

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

Documents Required

- AIR AND SEA SHIPMENTS
- Copy of owner's passport with entry stamp including all blank pages in PDF format, please do not send photos.
- In the passport the client must have proof of entry stamp to the origin country for at least 2 years.
- This process is omitted if the customer has a passport from the country of origin of the move.
- Guatemala entry stamp must be valid for at least 6 months.
- Copy of NIT/ RTU number (client's tax id)
- Must be updated to current year, if not, it will be refused by customs authorities.
- We need to know the fiscal address that the customer used to register the NIT number at SAT (Custom Office).
- Air Waybill or two originals of Bill of Lading mentioned the cost of freight.
- OBL to be printed at destination
- All devices must have serial number, model and brand detailed in the packing list.
- Copy of detailed Inventory / packing list in Spanish or English in Excel/word format, mandatory.
- For Air and LCL mentioned quantity of pieces (4 t-shirts, 5 pair of shoes, 15 spoons, etc.) detailed packing list, indicating the quantities of goods packed in each box.
- NOTE: DUE TO NEW CUSTOMS REGULATIONS THAT CAME INTO EFFECT IN FEBRUARY 2026, DO NOT INCLUDE ITEMS CONTAINING REFRIGERANT GAS IN SHIPMENTS (refrigerator, air conditioner, freezer, wine cooler, etc). Failure to follow our instructions may result in high additional fees and possible confiscation of the item. LAND SHIPMENTS
- Original Waybill and Cargo Manifest with cost of freight.
- Copy of Inventory / packing list in Spanish in Excel/word format, mandatory
- All devices must have serial number, model and brand detailed in the packing list.
- Copy of owner's passport with entry stamp including all blank pages in PDF format, please do not send photos.
- In the passport the client must have proof of entry stamp to the origin country for at least 2 years.
- This process is omitted if the customer has a passport from the country of origin of the move.
- Guatemala entry stamp must be valid for at least 6 months.
- Copy of NIT/ RTU number (client's tax id)
- Must be updated to current year, if not, it will be refused by customs authorities.
- The moving agent needs to know the
- fiscal address that the customer used to register the NIT number at SAT (Custom Office).
- NOTE: DUE TO NEW CUSTOMS REGULATIONS THAT CAME INTO EFFECT IN FEBRUARY 2026, DO NOT INCLUDE ITEMS CONTAINING REFRIGERANT GAS IN SHIPMENTS (refrigerator, air

conditioner, freezer, wine cooler, etc). Failure to follow our instructions may result in high additional fees and possible confiscation of the item.

Customs Prescriptions

- Subject to payment of duties and taxes:
- New items are considered as commercial entry.
- Do not send these as part of the HHG shipment or you will face additional charges.
- Subject to normal customs duty, paying full taxes/duties.
- A commercial invoice is necessary and must cover duties / taxes from 5% to 40% CIF value, adding 12% tax.
- Subject to physical inspection
- Used items are:
- Assessed by Customs considering depreciate values listed in the packing list.
- Subject to physical inspection
- Recommendation: insured values not to appear on the inventory or cargo manifest to avoid higher charges.
- Recommended POE: Santo Tomas de Castilla or Puerto Barrios
- The NIT/RTU is a personal identification number; It is a requirement that applies to Guatemala citizens and foreign nationals – Diplomat or private
- Every consignee must obtain it from the
- Agency of the Tax Administration (SAT)
- Documents needed to process NIT/RTU (note: verify requirements with the SAT office):
- Original passport.
- Fully photocopy of passport.
- Water, electricity or phone bill of place of residence in Guatemala. If the client does not have an address in Guatemala, a water or electricity bill from the client's employer can be used.
- The original DPI (identification card) is needed if the shipper is Guatemalan, if foreigner, they need the original passport.
- NIT/RTU application process:
- Complete the form for entering and updating taxpayer information on the unified tax register.
- Present the above-mentioned documents
- Moving agent cannot give consignment instructions/green light until the client obtains the NIT.

Remarks

- Customs Inspection:
- Air, Sea and Land freights:
- Shipments are cleared directly at POE, AOE, border of entry providing the original documents for clearing the shipments.
- All are subject to physical inspection from custom authorities and antinarcotic inspection.
- For shipments moved from POE to a Fiscal Warehouse, it is necessary to unload the container or trailer truck to continue custom clearance. It requires an additional Customs Clearance.
- Land shipments that include Vehicles, selected for a customs inspection, are transported to a bonded warehouse for inspection and to be cleared, this process could take 2-3 working days, subject to change due to congestion.
- If an inspection takes place at POE, AOE or bonded warehouse, inspection charges will be invoiced.
- Customs require completing entry and paying taxes / duties directly at POE.
- Sea shipments:
- SUGGEST POE; Santo Tomas de Castilla, customs process is from 10 to 15 business days.
- Puerto Barrios, customs process is from 15 to 20 business days.

- Puerto Quetzal, not recommended customs process from 15 to 20 business days, extra costs are higher if the shipments arrives at APM terminal, avoid this port.
- FCL Shipping Line: We strongly recommend not to utilize Hamburg Sud, Maersk, Sealand, Cosco, Evergreen, because their release process, creates issues that will translate to delays and additional charges.
- Do not use route via Acajutla, it is necessary that you hire a customs broker in El Salvador to release the cargo, which will cause delays and additional expenses not contemplated.
- Cosco requests a bank fee of US\$40.00 per each transfer that we make, if you use Cosco consider \$80.00 for bank fee that we will add to our balance, they do not provide an invoice.
- If you choose Maersk/Sealand we will add US\$500,00 for guarantee to the additional charges, the funds will be refunded to your company when Maersk makes the return; the process takes several weeks
- If you choose Evergreen we will add US\$5,000.00 for guarantee to the additional charges, the funds will be
- refunded to your company when Evergreen makes the return; the process takes several weeks
- Please book directly with Shipping line, avoid NVOCC, it can cause delays and extra cost.
- NOTE: DUE TO NEW CUSTOMS REGULATIONS THAT CAME INTO EFFECT IN FEBRUARY 2026, DO NOT INCLUDE ITEMS CONTAINING REFRIGERANT GAS IN SHIPMENTS (refrigerator, air conditioner, freezer, wine cooler, etc). Failure to follow our instructions may result in high additional fees and possible confiscation of the item.

Diplomats Removals

Documents Required

- Same as Removal Goods
- NOTE: DUE TO NEW CUSTOMS REGULATIONS THAT CAME INTO EFFECT IN FEBRUARY 2026, DO NOT INCLUDE ITEMS CONTAINING REFRIGERANT GAS IN SHIPMENTS (refrigerator, air conditioner, freezer, wine cooler, etc). Failure to follow our instructions may result in high additional fees and possible confiscation of the item.

Customs Prescriptions

- Diplomats of accredited foreign Embassies and Officers of International Organizations are not excluded from customs inspection.
- The mover has to request to the Embassy a Letter of non-opening of the container.
- The letter is to be presented to the port authorities. The moving agent needs this letter to continue the custom process, otherwise it is subject to physical inspection.
- It is allowed to include only up to a maximum of 4 bottles per shipment. This applies for both diplomatic and individual shipments. Liquor is not part of used household goods.

Remarks

- Diplomats have to submit a diplomatic franchise that should be processed by the Embassy or International Entity in Guatemala before to start with the Customs Clearance process.
- If the diplomatic franchise is not ready before the arrival of the shipment, it is recommended to move the shipment to a Fiscal Warehouse and wait for the document in order to avoid higher extra costs at port. This transfer will generate additional costs
- It is recommended that before the shipment departs from origin, the client must have their valid accreditation in Guatemala, to avoid additional charges and expensive extra cost.

Wedding trousseaux & inheritance

Documents Required

- Same as above

Customs Prescriptions

- Same as Removal Goods.

New furniture & Household Goods

Documents Required

- Same as above

Customs Prescriptions

- Same as Removal Goods.
- Purchase invoices to determine cost of duties and taxes.
- Consignee has to be register as an Importer with the Guatemalan Custom office, personal procedure.

Works of Art & Antiques

Documents Required

- Same as above.
- Permit of the Ministry of Culture:
- It applies if the shipment includes work of art, paintings, sculptures, religious images and other articles related with Art.
- It is requested during custom clearance with an extra cost of US\$300.00.
- The process can take from 05/07 working days.

Customs Prescriptions

- Same as Removal Goods
- The import of Pre-Colombian Archaeological or Colonial Antiques are prohibited.

Precious metal objects (jewellery, coins)

Customs Prescriptions

- Prohibited

Household & Electrical Appliances

Remarks

- NOTE: DUE TO NEW CUSTOMS REGULATIONS THAT CAME INTO EFFECT IN FEBRUARY 2026, DO NOT INCLUDE ITEMS CONTAINING REFRIGERANT GAS IN SHIPMENTS (refrigerator, air conditioner, freezer, wine cooler, etc). Failure to follow our instructions may result in high additional fees and possible confiscation of the item. All devices must be used and have serial number, model and brand detailed in the packing list.

Carpets

Documents Required

- Same as above.

Customs Prescriptions

- Same as Removal Goods.

Remarks

- Consignee has to be registered as an Importer with the Guatemalan Custom office, personal

procedure.

Other vehicles (bicycle, water vehicle)

Documents Required

- Same as Removal Goods.
- Boats, yachts and other vehicles: same as Motor Vehicles

Customs Prescriptions

- Agents cannot declare household goods and auto on the same OBL, even if both are coming in the same container. Each one has to present a different OBL.
- Spare parts / tires are prohibited.
- If one of the vehicles details as color, vin, etc does not match with the information provided:
- The destination agent needs to request Letter of correction for the BL.
- Need to amend import permit.
- Vehicle's proforma invoice must be amended.
- With the corrected documents, the destination agent has to present to Customs office a written document with authenticated photographs of the car showing the correct information so that they can authorize the rectification of the DA (import permit) and payment of the fine.
- It has an extra cost of around US\$1,000.00 to US\$2,000.00 (the process to correct the documents)
- The process takes around 3/4 weeks.

Remarks

- For Electric Vehicles:
- Import taxes: the vehicle could be exonerated if it complies with the requirements of decree 40-2022.
- The following information needs to be sent to destination agent in pre-advice prior to shipment dispatch:
- Chassis number
- Engine number and photo (without this information the customs clearance process cannot start)
- Number of doors of the vehicle
- Brand
- Year of manufacture
- Style
- Serial number
- Color
- Number of seats
- Report Watts or Kilowatts
- Date of manufacture
- If the battery is charged
- If the destination agent does not receive the above information at time of packing or if the information is incomplete, the shipment must be moved to a Fiscal Warehouse.
- This transfer will generate additional costs for transport and second customs clearance.
- Cost for inspection USD150.00.
- Agents cannot declare household goods + auto on the same OBL, even if both are coming in the same container. Each one has to present a different OBL
- For shipments where household items and a car are included in the same container, 2 BLS will be required (one per household goods and one per car). In the event that it is inconvenient at origin country and only one (1) BL is issued, it will be necessary to generate an additional document in Guatemala for customs processing, this has an additional cost of

\$250.00

- Others same as Motor Vehicles.

Machines, Appliances & Spare parts

Customs Prescriptions

- Prohibited as part of removal goods.

Alcohol, Wine

Documents Required

- Authorization from the Ministry of Health (Phytosanitary Certificate).
- Original invoices.

Customs Prescriptions

- Alcohol and wine are considered as commercial entry and subject to normal customs duty.
- The packing list has to show the details of each bottle.
- It is allowed to include only up to a maximum of 4 bottles per shipment. This applies for both diplomatic and individual shipments.

Remarks

- The process to obtain a permission to import the bottles must be done by the owner.
- It is recommended not to include them, if they are detected by customs, they will be confiscated, there will be fines and additional expenses not estimated.

Tins & Food

Documents Required

- Authorization from the Ministry of Health (Phytosanitary Certificate) and the Ministry of Agriculture. The process to obtain a permission to import must be done by the owner.

Customs Prescriptions

- It is allowed to include only up to a maximum of 4 units per shipment into one small box. This applies for both diplomatic and individual shipments.
- Tins and food are considered as commercial entry and subject to normal customs duty.

Remarks

- It is recommended not to include tins and food, if they are detected by customs, they will be confiscated, there will be fines and additional expenses not estimated.

GOODS Arms, Ammunition & Dangerous items Medicines, Narcotics & Drugs

Documents Required

- DOCUMENTS REQUIRED

Customs Prescriptions

- CUSTOMS PRESCRIPTIONS
- The packing list has to show the details of each unit.
- The packing list has to specify the amount of food.
- Consignee has to be register as an Importer with the Guatemalan Custom office, personal procedure.

- Prohibited as part of removal goods.
- Medicines are sold duty free without prescription in Guatemala.
- Narcotics and drugs are not permitted.

Remarks

- REMARKS
- Do not include these items in household goods shipments.
- It is recommended not to include these items, if they are detected by customs, they will be confiscated, there will be fines and additional expenses not estimated.

Plants

Customs Prescriptions

- Prohibited as part of removal goods.

Remarks

- Do not include plants in household goods shipments.

Prohibited Articles

Customs Prescriptions

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

Remarks

- Archaeological legitimate and colonial items.
- See sections 'plants, medicines, arms, tins, alcohol, machines,
- Guatemala does not allow the entry of any appliance containing refrigerant Gas

Fumigation of imported wooden crates

Customs Prescriptions

- Guatemalan government adopted ISPM-15 (International Standards for Phytosanitary Measures Publication 15) guidelines for regulating wood packaging material in International Trade (aka NIFM-15) to standard the treatment of wood packing materials used for transporting of goods.
- Shipments in or out of Guatemala in wooden packaging need to have a seal certifying that the wood has received the required treatment (HT heated treatment, a minimum wood core temperature of 56°C for a minimum of 30 minutes, or fumigation with methyl bromide (MT).
- The minimum temperature should not be less than 10°C and the minimum exposure time should not be below sixteen hours.
- The treatments established in this regulation are intended to reduce introduction and or

dissemination of

- quarantine plagues associated to wood packaging.
- The wood packing material must be marked in a visible location on each article, on at least two opposite sides of the article, with a legible and permanent mark in black ink.
- Labels and adhesives are not allowed.
- The approved format of the mark should be as follows: XX is the country code, 000 the producer number, YY the treatment type, and it has to include the inspection agency logo.
- If a shipment arrives without this seal, it will be subject to treatment that will cause additional expenses and it will delay the custom process for 3-4 days.

Remarks

- This regulation DOES NOT apply to wood packing materials manufactured of:
- Raw wood of 6mm thickness or less.
- Processed wood manufactured by glue, heat and pressure, or a combination thereof.
- Plywood sheets and agglomerated sawdust sheet.
- Oriented wooden fibre sheets.
- Sawdust and wooden fibre.