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**CUSTOMS REGULATIONS AND ADDITIONAL INFORMATION  
FOR IMPORTS**

**HOUSEHOLD GOODS REMOVAL**

**A. Documents Required**

- Airway bill / bill of lading
- Notarized passport
- Signed and valued declaration of contents showing “depreciated” used value in Euros
- Copy of Fiscal ID number (NIF or NIE)
- Certificate “Alta en Padron Ayuntamiento”
- Packing list

Non-diplomat

- Proof of previous residence outside Spain
- Proof of having ceased residence at origin
- Original residence or work / Immigration permit
- Duty-free petition
- Community residence permit (Only applicable to EU citizens. See specific regulations for more detail)

Diplomat

- Diplomatic franchise
- Diplomatic passport

Citizen

- Proof of previous residence outside Spain provided by Spanish consulate at origin
- Proof of having ceased residence provided by Spanish consulate at origin.

**B. Specific Regulations**

- May be imported duty and VAT-free on a Change of Residence status.
- Shipment must arrive no later than 12 months after owner has assumed legal residence in Spain.
- If Spanish customs finds new items in a shipment, it is a possibility that the whole shipment will be assessed duties and taxes.
- Shipments for secondary residence or vacation homes are subject to payment of duties and VAT on the CIF value of the goods.
- To obtain *Change of Residence* status, the owner must provide Consular proof of residence outside Spain during the preceding twelve months, and goods must have been with importer for at least six months prior to exportation.

## Spain

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### Non-diplomat

- A local authority in the origin country must provide proof that the shipper had maintained residency for period no less than one year. The local authority must also confirm that the shipper has ceased residence there.
- EU citizens must provide their Community Residence Permit if their shipment originates from a non-EU country.

## **MOTOR VEHICLES**

### **A. Documents Required**

- Original vehicle title
- Original purchase invoice
- Consular deregistration certificate

### **B. Specific Regulations**

#### Duty and VAT-Free Entry

- Shipper must have owned the vehicle for more than six months.
- The names and dates on the original title and purchase invoice must match exactly.
- Proof of residence from origin country must show that shipper had permanent residence in country of origin for a period of at least one year (six months if a resident of E.U. countries)
- Valid insurance must be obtained to drive legally in Spain.
- Vehicles may be imported on a temporary basis. During this time, the owner may continue to drive the vehicle around with foreign license plates.
- After a certain period, imported vehicles must be registered with the Spanish Road Authority (*Tráfico*). To register, the owner must do the following:
  - Obtain valid title and/or registration.
  - Obtain original license plates.
  - Certify the overall condition of the vehicle
  - Submit vehicle to ITV testing to determine emissions and safety features
- Vehicle must be taken to any official Vehicle Technical Inspection installation (ITV) for emission trials and safety requirements; vehicles failing tests must have repairs made in order to pass a subsequent test.
- Registration with the Road Authority requires a 13% registration fee, which is assessed on the CIF value of the vehicle in Spain; fees will be adjusted based on age and condition of vehicle.
- Vehicle must have valid registration/license plates upon arrival in Spain
- Vehicle must have valid third-party insurance coverage (international Green Card insurance is available).
- Spanish customs will require both the chassis and motor numbers.

**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.”
- Packing list should be in English or Spanish.
- 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 the waybill, packing list, valued inventories and shipping schedule should be sent well in advance.
- Please contact destination agent in Spain prior to shipping in order to obtain updated consignment instructions.

***IAM Note:*** Customs regulations can change at any time with or without notice. This document is provided as a guide and for information only. While IAM has exercised reasonable care in publishing this document, IAM makes no representation, either expressed or implied, as to its accuracy or applicability.