



## Import Customs Guide **POLAND**

Information from ADA Europe

# Customs guide **POLAND**



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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p><b>FOREIGN NATIONALS</b> Employees of Foreign Represent. Offices duly permitted to function in Poland, Employees of Foreign (&amp; Polish) businesses duly incorporated in Poland (incl. Members of Board, persons delegated to Poland etc. )</p>	<ul style="list-style-type: none"> <li>▪ Work permit copy (for non EU-members countries citizens).</li> <li>▪ Working visa from Polish Consulate (for non EU-members countries citizens).</li> <li>▪ Copy of passport – for all (personal data and photo page only) certified as a true copy by a public notary in Poland.                             <ul style="list-style-type: none"> <li>▪ Check with your destination agent as a simple copy of passport may potentially satisfy Customs).</li> </ul> </li> <li>▪ Copy of air ticket confirming arrival to Poland.</li> <li>▪ Any documents confirming that the client has stayed more than one year abroad, outside European Community (back period of continued full 12 months before relocation to Poland)..</li> <li>▪ What documents satisfy Polish customs - they need 3 types of living confirmation:                             <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Copies of bills client has paid in origin country like – house renting, taxes, insurances, electricity, medical treatment etc. (should be <u>full</u></li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>▪ All eligible Foreign Nationals taking up residence for more than three months must obtain work permit along with working visa.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ For details contact your destination agent.</li> </ul>

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	<p>12months continued covered).</p> <ul style="list-style-type: none"> <li>▪ Bank statements for whole previous year, tax paid, monthly health care paid.</li> <li>▪ Temporary residence permit in Poland (for non EU-members countries citizens) if work visa has not been issued.</li> <li>▪ EU citizens' residency certificate confirming temporary residence in Poland (for EU nationals).</li> <li>▪ Address registration in Poland copy and / or 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.).</li> <li>▪ Detailed valued inventory prepared in Polish language signed by owner. <ul style="list-style-type: none"> <li>▪ It must be fully descriptive (no "Packed by owner inventories" are acceptable. – required in original.</li> </ul> </li> <li>▪ Signed authorisation for customs agency to act on client behalf (certified by a public Notary in Poland – however not compulsory) - required in original.</li> <li>▪ Customs request form signed by the customer.</li> </ul>		
<p><b>PERSONS RELOCATING FOR PERMANENT RESIDENCE IN POLAND AFTER PERMANENT RESIDENCE ABROAD.</b></p>	<p><b>A) Foreign Nationals</b></p> <ul style="list-style-type: none"> <li>▪ Copy of residence permit and copy of Polish address registration.</li> <li>▪ 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</li> </ul>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Vehicles must be used and registered in the name of relocating person for at least 6 months.</li> </ul>	<ul style="list-style-type: none"> <li>▪ For details, contact your destination agent.</li> </ul>

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	<p>to school etc.).</p> <ul style="list-style-type: none"> <li>▪ Work permit copy (not mandatory) for non EU-members countries citizens.</li> <li>▪ Copy of air ticket confirming arriving to Poland.</li> <li>▪ Any document confirming that client stayed more than one year staying abroad, outside European Community (back period of continued full 12 months before relocation to Poland).</li> <li>▪ What documents satisfy Polish customs - they need 3 types of living confirmation: <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Copies of bills client has paid in origin country like – house renting, taxes, insurances, electricity, medical treatment etc. (should be <u>full</u> 12 months continued covered).</li> <li>▪ Bank statements for whole previous year, tax paid, monthly health care paid.</li> </ul> </li> <li>▪ 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).</li> <li>▪ Detailed valued inventory prepared in Polish language signed by owner. It must be fully descriptive (no “Packed by owner inventories” are acceptable) - required in original.</li> <li>▪ Signed authorisation for customs agency to</li> </ul>	<ul style="list-style-type: none"> <li>▪ The goods must enter Poland within 12 months of the date of termination of foreign residence as shown in the certificate of employment or alternative documents.</li>   <li>▪ Same as above</li> </ul>	

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	<p>act on client behalf (certified by a public notary in Poland) – required in original.</p> <ul style="list-style-type: none"> <li>▪ Customs request form signed by the customer.</li> </ul> <p><b>B) Polish Nationals returning to Poland after temporary stay abroad</b></p> <ul style="list-style-type: none"> <li>▪ Any document confirming that client stayed more than one year staying abroad, outside European Community (back period of continued full 12 months before relocation to Poland).</li> <li>▪ What documents satisfy Polish customs - they need 3 types of living confirmation: <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Copies of bills client has paid in origin country like – house renting, taxes, insurances, electricity, medical treatment etc. (should be <u>full</u> 12 months continued covered).</li> <li>▪ Bank statements for whole previous year, tax paid, monthly health care paid.</li> </ul> </li> <li>▪ 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). Copy of Polish ID certified as a true copy by a public notary in Poland (notarized copy is not obligatory). Copy of permanent Polish address</li> </ul>	<ul style="list-style-type: none"> <li>▪ Same as A. above</li> </ul>	

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

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

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	<ul style="list-style-type: none"> <li>▪ Temporary residence permit in Poland (for non EU-members countries citizens).</li> <li>▪ EU citizens residency certificate confirming temporary residence in Poland (for EU nationals).</li> <li>▪ Address registration in Poland copy and / or residence rental contract copy.</li> </ul>		
<b>Inheritances</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Documents of the beneficiary / beneficiaries:               <ol style="list-style-type: none"> <li>1. Copy of passport – (personal data and photo page) certified as a true copy by a public notary in Poland.</li> <li>2. Copy of Polish ID certified as a true copy by a public notary in Poland (for Polish nationals).</li> <li>3. Copy of permanent Polish address registration.</li> <li>4. Detailed valued inventory signed by the beneficiary.</li> <li>5. Signed authorisation for customs agency to act on client behalf (certified by a public Notary in Poland).</li> <li>6. Customs request form signed by the beneficiary.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Free of duty/tax for importation by direct heirs.</li> </ul>	
<b>New furniture</b>	<ul style="list-style-type: none"> <li>▪ Original invoices / bill of sale.</li> <li>▪ Detailed valued inventory signed by owner. It must be fully descriptive.</li> <li>▪ Signed authorisation for customs agency to act on client's behalf (certified by a public</li> </ul>	<ul style="list-style-type: none"> <li>▪ Brand new furniture is subject to import duties and taxes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If brand new furniture is imported (in manufacturer's original crates), the Customs will require presentation of original invoice/bill of sale.</li> </ul>



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	<p>Notary in Poland).</p> <ul style="list-style-type: none"> <li>▪ Copy of passport – (personal data and photo page) certified as a true copy by a public notary in Poland.</li> <li>▪ Copy of Polish ID certified as a true copy by a public notary in Poland.</li> <li>▪ Copy of Polish address registration.</li> </ul>		
<b>Electrical appliances</b>	<ul style="list-style-type: none"> <li>▪ See removal goods.</li> </ul>	<ul style="list-style-type: none"> <li>▪ See removal goods.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Electricity in Poland: 220-230 V, 50 Hz.</li> </ul>
<b>Precious metals</b>			<ul style="list-style-type: none"> <li>▪ It is recommended that jewellery be carried only as personal luggage.</li> </ul>
<b>Motor vehicles</b>	<ul style="list-style-type: none"> <li>▪ All documents required for HHGs (see removal goods) and in addition the following: <ul style="list-style-type: none"> <li>▪ Copy of vehicle / vehicles insurance policy.</li> <li>▪ Original invoice(s) with its sworn translation into Polish.</li> <li>▪ Car(s) registration card translated into Polish by sworn translator.</li> <li>▪ Original document confirming ownership with its sworn translation into Polish.</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>▪ For more details, please contact your destination agent.</li> </ul>
<b>Pre-1945 Antiques/Objects of art</b>	<ul style="list-style-type: none"> <li>▪ Certificate of Antiquity from recognised authority for antiques.</li> <li>▪ Photos in duplicate should be supplied to destination agent (in case of re-export of these goods from Poland).</li> </ul>		<ul style="list-style-type: none"> <li>▪ Note on items made before 1945 and paintings: <ul style="list-style-type: none"> <li>▪ Given the strict controls over the export of all items (art &amp; antiques), exceeding an age of 100 years or 50 years, regardless of country of origin (including old books) a single licence for permanent export is required.</li> <li>▪ It is important they are noted by Customs on their importation.</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>▪ All such items should be clearly marked on the inventory and stowed for easy access at Customs inspection.</li> <li>▪ Photos of all such items should be supplied in duplicate to destination agent for customs processing.</li> </ul>
Food products		<ul style="list-style-type: none"> <li>▪ Small amounts for personal consumption are allowed.</li> </ul>	
Alcohol		<ul style="list-style-type: none"> <li>▪ Importation not recommended.</li> <li>▪ Alcohol found in household goods will be confiscated and the customer requested to pay a fine.</li> <li>▪ 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.</li> <li>▪ Diplomatic removals: <ul style="list-style-type: none"> <li>▪ Duties/tax exemption based on reciprocity.</li> <li>▪ Alcohol may not be sold for three years from the date of entry.</li> <li>▪ Consult your embassy prior to shipping.</li> </ul> </li> </ul>	
Dogs/cats	<ul style="list-style-type: none"> <li>▪ Good health certificate issued max.5 days prior to arrival.</li> <li>▪ Anti-rabies vaccination certificate at least 21 days prior to departure. Pet must be microchipped.</li> <li>▪ A tattoo is an acceptable form of identification as long as it was given prior to July 3, 2011 and is clearly visible.</li> <li>▪ Puppies must be older than 3 months,</li> </ul>		For details, please contact your destination agent.

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	younger are not allowed to travel to Poland.		
<b>Other animals</b>		<ul style="list-style-type: none"> <li>▪ Requirements may vary depending on country of origin.</li> <li>▪ Importation subject to consultation with the Polish Ministry of Agriculture prior to departure from origin country.</li> </ul>	<ul style="list-style-type: none"> <li>▪ It is advisable to check in advance with your destination agent. Animals sent without proper certificates are subject to quarantine.</li> <li>▪ For some species, importation is prohibited and these may be denied entry.</li> </ul>
<b>Plants</b>	<ul style="list-style-type: none"> <li>▪ Most of the plants require phytosanitary certificate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Subject to examination at destination.</li> <li>▪ Only allowed substance in which plants are to be transported is peat.</li> <li>▪ Other substances like earth, sand etc. are prohibited as potential carriers of pests and diseases.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not all customs houses have personnel authorised to carry out phytosanitary examination so please check with your destination agent.</li> </ul>
<b>Cigarettes and tobacco products</b>		<ul style="list-style-type: none"> <li>▪ Not allowed as a household goods part of the move.</li> </ul>	
<b>Medicines/prescription drugs</b>		<ul style="list-style-type: none"> <li>▪ Import of medicines / prescription drugs is subject to some restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ For details, please contact your destination agent.</li> </ul>
<b>Firearms (hunting weapons)</b>	<ul style="list-style-type: none"> <li>▪ Firearms certificate granted by the Polish Consul.</li> </ul>		<ul style="list-style-type: none"> <li>▪ For details, please contact your destination agent.</li> </ul>



## The FIDI Global Alliance

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