

This guide is compiled from the FIDI Customs Guide for reference only. Customs regulations change frequently; please consult your Seapoe relocation consultant for the latest requirements before shipping.

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Used household goods and personal effects – NON-EU citizens

Documents Required

- Photocopy of passport (main page + all relevant pages with stamps and visas if applicable).
- Proof of residence in origin country (minimum of 12 months prior to shipper establishing residence in the Czech Republic) Example: VISA, housing contract, confirmation from employer).
- Proof of residence in the Czech Republic:
- copy of housing contract (rental period: minimum of 12 months),
- copy of work permit,
- copy employee card or residence permit or long-term visa (if already available).
- Power of attorney authorising the removal company to represent the shipper at the customs authorities – Original needed.
- Company statement – confirmation from the employer about the working assignment in Czech Republic or work contract.
- Application for Exemption from Customs Duty – this document is required in original and duly signed!
- Inventory list.

Customs Prescriptions

- Duty free.
- Within 12 months from importation, goods may not be lent, given as security, rented out or sold without prior notification to the competent customs authorities.

Remarks

- English will be accepted by customs for some documents (not only Czech), for example lease contract.
- Household goods can be imported duty and tax free under the following conditions:
- The goods have been in shipper's ownership and used at shipper's former normal place of residence for at least six months prior to shipping.
- The goods are intended to be used by shipper for the same purpose at his new normal place of residence.
- Duty and tax relief may be granted only to persons whose normal place of residence has been outside the customs territory of the EU for a continuous period of at least 12 months prior to shipping.
- Duty and tax relief shall be granted only for personal property and household goods entered to EU within 12 months from the date of establishment of a normal place of residence in EU.
- Application for exemption from customs duty and Authorization letter are required in original.
- It is important to note that a Customs official may require additional documents. In case provided documents do comply with government regulations (ES) č. 1186/09 for duty free clearance, customs official may release the goods.

Used household goods and personal effects – EU and Czech citizens returning

Documents Required

- Photocopy of passport (main pages + all relevant pages with stamps and visas if applicable).
- Proof of residence in origin country, showing stay outside of EU for at least 12 months before establishing residence in EU (for example: VISA, housing contract, confirmation from employer).
- Proof of residence in EU:
- Copy of EU residence permit or EU ID card (Obcansky prukaz) or registration with Municipal house.
- Copy of housing contract (rental period: minimum 12 months) / purchase contract for the house.
- Application for Exemption from Customs Duty- this document is required in original and duly signed!
- Company Statement – confirmation from the employer about the working contract.
- Power of Attorney authorising the removal company to represent the importer at the customs authorities – original needed.
- Inventory list.

Customs Prescriptions

- Duty free.
- Within 12 months from importation, goods may not be lent, given as security, rented out or sold without prior notification to the competent customs authorities.

Remarks

- English will be accepted by customs for some documents (not only Czech), for example lease contract.
- Household goods can be imported duty and tax free under the following conditions:
- The goods have been in shipper's ownership and used at shipper's former normal place of residence for at least six months prior to shipping.
- The goods are intended to be used for the same purpose at his new normal place of residence.
- Duty and tax relief may be granted only to persons whose normal place of residence has been outside the customs territory of the EU for a continuous period of at least 12 months prior to shipping.
- Duty and tax relief shall be granted only for personal property and household goods entered to EU within 12 months from the date of establishment of a normal place of residence in EU.
- Application for exemption from customs duty and Authorization letter are required in original.
- It is important to note that a customs official may require additional documents. In case provided documents do comply with
- government regulations (ES) č. 1186/09 for duty free clearance, customs official may release the goods.

Personal Effects - Diplomats removal

Documents Required

- Photocopy of passport.
- Power of attorney authorising the removal company to represent the importer at the customs authorities – Original needed.
- Inventory lists.
- Statement from the Embassy confirming client's assignment in Czech Republic.

- Import Declaration for diplomatic goods or Vehicles (form).
- Diplomatic ID card issued by the Czech Ministry of Foreign Affairs.

Customs Prescriptions

- Duty free.
- Within 12 months from importation, goods may not be lent, given as security, rented out or sold without prior notification to the competent customs authorities.

Remarks

- Import Declaration for diplomatic goods (2 x form) and Power of Attorney are required in original.
- Import of alcohol is allowed for diplomats – please contact your local embassy for more information about quotas.
- It is important to note that a customs official may require additional documents. In case provided documents do comply with government regulations (ES) č. 1186/09 for duty free clearance, customs official may release the goods.

Automobiles and motorcycles

Documents Required

- A form stating:
 - Official/factory name and type of vehicle
 - Manufacturing number (VIN number)
 - Vintage (year when the vehicle was manufactured)
 - Type of fuel
 - Weight of the car
- Invoice or other confirmation of car purchase (original & legible copy) – will be returned on shipment delivery date.
- Registration book of the car / Certificate of title (original copy) – will be returned on shipment delivery date.
- All the same documents as for import of household goods and personal effects (see above).

Customs Prescriptions

- Duty free as far as all requirements as for household goods are fulfilled.
- Within 12 months from importation vehicles may not be lent, given as security, rented out or sold without prior notification to the competent customs authorities.

Remarks

- Car can be imported duty and tax free as part of HHG move under the following conditions:
 - The vehicle has been in shipper's possession and used at his/her former normal place of residence for at least six months prior to shipping.
 - Is intended to be used for the same purpose at his new normal place of residence.
 - Duty and tax relief may be granted only to persons whose normal place of residence has been outside the customs territory of the EU for a continuous period of at least 12 months.
 - Duty and tax relief shall be granted only for a car entered to EU within 12 months from the date of establishment of a normal place of residence in EU.
 - Vehicle can be sold after one year from the date of importation.
- NOTE: It might be a problem to register vehicles older than 8 years. Exceptions are vehicles over 30 years old that can be registered and used as old-timers.
- It is important to note that a customs official may require additional documents. In case provided documents do comply with government regulations (ES) č. 1186/09 for duty free clearance, customs official may release the goods.

Alcohol and cigarettes

Documents Required

- As for removal of household goods and personal effects.

Customs Prescriptions

- Dutiable.

Remarks

- There is no allowance for duty and tax-free import of alcohol or tobacco in unaccompanied shipments.
- Import of alcohol is allowed for diplomats – please contact your local embassy for more information about quotas.
- It is important to note that a customs official may require additional documents. In case provided documents do comply with government regulations (ES) č. 1186/09 for duty free clearance, customs official may release the goods.

Firearms

Documents Required

- Document / firearms accompanying certificate / issued by the Embassy of the Czech Republic from the country the customer lives in.

Customs Prescriptions

- Duty free (as a part of shipment with used household goods).

Remarks

- It is allowed temporarily to import, export or carry on the territory of the Czech Republic or transit across the territory of the Czech Republic weapons of the Categories A, B or C or ammunition for such weapons solely subject to a license.
- The license is issued in the form of a firearms accompanying certificate.
- A firearm accompanying certificate good for transit of weapons or ammunition may be issued upon request from natural persons and legal entities by embassies of the Czech Republic.
- In respect of natural persons and legal entities visiting the Czech Republic for the purpose of hunting or participation in marksmanship contests that hold a European gun license, also by the police units at frontier crossings.
- A firearm accompanying certificate needs not be submitted in respect of weapons of the Categories B and C and ammunition for such weapons, if their holders come from a Member State of the EU, and if they are holders of a European gun license issued in respect of such transferred weapon and if they can declare the purpose of their travels.
- Travelers from a third country who travel to a Member State of the EU, during controls at the external frontier of the EU must submit a license issued by the appropriate authorities of each relevant Member State to whose territory or across whose territory they intend to travel carrying such weapon or ammunition.
- It is important to note that a customs official may require additional documents. In case provided documents do comply with government regulations (ES) č. 1186/09 for duty free clearance, customs official may release the goods.