

## **DOCUMENTS REQUIRED**

- Passport (copy including the page with customer's signature)
- Work Permit
- Certificate of Residence (original) obtained from the local Belgian town hall (aankomst attest/attestation d' arrive'e)
- Change of Residence Certificate (for Belgian nationality)
- Proof of cancellation of residence abroad
- Lease Contract or Renting Voucher
- Indemnity/insurance documents
- Inventory in English, French, Dutch or German
  - Must be accompanied by an official statement for the Customs Administration (copy available from the destination agent upon request)
  - Must be original and five copies, valued, signed and dated by customer
  - If auto imported, must be listed on the inventory with the manufacturer's name, body and engine number, type, color, etc.
  - Weapons must also be listed on the inventory with the manufacturer's name, type of weapon, serial number and caliber (customer should be able to produce permit issued in country of shipment)
  - All electrical appliances must be noted, with serial numbers
- For shipments originating from a non-European Community country, a certificate is required stating that the customer has resided outside the European Community for at least twelve months prior to arrival in Belgium (certificate issued by the Belgium Consulate at the place of origin) or employer in country of origin or branch office in Belgium.
- For company moves, a signed and stamped declaration from the employer confirming that the transfer is required
- Belgians who canceled their registration in Belgium and who are returning to Belgium within two years, must prove that their stay abroad was a result of their settlement abroad. The customs documents issued at the time of exportation of their household goods and or motor vehicle must be produced to the Customs authorities at the time of re-importation. In the absence of such documents, a warrant must be made.
- Diplomatic shipments - Customs Form 136F and diplomatic statement are required
- Contact address and telephone number of customer must be listed on documents

- If all documents are not available, a Bank Guarantee must be paid. (Refund of Guarantee will be issued upon presentation of required paperwork within the next 6 months)

## **CUSTOMS REGULATIONS**

- Non-European residents who intend to take up permanent residence in Belgium may import their household goods and personal effects including an auto, motorcycle, or pets duty and value added tax free providing:
  - The customer has lived at least twelve months consecutively out of Europe prior to the move
  - The household goods and personal effects must have been owned and used a minimum of six months prior to the move
- Foreigners without a Certificate of Residence in Belgium must pay a warranty of 10% for Customs duties plus 21% VAT plus BFRS 500 to cover any possible fines
- Used household goods may be imported in several separate shipments; however, the declaration of duty-free entry must be completed for all shipments at the time of the first importation

## **DUTIABLE/RESTRICTED ITEMS**

- Alcohol, tobacco products and foodstuffs
- New items (less than six months old) subject to duty
- Firearms and weapons (subject to a special license)
- Electronic/electrical equipment/appliances coming from non-European countries may require modifications in order to use them in Belgium
- Telephones and fax machines generally do not need modifications, but do require approval by Customs
- Plants and vegetable products must have Phytosanitary Certificate issued by the Ministry of Agriculture in the country of origin
- Presents and souvenirs subject to duty

## **PROHIBITED ITEMS**

- Ivory and other animal products; complete list must be obtained by customer from Belgian Consulate in advance of packing of shipment
- Drugs and narcotics

## **MOTOR VEHICLES**

- Duty-free entry if owner had possession of the vehicle for at least six months prior to entry into Belgium and if sales and value added tax were paid in country of origin
- Vehicle must meet Belgium specifications and all safety requirements
- Documents required:
  - Original Registration or Title (specifying make, model, year, type, chassis, engine and license plate numbers)
  - Original Purchase Invoice
  - Original license plate from previous country

- Proof of payment of sales tax
- Valid European Green Liability Card
- Proof of insurance abroad valid for at least six months prior to arrival in Belgium
- Proof of European/Belgian insurance
- Copy of passport with signature page
- Proof of residence abroad for twelve months prior to arrival in Belgium
- Statement from owner that he will not sell or trade the vehicle for at least six months after final clearance

## **PETS**

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Certificate of Vaccination

- Certificate must be dated at least 30 days, but not more than one year before the entry into Belgium
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