

**\*NOTE: ENTRY REQUIREMENTS DEPEND ON THE COUNTRY OF ORIGIN.**

### **DOCUMENTS REQUIRED**

- Copy of Passport (the page showing photo) and copy of Visa and/or Work Permit (for foreign citizens only)
- Inventory (original) in German or English, valued, dated and signed by the Customer
- Signed declaration, stating the imported goods are the owners personal effects
- Signed declaration, stating the imported goods are not subject to any customs restrictions (e.g. drugs, weapons, etc.)
- Statement of Transfer from employer (in German if possible) should state the shipper was an employee for the company abroad, how long he/she has lived in this certain country, and will remain an employee of the company in Germany
- Foreign citizens must obtain a Work Permit (Arbeiterlaubnis) issued by the local employment office
- Residence Visa (not needed for German nationals) or Residence Permit (granted only after a Work Permit has been issued)
- Certificate of registration with the German police ("Polizeiliche Anmeldung")
- Customer's declaration that no taxable high value goods (such as alcohol, tobacco, coffee, tea, guns, etc.) are in shipment. Such goods must be listed separately and will be taxed.
- Certificate of Registration (Anmeldebestätigung) from the local registration office (Einwohnermeldeamt)
- German nationals need a declaration from German Embassy or Consulate confirming their length of stay abroad and exact destination address in Germany. Without this document, shipment will not clear Customs.
- German Customs Form 0350 (Zollantrag) in triplicate, stating goods will not be sold for one year
- Health Certificate may be required
- Copy of Insurance Certificate
- Customs clearance Power of Attorney Form authorizing Destination Agent to act on behalf of the customer in liaison with Customs
- Foreign diplomats need a Certificate from the Embassy or Consulate
- Power of Attorney

### **CUSTOMS REGULATIONS**

- **CUSTOMER MUST BE PRESENT FOR CUSTOMS CLEARANCE (IF ALL DOCUMENTS ARE NOT IN ORDER)**
- Used household goods are duty-free if Customer has resided at least one year abroad, if the goods were owned by Customer over six months and will not be sold for a minimum of one year
- Goods should be imported within one year of Customer taking up residence; if not, reasons needed for delay - maximum limit three years
- Inheritance Items
  - Death Certificate
  - "Erbschein" or an official document which certifies the customer has inherited the items from the deceased and states the relationship between them
- Wedding Trousseaux
  - Marriage Certificate
  - If household goods are imported before the marriage, proof must be furnished the marriage will take place within two months

### **DUTIABLE/RESTRICTED ITEMS**

- New items (less than six months old) invoice required
- Alcohol
  - Inventory must detail exact number and size of bottles, exact alcoholic strength in percent, and value of each bottle.
- Tobacco, tea, coffee, toilet waters, perfumes, etc.
- Foodstuffs in large quantities (do not recommend shipping with household goods)
- Electronic items such as computers, videos, stereos, etc. (must show serial number and have purchase invoice)
  - Duplicate appliances or electrical equipment may be assessed high duties
- Large amounts of handicrafts

### **PROHIBITED ITEMS**

- Guns require a Certificate of Registration, valid passport of owner, proof of ownership, and a gun license for importation
  - Duty-free if firearm has been owned for at least six months prior to importing
  - Guns must be easily accessible
  - Must apply for a German Ownership Permit
  - List as last items on inventory, indicate model, caliber and serial number
- Explosives
- Ammunition
- Drugs and narcotics
- Live plants (need special Import Permit)
- Any protected animal or species, dried plant or items of historical significance (ivory, snakeskin, leopard fur, pre-Colombian items, etc.)
- Pornographic material
- Certain types of meat

- Absinthe, methyl alcohol and pure alcohol
- Radioactive material
- Wine, grape juice and other various foodstuffs and consumer goods in large quantity

## **MOTOR VEHICLES**

- Admitted duty-free if Customer has lived abroad for over one year, has owned and used the auto for a minimum of six months, if brought in for personal use with household goods and will not be sold for one year
- Cars must be inspected before licensing, comply with German technical and environmental regulations and require modifications
- Documents required:
  - Proof of ownership
  - Car documents
  - German driver's license
  - Owner's passport
  - Owner's police registration in Germany (polizieliche Anmeldebestätigung)
  - Insurance record from country of origin
  - Third-party liability insurance that begins with Customs clearance
  - Declaration of Customer that no high value goods are in car
  - Origin Registration and copy of title
  - Commercial invoice, if new vehicle
  - It is highly recommended that the Customer informs the Destination Agent of all auto details prior to importing.

## **PETS**

- Dogs, cats and canaries permitted with Health Certificate (in German or with a translation) issued by a licensed veterinarian describing the animal and stating that the pet is free from rabies and contagious diseases
- Health Certificate is valid ten days from the date in which it was issued (20 days for pets coming from non-European countries)
- All endangered species and exotic animals are prohibited

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