



## *Importing Personal Property Into Italy*

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

#### **Customs Regulations:**

Used household goods and personal effects are duty free provided goods have been owned and used by the customer for a minimum of one year and customer has lived abroad for at least one year. Client need not be present if all required documents are available prior to arrival of the shipment. The goods must be imported within six months of arrival. Items can not be sold, lent or otherwise disposed of during stay. Returning nationals must have stayed abroad for a minimum of 1 year.

**NEW REQUIREMENT:** The sanitary division at Italian ports/airports implemented a new requirement on all inbound shipments. Importers will need to clarify that their shipments do not include any product against the mold and humidity or moisture absorbing bags. If these are included in the shipment, they will need to be declared and this declaration will need to be accompanied by analysis certificates with the composition of the product, certifying that it does not contain dimethyl fumarate. The certification must be provided by an accredited UNI CEI EN ISO/IEC 17025 laboratory along with a notarized Italian translation. This requirement also applies to the anti-mold bags that are placed in containers/lift vans to inhibit mold during transit. Declaration forms are to be provided by the Destination Agent in Italy. **NOTE: As of 19 August 2010 an EORI (Economic Operators Registration and Identification) number is required for all imports and exports to clear Customs in the European Union.**

The requirement was introduced by the European Commission in July 2009 to enhance security. The EORI number must be used in all electronic communications with Customs Offices and other government agencies and departments. This number is valid in all EU member states and replaces ALL Customs identification numbers including the TIN (Traders Identification Number). Consult with your Destination Agent for further details and assistance.

#### **Required Documents:**

- ✓ Passport - copy
- ✓ Residence Certificate – copy, obtained from Italian city hall, stating client has requested residency, number of family members, city/country of origin, date of transfer
- ✓ “Codice Fiscale” (Tax Code) – copy, obtained from Ministry of Finance, Italy
- ✓ “Permesso di Soggiorno” – Permission to Stay, obtained from Police Office, Foreign Department
- ✓ Residence Visa
- ✓ “Dichiarazione Sostitutiva di Certificazione – provided by Destination Agent, completed & signed by client
- ✓ Client Attestation: “Autocertificazione” – declaration of transfer of residence, family status and value of goods
- ✓ Bill of Lading/Air Waybill
- ✓ Comprehensive Valued Inventory – in Italian, dated & signed by owner, approved by Italian Consulate at origin

- ✓Pack list – in Italian
- ✓Power of Attorney – giving authority for Destination Agent to arrange customs clearance
- ✓Letter from Employer –attesting to client's employment contract, start date
- ✓“Canone TV” – copy, annual subscription for television service

### **Returning Nationals**

- ✓Passport - copy
- ✓Consular Declaration “ Certificato Consolare di Rimpatrio”– obtained from nearest consulate at origin attesting to Italian nationality of client, names of family members, certifying length of stay abroad & repatriation date
- ✓Tax Code “Codice Fiscale” – copy, obtained from Ministry of Finance, Italy
- ✓Application for Residency –“Richiesta di Residenza”
- ✓Client Attestation “Autocertificazione” – declaration of transfer of residence, family status and value of goods

### **Diplomat Status:**

Foreign diplomats, members of government or international organizations are granted tax and duty free entry of their personal effects and household goods. All documents must arrive to the Destination Agent 15 days prior to arrival to obtain free entry from the Ministry of Foreign Affairs.

### **Required Documents:**

- ✓Diplomatic Franchise (Telespresso) – copy, addressed to Italian Ministry of Foreign Affairs issued by diplomat's organization in Italy; must apply 30-45 days prior to arrival of shipment
- ✓Comprehensive Valued Inventory – in Italian, dated & signed by diplomat
- ✓“Dichiarazione Sostitutiva di certificazione – provided by Destination Agent, completed & signed by client
- ✓Power of Attorney – giving authority for Destination Agent to arrange customs clearance

- ✓Appliances/Electronics – requires an import permit form Italian Ministry of Posts and Communications, may require receipts
- ✓New items, new furniture, presents & souvenirs - must have receipts, subject to duty & VAT
- ✓Antiques & works of art – requires authorization and import permit from Office of Fine Arts (Ufficio Esportazione Oggetti Antichi e Arte)
  - the temporary import permit is valid for 5 years & protects client from export duties upon re-exportation of goods
  - must be packed separately (in crates or cartons), loaded near container door
  - will be inspected by Customs Authority and/or Fine Arts inspector
  - inspection charges payable by client
- ✓Firearms & ammunition- requires permits from the police office (Questura Central) & Explosives Department Office; firearms must be listed on the inventory but **MUST** be sent in a separate crate
  - Weapons must be recorded in the National Catalogue of Weapons – weapons without a serial number (applies to USA, Canada, Japan & Australia) must be sent to the National Test Stand at Gardone Val Trompia, where Customs Authority will assign one

- Import License – obtained at origin
- Client must be present during clearance
- Clearance of firearms with serial numbers takes 15-20 days
- Clearance takes 2-3 months for firearms needing assignment of serial numbers

- ✓Narcotics/illegal drugs of any kind & medicines
- ✓Pornography and subversive material
- ✓Explosives, ammunitions and weapons unless otherwise approved
- ✓Alcohol & Tobacco – must be sent separately
- ✓Plants – require a Phytosanitary certificate; not recommended to ship
- ✓Food products including coffee, tea, sugar and pepper and perfume
- ✓Animal skins, furs, tusks, ivory
- ✓Cordless electronics & walkie- talkies
- ✓Audiovisual electronics not marked CE

Documents for importing pets must be translated into Italian, particularly the Health Certificate, both versions must be presented. The Health Certificate must also give an adequate description of the pet. All dogs must be leashed and muzzled upon entry. Pets must be imported within the 3 day window of issuance of the Health Certificate.

#### **Required Documents:**

- ✓Certificate of Vaccination – (International version) rabies vaccine date must be at least 20 days before certificate is issued by the veterinarian at origin
- ✓Health Certificate - by a veterinarian at origin, must state pet was vaccinated against rabies, issued prior to departure to Italy; **validity is for 3 days only**
- ✓Certificate of Origin – obtained from veterinarian at origin

**Non- Italians:** May import one auto duty-free, provided proof of ownership of at least 6 months (1 year is preferable). Vehicles owned less than 1 year can not be sold, lent or otherwise disposed of for 1 year upon arrival into Italy.

**Returning Italians:** Must have lived abroad over 1 year to import a vehicle duty-free and proof vehicles has been in possession of the vehicle for at least 6 months

**Diplomats:** Should arrive 40 days in advance of vehicle's arrival into Italy to obtain necessary documents. Client's presence is required during the clearance process.

The OBL must show chassis number, engine number, cubic capacity, year of manufacture, brand and model. Restrictions apply to vehicles with engine capacities over 2,000cc.

Importing new vehicles is discouraged. Vehicles imported duty-free must not be sold for a minimum of 1 year. Notarized copies for required documents are NOT accepted.

If duty-free entry is not allowed, vehicle may be imported upon payment of duty of 10% of current value and VAT of 20% or it will be returned to point of origin.

### Required Documents:

- ✓ Passport or Telespresso (diplomats) – copy
- ✓ Italian Fiscal Code (returning Italians) - copy
- ✓ Certificate of Title and Registration - original, in client's name; and a notarized Italian translation
- ✓ Commercial/Purchase Invoice – must be original
- ✓ Drivers License & International Insurance Policy (green card)
- ✓ Technical Data Sheet – from manufacturer, stating car features and declaration of conformities with EU requirements
- ✓ Insurance Policy – valid for circulation in Italy

### NOTES:

**Entry & Exit Requirements:** Americans staying in Italy for more than three months are considered residents and must obtain a permesso di soggiorno (permit of stay). This includes U.S. citizens who will work or transact business and persons who want to simply live in Italy. An application "kit" for the permesso di soggiorno can be requested from one of 14,000 national post offices (Poste Italiane). The kit must then be returned to one of 5,332 designated Post Office acceptance locations. It is important that applicants keep a copy of the receipt issued by the post office. Additional information may be obtained from the [Italian immigration website](#). Within 20 days of receiving the permit to stay in Italy, U.S. citizens must go to the local Vital Statistics Bureau (Anagrafe of the Comune) to apply for residency. It generally takes one to two months to receive the certificate of residence (Certificato di Residenza).

**Special Circumstances:** [Strikes and other work stoppages](#) occur frequently in the transportation sector (national airlines, airports, trains, and bus lines); most are announced in advance and are of short duration. **U.S. citizens driving in Italy** are reminded that they must adhere to the local driving laws and regulations. Vehicle traffic in some historic downtown areas of cities and towns throughout Italy is limited by a system of permits (called “ZTL” and functioning the same way as an electronic toll system in the United States might on the freeway). Cameras record the license plates of cars driving in parts of the city that require a permit. Although most of the automated verification stations are clearly marked, if a driver passes one it is impossible to know at the time that a violation occurred or has been recorded. Violators are not pulled over or stopped, and there is no personal contact with a police officer. Whenever possible, the fines imposed for these violations are forwarded to the driver's home in the United States to request payment. Notice from Italian authorities of a violation may take a year or longer to arrive. The fines are cumulative for each time a driver passes a control point. A similar system of automated traffic control cameras is in place in many parts of the highway system and is used to ticket speeding violations.

**Crime:** Italy has a moderate rate of crime. Petty crimes such as pick-pocketing, theft from parked cars, and purse snatching are serious problems, especially in large cities. Pick-pockets sometimes dress like businessmen. Do not be lulled into a false sense of security by believing that well-dressed individuals are not potential pick-pockets or thieves. Thieves are known to impersonate police officers as well. The thief shows you a circular plastic sign with the words "police" or “international police" and then in perfect English asks to see your identification and your money. Immediately report such thefts or other crimes to the actual police.

According to Italian Law (Law 80 of May 14, 2005), anyone caught buying counterfeit goods (for example, DVDs, CDs, watches, purses, bags, belts, sunglasses, etc.) is subject to a fine of no less than EUR 1,000. Police in major Italian cities enforce this law to varying degrees.

**Fumigation of Wood Packing Materials:** As a member of the European Union Italy have requirements



BPL COMPANY LTD

in place regarding ISPM15 for wood packaging material (WPM).

### **ACKNOWLEDGMENTS:**

Bliss Moving & Logistics: Rome, Italy

Embassy of Italy: [http://www.ambwashingtondc.esteri.it/ambasciata\\_washington](http://www.ambwashingtondc.esteri.it/ambasciata_washington)

Department of State: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1146.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1146.html)

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

FIDI Global Alliance

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.**