



Importing Personal Property Into Croatia

CUSTOMS REGULATIONS AND REQUIRED DOCUMENTS

Customs Regulations:

Non-diplomats must be present for the Customs clearance process. Used household goods and personal effects are duty free provided client has a bond in place, goods have been owned and used by the client for a minimum of six months and client has lived abroad for at least one year. The goods must remain in the client's possession for two years and not be sold lent or otherwise disposed of in that timeframe. Waybills must be clearly marked "Used household and Personal Effects". Do not attach the inventory list used for insurance purposes with the documents enclosed with the shipment.

Valued Inventory are for Customs purposes and do not need to be the same as the Inventory for insurance purposes. It is strictly advised to not enclose the inventory list used for insurance purposes with the shipping documents. It is also suggested to declare a low value on the Valued Inventory List.

Required Documents:

- ✂ Passport - copy, original may be requested
- ✂ Residence Visa - copy, six month minimum or application issued by Ministry of Internal Affairs
- ✂ Work Permit
- ✂ Bill of Lading/Air Waybill – original
- ✂ Comprehensive Valued Inventory – each item on the inventory must indicate its value
- ✂ Croatian translation of the inventory
- ✂ Power of Attorney – notarized, giving authority for Destination Agent to clear customs
- ✂ Letter from former employer – attesting to residence abroad (outside of Croatia) of at least a year
- ✂ Letter from Croatian Employer – notarized, on company letterhead; attesting to client's length of stay, date of relocation & position in the company
- ✂ Employee Contract
- ✂ Letter from Croatian Employer - that employer will pay any applicable taxes or duties in the event of a negative decision made by Customs
- ✂ Registration at local Police Station having jurisdiction over the place of residence
- ✂ Lease/rental contract
- ✂ Client Declaration – signed, promising goods are used & will be retained for 2 years
- ✂ Bank Guarantee or Bond

Returning Citizens: Returning Croatians must be present during Custom's clearance. Croatians are allowed importation of their personal effects one time tax and duty free. Client must have lived abroad for over one year. If a second shipment will be imported an inventory list of the 2nd shipment must be included with the 1st shipment. This shipment must occur within 12 months of the 1st shipment. Returning Croatian will incur duty on the 2nd and subsequent shipments if this process is not followed.

Required Additional Documents:

- ✧ Croatian Passport, original, & Croatian ID
- ✧ Original Statement from Croatian Embassy at origin verifying residence abroad of more than one year
- ✧ Notarized Statement of returning relocation date into Croatia

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.

Required Documents:

- ✧ Diplomatic Protocol – obtained from Ministry of Foreign Affairs, Croatia
- ✧ Letter from the Embassy
- ✧ Comprehensive inventory list
- ✧ Pro forma invoice with stated values for Customs purposes
- ✧ Power of Attorney – giving authority for Destination Agent to arrange customs clearance

RESTRICTED/DUTIABLE ITEMS

- ✧ Works of Art, Antiques, Rugs & Jewelry must be registered upon arrival
- ✧ Electronics & Appliances – state serial number on inventory
- ✧ Hunting guns/ hand guns - require a permit, must be reported to the local police department the firearms one has and provide the required permits

- ✧ Narcotics/illegal drugs of any kind
- ✧ Pornography and subversive material
- ✧ Explosives, ammunitions and weapons of any kind without proper permits
- ✧ Alcohol
- ✧ Plants, seedlings, seeds, bulbs etc
- ✧ All food
- ✧ Toxic and/or radioactive materials

Pets are examined upon arrival by a veterinarian at the airport. Quarantine is not required.

Note: Consult with your Destination Agent regarding requirements for pets other than cats or dogs.

Required Documents:

- ✂ Passports – copies, of pet and client
- ✂ Certificate of Vaccination – including rabies, dated at least 30 days to 9 months prior to arrival
- ✂ Health Certificate - dated within 10 days of arrival, endorsed by a Veterinarian
- ✂ Microchip or tattoo
- ✂ Power of Attorney
- ✂ Certificate of Origin
- ✂ Pro forma invoice – stated value of pet(s)
- ✂ Invoice of Purchase – for dogs never having been to Croatia
- ✂ Decision from Ministry of Culture (some types of pets)
- ✂ Decision from Ministry of Agriculture, Forestry and Water Management (some types of pets)

Client must be present during clearance process. Clearance of vehicles takes 2-3 days. Vehicles may not be more than seven (7) years old. Vehicles must be in the possession of the client for a minimum of six (6) months prior to importation. Non-diplomats and returning Croatians are required to pay a tax and excise duty. Temporary import is possible without Customs clearance if the vehicle will be in Croatia less than six months. After the six month period the vehicle must be exported and is not allowed re-entry during the client's stay in Croatia. If vehicle is to stay applicable duties must be paid. Diplomats may import a vehicle tax and duty free with appropriate diplomatic protocol.

Required Documents:

- ✂ Certificate of Title and Registration - must be original
- ✂ Commercial/Purchase Invoice – as proof of date/location of purchase
- ✂ Drivers License

NOTES:

Consignment Tips: Once a shipment is booked it is advisable to obtain consignment instructions from the Destination Agent prior to dispatch of the shipment to ensure the most current information and document requirements are met. Next fax a pre-alert to the Destination Agent with copies of AWB/OBL/CMR, pack list, copy of passport and full contact details of the client.

Entry Requirements: In support of a residency application, applicants will need to provide a copy of their birth and, if applicable, marriage and divorce certificates, obtained no more than 90 days before application, as well as an FBI Identification Record Request authenticated for use abroad. All documents should be translated into Croatian and have an “apostille” stamp certifying their authenticity. Information on apostilles and authentication of documents is available from the [Bureau of Consular Affairs](#) website. **Safety &**

Security: De-mining of areas along former confrontation lines is not complete. We estimate that de-mining operations will continue until at least 2018. Mine-affected areas are well-marked with Croatian-language warning signs using the international symbol for mines. Be cautious in former conflict areas, including Eastern Slavonia, Brodsko-Posavska County, Karlovac County, areas around Zadar, and in more remote areas of the Plitvice Lakes National Park.

Health: Tick-borne encephalitis, a disease preventable with a three-shot vaccination series, is found throughout inland Croatia but is not prevalent along the coast. U.S. citizens who plan to stay in Croatia for



BPL COMPANY LTD

more than 90 days may be required by Croatian authorities to pay into the Croatian health insurance system for the period of their stay in Croatia, regardless of whether they hold private insurance from the United States or not.

Fumigation of Wood Packing Materials: Croatia implemented requirements as of 1 January 2007 regarding ISPM15 for wood packaging material (WPM).

ACKNOWLEDGMENTS:

Department of State

IATA Travel Centre

International Association of Movers

ISPM.com: <http://www.ispm15.com/start.htm#croatia>

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.