



# Importing Personal Property Into Poland

## IMPORTING HOUSEHOLD GOODS AND PERSONAL EFFECTS

### DUTY-FREE ENTRY IS PERMITTED IF THE FOLLOWING REQUIREMENTS ARE MET:

- If the household goods/ personal effects are used.
- Foreigners must take up residency for more than 6 months.
- Returning Polish citizens must have been abroad for more than 12 months. With a Certificate from the Polish Consulate at origin, returning citizens can import tax-free. Goods must not be sold for 2 years from the date of Customs clearance.
- Diplomats are allowed duty-free and tax-free importation.

### Notes:

- Customs clearance must occur 20 to 27 days after the shipment's arrival in Poland.
- Most shipments are inspected.
- Returning citizens and diplomats must present both inventories at the initial clearance, if there is an air and surface shipment.
- "Packed by Owner" shipments are not allowed.

### REQUIRED DOCUMENTS:

- ✓ Passport and visa valid for at least 6 months (or notarized copy)
- ✓ Original Work Permit (or notarized copy)
- ✓ Work Certificate in Polish on company letterhead, from the employer in Poland stating the shipper's name, passport number, residence in Poland, dates the shipper is to be employed and position in the company. The Certificate must be signed by a person in Management who is listed in the Trade Register, and should state his/her passport number.

### REQUIRED DOCUMENTS (CONTINUED):

- ✓ Copy of the company's registration documents (updated and notarized).
- ✓ Ocean bill of lading or air waybill.
- ✓ Bank Guarantee for a security bond to cover duty and VAT as determined by the declared value of items (Foreigners only). Bond will be refunded upon exportation of all inventoried items out of Poland.
- ✓ Foreigners and returning citizens need to have a Certificate of Residence in Poland (Zameldowanie).
- ✓ Power of Attorney in Polish, signed by the shipper and in the name of the destination agent. If it is a ground shipment, the Power of Attorney needs to be notarized in Poland.
- ✓ An original letter from the company addressed to the Customs House, Warsaw, asking for the customs clearance procedure.
- ✓ Inventory list (two copies) signed by the owner mentioning quantities and values of items, specifying brand names and serial numbers of all electrical items.
  - ✓ Antiques, any items produced prior to 1945 and all art objects should be listed separately. The artist and year of creation should be stated. Two photos of each item are necessary for Customs clearance.
- ✓ Document that confirms that the importer has lived abroad for longer than one year (i.e. a confirmation from the company he/she worked for or from an embassy).

## **RESTRICTED AND PROHIBITED ITEMS; IMPORTING MOTOR VEHICLES, PETS AND WORKS OF ART**

### **RESTRICTED/DUTIABLE ITEMS:**

- Goods in quantities considered for commercial use.
- Alcohol
- Plants require a phytosanitary certificate
- No more than one personal computer will be considered as personal effects.
- Medicines/prescriptions must be in quantities for personal use. Prescription drugs require a current prescription from the shipper's doctor at origin.

### **PROHIBITED ITEMS:**

- All food items
- Firearms, weapons and ammunition. Hunting weapons can be imported only if a permit is obtained through membership of hunting lodges in Poland.
- Explosives
- Narcotics, drugs.
- Pornographic material.

### **IMPORTATION OF MOTOR VEHICLES:**

- Duty-free entry only if the shipper has documentation showing possession for the last 6 months prior to importation.
- All vehicles with gasoline engines must be equipped with a catalytic converter.
- Foreigners are allowed to import a new or used car.
- Returning Polish citizens are only allowed to import a used car (at least 1 month), registered in the USA.

### **REQUIRED DOCUMENTS:**

- ✓ Original Title or Registration in the current owner's name, obtained in country of origin
- ✓ Document listing the following items:
  - ✓ Year of production
  - ✓ Brand, model, type
  - ✓ Engine capacity
  - ✓ Chassis & engine numbers
  - ✓ Fuel Type
  - ✓ Weight
  - ✓ Value of car shown on invoice

- ✓ Original bill of sale for new autos.
- ✓ If the car is used, a value declaration signed by the owner.
- ✓ Certificate of origin.
- ✓ Driver's License
- ✓ International Insurance Policy-Green Card

### **IMPORTATION OF DOGS AND CATS:**

- Cats and Dogs require an updated international vaccination certificate, residence permit and passport.
- Importing animals other than cats or dogs requires an Import Permit issued by Polish Ministry of Agriculture and Food Economy.
- It is recommended that the owner be present for these customs processes

### **REQUIRED DOCUMENTS:**

- ✓ Vaccination Certificate stating rabies shots were administered at least 30 days prior to arrival, but not more than 9 months prior to entering Poland. A qualified veterinarian must issue the certificate not more than 3 days prior to entry.
- ✓ Health Certificate issued 10 days prior to arrival, stating that there have been no incidences of rabies within the last 3 months, within a 10-mile radius.

### **IMPORTATION OF WORKS OF ART/ ANTIQUES:**

- No duty will be assessed if included in a household goods shipment. Taxes will be assessed if value is deemed exorbitant.
- Both antiques and works of art must be mentioned on a separate inventory list.
- For art objects, if known, the artist and year of creation must be stated.

### **REQUIRED DOCUMENTS:**

- ✓ Photographs, in duplicate, of all contemporary and ancient paintings as well as antiques made before 1945

## ACKNOWLEDGMENTS:

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- AGS Worldwide Movers, <http://www.ags-worldwide-movers.com>, 2001
- Interdean International Movers, April 2000.
- 4moversww.com, Poland Customs Information, <http://4movers.com/Poland.htm>, April 2000.

The information presented herein is based on customs data available at the time of printing and is frequently subject to change without notice. It is the responsibility of the owner or importer of the household goods to comply with the current customs restrictions, regulations, and duties of the country to which the goods are imported. We strongly advise customers to contact the consulate or embassy of the destination country for the most current information on customs regulations, restrictions and duties for importing household goods, personal effects and vehicles.