

Compass RELOCATION



Used Household Goods and Personal Effects

Documents Required

- Copy of passport
- Letter to Customs
- Contact details
- Declaration of value
- Original legalized inventory in Spanish (Mexican citizens / permanent resident visa holders)
- Express bill of lading (SWB) / air waybill (AWB)
- Proof of ownership, if applicable (for antiques and artifacts)
- Permanent resident visa, if applicable (returning citizens)
- Temporary resident visa, if applicable
- Copy of RFC / CURP number (returning citizens)
- Copy of INE/IFE card (both sides)
- Full inventory list (returning citizens / temporary resident visa holders)
- List of electronics (returning citizens / permanent resident visa holders / temporary resident visa holders)
- Letter of guarantee from employer (temporary resident visa holders)
- Solidarity and compromise Letter (temporary resident)
- Import permit (diplomats)
- Diplomatic franchise from the General Customs Authority (diplomats)
- Diplomatic carnet (diplomats)

Specific Information

- The original legalized inventory must be in Spanish, stamped by the Mexican Consulate in the country of origin and the owner of the goods must have lived abroad for a minimum of 6 months.
 - Only required for Mexican citizens and permanent resident visa holders.
- Letter to Customs, signed, and stating that items in the shipment are used.
- The contact details of the owner of the goods must include destination address.
- The list of electronic items must include serial number, model, and make.
- Mexican Customs require a shipment to be imported within the first 6 months the visa was issued, after this time it will not be imported.
- New items (less than 6 months) are not considered to be used and must be imported separately from the used household goods items.
 - New goods will be subject to taxes and duties at Customs.

Compass RELOCATION

- The letter to Customs must specify new items with proof of purchase to pay the corresponding duties of 20% plus IVA 16%.
- The letter of guarantee must state that the company is responsible for duties and taxes should the shipment not be re-exported when the employee leaves the country (temporary resident visa holders).
- Antiques, artifacts, carpets and paintings may be imported in reasonable quantities and should be declared on the packing list.
- Returning Mexican citizens and permanent resident visa holders must show proof of having lived abroad for a minimum of 6 months to import household goods and personal effects duty free.
- All articles must be included in the Consularized Inventory by the Mexican Consulate.
 - Any item not included in the inventory, can be expropriated by Mexican Government.
- It is not recommended to ship the household goods until all documentation is completed and in order.
- The airports allow only 30 days to release or return the shipment from the time of its arrival.
 - All other ports hold the shipment until 60 calendar days.
 - If the documentation is not presented by that time the shipment is declared as “abandoned” and it is confiscated by Mexican Government.

Motor Vehicles

Documents Required

- Copy of original temporary resident visa / card
- Purchase invoice
- Vehicle title
- Express bill of lading
- Copy of driver's license
- Owner of the goods' personal identification
- Letter of authorization
- Diplomatic franchise from Embassy (diplomats)

Specific Information

- Owner of the goods must be present at port to clear Customs and obtain a temporary import permit, which must be renewed every year.
- Automobiles must be shipped separately from the household goods and personal effects shipment.
- Mexican citizens and permanent resident visa holders cannot import a vehicle into Mexico.
- Only diplomats can import motor vehicles.

Pets

Documents Required

- Veterinary health certificate
- Vaccination record
- Sanitary original bill of lading
- Copy of the owner of the goods' passport

Specific Information

- If the value of the animal exceeds USD 5,000, authorization from the Secretary of Commerce and Industrial Promotion is required.
- Do not send pets over the weekend.
- Make sure all documents are with Customs before shipment arrives.



Restricted/Dutiable Items

- Toilet paper
- Diapers
- Tissue paper
- Blank white paper

Prohibited Items

- Beverages including but not limited to wine, beer, spirits, etc.
- Food items including but not limited to spices, tinned products, canned goods, etc.
- Medicine or drugs
- Weapons and ammunition
- Detergents, soaps or similar objects
- Collectable items such as pens, coins, etc.
- Blank CDs, DVDs or tapes
- Large quantities of similar objects because they could be considered items for sale in Mexico
- Pornographic items
- Cars, boats, and/or motorcycles (unless the client is a diplomat)