

Dear Valued Partner,

Thank you for having chosen us to be your designated destination service provider for this shipment.

Please find enclosed the consignment instructions for \* Diplomatic Clientele only - posted to their respective Consulate or Mission in USA (Foreign Military and/or Corporate/Private clientele shipments will require different instructions) for your reference.

## AIR FREIGHT - Consignment Instructions - Diplomatic Clientele only\*

**Consignee:**

**Option 1**

**Customer's Name as stated in passport  
c/o Consulate General of .....**

*or*

**c/o Permanent Mission of .....  
+ complete US address**

**Option 2**

**Customer's Name as stated in passport  
Jointly and severally with  
c/o Consulate General of .....**

*or*

**c/o Permanent Mission of .....  
+ complete US address**

*Important: Address has to match the address you used in your export Customs filing system (such as Atlas, etc.)*

**Notify Party:**

**Hanseatic Moving Services LLC  
15 Willet Street, Unit # 4  
Bloomfield, NJ 07003 – USA  
Tel. +1-201-420-6345 / Fax. +1-201-420-6348  
Email. info(at)hanseatic-usa.com**

## SEA FREIGHT - Consignment Instructions - Diplomatic Clientele only\*

**Consignee:**

**Option 1**  
Customer's Name as stated in passport  
c/o Consulate General of .....

*or*

c/o Permanent Mission of .....  
+ complete US address

**Option 2**  
Customer's Name as stated in passport  
Jointly and severally with  
c/o Consulate General of .....

*or*

c/o Permanent Mission of .....  
+ complete US address

*Important: Address has to match the address you used in your export Customs filing system (such as Atlas, etc.)*

**Notify Party:**

**Hanseatic Moving Services LLC**  
**15 Willet Street, Unit # 4**  
**Bloomfield, NJ 07003 – USA**  
**Tel. +1-201-420-6345 / Fax. +1-201-420-6348**  
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**Note/Comment:**

Some International Institutions (such as the United Nations) as well as Foreign Government Institutions (such as Trade, Language or Cultural Institutions etc.) do offer their employees semi-diplomatic status. Please note that those Institutions usually are NOT able to obtain a diplomatic accreditation through the Office of Foreign Missions. Hence, the shipment of these type of clientele cannot be cleared as diplomatic cargo/shipment, as their respective administration will NOT be able to obtain the so-called DS Form 1504. Prior dispatching or consigning shipment, please ensure with your clientele the exact status of their employment with such Institution! Most likely their shipment must be imported under the US Customs Form 3299, which is used for any 'Corporate or Private clientele' shipment.

Thank you for your cooperation and we do look forward to be of service to you and your client!