



**Hanseatic Moving Services LLC**  
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## REQUIRED USA CUSTOMS IMPORT DOCUMENTATION - FOR IMPORT CLEARANCE - DIPLOMATIC CARGO

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1. **U.S. Customs Form 1504**  
(to be filed by Admin. Dept. of Consulate and to be submitted to O.F.M., O.F.M. approved, "stamped" form 1504 must be send back to us immediately upon receipt – no originals are required – electronic submission to/from O.F.M.)
2. **U.S. Customs Form 5291 – Power of Attorney**
3. Instructions for completing Power of Attorney
4. **Copy of your Passport/Visa (to be supplied by you)**

**Important note:**

**Hanseatic Moving Services will submit soonest to the Admin. Dept. of the Consulate the following required documentation, latest 1 day prior (Air) and/or 3 days prior vessel arrival (Sea) at the air/port of entry:**

- **Arrival Notice**
- **Airway Bill or Bill of Lading**

We kindly thank you for having chosen us for your relocation. This brochure contains the required documentation, which is needed to perform the customs clearance process of your shipment. In order to avoid any delays and / or additional charges, we kindly ask you to return this brochure (provided all documents are completed) to our office prior to your moving date/s.

To be returned to:       Hanseatic Moving Services LLC  
                                  Attn: (Name of your relocation coordinator)  
                                  15 Willet Street, Unit 4  
                                  Bloomfield, NJ 07003

Should you require any further information, please do not hesitate to contact our office.



**REQUEST FOR CUSTOMS CLEARANCE OF MERCHANDISE**

TO THE SECRETARY OF STATE - ATTENTION: OFFICE OF FOREIGN MISSIONS

It is requested that the necessary arrangements be made for the appropriate authorities to admit free of duty the merchandise described below. This merchandise is intended for the personal and/or official use of the person(s) or foreign government noted based on reciprocity or, for representatives of international organizations, or others herein designated, based on privileges under the authority specified on the form.

NAME OF EMBASSY, LEGATION, OR INT'L. ORG. <i>(Includes U.N.)</i>	PORT OF CLEARANCE
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CONSIGNEE  
 Name *(First, Middle, Last)* \_\_\_\_\_  
 Title: \_\_\_\_\_

PURPOSE <input type="checkbox"/> Official (Explain Below) <input type="checkbox"/> Personal <input type="checkbox"/> Official and Personal	ENTER PID _____ or
	IF NEWLY ASSIGNED CHECK HERE <input type="checkbox"/>

CARRIER / SUPPLIER	Customs Entry or Manifest No.	Air Waybill or Bill of Lading No.
	Total Weight lbs. or Kg.	Mail Entry No.

DESCRIPTION OF MERCHANDISE Including warehouse or Catalogue No. *(if withdrawn from a customs bonded warehouse or foreign trade zone)*.  
 If vehicle, include Vehicle Identification Number, Make, Model, and Year.

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF INTERNATIONAL ORGANIZATION <i>(Includes U.N.)</i>	DATE <i>(mm-dd-yyyy)</i>
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EMBASSY OR CONSULATE SEAL & AUTHORIZATION	U.S. DEPARTMENT OF STATE APPROVAL	USUN	U.S. CUSTOMS AUTHORIZATION
DATE: <i>(mm-dd-yyyy)</i>	FREE ENTRY REQUESTED		



IRS# \_\_\_\_\_

SS# \_\_\_\_\_

Individual	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Corporation	<input type="checkbox"/>
Sole Proprietorship	<input type="checkbox"/>
Limited Liability Co.	<input type="checkbox"/>

Know all men by these presents: That, \_\_\_\_\_ doing Business as a \_\_\_\_\_ under the laws of the State of \_\_\_\_\_, Residing or having a principal place of business at \_\_\_\_\_, hereby constitutes and Appoints Janel Group, Inc., its officers, employees, and/or specifically authorized agents, to act for and on its behalf as a true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor, from this date, in the United States (the "territory") either in writing, electronically, or by other authorized means, to:

Make, endorse, sign, declare, or swear to any customs entry, withdrawal, declaration, certificate, bill of lading, carnet or any other documents required by law of regulation in connection with the importation, exportation, transportation, of any merchandise in or through the customs territory, shipped or consigned by or to said grantor;

Perform any act or condition which may be required by law or regulation in connection with such merchandise deliverable to said grantor; to receive any merchandise;

Make endorsements on bills of lading conferring authority to transfer title; make entry or collect drawback; and to make, sign, declare, or swear to any statement or certificate required by law or regulation for drawback purposes, regardless of whether such document is intended for filing with Customs;

Sign, seal, and deliver for and as the act of said grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading, unlading or navigation of any vessel or other means of conveyance owned or operated by said grantor, and any and all bonds which may be voluntarily given and accepted under applicable laws and regulations, consignee's and owner's declarations provided for in section 485, Tariff Act of 1930, as amended, or affidavits or statements in connection with the entry of merchandise;

Sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unlading, or operation of any vessel or other means of conveyance owned or operated by said grantor;

Authorize other Customs Brokers duly licensed within the territory to act as grantor's agent; to receive, endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a nonresident of the United States, to accept service of process on behalf of the grantor;

And generally to transact customs business, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to other laws of the territories, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney;

Giving to said agent and attorney full power and authority to do anything whatever requisite necessary to be done in the premises as fully as said grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do by virtue of these presents;

This power of attorney to remain full force and effect until revocation in writing is duly given to and received by grantee (if the donor of this power of at is a partnership, the said power shall in no case have any force or effect in the United States after expiration 2 years from the dates of its execution);

Grantor acknowledges receipt of JANEL'S Terms and conditions of Service governing all transactions between the Parties.

If the Grantor is a Limited Liability Company, the signatory certifies that he/she has full authority to execute this power on behalf of the Grantor:

IN WITNESS WHEREOF, the said \_\_\_\_\_  
 Caused these present to be sealed and signed: (signature) \_\_\_\_\_  
 (capacity) \_\_\_\_\_ Date: \_\_\_\_\_ Witness(If required) \_\_\_\_\_

If you are the importer of record, payment to the broker will not relieve you of the liability for U.S. Customs charges(duties, taxes or other debts owed customs) in the event the charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with a separate check payable to the "U.S. Customs and Border protection" which shall be delivered to Customs by the broker. Importers who wish to utilize this procedure must contact our office to arrange timely receipt of duty checks..

# Instructions for the U.S. Customs Power of Attorney Form 5291

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**STEP 1** — Print or type your name and social security number on the first line.

**STEP 2** — Sign your name on the line next to (signature).

**STEP 3** — Put the date when the form was signed on the line next to the word “date.”

*NOTE: This form gives **Hanseatic Moving Services LLC** and its agent the authority to clear your personal effects and household goods through U.S. Customs without your presence.*

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