

# Customs Clearance Guidelines

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## Overview

Both for sea and air freight, it is essential to provide the required documentation for the customs clearance process. This brief provides detailed information of necessary documentation for customs clearance of humanitarian cargo in transit to Haiti, both at Dominican entry points, and at the Haitian border.

Special regulations apply for vehicles.

The requirements differ depending on whether or not the Logistics Cluster is handling the cargo on behalf of another organisation.

## AT SANTO DOMINGO ENTRY POINTS

### The Logistics Cluster is receiving and handling the cargo:

- WFP **must** be notified on the cargo documentation. If WFP is not a notified party, the Logistics Cluster cannot handle the cargo.
- The cargo must be clearly marked as **in transit humanitarian aid destined for Haiti, with no commercial value.**
- Necessary cargo documentation include original copies of the following documents:
  - Packing List
  - Bill of Lading/Airway Bill
  - Freight Certificate
  - Declaration of Value or Invoice
  - Gift certificate (if applicable)
  - Certificate of origin (if applicable – is required for food commodities)

- Phyto-sanitary certificate (if applicable – is required for food commodities)
- Although original copies of these documents are required once the cargo has arrived, copies can be used to advance the customs clearance process. Therefore, please notify the Logistics Cluster well in advance of expected incoming shipments and provide copies of the required documents.

### **The organisation is receiving and handling the cargo individually**

- For organisations that are not using the Logistics Cluster to facilitate the customs clearance, WFP should not be notified on cargo documents.
- The cargo must be clearly marked as **in transit humanitarian aid destined for Haiti, with no commercial value.**
- Necessary cargo documentation remains the same:
  - Packing List
  - Bill of Lading/Airway Bill
  - Freight Certificate
  - Declaration of Value or Invoice
  - Gift certificate (if applicable)
  - Certificate of origin (if applicable – is required for food commodities)
  - Phyto-sanitary certificate (if applicable – is required for food commodities)
- Copies of the required documentation can be used to advance the customs clearance process, but original copies must be provided upon arrival of the cargo to avoid fees.

## **AT THE HAITIAN BORDER**

### **Organisations sending cargo under the Cluster umbrella**

- This cargo will automatically have a WFP waybill, and WFP/Cluster staff at the border will be able to facilitate the transit.
- The original copies as submitted when handing over the cargo to the Logistics Cluster will be used.
- If the cargo is procured locally, the documentation requirements are the same as under point 1 above (original copies):
  - Packing List
  - Bill of Lading/Airway Bill
  - Freight Certificate
  - Declaration of Value or Invoice
  - Gift certificate (if applicable)
  - Certificate of origin (if applicable – is required for food commodities)
  - Phyto-sanitary certificate (if applicable – is required for food commodities)

### **Organisations sending cargo individually**

- **Original copies** are required of the following:
  - Packing List

- Bill of Lading/Airway Bill
- Freight Certificate
- Declaration of Value or Invoice
- Gift certificate (if applicable)
- Certificate of origin (if applicable – is required for food commodities)
- Phyto-sanitary certificate (if applicable – is required for food commodities)
- In addition a complete packing list **signed and stamped by the organisation moving the cargo** must be presented. Note that the waybill and packing list must correspond. It is not, for example, sufficient to list the number of pallets – the exact number and description of all items on each pallet must be provided.
- In addition, a supplementary customs form is required. The fee for submitting this form is about 1 USD.
- The organisation **needs to have staff present at the border** to facilitate the crossing. The Logistics Cluster cannot act as an intermediary for cargo that is not sent through the Cluster umbrella and hence does not have a WFP waybill.