



## *Importing Personal Property Into Puerto Rico*

### **CUSTOMS REGULATIONS AND REQUIRED DOCUMENTS**

#### **Customs Regulations:**

Client's presence is required during Customs clearance. Used household goods and personal effects can be imported duty-free so long as items are not for resale or for use by another person, and have been in the owner's possession for at least one year. Professional equipment which was owned and used abroad is also generally duty-free. All shipments are subject to inspection.

Shippers should be cautioned regarding Customs inspections at US ports (including Puerto Rico), which result in fines ranging from \$300.00-\$1000.00 if all necessary documentation and clearance procedures have not been followed.

Restricted items in a shipment will cause delays and additional charges will be billed to the customer's account.

**Shipments from mainland U.S.A do not pass through Customs tax free. Household goods and vehicles will be subject to excise taxes.**

#### **Required Documents when shipment is from a US state:**

- ✓Power of Attorney
- ✓Two pieces of identification – driver's license, Passport, or military ID
- ✓Bill of Lading/Air Waybill (express B/L is acceptable)
- ✓Inventory list - in English, signed by owner “misc.” & PBO “packed by owner” are not acceptable
- ✓Freight bill – signed by owner

#### **Required Documents when shipment is from a foreign country:**

- ✓Passport – including photo page and personal data
- ✓Visa - copy
- ✓Customs Form 3299 – “Declaration for Free Entry of Unaccompanied Articles” must be completed prior to shipping, and must accompany shipping documents
- ✓Comprehensive inventory list in English signed by owner
- ✓Power of Attorney authorizing Destination Agent to act on Customer's behalf in liaison with US Customs
- ✓Department of Treasury Supplemental

### **Diplomat Status:**

US Customs has right of inspection but no duties or confiscation apply if valid diplomatic privileges have been granted by the US State Department. Customer's presence is not required. Requests for diplomatic privileges should be made at origin through the US Consulate

### **Required Documents:**

- ✓Diplomatic clearance through US Consulate and US State Department noted on AWB or OBL
- ✓Comprehensive inventory list in English
- ✓Customs Form 3299

### **RESTRICTED/DUTIABLE ITEMS**

Local Excise Tax is currently 6.6%. Items deemed non-essential are taxed at this rate based on the value declared by the customer. These include but are not limited to:

- ✓Sporting goods, tools, musical instruments, cameras and their equipment
- ✓Any NEW items, furniture, rugs and clothing
- ✓Toys, electric items, telecommunications equipment
- ✓Alcohol & wine - requires a Liquor Importer's Permit otherwise it will be confiscated

### **Antiques and Valuables:**

Jewelry should be hand carried by the owner NOT in the shipment. Antiques, paintings and other works of art should be evaluated prior to shipping. Proof of ownership, purchase price and receipts are required. Photographs are recommended. Customer's presence is not required for clearance.

- ✓Narcotics (Medicines must have a prescription or letter from personal physician)
- ✓Jewelry, currency, coin collections and items of extraordinary value
- ✓Plants and vegetables
- ✓Animals on Endangered Species list and monkeys
- ✓Pornography, obscene and or treasonable materials
- ✓Lottery tickets
- ✓Pirated books, materials, discs and computer programs
- ✓Explosives, ammunitions, switchblades and all other weaponry
- ✓Firearms are strictly prohibited without ALL the proper permits and documents. These documents need to be to Customs 3 days prior to the shipments arrival.
  - Import Permit
  - Proof of ownership (proof of purchase, date of sale if purchased in the US)
  - Registration, certificates and licenses per the type of firearm
  - Gun Permit from Bureau of Alcohol, Tobacco and Firearms – this permit takes 6-8 weeks

There are strict controls, restrictions and prohibitions on the importation of animals, regulated by the Animal and Plant Health Inspection Service (APHIS). Birds require 30 days of quarantine. Cats and dogs normally are not quarantined unless their health is questionable. Import regulations include but are not limited to the below requirements depending on the country of origin.

**Required Documents:**

- ✓Certificate of Vaccination (original) – including rabies, administered 30 days prior to departure but not more than 180 days
- ✓Health Certificate - from an accredited veterinarian must be issued within 10-15 days of departure
- ✓Import Permit – for importation of pet birds

Permits are required for exotic animals (all other animals except dogs and cats). Permits can be acquired from the **Commonwealth of Puerto Rico, Department of Agriculture.**

Note: Birds are not allowed if originating from certain countries. Please check the APHIS website for a list of countries and other guidelines when importing a pet.

[http://www.aphis.usda.gov/import\\_export/animals/animal\\_import/animal\\_imports\\_states.shtml](http://www.aphis.usda.gov/import_export/animals/animal_import/animal_imports_states.shtml)

All vehicles are subject to physical inspection by Customs agents. The vehicle is also subject to inspection in Puerto Rico by a representative of the US Department of Agriculture. Personal items must NOT be in the vehicle. Vehicles are subject to local taxes and Customs duties.

**Required Documents:**

- ✓Original Certificate of Title and Registration
- ✓Driver's License (copy)
- ✓Notarized letter from lien holder stating VIN, make, model and copy of Title
- ✓EPA Form 3520-1 (if importing from foreign country other than USA)
- ✓Import Permit- From the Ministry of External Affairs must be approved before importation
- ✓Commercial Invoice for vans and pick-up trucks
- ✓Customer's Social Security number, physical address in Puerto Rico ✓Certificate of Compliance of US Federal EPA and DOT regulations and standards

**Vehicles moving on a Government Bill of Lading**

- ✓Travel Order and Government B/L
- ✓Job Identification with photo
- ✓Keys, (including trunk key) must be provided to Destination Agent prior to arrival of the vehicle
- ✓Vehicles cannot be removed from the pier until all excise taxes; license fees & duties have been paid
- ✓Customs duties are to be paid if vehicle is sold within one year after import

**All automobiles must meet both the Environmental Protection Agency (EPA) and the Department of Transportation (DOT) requirements:** If required modifications are not performed in the country of origin, the customer will need to post a bond (approximately 50% of the vehicle's value) in order to have the necessary conversions performed. More information can be found from the EPA: [www.epa.gov](http://www.epa.gov)  
All costs for exams, testing, or modifications of the vehicle are payable by the customer



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#### **NOTES:**

**Safety & Security:** US citizens are encouraged to enroll in the Smart Traveler Enrollment Program, to stay current with the latest safety and security announcements dispersed by the Embassy in your area. Your enrollment can also help the Department of State reach your family and friends in case of emergency.

**Fumigation of Wood Packing Materials:** shipments containing wood packing materials must be in accordance with ISPM 15 requirements and are required to have the wood fumigation mark ISPM 15 and IPPC logo.

#### **ACKNOWLEDGMENTS:**

US Embassy

International Association of Movers

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

USDA: [www.aphis.usda.gov](http://www.aphis.usda.gov)

**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.**