



## *Importing Personal Property into*

# **CZECH REPUBLIC**

### **IMPORTING HOUSEHOLD GOODS AND PERSONAL EFFECTS**

#### **DUTY-FREE ENTRY IS PERMITTED IF THE FOLLOWING REQUIREMENTS ARE MET:**

- For foreigners: items have been in shipper's possession and use for at least 6 months.
- For returning citizens of the Czech Republic: the shipper must have resided abroad for at least 12 consecutive months and the items being imported must have been used by the shipper for at least 6 months prior to departure.
- Items are not meant to be sold, rented or lent to another person during stay in country.
- All items are exported at the time set forth during customs registration.
- The following items may also be imported duty-free (in addition to the basic household goods and personal effects):
  - Arts and antiques
  - Indoor plants in reasonable quantities with the appropriate documentation
  - Domestic Animals with the appropriate documentation

#### **REQUIRED DOCUMENTS:**

- ✓ A certificate of Free Entry must be obtained from the Customs Head Office to insure that the shipment will be duty-free.

- ✓ Detailed inventory list showing serial numbers and specifications of any electrical appliances, and two sets of photos for any antiques and valuable paintings. Must be dated and signed.
- ✓ Copy of valid passport
- ✓ Certificate of Registration (residence permit can take 6-10 weeks to be processed)
- ✓ In case of temporary or permanent residence due to company relocation, a statement from the company vouching for the employee involved must be presented.
- ✓ Copy of Work Permit for employment verification
- ✓ Authorization letter (preferably notarized)
- ✓ Letter from employer on company letterhead verifying relocation with a guarantee of paying any customs duties on the importer's belongings in the case of non re-exportation
- ✓ Non-sale Certificate - declaration that importer will not sell any items in the shipment.
- ✓ Copy of rental contract (rental period must be for a minimum of two years)
- ✓ Power of attorney to authorize destination agent to represent the importer with customs authorities.

#### **Diplomats must include the following, in addition to the above items:**

- ✓ Embassy issued Import Declaration Form
- ✓ Copy of Czech ID card with the residence address in the Czech Republic. If not available, must present rental contract

# NOTES ON IMPORTING HOUSEHOLD GOODS/ PERSONAL EFFECTS; RESTRICTED / PROHIBITED ITEMS; IMPORTING MOTOR VEHICLES AND PETS:

## **Notes:**

- All documents must be in Slovak language (one set of originals)
- As of this date, Slovak laws are still being created and are expected to change. Please contact the destination agent immediately upon arrival in order to complete all necessary forms.
- In the case that all documents cannot be provided (i.e. registration of the company isn't finished) the client either has to pay a fully refundable security deposit or provide a bank guarantee.
- Shipper must provide photographs of all works of art for customs purposes.

## **RESTRICTED ITEMS:**

- Plants require a Phyto Certificate
- Firearms and ammunition require an import permit issued by the Consulate General of the Czech Republic.
- Alcohol is duty-free in quantities less than 2 liters of wine or 1 liter of spirits.
- Tobacco is duty-free in quantities less than 200 cigarettes or 100 cigarillos or 50 cigars or 250 grams of tobacco or a reasonable combination of the above listed products.
- Perfume is restricted to 50 grams of perfume or .25 liters of eau de toilette.
- Medications and prescriptions must be in reasonable quantities for personal use.

## **PROHIBITED ITEMS:**

- Unlawful drugs

## **IMPORTING MOTOR VEHICLES:**

- All motor vehicles must be in the possession and use of the shipper for at least 6 months prior to shipping.
- Temporary, duty-free import is possible for foreigners who intend to re-export the vehicle within 6 months.

- Motor vehicles must be inspected by the Technical Inspection Unit before registration.
- The basic requirements for registration are a low emission rate, technical specifications of the vehicle and an operating manual. Special requirements for registration include side-view mirrors, lockable gasoline tank, left-hand drive, etc. It is highly recommended to contact the Transport Inspectorate or the Police Department of the Ministry of Interior prior to importation at the following address, phone and/or fax:  
Sekce služby dopravní policie  
Kongresová 2  
140 00 Praha 4, Czech Republic  
Telephone: 011-420-2-6142-5383  
or: 011-420-2-6141-1111  
Fax: 011-420-2-6118-5336

## **REQUIRED DOCUMENTS:**

- ✓ Registration card
- ✓ Original Bill of Lading or Airway Bill
- ✓ Non-sale certificate
- ✓ Invoice or purchasing contract

**Note:** Motor Vehicles are considered personal effects, but a bank guarantee or security deposit is always required.

## **IMPORTING PETS:**

- Dogs and cats over the age of 3 months must have a rabies vaccination at least 30 days and not more than 12 months prior to their departure.

## REQUIRED DOCUMENTS FOR IMPORTING PETS:

### REQUIRED DOCUMENTS:

- ✓ Veterinary Import Permit issued by the State Veterinary Administration of the Czech Republic:  
Státní veterinární správa ČR  
Těšnov 17  
117 05 Praha 1  
Czech Republic  
Telephone: 011-420-2-2181-2484  
or: 011-420-2-2481-2735  
or: 011-420-2-2181-1111  
Fax: 011-420-2-2181-2974
- ✓ Veterinary Certificate issued by the state veterinary office in the animal's origin country. The certificate must be issued no more than 72 hours prior to the pet's departure. The certificate must be in English, German, French, Russian or Spanish.
- ✓ International Vaccination Certificate and record

### ACKNOWLEDGEMENTS:

- Welcome to the Czech Republic, <http://www.czech.cz>, 2003.
- Consulate General of the Czech Republic in Los Angeles, <http://www.czechembassy.org>, 2003.
- AGS Worldwide Movers, 2001
- Corstjens Eastern European Movers, 2000

**The information presented herein is based on customs data available at the time of printing and is frequently subject to change without notice. It is the responsibility of the owner or importer of the household goods to comply with the current customs restrictions, regulations, and duties of the country to which the goods are imported. We strongly advise customers to contact the consulate or embassy of the destination country for the most current information on customs regulations, restrictions and duties for importing household goods, personal effects and vehicles.**