT/TRAIN AIR CANADA FLT 402			
7. NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS (wife, husband, minor children, etc.) JANE DOE (WIFE) SALLY DOE (DAUGHTER)			

8. THE ARTICLES FOR WHICH FREE ENTRY IS CLAIMED BELONG TO ME AND/OR MY FAMILY AND WERE IMPORTED	A. DATE 12-01-2007	B. NAME OF VESSEL/CARRIER OAKWOOD TRANSPORT	C. FROM (Country) CANADA	D. B/L OR AWB OR I.T. NO.
E. NUMBER AND KINDS OF CONTAINERS 1 2005 DODGE CARAVAN		F. MARKS AND NUMBERS 2B4GP4AK25648BA19		

**PART II -- TO BE COMPLETED BY ALL PERSONS EXCEPT U.S. PERSONNEL AND EVACUEES**

9. RESIDENCY ("X" appropriate box) I declare that my place of residence abroad <input checked="" type="checkbox"/> is <input type="checkbox"/> was	A. NAME OF COUNTRY CANADA	B. LENGTH OF TIME 37 Yr. Mo.
C. RESIDENCY STATUS UPON MY/OUR ARRIVAL ("X" One) <input type="checkbox"/> (1) Returning resident of the U.S. <input type="checkbox"/> (2) Nonresident:	<input type="checkbox"/> a. Emigrating to the U.S.	<input checked="" type="checkbox"/> b. Visiting the U.S.

10. STATEMENT(S) OF ELIGIBILITY FOR FREE ENTRY OF ARTICLES  
I the undersigned further declare that ("X" all applicable items and submit packing list):

**A. Applicable to RESIDENT AND NONRESIDENT**

- (1) All household effects acquired abroad for which free entry is sought were used by me or my family for at least one year by me or my family in a household of which I or a member of my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA)
- (2) All instruments, implements, or tools of trade, occupation or profession, and all professional books for which free entry is sought were taken abroad by me or for my account or I am an emigrant who owned and used them abroad. (9804.00.15, HTSUSA)

**B. Applicable to RESIDENT ONLY**

- All personal effects for which free entry is sought were used by me or for my account. (9804.00.45, HTSUSA)

**C. Applicable to NONRESIDENT ONLY**

- All articles of apparel, personal adornment, toiletries and similar personal effects which free entry is sought were actually owned by me and in the possession of myself, or those members of my family who accompanied me, at the time of departure to the United States and that they are appropriate and are intended for our personal use and not for any other person nor for sale. (9804.00.20 HTSUSA)
- (2) Any vehicles, trailers, bicycles or other means of conveyance being imported are for the transport of me and my family and such incidental carriage of articles as are appropriate to my personal use of the conveyance. (9804.00.35, HTSUSA)

**PART III -- TO BE COMPLETED BY U.S. PERSONNEL AND EVACUEES ONLY**

I, the undersigned, the owner, importer, or agent of the importer of the personal and household effects for which free entry is claimed, hereby certify that they were in direct personal possession of the importer, or of a member of the importer's family residing with the importer, while abroad, and that they were imported into the United States because of the termination of assignment to extended duty (as defined in Section 148.74(d) of the Customs Regulations) at a post or station outside the United States and the CBP Territory of the United States, or because of Government orders or instructions evacuating the importer to the United States; and that they are not imported for sale or for the account of any other person and that they do not include any alcoholic beverages or cigars. Free entry for these effects is claimed under Subheading No. 9805.00.50, Harmonized Tariff Schedule of the United States.

1. DATE OF IMPORTER'S LAST DEPARTURE FROM THE U.S. 03-25-2005	2. A COPY OF THE IMPORTER'S TRAVEL ORDERS IS ATTACHED AND THE ORDERS WERE ISSUED ON:
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**PART IV -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES** (Certain articles may be subject to duty and/or other requirements and must be specifically declared herein. Please check all applicable items and list them separately in item D on the reverse.)

**A. For U.S. Personnel, Evacuees, Residents and Non-Residents**

- (1) Articles for the account of other persons.
- (2) Articles for sale or commercial use.
- (3) Firearms and/or ammunition.
- (4) Alcoholic articles of all types or tobacco products.
- (5) Fruits, plants, seeds, meats, or birds.
- (6) Fish, wildlife, animal products thereof.

**B. For Residents and Non-Residents ONLY**

- (7) Foreign household effects acquired abroad and used less than one year.
- (8) Foreign household effects acquired abroad and used more than one year.

**C. For Resident ONLY**

- (9) Personal effects acquired abroad.
- (10) Foreign made articles acquired in the United States and taken abroad on this trip or acquired abroad on another trip that was previously declared to CBP.
- (11) Articles taken abroad for which alterations or repairs were performed abroad.

**D. LIST OF ARTICLES**

(1) ITEM NUMBER CHECKED IN PART IV, A., B., C.	(2) DESCRIPTION OF MERCHANDISE	(3) VALUE OR COST OF REPAIRS	(4) FOREIGN MERCHANDISE TAKEN ABROAD THIS TRIP: <i>State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to CBP.</i>
1	2005 DODGE CARAVAN	\$22,000 CN	

EXAMPLE

**PART V -- CARRIER'S CERTIFICATE AND RELEASE ORDER**

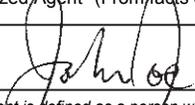
The undersigned carrier, to whom of upon whose order the articles described in PART I, 8., must be released, hereby certifies that the person named in Part I, 1., is the owner or consignee of such articles within the purview of section 484(h), Tariff Act of 1930.

In accordance with the provisions of section 484(h), Tariff Act of 1930, authority is hereby given to release the articles to such consignee.

1. NAME OF CARRIER  OAKWOOD TRANSPORT	2. SIGNATURE OF AGENT (Print and sign) _____ Date _____
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**PART VI -- CERTIFICATION TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY**

I, the undersigned, certify that this declaration is correct and complete.

1. "X" One <input type="checkbox"/> A. Authorized Agent* (From facts obtained from the importer) <input checked="" type="checkbox"/> B. Importer		
2. SIGNATURE 	3. DATE 12-01-2007	

\*An Authorized Agent is defined as a person who has actual knowledge of the facts and who is specifically empowered under a power of attorney to execute this declaration (see 19 CFR 141.19, 141.32, 141.33).

<b>PART VII -- CBP USE ONLY</b> (Inspected and Released)	1. SIGNATURE OF CBP OFFICIAL _____	2. DATE _____
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