
CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION

FOR IMPORTS

HOUSEHOLD GOODS REMOVAL

A. Documents Required

- Detailed packing list
- Airway bill / bill of lading
- Original or notarized copy of passport
- Airline ticket (air shipment only)
- Origin and destination addresses
- Declaration form for new articles
- Value form for customs

FM-2 Immigrant Working Visa

- Original or notarized copy of FM-2 Visa
- Original and two carbon copies of the inventory list in Spanish legalized by the Mexican Consulate at the place of origin
- Liability letter

FM-3 Visa (Temporary Residence Visa)

- Original or notarized copy of FM-3 Visa
- Inventory list in Spanish, typewritten and signed only by owner
- Solidarity letter addressed to the correspondent customs entity; letter must be provided by shipper's employer established in Mexico
- Copy of federal registration certificate number of the company or tax ID (Registro Federal de Causantes)
- Liability letter

Returning Citizens

- Original and two carbon copies of the inventory list in Spanish legalized by Mexican consulate at origin

Foreign Diplomats

- Original diplomatic franchise obtained through their diplomatic organization and issued by the Ministry of Foreign Affairs in Mexico City
- Copy of diplomatic passport

B. Specific Regulations

- The declaration form for new articles must be addressed to the customs house at the port of entry. In the letter, the shipper must declare the value of the shipment, that all items are used, and that no prohibited items are included in the shipment. New items must be listed with proof of purchase (i.e. invoice). It is important that the destination agent in Mexico is notified of any new items included in the shipment for import in

Mexico

order to confirm any special customs requirements and to determine applicable taxes.

- All items must be included in the legalized inventory list stamped by the Mexican Consulate at origin.
- Make, model, and serial numbers for electrical/electronic appliances must be included.
- Failure to do this will result in items being considered as contraband and customs authorities may seize the shipment.
- If new electrical/electronic appliances are included in the shipment and are not listed in the legalized inventory list, they cannot be imported under any circumstances.
- All wood packing utilized in import shipments from Mexico must be ISPM-15 certified at origin.
- All goods must be used and look used or special permission must be obtained.

Returning Citizens

- Shipper must have lived abroad more than two years to be considered a repatriate; otherwise, the Mexican Embassy will not stamp the legalized inventory list.
- Time spent abroad can be proven by presenting rent or utility bills.

Note: Please be aware of new regulations governing all sea shipment imports. All sea shipments to or from overseas countries must indicate the following:

- A TAX ID number for all parties shown on carrier bill of lading as shipper, consignee, and notify party.
- Mexican nationals must inform their RFC (TAX ID) number.
- Generic RFC / TAX ID numbers should be applied only in the following cases:
 - Diplomatic and consulate goods should use [EMB930401KH4](#)
 - International organizations should [OIN930413N0](#)
 - Foreigners should [EXTR920301TS4](#)

Note: The Mexican customs authority has recently implemented a new customs system by which any consignment whether commercial or household goods shipment is subject to two random inspection processes. The first inspection is undertaken by customs authorities; following this first inspection, the shipment is inspected by a private company which has been given the concession by the Mexican government to verify that the customs office at any of the particular port of entry has followed the rules and regulations set by the Mexican Finance Ministry and that there was no wrong doing by the particular office. This random inspection is exercised by SGS (Société Generale de Surveillance).

In order to avoid any problems, delays, possible confiscation of the shipment by the Authorities, it is imperative that the Customs rules and Regulations are strictly adhered to.

MOTOR VEHICLES

A. Documents Required

- Invoice or bill of sale
- Original vehicle title
- Driver's license
- Passport copy
- Original FM-3 Visa (Non-diplomat)

Mexico

- Diplomatic franchise (Diplomat)
- Liability letter (returning Mexican citizens)

B. Specific Regulations

- Motor vehicles can only be imported by diplomats and holders of temporary import permits with FM-3 Visa.
- Diplomats can import vehicles through any Mexican port of entry and are required to be present at the port when customs clearance takes place.
- FM-3 Visa holders can only import vehicles through Mexican ports as Veracruz, Altamira and Tampico but customer has to be present at port of entry when customs clearance takes place. For Nuevo Laredo border, customer can import vehicle but must enter the country personally and drive vehicle to final destination.
- Mexican citizens may import vehicles. The process, though, is quite prohibitive and should be managed closely with the Mexican destination agent.

PETS

A. Required Documents

When Pet Accompanies Owner on Same Flight

- Vaccination carnet
- Health certificate issued within 5 days before date of arrival to Mexico
- Copy of owner's passport

When Pet Does Not Accompany Owner on Same Flight

- Vaccination carnet
- Health certificate issued within 5 days before date of arrival to Mexico
- Copy of owner's passport
- Air waybill showing "FREIGHT AS AGREED"
- Only two pets permitted for each air waybill
- Pro forma invoice

B. Specific Requirements

- Only the importation of dogs and cats is permitted without special permission.
- For the importation of other types of pets, contact destination agent in Mexico for specific requirements and permits.

RESTRICTIONS/DUTIABLE ITEMS

New Household Goods and Personal Effects

A. Required Documents

- Special import permit registration (Padron de Importadores)
- Certificate of origin

B. Specific Requirements

Mexico

- New items may not be imported without the required special import permits (for electronics, etc).
- These permits are difficult to obtain; therefore, **the importation of new items is strongly discouraged.**
- The only port of entry which accepts importation of new items is Laredo, Texas. The value of new items cannot exceed USD 1000.00.

CONSIGNMENT INSTRUCTIONS

As a result of the various import statuses and inconsistencies from port to port, it is strongly recommended that you check with the Mexican destination agent for updated and correct consignment instructions.

PORT INFORMATION

1. Veracruz
2. Manzanillo
3. Altamira
4. Tampico
5. Laredo (Overland from US)

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, packing list, passport copy, and full contact details of the consignee.

Helpful Tips

- Mark the waybills very clearly "Used household goods and personal effects."
- 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 to agent by fax/email prior to shipment arrival.
- In the event that ocean freight is contracted with the shipping line under intermodal basis, delays may arise as the shipping line contracts the modal carrier. In order to have a better control of the overall service, we encourage our agents to contract the ocean freight to the ocean port of entry only.
- Do not import shipment prior to the completion of all documentation to avoid extra charges at port of entry.

Important: All wood packing utilized in import shipments from Mexico must be ISPM-15 certified at origin.

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.

Note: Request a copy of consignment instructions before dispatch of the shipment to avoid extra storage charges at airport / terminal.

PROHIBITED ITEMS

Note: Diplomats may import generally-prohibited items under diplomatic franchise documentation.

- Alcohol
- Firearms and ammunition
- Drugs
- Food
- Pornographic items
- Combustible liquids
- Explosives
- Compressed gas
- Corrosives
- Chemicals
- Aerosol cans
- Paints or varnish
- Poison
- Plants
- Food
- Seeds
- Medicines without prescription
- Archaeological items
- Fossils

Electrical/Electronic Appliances

- If new electrical/electronic appliances are included in the shipment and are not listed in the legalized inventory list, they cannot be imported under any circumstances.

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