



## *Importing Personal Property Into Colombia*

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

#### **Customs Regulations:**

**All shipments are subject to inspection unless one has Diplomat Status.** Client's presence is not required but must be in Colombia. Only ONE SHIPMENT from one origin allowed per family.

Consult Destination Agent if shipping goods via air & ocean as the requirements differ.

Household goods must arrive within 30 days before or up to 120 days after the arrival of the client. Client must have lived outside of the country for at least 2 years. Client must not have imported any household goods in the last seven years.

Customs may ask for a Bank Guarantee that the goods will not be sold for one year after importation

All shipments except diplomatic shipments must pay duty, import tax, sales tax (VAT) and any warehouse fees which are charged to the client's account. Duties are 20% and VAT of 16% on CIF assessed value of the household goods.

**Returning Nationals** must present proof of residency abroad of 2 years and not have any visits longer than 15 days during that period. The returning national cannot have imported household goods in the prior 5 years.

**Container Fees:** Expensive return charges may apply for 40' containers.

**Ports:** Bogota (air); Barranquilla; (air & ocean) Buenaventura (ocean); Cartagena (air & ocean)

#### **Required Documents:**

- ✓ Passport - notarized by a Colombian Notary for all family members, must include blank pages
- ✓ Visa – valid for one year minimum, all family members
- ✓ Residence
- ✓ Declaracion de Viajeros O de Equipajes No Acompañados – completed at the airport upon arrival
- ✓ AWB/OBL – original, 2 sets
- ✓ Detailed Pack List – no packed by owner/PBO allowed
- ✓ Comprehensive Inventory - typed in Spanish, without values, must state the following:
  - Appliances and electronics (vacuum, tv, pc, etc) must have make, model and serial number
  - Transmittal documents showing actual weights, volume and delivery details

#### **Returning Colombians (additional documents)**

- ✓Certificate of Residence Abroad – obtained from the Colombia Embassy attesting to residing abroad for two continuous years

### **Diplomat Status:**

Foreign diplomats are granted entry free of duty and most taxes Diplomats must be registered at the Ministry of Foreign Affairs prior to arrival of shipment. Diplomats are allowed to carry a personal firearm once a carrying permit is obtained. Vehicles must be shipped separately.

\*Embassy or mission must endorse the Exemption Form and AWB/OBL to Customs broker/destination agent for clearance.

### **Required Documents:**

- ✓Diplomatic Permit: obtained through the embassy or consulate the Diplomatic Mission from the Ministry of Foreign Affairs; permit takes up to 20 business days for approval
  - ✓Import Declaration
  - ✓AWB/OBL
  - ✓Passport copy
  - ✓Comprehensive Inventory list in Spanish – see above details for requirements

- ✓Sporting rifles and ammunitions- authorization from Columbian Ministry of Defense
- ✓Bedroom furniture must correspond to the number of family members
- ✓Appliances/electronics – serial numbers must be listed on the inventory; one allowed of each type, with the exception of AC's; 3 are allowed, TV's:2 are allowed

- ✓Narcotics/illegal drugs of any kind
- ✓Liquor/Spirits
- ✓Food
- ✓Weapons & explosives– only Ministry of Defense is allowed importation with the proper permits
- ✓Pornography
- ✓Uniforms or equipment related to the National Police or Armed Forces
- ✓Jewelry & Cash
- ✓Boats, jet skis & golf carts & construction materials

If pet travels with the owner, the owner must meet all requirements upon entry. If pet is traveling unaccompanied all documents must be with the AWB. The AWB must say "Live Animal Descargus Directo." A Customs agent with initial the Import License and clearance will occur the following business day. Quarantine is not required for cats or dogs. Send pre-alert to destination agent 2 days prior to arrival. Additional information may be requested per Instituto Agropecuario de Colombia ICA. Consult destination agent if importing pets other than cats or dogs.

**Required Documents:**

- ✓Pet Passport - copy
- ✓Vaccination Record – rabies must be updated 30days prior to arrival
- ✓Health Certificate – original, notarized from a veterinarian
- ✓Import License – if traveling as unaccompanied baggage
- ✓AWB –original, if traveling as unaccompanied baggage
- ✓Pet Permit – “Permiso Zoosanitario” purchased at the airport of pet's arrival

**Non-Diplomats** are not allowed to import used vehicles into Colombia. Vehicle must be manufactured in the current year with zero accumulated miles. Duties and taxes are 15-85% of CIF value

**Diplomat Status:**

Diplomats may import used vehicles once registered with the Ministry of Foreign Affairs. Diplomats must be in Colombia at the time of clearance.

**Returning Diplomats** must apply in person to obtain the Diplomatic Permit and it must be used within 6 months of completion of assignment. They must pay an IVA tax of 15-45% of CIF value based on CC of engine.

**Foreign Diplomats** are exempt from duty and taxes on vehicle imports. Do NOT include vehicle in household goods shipment without consulting. Foreign Diplomats do not need prior approval of the Import License.

NON-COMPLIANCE WILL RESULT IN SEIZURES AND OR STORAGE AT GREAT EXPENSE.

**Required Documents:**

- ✓Passport with a Visa valid for 1 year
- ✓Emissions Certificate – must be processed in the owner's name, notarized at origin by Colombian agent. It is supplied to the Ministry of Industry & Trade as a supporting document for the Import Permit
- ✓Import Permit – must be approved by Customs at Origin prior to arrival into Columbia
- ✓Identification Card – Returning Citizens
- ✓Certificate of Title and Registration
- ✓Bill of Sale / Commercial Invoice – full description of vehicle including accessories, make, model & serial numbers
- ✓BL/AWB -2 sets

### **Required Additional Documents: Diplomat Status**

- ✓Registration by Foreign Ministry
- ✓Diplomatic Permit – Obtained from the Ministry of Foreign Affairs
- ✓Import Permit – obtained from the Incomex Institute, once approved the Department of Environment will issue a Quality Certificate

\*Foreign Diplomats are not required to obtain approval of the Import License prior to import.

### **NOTES:**

**Entry & Exit Requirements:** Dual U.S-Colombian citizens must present a Colombian passport to enter and exit Colombia, and a U.S. passport to return to the United States. Be aware that any person born in Colombia may be considered a Colombian citizen, even if never documented as such. U.S. citizens born in Colombia or who otherwise have Colombian citizenship will need both a Colombian passport and a U.S. passport.

**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. Narco-terrorist groups continues to affect some rural areas as well as large cities. The potential for violence by terrorists and other criminal elements exists in all parts of the country. U.S. government officials and their families in Colombia are permitted to travel to major cities in the country, but normally only by air. They may not use bus transportation, or travel by road outside urban areas at night. All Americans in Colombia are urged to follow these precautions.

**Crime:** Kidnapping remains a serious threat. American citizens have been the victim of violent crime, including kidnapping and murder. Firearms are prevalent in Colombia and altercations can often turn violent. Americans are urged to use ATMs only inside shopping malls or other protected locations. Driving to and from the location – rather than walking – provides added protection. Robbery of taxi passengers is a serious problem in Bogota, Cali and Medellin. The driver (one of the conspirators) will pick up the passenger and then stop to pick up two or more armed cohorts, who enter the cab, overpower the passenger, and take his/her belongings. If the passenger has an ATM card, the perpetrators may force the passenger to withdraw money from various ATM locations. One should use the telephone dispatch service that most taxi companies offer. When a taxi is dispatched by telephone, the dispatcher creates a record of the call and the responding taxi. Record the license plate, company and other ID of the taxi.

**Health:** Colombia has imposed HIV/AIDS travel restrictions on all travelers with HIV/AIDS except those with PLHIV. A waiver may be requested from the [Colombian embassy](#) Verify this information with the Embassy of Colombia prior to travel.

Hepatitis A and B, Typhoid, and Yellow Fever immunizations are recommended. Malaria chemoprophylaxis is recommended for many areas of Columbia. Insect precautions are encouraged due to many insect borne illnesses. Americans relocating to Bogota may need time to adjust to the altitude of 8,600 feet, which can affect blood pressure, digestion, and energy level, headaches, sleeplessness, and other discomfort. Maintain hydration, and avoid strenuous exercise until acclimated to the altitude. Those with circulatory or respiratory problems should consult a physician before traveling to Bogota or other high-altitude locations.

**Fumigation of Wood Packing Materials:** Colombia enforces regulations regarding ISPM 15 requirements.



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## **ACKNOWLEDGMENTS:**

Portan S.A.: Bogota, Columbia

Embassy of Colombia: <http://www.colombiaemb.org/>

Department of State: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1090.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1090.html)

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

USDA

International Association of Movers

**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.**