



Importing Personal Property into Cote d'Ivoire

CUSTOMS REGULATIONS AND REQUIRED DOCUMENTS

Customs Regulations:

ALERT: The EU has implemented sanctions against Cote d'Ivoire resulting in shipping lines suspending all bookings to and from the country. The Department of State urges US citizens living in Cote d'Ivoire to consider temporary departure due to the deteriorating political and economic situation. The U.S. Embassy in Abidjan remains in evacuation status following the ordered departure of all non-emergency personnel on December 20, 2010. All non-governmental financial institutions, representing approximately 93 percent of the country's bank accounts, have suspended operations as of February 18, 2011. Shortages of fuel, food, and other commodities as well as price increases, could result in severe hardship and a simultaneous upswing in civil disturbances and crime.

All shipments are subject to inspection. The customer must be present in the country during the clearance process. All personal effects (private, military) are subject to Customs tax based on CIF value. The value of the shipment must not exceed \$4.00USD per pound gross. Shipments of personal effects and vehicles must have the weights accurately specified or one will incur additional costs, demurrage charges.

Delays at Customs for not having all documents into Customs are a minimum of 3 weeks. For Diplomatic air shipments it is essential to have the AWB copy in well advance for the Embassy or organization to process the diplomatic exemption timely. Destination Agents for either private or diplomatic shipments must have appropriate documents at least 8 days in advance of the shipments arrival.

NOTE: The Freight Invoice and the customer's Declaration of Exportation are imperative. These documents are utilized to establish the “Bordereau de suivi de cargaison” document (aka BSC) to begin the customs clearance process.

Required Documents:

- ✓Passport - copy, including photo page, must have more than six months of remaining validity
- ✓Residence Permit - “carte de séjour” for each family member 16 and older
- ✓International Health Certificate – must have current yellow fever immunization
- ✓Work permit – original
- ✓“Etat de Filiation” – document attesting to parentage of the client – sample in NOTES section
- ✓“Attestation Reservations de cale” – obtained from local French Embassy or Consulate
- ✓Certificate of Change of Residence or Employer Letter of Transfer
- ✓Tax Payer Number – Application made through client's employer or client independently
- ✓Bill of Lading/Air Waybill – express release NOT acceptable,
- ✓Freight Invoice & Declaration of Exportation
- ✓Letter of Financial Responsibility
- ✓Valued Inventory - original, detailed in French, dated & signed, attesting that all items are theirs

Diplomat Status:

Foreign diplomats, members of government or international organizations are granted tax and duty free entry of their personal effects and household items either new or used. Shipments must obtain a Free Entry Form from the local Administration at port of entry. This takes 24 hours to process before shipment is cleared through Customs.

Required Documents:

- ✓Duty Exemption Certificate – issued by origin Embassy or organization and Ivory Coast Foreign Affairs Ministry
- ✓Diplomatic Passport & entry Visas - copies
- ✓Certificate of Function - established by the Embassy or organization
- ✓Valued Inventory – original, detailed in French, dated & signed, attesting that all items are theirs

RESTRICTED/DUTIABLE ITEMS

Any printed materials, books, pictures, films, DVD's, CD's may be subject to censorship and confiscation if found to be contrary to local customs or religious beliefs.

- ✓New items are subject to very high taxes and require original receipts
- ✓Appliances/Electronics/Furniture less than six (6) months old incurs tax & duty. Invoices are required to show proof of age or they will be considered new. TV's are 53%, VCR/DVD player are 59%, phones are 35%
- ✓Computers incur tax & duty at 57% of CIF, fax machines are 35% of CIF
- ✓Wedding Trousseaux – must have invoices & separate inventory list

- ✓Narcotics/illegal drugs of any kind ✓Pornography and subversive material ✓Explosives, ammunitions and weapons of any kind
- ✓Alcohol and other spirits are prohibited and should e sent separately

Cats and dogs accompanying passenger may enter without an import license. Health certificate must indicate that no contagious disease (including rabies) has existed in that territory during the previous 6 weeks. An import license is required in addition to above certificates for cats and dogs not accompanying passenger, and for all other pets.

Required Documents:

- ✓Certificate of Vaccination – including rabies no earlier than 3 days prior to departure
- ✓Health Certificate - from a licensed Veterinarian
- ✓Import License if applicable

Vehicles are subject to high import taxes and duties. Amount to be paid depends on value, model, year, cubic centimeters of the engine and accessories. Importation of vehicles older than 7 years is prohibited. Duty is approximately 44% of value assessed by Customs. Diplomats can import cars or motorcycles duty-free.

Required Documents:

- ✓Certificate of Title and Registration – must be original
- ✓Commercial/Purchase Invoice & Proof of Insurance
- ✓Non Sale Certificate
- ✓OBL - rated
- ✓Change of Residence Certificate or Employer Transfer Letter
- ✓Temporary Import Permission – obtained from the Cote d'Ivoire Foreign Affairs Ministry

NOTES:

Etat de filiation / state of affiliation document

Nom du père du client / name of Customer's father

Prénom du père du client / last name of Customer's father

Date de naissance du père du client / date of birth of Customer's father

Nom du mère du client / name of Customer's mother

Prénom du mère du client / last name of Customer's mother

Date de naissance du mère du client / date of birth of Customer's mother

Signature du client

**Ce document doit être remis et renseigné 8 jours avant l'arrivée du lot aérien ou maritime
This document must be filled out and submitted 8 days prior to arrival of the air or surface shipment**

Safety & Security: U.S. citizens remaining in Cote d'Ivoire despite the Travel Warning are encouraged to

enroll with the [Smart Traveler Enrollment Program \(STEP\)](#), by sending contact information including email and cell phone to CdiUnrestAmCitInquiry@state.gov, or by leaving a voice mail at the citizen security information line: +225 2249-4001. Citizens without Internet may also leave a brief message by calling that same number and following the prompts.

Given the unpredictable and tense situation in regions throughout the country, and the ongoing presence of two distinct military/peacekeeping forces, the Department of State urges U.S. citizens to exercise caution should they travel to Cote d'Ivoire, and to take special care when traveling outside Abidjan. Security conditions in the north and in the west can deteriorate without warning. Embassy personnel traveling to western Cote d'Ivoire are often required to use security escorts provided by the United Nations. U.S. citizens planning travel to Cote d'Ivoire should consult the Embassy or their host organization(s) for the most recent security assessment of the areas where they plan to travel. Crimes such as mugging, robbery, burglary, and carjacking pose the highest risk for foreign visitors in Abidjan. **Documentation:** Carry a photocopy of your U.S. passport, visa, and entry stamps. You should also carry your international driver's license, especially if you plan to drive anywhere in Cote d'Ivoire. American driver's licenses are not valid in Cote d'Ivoire. Government corruption remains a serious problem in Cote d'Ivoire, and has an impact on judicial proceedings, contract awards, customs, and tax issues. Uniformed security forces (police, military, gendarmes) routinely stop vehicles for traffic violations and security checks. If you are stopped, politely present your identification. Police and security officials rarely speak English. If you are stopped at one of these checkpoints and asked to pay a bribe, politely refuse and present your photocopy of your U.S. passport, visa, and entry stamp.

Taking pictures is prohibited near sensitive installations, including military sites, government buildings such as the radio and television stations, the Presidency building, the airport, and the DeGaulle and Houphouet-Boigny bridges in Abidjan.

Health: Malaria is a widespread yearlong health concern. Yellow Fever vaccination is a requirement for entry. Tuberculosis is an increasing serious health concern. Consult with your physician regarding immunization requirements.

Fumigation of Wood Packing Materials: As of this posting Ivory coast does not require ISPM15 regulations for wood packaging material (WPM).

ACKNOWLEDGMENTS:

Department of State: http://travel.state.gov/travel/cis_pa_tw/cis/cis_1094.html

Smart Traveler Enrollment Program (STEP): <https://travelregistration.state.gov/ibrs/ui/>

USDA: www.aphis.usda.gov

IATA Travel Centre

FIDI Global Alliance

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.