

POLAND

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 2024

FOREIGN NATIONALS Employees of Foreign Represent. Offices duly permitted to function in Poland, Employees of Foreign (& Polish) businesses duly incorporated in Poland (incl. Members of Board, persons delegated to Poland etc.)

Documents Required

- Work permit copy (for non EU-members countries citizens).
- Working visa from Polish Consulate (for non EU-members countries citizens).
- Copy of passport – for all (personal data and photo page only) certified as a true copy by a public notary in Poland – original.
- Check with your destination agent as a simple copy of passport may potentially satisfy Customs).
- Copy of air ticket confirming arrival to Poland.
- Any documents confirming that the client has stayed more than one year abroad, outside European Community (back period of continued full 14 months before relocation to Poland).
- What documents satisfy Polish customs - they need 3 types of living confirmation:
- Original letter issued on company letterhead from home/origin company confirming working period in home country. This document should be signed and stamped by authorized person or HR department.
- Copies of bills client has paid in origin country like – house renting, taxes, insurances, electricity, medical treatment etc. (should be full 14 months continued covered).
- Bank statements for whole previous year, tax paid, monthly health care paid.
- Temporary residence permit in Poland (for non-EU members countries citizens) if work visa has not been issued.
- EU citizens' residency certificate confirming temporary residence in Poland (for EU nationals).
- Address registration in Poland and PESEL references – originals and copy and residence rental contract copy.
- Any documents confirming will of staying in Poland (for example contract signed with any provider in Poland, TV, internet or any other, or document confirming sending kids to school etc.).
- Detailed valued inventory prepared in Polish language signed by owner.
- It must be fully descriptive (no "Packed by owner inventories" are acceptable. – required original in 2 copies.
- Signed authorisation for customs agency to act on client behalf (certified by a public Notary in Poland – however not compulsory) - required in original.
- Customs request form signed by the customer.

Remarks

- All eligible Foreign Nationals taking up residence for more than three months must obtain work permit along with working visa.

- Foreign Nationals who intend to stay in Poland for longer than 1 year, instead of requiring an extension of visa in a Polish Consulate abroad, may now apply for a Temporary Residence Card at a County Office Dept. in Poland.
- For the Foreign Citizens, Temporary Residence Card is then valid for the next 3 years. This new Residence Card can be extended in Poland up to a maximum of 10 years.
- For details contact your destination agent.

PERSONS RELOCATING FOR PERMANENT RESIDENCE IN POLAND AFTER PERMANENT RESIDENCE ABROAD.

Documents Required

- A) Foreign Nationals
- Copy of residence permit and original of Polish address registration and PESEL references.
- Documents confirming will of staying in Poland (for example contract signed with any provider in Poland, TV, internet or any other, or document confirming sending kids to school etc.).
- Work permit copy (not mandatory) for nonEU members countries citizens.
- Copy of air ticket confirming arriving to Poland.
- Any document confirming that client stayed more than one year staying abroad, outside European Community (back period of continued full 14 months before relocation to Poland).
- What documents satisfy Polish customs - they need 3 types of living confirmation:
- Original letter issued on company letterhead from home/origin company confirming working period in home country. This document should be signed and stamped by authorized person or HR department.
- Copies of bills client has paid in origin country like – house renting, taxes, insurances, electricity, medical treatment etc. (should be full 14 months continued covered).
- Bank statements for whole previous year, tax paid, monthly health care paid.
- Copy of passport – for all (personal data and photo page only) certified as a true copy by a public notary in Poland. Check with your destination agent as a simple copy of passport may satisfy Customs).
- Detailed valued inventory prepared in Polish language signed by owner. It must be fully descriptive (no “Packed by owner inventories” are acceptable) - required in 2 originals.
- Signed authorisation for customs agency to act on client behalf (certified by a public notary in Poland) – required in original.
- Customs request form signed by the customer in original. B) Polish Nationals returning to Poland after temporary stay abroad
- Any document confirming that client stayed more than one year staying abroad, outside European Community (back period of continued full 14 months before relocation to Poland).
- What documents satisfy Polish customs - they need 3 types of living confirmation:
- Original letter issued on company letterhead from home/origin company confirming working period in home country. This document should be signed and stamped by authorized person or HR department.
- Copies of bills client has paid in origin country like – house renting, taxes, insurances, electricity, medical treatment etc. (should be full 14 months continued covered).
- Bank statements for whole previous year, tax paid, monthly health care paid.
- Copy of passport (personal data and photo page + foreign visa pages) certified as a true copy by a public notary in Poland (notarized copy is not obligatory) in original.
- Copy of Polish ID certified as a true copy by a public notary in Poland (notarized copy is not obligatory) in original.
- Original of permanent Polish address registration.
- Any documents confirming will of staying in Poland (for example contract signed with any provider in Poland, TV, internet or any other, or document confirming sending kids to school

etc.).

- Detailed valued inventory in Polish language signed by owner.
- It must be fully descriptive (no “Packed by owner inventories” are acceptable).
- Original signed version is required.
- Signed authorisation for customs agency to act on client behalf (certified by a public notary in Poland) - notarization is obligatory in original.
- Customs request form signed by the customer in original. C) Polish Nationals returning to Poland after permanent residence abroad
- Same as B. above

Customs Prescriptions

- HHGs and personal effects can be imported free of duty/tax (only used). This also refers to vehicles proved to have been used by shipper at least 6 months prior to departure.
- Vehicles must be used and registered in the name of relocating person for at least 6 months.
- The goods must enter Poland within 12 months of the date of termination of foreign residence as shown in the certificate of employment and alternative documents.
- Same as A. above

Remarks

- For details, contact your destination agent.

STUDENTS, RESEARCH, MEDICAL SCIENTIST, PRIESTS, TEACHERS, ETC

Documents Required

- Suitable certification of their status from Polish University, Medical Clinic, Church etc.
- Appropriate visa from Polish Consulate (for non-EU nationals).
- Copy of passport – for all (personal data and photo page only) certified as a true copy by a public notary in Poland in original.
- Detailed valued inventory signed by owner. It must be fully descriptive (no “Packed by owner inventories” are acceptable) in 2 originals.
- Signed authorisation for customs agency to act on client behalf (certified by a public Notary in Poland) in original.
- Customs request form signed by the customer in original.
- Original of Polish address registration.

Remarks

- No work permit required.

EMPLOYEES OF FREE LANCE Persons working for foreign governmental agencies.

Remarks

- For details, please contact your destination agent.

DIPLOMATIC REMOVALS

Documents Required

- Appropriate Certificate from Polish Ministry of Foreign Affairs.
- Inventory list in Polish stamped by Diplomatic Protocol.
- Signed authorisation for customs agency, stamped by the Embassy / Diplomatic Unit.
- Photocopy of passport stamped by the Embassy / Diplomatic Unit.

Customs Prescriptions

- Importation free of duty/tax.
- Articles may not be sold for three years from the date of entry.
- Diplomatic removals:
- Duties/tax exemption based on reciprocity.
- Alcohol may not be sold for three years from the date of entry.
- Please consult your embassy prior to shipping.

Remarks

- Duty/tax exemption is based on reciprocity.

JOURNALISTS Duly accredited by Polish Government.

Documents Required

- Appropriate certificate from Polish Ministry of Foreign Affairs, Dept. of Press & Information. Copy of passport – (personal data and photo page only) certified as a true copy by a public notary in Poland in original.
- Detailed valued inventory signed by owner. It must be fully descriptive (no “Packed by owner inventories” are acceptable) in 2 originals.
- Signed authorisation for customs agency to act on client behalf (certified by a public notary in Poland) in original.
- Customs request form signed by the customer in original.
- Photocopy of accreditation ID card issued by Polish Ministry of Foreign Affairs.
- Temporary residence permit in Poland (for non EU-members countries citizens).
- EU citizens residency certificate confirming temporary residence in Poland (for EU nationals).
- Address registration in Poland and PESEL references in originals and residence rental contract copy.

Customs Prescriptions

- Importation free of duty/tax. Articles may not be sold for three years from the date of entry.
- Diplomatic removals:
- Duties/tax exemption based on reciprocity.
- Alcohol may not be sold for three years from the date of entry.
- Please consult your embassy prior to shipping.

Remarks

- Duty/tax exemption is based on reciprocity.
- Exception:
- If Poland has no reciprocity, a security guaranteeing payment of duty/tax in case of non-re-exportation is required.
- Customs clearance is based on temporary importation then (on the strength of financial security).

Inheritances

Documents Required

- Original of the last will confirming right to inheritance with its sworn translation into Polish. Copy of the death certificate of the testator with the sworn translation into Polish.
- Documents of the beneficiary / beneficiaries:
- Copy of passport – (personal data and photo page) certified as a true copy by a public notary in Poland.
- Copy of Polish ID certified as a true copy by a public notary in Poland (for Polish nationals).

- Copy of permanent Polish address registration.
- Detailed valued inventory signed by the beneficiary.
- Signed authorisation for customs agency to act on client behalf (certified by a public Notary in Poland).
- Customs request form signed by the beneficiary.

Customs Prescriptions

- Free of duty/tax for importation by direct heirs.

New furniture

Documents Required

- Original invoices / bill of sale.
- Detailed valued inventory signed by owner. It must be fully descriptive.
- Signed authorisation for customs agency to act on client's behalf (certified by a public Notary in Poland) in original.
- Copy of passport – (personal data and photo page) certified as a true copy by a public notary in Poland in original.
- Copy of Polish ID certified as a true copy by a public notary in Poland in original.
- Original of Polish address registration and PESEL references.

Customs Prescriptions

- Brand new furniture is subject to import duties and taxes.

Remarks

- If brand new furniture is imported (in manufacturer's original crates), the Customs will require presentation of original invoice/bill of sale.

Electrical appliances

Documents Required

- See removal goods.

Customs Prescriptions

- See removal goods.

Remarks

- Electricity in Poland: 220-230 V, 50 Hz.

Precious metals

Remarks

- It is recommended that jewellery be carried only as personal luggage.

Pre-1945 Antiques/Objects of art

Documents Required

- Certificate of Antiquity from recognised authority for antiques.
- Photos in duplicate should be supplied to destination agent (in case of re-export of these goods from Poland).

Remarks

- Note on items made before 1945 and paintings:

Plants

Documents Required

- Most of the plants require phytosanitary certificate.

Customs Prescriptions

- Subject to examination at destination.
- Only allowed substance in which plants are to be transported is peat.
- Other substances like earth, sand etc. are prohibited as potential carriers of pests and diseases.

Remarks

- Not all customs houses have personnel authorised to carry out phytosanitary examination so please check with your destination agent.

Cigarettes and tobacco products

Customs Prescriptions

- Not allowed as a household goods part of the move.

Medicines/prescription drugs

Customs Prescriptions

- Import of medicines / prescription drugs is subject to some restrictions.

Remarks

- For details, please contact your destination agent.

Firearms (hunting weapons)

Documents Required

- Firearms certificate granted by the Polish Consul.

Remarks

- For details, please contact your destination agent.