



Import Customs Guide **POLAND**

Information from ADA Europe

Customs guide **POLAND**



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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p>FOREIGN NATIONALS Employees of Foreign Represent. Offices duly permitted to function in Poland, Employees of Foreign (& Polish) businesses duly incorporated in Poland (incl. Members of Board, persons delegated to Poland etc.)</p>	<ul style="list-style-type: none"> ▪ Work permit copy (for non EU-members countries citizens). ▪ Working visa from Polish Consulate (for non EU-members countries citizens). ▪ Copy of passport – for all (personal data and photo page only) certified as a true copy by a public notary in Poland – original. <ul style="list-style-type: none"> ▪ Check with your destination agent as a simple copy of passport may potentially satisfy Customs). ▪ Copy of air ticket confirming arrival to Poland. ▪ Any documents confirming that the client has stayed more than one year abroad, outside European Community (back period of continued full 14 months before relocation to Poland). ▪ What documents satisfy Polish customs - they need 3 types of living confirmation: <ul style="list-style-type: none"> ▪ Original letter issued on company letterhead from home/origin company confirming working period in home country. This document should be signed and stamped by authorized person or HR department. ▪ Copies of bills client has paid in origin country like – house renting, taxes, insurances, electricity, medical treatment etc. (should be <u>full</u> 14 		<ul style="list-style-type: none"> ▪ All eligible Foreign Nationals taking up residence for more than three months must obtain work permit along with working visa. ▪ Foreign Nationals who intend to stay in Poland for longer than 1 year, instead of requiring an extension of visa in a Polish Consulate abroad, may now apply for a Temporary Residence Card at a County Office Dept. in Poland. ▪ For the Foreign Citizens, Temporary Residence Card is then valid for the next 3 years. This new Residence Card can be extended in Poland up to a maximum of 10 years. ▪ For details contact your destination agent.

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	<ul style="list-style-type: none"> months continued covered). <ul style="list-style-type: none"> ▪ Bank statements for whole previous year, tax paid, monthly health care paid. ▪ Temporary residence permit in Poland (for non-EU members countries citizens) if work visa has not been issued. ▪ EU citizens' residency certificate confirming temporary residence in Poland (for EU nationals). ▪ Address registration in Poland and PESEL references – originals and copy and residence rental contract copy. ▪ Any documents confirming will of staying in Poland (for example contract signed with any provider in Poland, TV, internet or any other, or document confirming sending kids to school etc.). ▪ Detailed valued inventory prepared in Polish language signed by owner. <ul style="list-style-type: none"> ▪ It must be fully descriptive (no “Packed by owner inventories” are acceptable. – required original in 2 copies. ▪ Signed authorisation for customs agency to act on client behalf (certified by a public Notary in Poland – however not compulsory) - required in original. ▪ Customs request form signed by the customer. 		
<p>PERSONS RELOCATING FOR PERMANENT RESIDENCE IN POLAND AFTER PERMANENT RESIDENCE ABROAD.</p>	<p>A) Foreign Nationals</p> <ul style="list-style-type: none"> ▪ Copy of residence permit and original of Polish address registration and PESEL references. ▪ Documents confirming will of staying in Poland (for example contract signed with 	<ul style="list-style-type: none"> ▪ HHGs and personal effects can be imported free of duty/tax (only used). This also refers to vehicles proved to have been used by shipper at least 6 months prior to departure. ▪ Vehicles must be used and registered in the name of relocating person for at least 6 	<ul style="list-style-type: none"> ▪ For details, contact your destination agent.

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	<p>any provider in Poland, TV, internet or any other, or document confirming sending kids to school etc.).</p> <ul style="list-style-type: none"> ▪ Work permit copy (not mandatory) for non-EU members countries citizens. ▪ Copy of air ticket confirming arriving to Poland. ▪ Any document confirming that client stayed more than one year staying abroad, outside European Community (back period of continued full 14 months before relocation to Poland). ▪ What documents satisfy Polish customs - they need 3 types of living confirmation: <ul style="list-style-type: none"> ▪ Original letter issued on company letterhead from home/origin company confirming working period in home country. This document should be signed and stamped by authorized person or HR department. ▪ Copies of bills client has paid in origin country like – house renting, taxes, insurances, electricity, medical treatment etc. (should be <u>full</u> 14 months continued covered). ▪ Bank statements for whole previous year, tax paid, monthly health care paid. ▪ Copy of passport – for all (personal data and photo page only) certified as a true copy by a public notary in Poland. Check with your destination agent as a simple copy of passport may satisfy Customs). ▪ Detailed valued inventory prepared in Polish language signed by owner. It must be fully descriptive (no “Packed by owner inventories” are acceptable) - required in 2 	<p>months.</p> <ul style="list-style-type: none"> ▪ The goods must enter Poland within 12 months of the date of termination of foreign residence as shown in the certificate of employment and alternative documents. 	

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	<p>originals.</p> <ul style="list-style-type: none"> ▪ Signed authorisation for customs agency to act on client behalf (certified by a public notary in Poland) – required in original. ▪ Customs request form signed by the customer in original. <p>B) Polish Nationals returning to Poland after temporary stay abroad</p> <ul style="list-style-type: none"> ▪ Any document confirming that client stayed more than one year staying abroad, outside European Community (back period of continued full 14 months before relocation to Poland). ▪ What documents satisfy Polish customs - they need 3 types of living confirmation: <ul style="list-style-type: none"> ▪ Original letter issued on company letterhead from home/origin company confirming working period in home country. This document should be signed and stamped by authorized person or HR department. ▪ Copies of bills client has paid in origin country like – house renting, taxes, insurances, electricity, medical treatment etc. (should be <u>full</u> 14 months continued covered). ▪ Bank statements for whole previous year, tax paid, monthly health care paid. ▪ Copy of passport (personal data and photo page + foreign visa pages) certified as a true copy by a public notary in Poland (notarized copy is not obligatory) in original. ▪ Copy of Polish ID certified as a true copy by a public notary in Poland (notarized copy is 	<ul style="list-style-type: none"> ▪ Same as A. above 	

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	<p>not obligatory) in original.</p> <ul style="list-style-type: none"> ▪ Original of permanent Polish address registration. ▪ Any documents confirming will of staying in Poland (for example contract signed with any provider in Poland, TV, internet or any other, or document confirming sending kids to school etc.). ▪ Detailed valued inventory in Polish language signed by owner. <ul style="list-style-type: none"> ▪ It must be fully descriptive (no “Packed by owner inventories” are acceptable). ▪ Original signed version is required. ▪ Signed authorisation for customs agency to act on client behalf (certified by a public notary in Poland) - notarization is obligatory in original. ▪ Customs request form signed by the customer in original. <p>C) Polish Nationals returning to Poland after permanent residence abroad</p> <ul style="list-style-type: none"> ▪ Same as B. above 		
<p>STUDENTS, RESEARCH, MEDICAL SCIENTIST, PRIESTS, TEACHERS, ETC</p>	<ul style="list-style-type: none"> ▪ Suitable certification of their status from Polish University, Medical Clinic, Church etc. ▪ Appropriate visa from Polish Consulate (for non-EU nationals). ▪ Copy of passport – for all (personal data and photo page only) certified as a true copy by a public notary in Poland in original. ▪ Detailed valued inventory signed by owner. It must be fully descriptive (no “Packed by owner inventories” are acceptable) in 2 originals. ▪ Signed authorisation for customs agency to 		<ul style="list-style-type: none"> ▪ No work permit required.

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	<ul style="list-style-type: none"> act on client behalf (certified by a public Notary in Poland) in original. ▪ Customs request form signed by the customer in original. ▪ Original of Polish address registration. 		
<p>EMPLOYEES OF FREE LANCE Persons working for foreign governmental agencies.</p>			<ul style="list-style-type: none"> ▪ For details, please contact your destination agent.
<p>DIPLOMATIC REMOVALS</p>	<ul style="list-style-type: none"> ▪ Appropriate Certificate from Polish Ministry of Foreign Affairs. ▪ Inventory list in Polish stamped by Diplomatic Protocol. ▪ Signed authorisation for customs agency, stamped by the Embassy / Diplomatic Unit. ▪ Photocopy of passport stamped by the Embassy / Diplomatic Unit. 	<ul style="list-style-type: none"> ▪ Importation free of duty/tax. <ul style="list-style-type: none"> ▪ Articles may not be sold for three years from the date of entry. ▪ Diplomatic removals: <ul style="list-style-type: none"> ▪ Duties/tax exemption based on reciprocity. ▪ Alcohol may not be sold for three years from the date of entry. ▪ Please consult your embassy prior to shipping. 	<ul style="list-style-type: none"> ▪ Duty/tax exemption is based on reciprocity.
<p>JOURNALISTS Duly accredited by Polish Government.</p>	<ul style="list-style-type: none"> ▪ Appropriate certificate from Polish Ministry of Foreign Affairs, Dept. of Press & Information. Copy of passport – (personal data and photo page only) certified as a true copy by a public notary in Poland in original. ▪ Detailed valued inventory signed by owner. It must be fully descriptive (no “Packed by owner inventories” are acceptable) in 2 originals. ▪ Signed authorisation for customs agency to act on client behalf (certified by a public 	<ul style="list-style-type: none"> ▪ Importation free of duty/tax. Articles may not be sold for three years from the date of entry. ▪ Diplomatic removals: <ul style="list-style-type: none"> ▪ Duties/tax exemption based on reciprocity. ▪ Alcohol may not be sold for three years from the date of entry. ▪ Please consult your embassy prior to shipping. 	<ul style="list-style-type: none"> ▪ Duty/tax exemption is based on reciprocity. ▪ Exception: <ul style="list-style-type: none"> ▪ If Poland has no reciprocity, a security guaranteeing payment of duty/tax in case of non-re-exportation is required. ▪ Customs clearance is based on temporary importation then (on the strength of financial security).

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	<p>notary in Poland) in original.</p> <ul style="list-style-type: none"> ▪ Customs request form signed by the customer in original. ▪ Photocopy of accreditation ID card issued by Polish Ministry of Foreign Affairs. ▪ Temporary residence permit in Poland (for non EU-members countries citizens). ▪ EU citizens residency certificate confirming temporary residence in Poland (for EU nationals). ▪ Address registration in Poland and PESEL references in originals and residence rental contract copy. 		
<p>Inheritances</p>	<ul style="list-style-type: none"> ▪ Original of the last will confirming right to inheritance with its sworn translation into Polish. Copy of the death certificate of the testator with the sworn translation into Polish. ▪ Documents of the beneficiary / beneficiaries: <ul style="list-style-type: none"> ▪ Copy of passport – (personal data and photo page) certified as a true copy by a public notary in Poland. ▪ Copy of Polish ID certified as a true copy by a public notary in Poland (for Polish nationals). ▪ Copy of permanent Polish address registration. ▪ Detailed valued inventory signed by the beneficiary. ▪ Signed authorisation for customs agency to act on client behalf (certified by a public Notary in Poland). ▪ Customs request form signed by the beneficiary. 	<ul style="list-style-type: none"> ▪ Free of duty/tax for importation by direct heirs. 	

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New furniture	<ul style="list-style-type: none"> ▪ Original invoices / bill of sale. ▪ Detailed valued inventory signed by owner. It must be fully descriptive. ▪ Signed authorisation for customs agency to act on client's behalf (certified by a public Notary in Poland) in original. ▪ Copy of passport – (personal data and photo page) certified as a true copy by a public notary in Poland in original. ▪ Copy of Polish ID certified as a true copy by a public notary in Poland in original. ▪ Original of Polish address registration and PESEL references. 	<ul style="list-style-type: none"> ▪ Brand new furniture is subject to import duties and taxes. 	<ul style="list-style-type: none"> ▪ If brand new furniture is imported (in manufacturer's original crates), the Customs will require presentation of original invoice/bill of sale.
Electrical appliances	<ul style="list-style-type: none"> ▪ See removal goods. 	<ul style="list-style-type: none"> ▪ See removal goods. 	<ul style="list-style-type: none"> ▪ Electricity in Poland: 220-230 V, 50 Hz.
Precious metals			<ul style="list-style-type: none"> ▪ It is recommended that jewellery be carried only as personal luggage.
Motor vehicles	<ul style="list-style-type: none"> ▪ All documents required for HHGs (see removal goods) and in addition the following: <ul style="list-style-type: none"> ▪ Copy of vehicle / vehicles insurance policy translated into Polish by a sworn translator. ▪ Original invoice(s) with its sworn translation into Polish. ▪ Car(s) registration card translated into Polish by sworn translator. ▪ Original document confirming ownership with its sworn translation into Polish. 		<ul style="list-style-type: none"> ▪ For more details, please contact your destination agent.
Pre-1945 Antiques/Objects of art	<ul style="list-style-type: none"> ▪ Certificate of Antiquity from recognised authority for antiques. 		<ul style="list-style-type: none"> ▪ Note on items made before 1945 and paintings: <ul style="list-style-type: none"> ▪ Given the strict controls over the export of all items (art & antiques), exceeding

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	<ul style="list-style-type: none"> ▪ Photos in duplicate should be supplied to destination agent (in case of re-export of these goods from Poland). 		<p>an age of 100 years or 50 years, regardless of country of origin (including old books) a single licence for permanent export is required.</p> <ul style="list-style-type: none"> ▪ It is important they are noted by Customs on their importation. ▪ All such items should be clearly marked on the inventory and stowed for easy access at Customs inspection. ▪ Photos of all such items should be supplied in duplicate to destination agent for customs processing.
Food products		<ul style="list-style-type: none"> ▪ Small amounts for personal consumption are allowed. 	
Alcohol		<ul style="list-style-type: none"> ▪ Importation not recommended. ▪ Alcohol found in household goods will be confiscated and the customer requested to pay a fine. ▪ In most cases, cost is greater than current retail price and in fact a licence to import alcohol in excess of the allowance is practically impossible to obtain. ▪ Diplomatic removals: <ul style="list-style-type: none"> ▪ Duties/tax exemption based on reciprocity. ▪ Alcohol may not be sold for three years from the date of entry. ▪ Consult your embassy prior to shipping. 	

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Dogs/cats	<ul style="list-style-type: none"> ▪ Good health certificate issued max.5 days prior to arrival. ▪ Anti-rabies vaccination certificate at least 21 days prior to departure. ▪ Pet must be microchipped. ▪ A tattoo is an acceptable form of identification as long as it was given prior to July 3, 2011 and is clearly visible. ▪ Puppies must be older than 3 months, younger are not allowed to travel to Poland. 		<ul style="list-style-type: none"> ▪ For details, please contact your destination agent.
Other animals		<ul style="list-style-type: none"> ▪ Requirements may vary depending on country of origin. ▪ Importation subject to consultation with the Polish Ministry of Agriculture prior to departure from origin country. 	<ul style="list-style-type: none"> ▪ It is advisable to check in advance with your destination agent. ▪ Animals sent without proper certificates are subject to quarantine. ▪ For some species, importation is prohibited, and these may be denied entry.
Plants	<ul style="list-style-type: none"> ▪ Most of the plants require phytosanitary certificate. 	<ul style="list-style-type: none"> ▪ Subject to examination at destination. ▪ Only allowed substance in which plants are to be transported is peat. ▪ Other substances like earth, sand etc. are prohibited as potential carriers of pests and diseases. 	<ul style="list-style-type: none"> ▪ Not all customs houses have personnel authorised to carry out phytosanitary examination so please check with your destination agent.
Cigarettes and tobacco products		<ul style="list-style-type: none"> ▪ Not allowed as a household goods part of the move. 	
Medicines/prescription drugs		<ul style="list-style-type: none"> ▪ Import of medicines / prescription drugs is subject to some restrictions. 	<ul style="list-style-type: none"> ▪ For details, please contact your destination agent.

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Firearms (hunting weapons)	<ul style="list-style-type: none"> ▪ Firearms certificate granted by the Polish Consul. 		<ul style="list-style-type: none"> ▪ For details, please contact your destination agent.



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