

International Shipment & Customs Regulations and Information
for
Colombia

It is extremely important that you take a few moments to review these important requirements, as they will allow us to process the release of your personal property through foreign customs. Customs processing varies by country and can take 1-2 days and as much as 10 days.

Customs and immigration requirements are established by the country of import and not by UniGroup Worldwide. This guide has been designed to assist clients understand and comply with country-specific requirements. Substantial effort has been made to ensure that the information provided is current and correct. Such regulations, however, are subject to change without notice by the country of import. UniGroup Worldwide assumes no liability for changes in the law or interpretation by enforcement personnel as it exists at the time you and/or your goods enter the country.

IMMIGRATION

When moving to Colombia, some specific documents will be required in order to satisfy local immigration officials.

*Contact address and telephone number must be listed on all documents.

Required Documents	Details
Visitor	
Visitors Visa	--
Passport	Copy of passport and 3 recent color photographs (size 3x4cm).
Visa Application	2 copies of visa application form which filled and signed by the applicant.
Onward Journey Ticket	Copy of the return or onward journey ticket.
Bank Statement	Original and copy of most recent bank statement of the applicant.
Letter of Invitation	Letter of invitation from a sponsoring organization or a Colombian National or a resident in Colombia. <ul style="list-style-type: none"> The letter must be written in Spanish Purpose and duration of the trip must be stated in the letter.
Additional documents	A photocopy of all the above documents except application form.
Tourist	
Tourist Visa	--
Passport	Copy of passport and 3 recent color photographs (size 3x4cm).
Visa Application	2 copies of visa application form which filled and signed by the applicant.
Onward Journey Ticket	Copy of the return or onward journey ticket.
Bank Statement	Original and copy of most recent bank statement of the applicant.
Letter of Invitation	Letter of invitation from a Colombian national or from a resident in Colombia or the confirmation of the Hotel in Colombia.
Additional documents	A photocopy of all the above documents except application form.
Professionals	
Company / Managerial Visa	--
Passport	Copy of passport and 3 recent color photographs (size 3x4cm).
Visa Application	2 copies of visa application form which filled and signed by the applicant.
Letter of Responsibility	Applicant should provide a Letter of Responsibility from the company stating the applicant's position, the purpose of the trip, the length of visa validity and whether single or multiple entries is required. The company must take responsibility for all the travel expenses, and include a return clause.

Registration Certificate	Certification that the company in Colombia is duly registered in Colombia, issued by the relevant Notary Public or Chamber of Commerce in Colombia.
Additional Documents	A photocopy of all the above documents except application form.
Businesspeople	
Business Visa	--
Passport	Copy of passport and 3 recent color photographs (size 3x4cm).
Visa Application	2 copies of visa application form which filled and signed by the applicant.
Letter of Responsibility	<ul style="list-style-type: none"> Applicant should provide a Letter of Responsibility from the company stating the applicant's position, the purpose of the trip, the length of visa validity and whether single or multiple entries is required. The company must take responsibility for all the travel expenses, and include a return clause. For an independent business person the letter must include the purpose of the trip, bank references and names of commercial contacts in Colombia.
Certificate of Existence	Certificate of Existence of the company in Colombia.
Additional documents	A photocopy of all the above documents except application form.
Employees	
Temporary Working Visa	--
Passport	Copy of passport and 3 recent color photographs (size 3x4cm).
Visa Application	2 copies of visa application form which filled and signed by the applicant.
Work Contract	Original of the work contract and a copy, both documents duly signed by the Colombian party and notarized in Colombia. <ul style="list-style-type: none"> Applicant must call the Consulate in person and sign the contract before the Consul.
Letter by Employer	Letter from the contracting company committing to defray all necessary expenses to repatriate the worker to employee's country of origin or of latest residence at the event that the visa expires or is cancelled.
Financial Support Declaration	Proof of financial status <ul style="list-style-type: none"> Not older than 3 months.
Certificate of Existence	Certificate of Existence of the company in Colombia
Certificate of Security	Certificate from the Ministry of Work and Social Security stating that the proportion of national and foreign employees is according to the law.
Additional documents	<ul style="list-style-type: none"> Spouse's application will need to include the marriage certificate bearing a certificate from the FCO. The children's application will include their birth certificate bearing a certificate from the FCO, and if they are over 18 years of age, proof that they are financially dependent on the employee. A photocopy of all the above documents except application form.
Diplomats	
Diplomatic Passport	Official or diplomatic passport with validity of at least 3 months, 2 passport size photographs. Processing times: <ul style="list-style-type: none"> For stay of up to 90 days: 3 business days. For longer than 90 days stay: 10 weekdays.
Letter of Request	Letter in official letterhead of US Government Agency requesting the visa for the individual. It must state purpose of trip, estimated duration of stay and date of arrival and departure.
Students	
Student Visa	--
Passport	Copy of passport and 3 recent color photographs (size 3x4cm).

Visa Application	2 copies of visa application form which filled and signed by the applicant.
Letter of Invitation	Original letter from the Colombian Institution certifying that the applicant has been accepted for the programme.
Certificate of Existence	Copy of the Certificate of Existence of the Colombian Institution.
Financial Support Declaration	Proof of funds. <ul style="list-style-type: none"> If the student has been awarded a grant, he must produce the original document entitling him to the grant. If the student will be supporting him/herself, then the student must produce recent bank statements or proof of income.
Statement of Guardianship	Letter stating the guardianship of the student while living in Colombia. <ul style="list-style-type: none"> Parents' written authorization for less than 18 year age applicants.
Additional Documents	A photocopy of all the above documents except application form.

Details

- All documents issued in other languages must enclose a translation into Spanish.
- Citizens from the countries listed below who are traveling to Colombia for tourism or as a temporary visitor do not require a Visa to enter the country.

Andorra, Antigua Y Barbuda, Argentina, Austria, Australia, Bahamas, Barbados, Belgium, Belice, Bolivia, Brazil, Canada, Chile, Chipre, Corea, Costa Rica, Denmark, Dominica, Ecuador, El Salvador, Finland, France, Germany, Granada, Greece, Guatemala, Guyana, Honduras, Iceland, Indonesia, Israel, Italy, Jamaica, Japan, Lichtenstein, Lituania, Luxemburg, Malasia, Malta, Mexico, Monaco, New Zealand, Norway, Pais Bas, Panama, Paraguay, Peru, Philippines, Portugal, Romania, San Marino, Santa Lucia, Singapore, Slovak Republic, Sn. Vicente & Granadinas, Spain, St. Kitts Y Nevis, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, Uruguay, USA, Venezuela.

PERSONAL & HOUSEHOLD GOODS

Customs regulations of Colombia are subject to change at any time. Personal & household goods are subject to duty, except for diplomatic shipments. The following information is a brief summary of customs regulations applicable to household goods shipments to Colombia.

Required Documents	Details
Passport	Passport with a valid visa for at least 1 year.
Inventory in Spanish	Itemized inventory in Spanish listing make, model and serial numbers for all electrical appliances.
Air Waybill/ Bill of Lading	Shipper should provide Bill of lading or airway bill.
"Declaracion de viajeros" (Traveler's declaration)	Applicant must declare unaccompanied goods, whose value must not exceed US\$2500 and must not include furniture.
Baggage Certificate	Shipper must request for a Baggage Certificate from the airport customs office upon arrival in Colombia to enable shipment to clear customs.
Certificate of Residence	Certificate issued by Colombian Consulate for returning citizens verifying shipper's stay abroad has been for at least 2 continuous years.
Diplomats	
Air Waybill/ Bill of Lading	Diplomats should provide the Bill of lading or airway bill.
Certificate of Customs Clearance	Obtained in advance from the Ministry of Foreign Affairs.
Additional Documents	Diplomats should provide the following document in the Customs office: <ul style="list-style-type: none"> Inventory in Spanish with values Diplomatic Entry Form

Household goods can be imported duty-free under the following conditions:

- Diplomats are permitted duty and tax-free entry of household goods if the proper documents are obtained. Demurrage or handling charges from Customs will be invoiced at delivery.

Details

- Shipper should have not shipped any personal & household goods in the previous 7 years.
- Baggage Certificate must be obtained by the Shipper from the airport customs office upon arrival in Colombia to enable shipment to clear customs.
- Shipper must be present for Customs Clearance.
- Diplomat's personal firearms are allowed, but a carrying permit must be obtained.
- Returning residents of Colombia must have resided overseas for at least 2 years.
- Shipment can arrive from 30 days to 120 days after the shipper's entry into Colombia.
- If the shipper's stay is less than 7 days then personal effects shipment must be up to a value of US\$1500 per adult.
- If the shipper's stay exceeds 7 then personal effects shipment must be up to a value of US\$4000 per adult.

MOTOR VEHICLES

Customs regulations of Colombia are subject to change at any time. The following information is a brief summary of customs regulations applicable to motor vehicles shipment to Colombia. Shipper needs to fulfill all documentation requirements before dispatch of vehicle.

Required Documents	Details
Import Permit	--
Bill of Lading	Shipper must provide Bill of lading or airway bill.
Original Commercial Invoice	--
Registration	Proof of vehicle registration.
Title	--
Copy of Bill of Sale	--

Details

- Shipper must provide all documents before shipping the vehicle. The vehicle will be seized and stored at the shipper's expense, if any violations occur.
- Shipper must obtain an Import License before shipping a motor vehicle.
- Shipper must not include motor vehicles as part of a household goods shipment.
- Shipper must import only new cars into Colombia, except for diplomats.
- Shipper must pay duty which will be assessed at approximately 150-200% of the CIF (Cost Insurance Freight) of the vehicles.
- Shipper must export back the imported vehicles to the country of origin when the shipper departs, or if the shipper plans to return to Colombia the vehicle must be left with customs authority.
- Shipper will be charged a sales tax of 35% of CIF value plus the assessed duty.
- Shipper will be charged for annual road tax range from \$250 to \$850.
- Inspection of vehicle must be done by a firm such as Bureau Veritas or SGS at origin.

PETS

Import authorization is required for pets & the shipper's presence is not required for clearance, but shipper must be in the country.

Required Documents	Details
Import License	Import License required if more than 2 animals are imported.
Notarized Health Certificate	For dogs and cats, notarized Health Certificate from a Veterinarian should be provided.
Vaccination Certificates	Vaccination Certificates required for importing pets are: <ul style="list-style-type: none"> • Vaccination of Rabies • Vaccination of Distemper • Vaccination of Hepatitis • Vaccination of Parvovirus

Details

- Quarantine is not required for dogs and cats.
- For customs clearance the shipper's presence is not required.
- Pets arriving at the airport after 2:00 p.m. will be cleared the following business day.

RESTRICTED & PROHIBITED

All countries, including Colombia prohibits and restricts the importation of certain dangerous or sensitive items.

Prohibited Items

- Pornographic materials
- Tobacco and foodstuffs are prohibited (in case of excessive quantities)
- Ni-forms or other equipments
- Narcotics or drugs
- Weapons, ammunition and explosives

Restricted Items

- Firearms
- Bedroom furniture