
**CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION
FOR IMPORTS**

HOUSEHOLD GOODS REMOVAL

A. Documents Required

- Airway bill / bill of lading / CMR
- Detailed list of import items (in English)
- Translation of packing list into Croatian
- Copy of Passport (Original may be requested)

Non-Diplomat

- Original statement from former employer verifying residence abroad for more than one year period
- Notarized power of attorney
- Notarized statement of relocation date into Croatia
- Signed statement for using custom benefit
- Short list of import items indicating value for each item
- Copy of residence permit (for minimum of six months) or application issued by the Ministry of Internal Affairs
- Work permit
- Lease agreement
- Employment contract
- Statement from Croatian employer
- Statement from Croatian employer that duties and taxes will be paid in the event a negative decision is made by Customs.

Diplomat

- Pro forma invoice with stated value for customs purposes
- Detailed list of import items
- Letter from the Embassy
- Diplomatic Protocol from the Croatian Ministry of Foreign Affairs

Citizen

- Original statement from Croatian embassy at origin verifying residence abroad for more than one year
- Croatian ID card
- Notarized power of attorney
- Notarized statement of relocation date into Croatia
- Signed statement for using custom benefit
- Short list of imported items indicating value for each item

Croatia

B. Specific Regulations

- Import customs clearance takes 1-2 days.
- Owners of household goods and personal effects must provide a written statement confirming the goods are more than 6 months old.
- Property owners must provide a statement and documentation proving that the consignee will live in property for 2 years and will not rent out to third parties in case of absence.

Non-Diplomat

- Must be present for the customs clearance process
- May import goods duty free with a Bank Guarantee or bond
- Original statement from former company that you have lived out of Croatia for last year.

Citizen

- Must be present for the customs clearance process.
- May import household goods duty and tax free only one time if living abroad for more than one year. If more goods will be imported, a list of those goods is required to be provided with the first imported shipment. Importation must occur within 12 months of date of first import. If importing a television or household goods after they have previously imported goods duty free and those items were not on the list, they must pay duty the second and each subsequent time.

MOTOR VEHICLES

A. Documents Required

- Original license
- Original registration
- Invoice as proof of date and location of purchase
- Notarized power of attorney
- Diplomatic Protocol (if diplomatic)

B. Specific Regulations

- Must be present for the customs clearance process.
- Customs clearance takes approximately 2-3 days if all paperwork is in order.
- Vehicles need to be unregistered before leaving Croatia.
- Vehicles may not be more than 7 years old.
- Vehicles need to be in ownership for 6 months prior to importation.
- Non-diplomats or Croatian citizens importing vehicles are exempt from paying duties under temporary import. However, they are required to pay a tax and excise duty.

Croatia

- Vehicles can only be imported duty and tax free with a diplomatic protocol issued by the Croatian Ministry of Foreign Affairs. Without a protocol, temporary import is possible but a fee will be charged. Temporary import is possible without customs clearance if the vehicle will be in Croatia for less than 6 months total over the entire 12-month period.
- After a six-month period of use in Croatia, it must be exported and will not be allowed back into Croatia until the 12 months have passed. However, duties can be paid to avoid this situation.

ANTIQUES, ART EFFECTS, CARPETS, AND PAINTINGS

A. Documents Required

- A document from the Croatian Ministry of Culture must be obtained to show the presence of the item in Croatia.

B. Specific Regulations

- When importing jewelry, art antiques and carpets, items must be registered upon arrival.
- There are no restrictions on what can be brought into Croatia as long as the item is registered and a document from the Croatian Ministry of Culture is obtained to show the presence of the item in Croatia.

Important: Valued inventory list for items intended for temporary import should be descriptive, e.g., double-bed set, wardrobe, dining table with six chairs and etc. Home electrical and electronic appliances should be very clearly labeled with serial numbers. It is also suggested to declare low value for items for temporary import.

Note: Valued inventory lists are for customs purposes and do not have to be the same as used for insurance purposes. However, it is strictly advised not to enclose the list used for insurance purposes along with the shipping documents.

PETS

A. Documents Required

- Certificate of Origin
- Certificate of Health issued by a veterinarian dated within 10 days of arrival
- Passport of Ownership
- Vaccination Certificate
- Pet's passport with vaccination record
- Pro forma invoice with value
- Invoice of purchase (for dogs never having been in Croatia)
- Decision/solution from ministry of culture (for some pets)
- Decision/solution from Croatian ministry of agriculture, forestry and water management (for some pets)
- Power of Attorney
- Passport of owner

Croatia

B. Specific Regulations

- There is no restriction on the type of pets.
- Pets will be examined upon arrival by the airport veterinarian.
- Pets must have a tattoo or microchip.
- Certificate of Health must be dated within 10 days of arrival.
- The vaccination Certificate must be issued at least 30 days prior to departure and be no more than 9 months old.

CONSIGNMENT INSTRUCTIONS

Important: Once a shipment is booked, it is advisable to ask for consignment instructions (prior to dispatch of the shipment) in order to obtain the most current information and document requirements.

Recommended: Once the shipment is booked, please fax your pre-alert to the agent office along with a copy of the airway bill / bill of lading / CMR, packing list, passport copy, and full contact details of the consignee.

Helpful Tips

- Mark the waybills very clearly “Used household goods and personal effects”.
- Packing list should be in English or Croatian and should be very detailed.
- Do not attach the inventory list used for the insurance purposes with the documents enclosed with the shipment.
- Pre-alert along with the copies of the waybill, packing list, customs valued inventories and shipping schedule should be sent well in advance.

It is strongly recommended that all shipping documents be carefully prepared according to the instructions. This will help to avoid unnecessary delays and/or costly storage charges at destination.

PROHIBITED ITEMS

- Weapons of all kinds
- Food
- Pornography
- Plants
- Alcohol
- Narcotics
- Toxic material
- Radioactive material

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CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION FOR EXPORTS

HOUSEHOLD GOODS REMOVAL

A. Documents Required

The following additional documents are required for airfreight export:

- Pro forma invoice (Only for airfreight)
- Power of attorney
- Packing list
- Copy of passport
- Weight ticket
- Diplomatic protocol (if Diplomatic)

B. Specific Regulations

- Do not need to be present for the export clearance process.
- Customs clearance takes approximately 1-2 days if all paperwork is in order.
- Croatian citizens must provide proof of time abroad if the shipment has already been imported once temporarily.

MOTOR VEHICLES

A. Documents Required

- Original license
- Original registration
- Invoice showing proof of date and location of purchase
- Diplomatic Protocol (if Diplomatic)

B. Specific Regulations

- A car must be de-registered before export.

ANTIQUES, ART EFFECTS, CARPETS, AND PAINTINGS

A. Documents Required

- Items registered upon arrival have no restrictions and do not need any export permits.

B. Specific Regulations

- There are no export restrictions on jewelry, art antiques and carpets registered upon importation into Croatia; export permits are not required for these items.

Croatia

- Other items not registered upon importation into Croatia require permission from the Croatian Ministry of Culture. Antiques are evaluated on a case-by-case basis and the final decision is made by the Ministry.
- If the item is permitted to leave Croatia, an export permit must be obtained.
- It takes approximately 4-5 days to obtain an export permit if all paperwork is in order.

PETS

A. Documents Required

- Certificate of Health issued by a Croatian veterinarian
- Pet's passport with vaccination record
- Proof of rabies vaccination
- Copy of owner's passport
- Power of Attorney

B. Specific Regulations

- Pets must have a tattoo or microchip.

PROHIBITED ITEMS

- If an export permit is not obtained, antiques, such as carpets, paintings, books, icons or any other items which are considered to be of cultural and historical value **cannot** be exported.