



Export Customs Guide **MEXICO**

Information from FIDI Latin America

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| GOODS | DOCUMENTS REQUIRED | CUSTOMS PRESCRIPTIONS | REMARKS |
|--|--|-----------------------|---|
| Mexican citizens | <ul style="list-style-type: none">▪ Clear copy of passport▪ Copy of the CURP (Unique Code for Personal Registration)▪ Copy of the inventory of goods made by the packing crew▪ Letters for Mexican Customs (They will vary depending on the POD)▪ Mexicans and Permanent residents must have their RFC (Registro Federal de contribuyentes) active until the export customs clearance process is finished. | | <ul style="list-style-type: none">▪ Always check with your local agent:<ul style="list-style-type: none">▪ Authorization letter to the Customs Broker▪ Value form for customs▪ Prohibited items▪ Customs form for new articles |
| Temporary or permanent resident | <ul style="list-style-type: none">▪ Clear copy of Passport▪ Clear copy of the Temporary Resident or Permanent Card (Both sides)▪ Letters for Mexican Customs (They will vary depending on the POD)▪ Mexicans and Permanent residents must have their RFC (Registro Federal de contribuyentes) active until the export customs clearance process is finished. | | <ul style="list-style-type: none">▪ Always check with your local agent:<ul style="list-style-type: none">▪ Authorization letter to the Customs Broker▪ Value form for customs▪ Prohibited items▪ Customs form for new articles |
| Foreigners with Diplomatic status | <ul style="list-style-type: none">▪ The export permit, "the Diplomatic Franchise" has to be obtained by the corresponding Embassy in Mexico City or International Organization, from SRE / Ministry of Foreign Affairs.▪ Inventory list in Spanish made by the packing crew. | | |

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|--|--|-----------------------|---|
| | <ul style="list-style-type: none"> ▪ Copy of diplomatic passport. ▪ Copy of the diplomatic carnet. ▪ Origin and destination addresses. ▪ Customs broker will require some other documents depending on Port Of Departure (POD) such as: <ul style="list-style-type: none"> ▪ the Authorization Letter to Customs Broker (kind of like a Power of attorney). | | |
| Mexicans returning with Diplomatic status | <ul style="list-style-type: none"> ▪ The export permit “Diplomatic Franchise” has to be obtained by the corresponding International organization, from SRE / External Affairs authorities. ▪ Copy of the inventory list in Spanish. ▪ Photocopy of diplomatic passport. ▪ Copy of the CURP (Unique Code for Personal Registration). ▪ Origin and destination addresses. ▪ Customs broker will require some other documents depending on Port Of Departure and those will be: <ul style="list-style-type: none"> ▪ Declaration Form for New Items (as those used, for less than 6 months MUST pay duties, and this can only be Via Laredo, other ports of entry will not allow your local agent to pay duties). ▪ Authorization Letter to Customs Broker (kind of like a Power of attorney). | | <ul style="list-style-type: none"> ▪ Always check with Agent in Mexico on required documents depending on Port of Departure, this way you can have the proper formats for each case. |



The FIDI Global Alliance

Tel.: +32 2 426 51 60
Email: fidi@fidi.org

www.fidi.org