

# MexiCo Forwarding, Inc.

## Custom Regulations & Documentation:

**Immigrants with FM3 (Temporary Visas):** All documents MUST be in Spanish. Form letters will be provided

- Copy of Visa
- Four original sets of inventories (see instructions below) typed in Spanish and stamped by the Mexican Consulate nearest to place of origin
- Declaration Letter. Declares to the Mexican authorities at the port of entry that the household goods have been used for over 6 months, and that NO prohibited items are included.

**Diplomats:**

- Copy of the Diplomatic passport.
- Copy of the Franchise Form: Issued for the Ministry of Foreign Affairs in Mexico City - addressed to General Customs House at the port of entry.
- Declaration letter addressed to the correspondent customs house.
- IRS identification number.

**Returning Mexican Citizens:** All documents MUST be in Spanish. Form letters will be provided

- Copy of Mexican passport
- Four original sets of inventories (see instructions below) typed in Spanish and stamped by the Mexican Consulate nearest to place of origin
- Copy of R.F.C. (similar to I.R.S. Number in the U.S.)
- Value form for customs
- Proof of residency in the foreign country for the last 2 years (usually copies of old utility bills). To be presented to the Mexican Consulate with the typed inventory list in Spanish. The consulate will not stamp the inventories, and importation will not be permitted without these documents.

**Immigrants with FM2 (Permanent Visas):** All documents MUST be in Spanish. Form letters will be provided

- Copy of Visa
- Four original sets of inventories (see instructions below) typed in Spanish and stamped by the Mexican Consulate nearest to place of origin
- Declaration Letter. Declares to the Mexican authorities at the port of entry that the household goods have been used for over 6 months, and that NO prohibited items are included.
- Letter of guarantee

## Custom Regulations (Restricted and Prohibited Items)

**New Items - Prohibited.** Any appliance or item of household furniture that is less than 6 months old will be considered new.

**Electrical Goods -** All electrical goods small and large are required to be inventoried separately, in Spanish, with make, model and serial numbers.

**Motor Vehicles -** Only diplomats with proper documentation can have vehicles imported. *Non-Diplomat* vehicles must be cleared at the border by the registered owner and driven to final destination. Permits are granted at crossing and need to be renewed every 6 months.

**Boats, Trailers, Riding Mowers, ATV's, Anything with an engine, and Anything with two or more wheels -** See Motor Vehicles

**Motorcycles -** For permanent importation, a special import permit is required which can be issued by the Secretary of Commerce and Industrial Development in Mexico City. For temporary importation, the same procedure as non-diplomats applies for motor vehicles.

**Bicycles -** One per person and must be used.

**Artwork -** Must be declared separately on the consularized list.

**Medicines & Drugs -** Moderate amounts and with prescription only.

**Animals -** Require special permits and certificates of health.

**Plants, Fruits and Vegetables -** Prohibited.

**Wine, Liquor & Alcohol -** Prohibited

**Food -** Prohibited

**Fire Arms -** Prohibited

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## THE CONSULAR INVENTORY:

Within 6 months of obtaining your FM Visa, you may be allowed the duty-free importation of your used household goods and personal effects in quantities which would be considered normal for the number of family members in your household. Either YOU or the movers will do a comprehensive inventory of the furniture, electronics and personal effects you are shipping into Mexico. If YOU do the list, it will save you the \$150 service fee normally charged for performing the inventory. Once the inventory is completed, it must be emailed or fax'd to our customs handler for translation and formatting. This normally takes 24 to 48 hours. He will return the formatted inventory (in Spanish) to you and then you must take it to your local consulate office in person to get it stamped. Once stamped, copies of the inventory and other documents must be delivered back to the customs handler for crossing – then you will be free to travel.

- 1) First and Foremost - The inventory **MUST** be legible. Number each item beginning with item number '1' and proceed sequentially, using only one inventory number per box or article.
- 2) A complete description of **anything electronic or battery powered** is absolutely necessary – including appliances, power tools, clock radios and even small toys. All electronics should be packed together in as few boxes as possible, noting the make, model and serial number of each one. **YOU - the shipper - are solely responsible for checking and verifying the inventory.** This is true even if the mover drafts the inventory list, so be SURE to point out any power tools in tool chests, carrying cases or cartons. You should even check the final consularized inventory to be sure they have properly stamped and returned to you ALL THE PAGES of the list. If for any reason any electronic device is not properly documented, it will remain at the point of crossing at your expense and will NOT be shipped into Mexico.
- 3) A nominal description is required for packed personal effects - i.e. Clothing, Dishware, Pots-n-pans, Books, Bedding, etc. **DON'T USE "MISC"**  
The entry must be a reasonable description of the contents of the box
- 4) Furniture items need only be listed with a **brief** description. Don't be TOO vague, but you don't need to be overly descriptive either.- i.e. "overstuffed chair", "double dresser" or "dining table" are sufficient descriptions. Notations of condition aren't necessary; this is just a list of furniture items.
- 5) ELECTRONICS (both mover and owner packed) AND APPLIANCES **MUST BE LISTED FIRST ON THE INVENTORY – THEN LIST BOXES OF PERSONAL EFFECTS AND THEN LIST THE FURNITURE.**

## THE DELIVERY INVENTORY:

When the driver loads your goods at origin he will make a written inventory of the furniture and the cartons. He will put a numbered tag on each item and describe its condition and contents on the inventory list. A special declaration must be made for any items valued at over \$100 per pound of weight and if you want the contents of cartons to be fully covered, you should request an inventory of carton contents called a 'piece count', for which a labor charge may apply. This inventory will be in ENGLISH. A copy will be given to you and you may use it to determine the completeness of delivery at destination by locating the tag and checking each item off the inventory list when your shipment is delivered. When delivery is complete, if any item is not checked off of your list, bring it to the attention of the delivery crew. If they cannot find the item, you need to declare the shortage (and any obvious damage) immediately. Since the workmen likely do not speak English the delivery inventory on a shipment bound for Mexico will probably be the consular inventory (in Spanish). Before you sign the delivery receipt, you should note any shortage or damage on their form and KEEP A COPY FOR YOUR RECORDS. If multiple copies of a delivery form are not available and you do not have photocopy facilities, we recommend you draft a hand written declaration of shortage or damage to be signed by you and the foreman prior to the departure of the delivery crew. If – for any reason – your signature on a delivery receipt is not requested you should IMMEDIATELY call us or your insurer to report the shortage and damage. Make a record of the name of the person with whom you spoke, what was discussed and the time and date of the discussion. Anything you can do to document loss or damage will help you later on if you must pursue a claim.

## INSURANCE:

We do NOT handle uninsured shipments. You may purchase coverage from us or from any insurer of your choice; however, we **must** be shown proof of coverage before we will execute our order for service. Be sure to read the limitations and exclusions. Most insurance policies only cover the goods while in the care and custody of the MOVER (loss or damage occasioned by acts of US or Mexican Customs are not covered). If you underinsure, you are co-insuring for whatever percentage your declaration is of the actual value. "Political Risk" (acts of war or terrorism) may not be covered or an additional premium may be charged. Regardless what type of coverage you select, in NO EVENT will the liability of MexiCo Forwarding ever exceed 10¢ per pound of weight per article - and customarily it is the firm underwriting your policy that has exclusive rights to subrogate against us for that liability.

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