

GUATEMALA

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.

Updated 2025

Removal Goods – HHG/PE

Documents Required

- Clear copy of customer's passport - all pages
- Copy of RTU - (Tax ID Card)
- Must be updated to current year, if not, it will be refused by customs authorities.
- Must include the fiscal address the customer used to register the NIT number at SAT (Custom Office).
- The NIT/RTU is a personal identification number; It is a requirement that applies to Guatemala citizens and foreign nationals – diplomat or private.
- Every shipper must obtain it from the Agency of the Tax Administration (SAT).
- To obtain the Nit please call or visit one of the SAT offices to verify requirements

Customs Prescriptions

- For Air shipment the passport must be notarized by a lawyer.
- Shipments from POE Puerto Quetzal, the passport must be notarized by a lawyer.

Remarks

- All shipments are subject to custom inspection.
- Temporary Exporter Registration Process
- Any shipment scheduled to depart from Guatemala must have the Temporary Exporter Form duly completed by the client in his/her SAT Agencia Virtual (customs web page)
- To comply with this, the client must log into the SAT (Tax ID) platform on the specified date and complete the corresponding form. Important:
- This procedure must be completed within the same day as requested, since the permit is valid for 24 hours only.
- Once the registration is completed, you should inform your mover immediately to proceed with the export authorization.
- Your Nit must be in good order (sin omisos), otherwise the Export permit will be rejected and the shipment will be on hold, this will cause extra charges with shipping line or cargo agency, until you resolve the inconvenience, we will be able to issue the export permit

Vehicles - Diplomatic

Documents Required

- Legible and complete passport photocopy
- Copy of RTU - (Tax ID Card)
- Must be updated to current year, if not, it will be refused by customs authorities.
- Must include the fiscal address the customer used to register the NIT number at SAT (Custom Office).
- Legible photocopy of property title of the car.
- Photocopy of import policy (if applicable)

- Legible photocopy of circulation card of the car.
- Original documents of the return of plates to the Ministry of Foreign Affairs.
- Photocopy of the form "Notice of Return of Vehicle Circulation Plates" (signed and stamped received by SAT).
- Original solvency of EMETRA Fines and penalties (current to the date of the delivery of the car).
- Original Solvency of the PNC (current as of the delivery date of the car).

Customs Prescriptions

- All photocopy documents must be notarized by a lawyer (if you will be shipped by Puerto Quetzal Port) or AUTHENTICATED by your Embassy (if cargo will be shipped by Santo Tomas or Puerto Barrios Port).

Remarks

- The vehicle registration tax for the current year must be paid
- The vehicle must have at most 1/8 tank of gasoline filled and must be shipped with the battery disconnected; otherwise the shipping company will refuse to load it All shipments are subject to custom inspection.
- Agent cannot declare household goods + auto on the same OBL, even if both are loaded in the same container. Each one has to present a different OBL.
- Temporary Exporter Registration Process
- As part of the new customs regulations, any shipment scheduled to depart from Guatemala must have the Temporary Exporter Form duly completed by
- To comply with this, the client must log into the SAT (Tax ID) platform on the specified date and complete the corresponding form. Important:
- This procedure must be completed within the same day as requested, since the permit is valid for 24 hours only.
- Once the registration is completed, you should inform your mover immediately to proceed with the export authorization.
- Your Nit must be in good order (sin omisos), otherwise the Export permit will be rejected and the shipment will be on hold, this will cause extra charges with shipping line or cargo agency, until you resolve the inconvenience, your mover will be able to issue the export permit

Vehicles - Private

Documents Required

- Legible and complete passport photocopy
- Copy of RTU - (Tax ID Card):
- Must be updated to current year, if not, it will be refused by customs authorities.
- Must include the fiscal address the customer used to register the NIT number at SAT (Custom Office).
- Photocopy of import policy (if applicable).
- Legible photocopy of property title of the car.
- Legible photocopy of circulation card of the car.
- Photocopy of the form "Notice of Return of Vehicle Circulation Plates" signed and stamped received by SAT.
- Original solvency of EMETRA Fines and penalties (current to the date of the delivery of the car).
- Original Solvency of the PNC (current as of the delivery date of the car).
- Proforma Invoice with FOB value
- Export license: The customer must apply for this at the VUPE Export Counter, along with copies of the documents mentioned above. The application must be submitted about two days before the car is handed over to the moving company.

- Customers can verify the requirements by calling the Help Desk at 1550.
- The customer must complete the necessary procedures to obtain the required documentation for all entities.

Customs Prescriptions

- All photocopy documents must be notarized by a lawyer.

Remarks

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- All shipments are subject to custom inspection.
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Prohibited items

Documents Required

- For any type of shipment

Customs Prescriptions

- Narcotics
- Drugs
- Pornographic material.
- Arms
- Seeds
- Food including pets food
- Alcohol
- Wine
- Car tires /Spare parts
- Batteries
- Building materials
- Others

Remarks

- Corrosives, lithium batteries, hover boards
- Lithium batteries should be removed from the device in case of laptops, tables - we recommend to the client to take these articles with them.
- Archaeological legitimate and colonial items.

Restricted items – for Air Shipments

Customs Prescriptions

- Pictures, paintings of any kind, religious images, religious pictures:
- It applies if the shipment includes work of art, paintings, sculptures, religious images and others articles related with Art.
- It is requested during custom clearance with an extra cost of US\$300.00.
- The process can take 03-05 weeks with the Ministry of Culture, it has to be done before packing of the work of art is made. The client can do the process to avoid extra cost
- Wooden ornaments of any size and framed photographs