
CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION
FOR IMPORTS

HOUSEHOLD GOODS REMOVAL

A. Documents Required

Air and Sea Shipments

- Airway bill / Bill of lading (2 originals)
- Original packing list in English or Spanish
- Original passport with entry stamp
- Delivery and billing instructions including insurance information
- NIT number (Guatemalan tax identification number)
 - This can be obtained by consignee in any SAT agency (Tributary administration office) in Guatemala City
 - Guatemalan Citizens can obtain the number by presenting the original Cédula (identification).
 - Foreigners can obtain the number by presenting their original passport.

Land Shipments

- Original cargo manifest
- Original packing list in English or Spanish
- Original passport with entry stamp
- Original international transit guide
- Delivery and billing instruction including insurance information
- NIT number (Guatemalan tax identification number)
 - This can be obtained by consignee in any SAT agency (Tributary administration office) in Guatemala City
 - Guatemalan Citizens can obtain the number by presenting the original Cédula (identification).
 - Foreigners can obtain the number by presenting their original passport.

B. Specific Regulations

- Household goods, personal effects and vehicles are subject to pay taxes/duties for an approximate of 27% of total CIF (Cost, Insurance, and Freight) value.
- All incoming shipments to Guatemala City are subject to inspection at port of entry.
- New items will be considered commercial goods and are subject to full taxes and duties.
- A commercial invoice is necessary and must cover taxes/duties which range from 5% to 40% of CIF value plus 12% of valued added tax.
- Used items will be assessed by customs taking into consideration prices listed in the packing list and are subject to physical inspection.
- Containers should be shipped door to door to avoid complications.
- All incoming shipments to Guatemala City with wooden packing material must be fumigated and the crates must wear the ISPM-15 seal.
- All electronic devices on the packing list must include serial number, make and model.

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Diplomat

- Diplomats of accredited foreign embassies and officials of international organizations are exempted from customs taxes and duties.
- Shipments are subject to customs inspections.
- A Diplomatic Protocol/Franchise must be submitted and should be processed by the embassy of International Mission in Guatemala previous to cargo arrival to avoid storage and demurrages fees.

Sea Shipments – FCL

- Customers must be in Guatemala to clear shipment through customs.
- Any demurrages, additional charges and payment of the taxes/duties must be paid in full.
- Shipments must be cleared at the port of entry.
- Customs authorities will conduct a physical inspection at the port of entry and will determine the amount of the import taxes to be paid.
- Port authorities will collect additional charges for unloading the container at the port and seal the boxes opened by the officials; they will provide the crew for this duty.
- If all paperwork is in order, customs clearance takes approximately 2 to 3 working days.
- Shipments cannot be delivered until duties and taxes have been paid.

LCL Shipments

- Air and sea consolidated shipments are cleared directly in a bonded warehouse under formal entry.
- All shipments are subject to a physical inspection from customs authorities.
- If all paperwork is in order, customs clearance could take between 5 to 10 working days. This depends on whether the import arrives via air, sea or land and the size of the shipment.
- It is necessary to unload the container and trailer trucks in a bonded warehouse previous to customs clearance.

Import and Export of Refrigerators or Air Conditions to and from Guatemala

Due to new concerns regarding the release of chlorofluorocarbons (CFCs) into the atmosphere, all shipments of export and import should comply with the following regulations:

- Any shipment containing a cooler, refrigerator, or air conditioning appliance must obtain a special license for the entry or departure.
- If no license is obtained, Customs will seize these appliances.
- The process to obtain the license takes approximately 2 to 3 business days and expires 15 days after the date of issue.
- To obtain a license, the following information must be submitted:
 - Model of appliance
 - Make of appliance
 - Type of refrigerant used
 - Year of manufacture
 - NIT number (Guatemalan Tax Identification Number)
 - This can be obtained by consignee in any SAT agency (Tributary administration office) in Guatemala City

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- Guatemalan Citizens can obtain the number by presenting the original Cédula (identification).
- Foreigners can obtain the number by presenting their original passport.
- Guatemala will not allow the entry of any of these appliances containing gas R11 and R12.
- Any appliance produced before the year 2000 will most probably be declined entry.

MOTOR VEHICLES

A. Documents Required

- Bill of lading (2 originals)
- Original certificate of title
- Original commercial invoice / bill of sale
- Original passport with entry stamp
- Delivery and billing instructions including insurance information.
- Technical Specifications of POV
- NIT number (Guatemalan Tax Identification Number)
 - This can be obtained by consignee in any SAT agency (Tributary administration office) in Guatemala City
 - Guatemalan Citizens can obtain the number by presenting the original Cédula (identification).
 - Foreigners can obtain the number by presenting their original passport.

B. Specific Regulations

- Customs will perform an inspection of the vehicle at the POE.
- If all paperwork is in order, customs clearance takes approximately one week.
- POV with foreign license plates may circulate in Guatemala with a temporal permit for 30 days. The owner cannot leave the country unless his car has been re-exported or all import duties has been paid.
- All POV can be cleared either at the POE or at bonded warehouse in Guatemala City.
- Documents legalized at Guatemalan Consulate from origin are not necessary.
- If POV information is not received before the arrival of the POV, or is incorrect, consignee will have to pay USD 100.00 - 250.00 depending on condition at inspection.

The following POV information must be included in the Pre-Alert:

- Chassis number
- Engine number
- Quantity of doors
- Make
- Year
- Style
- Number of Cylinders
- VIN number
- Fuel

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- Color
- Cubic centimeter (c.c.)
- Axles

PETS

A. Documents Required

- Health vaccination certificate from origin

B. Specific Regulations

- Health vaccination certificate from origin must be dated within 30 days of pet's arrival.

RESTRICTED ITEMS

- Drugs
- Fire-arms (permission required from the Ministry of Defense)
- Food (limit of 2 kilograms)
- Liquor (limit of 6 bottles)

CONSIGNMENT INSTRUCTIONS

All incoming air and sea imports for ***Guatemalan citizens and non-diplomatic shippers*** should be consigned as follows:

Consignee Party:

Full name of customer as shown on passport
C/O local agent
Full delivery address of customer
Phone:
Attn:

All incoming air and sea imports for ***diplomatic shippers*** should be consigned as follows:

Consignee Party:

Full name of customer as shown on passport
Full name of diplomatic organization
C/O local agent in Guatemala
Full address of diplomatic organization
Phone:

Recommended: Once the shipment is booked, please fax your pre-alert to the agent office along with a copy of the AWB / BL, 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 Spanish or English.
- AWB / BL must show freight charges.
- 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 waybill, packing list, 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.

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