

DOCUMENTACIÓN PARA DIPLOMÁTICOS / DOCUMENTATION FOR DIPLOMATS

- **Despacho de Aduanas Diplomáticos Extranjeros / Customs Clearance for Foreign Diplomats:**
 - Pasaporte Diplomático / Diplomatic Passport
 - NIE asignado y que esté dado de alta en Hacienda / NIE assigned and must be registered in Hacienda (Tax Office)
 - El Diplomático deberá estar acreditado ante el Gobierno Español / Diplomat must be accredited by Spanish Government.
 - La Embajada del País respectivo, deberá solicitar al Ministerio de Asuntos Exteriores Español (Departamento de Protocolo) Franquicia Diplomática, mediante Nota Verbal, Para realizar este trámite la Embajada debe disponer de copia del OBL o AWB. / The Embassy of the Country involved in Spain must request from Spanish Ministry of Foreign Affairs (at the Protocol Department), Diplomatic Franchise through a Verbal Note. For this procedure the Embassy must have the OBL or AWB – once they obtain Franchise we must be given this Document for us to be able to Customs Clear. T1 for Road shipments.
 - Inventario Valorado. / Valued Inventory
 - Hoja Declaratoria que facilita la Embajada del País respectivo. / Declaratory Paper which Embassy of the Country involved in Spain provides.

- **Despacho de Aduanas para Personal no Diplomático empleado por la Embajada / Customs Clearance for non Diplomat members but work for the Embassy :**
 - Copia del OBL o AWB / Copy of OBL or AWB
 - Copia Pasaporte / Copy of Passport
 - NIE asignado y activado en Hacienda / NIE assigned and must be activated in the Treasury Department = Hacienda (Tax Office)
 - Alta en el Padrón / Registration certificate from the Town Hall (at destination).
 - Relación de contenido valorada / Valued Inventory
 - Escrito de la Embajada respectiva, dirigida al Ilmo. Sr. Administrador de la Aduana a donde llegue la expedición, acreditando el puesto que ocupa, y solicitando la importación con franquicia de derechos. / Document written from Embassy of the Country Involved in Spain at Destination directed to the Administrator of the Customs Agent at destination, accrediting the status that he/her holds and requesting for import with franchise.

- **Despacho para Diplomáticos Españoles / Customs Clearance for Spanish Diplomats:**
 - Pasaporte Diplomático & DNI / Diplomat Passport and DNI
 - Baja Consular Original / Change of residence certificate from Consulate at origin
 - Alta en la Agencia Tributaria / Activation in the Treasury Department = Agencia Tributaria.
 - Alta en el Padrón / Registration certificate from the Town Hall (at destination).
 - Inventario Valorado / Valued Inventory
 - Instancias para la Aduana / Customs Forms
 - En caso de Diplomático Español si tiene algún problema con presentar la Baja y el Alta haría falta la “Carta Saludo” con el nuevo nombramiento y el cese, emitida por el Ministerio que corresponda. / In case Spanish Diplomat cannot

present Change of Residence Certificate and Registration Certificate, then “Carta Saludo” is needed with the new status at destination and the cancellation of old status at origin, issued by the Ministry that corresponds.

Normalmente la demora en solicitar la franquicia y estar concedida es de 10-15 días laborables aprox. Lo importante es que el interesado pueda aportar copia del OBL en el momento que su Embajada solicita la Franquicia, en donde se indica el detalle del embarque, así como la lista de contenido.

Usually the transit time from franchise request and being granted, is aprox 10-15 working days. What is very important is that the shipper must be able to provide copy of OBL or AWB at the time that his/her Embassy requests the Franchise, where it shows all the information of the shipment as well as the Inventory List.

ACONSEJAMOS QUE CONSULTEN IGUALMENTE CON SU EMBAJADA O CONSULADO / WE RECOMMEND TO CHECK THE SAME WITH EMBASSY OR CONSULATE.

**SI EL DESTINO FINAL ES MADRID ES CONVENIENTE QUE VENGA CONSIGNADO HASTA TERMINAL MADRID DIRECTO. / IF FINAL DESTINATION IS MADRID ITS CONVENIENT TO CONSIGN SHIPMENT TO TERMINAL MADRID DIRECTLY.

** CONSIGNACION DEBERA INDICAR / CONSIGNEE MUST SHOW :
“Consignee” and “Notify”: Name of the Embassy with full address, fax & tel. – Clients Name C/O GIL STAUFFER

If Diplomat we advice to mention this.

Requerimientos para la importación de vehículos: El cliente deberá tener el vehículo a su nombre por más de 6 meses y 1 día o si es vehículo diplomático 12 meses y 1 día antes de embarcar y antes de la emisión de la Baja Consular (si es el caso). El vehículo llegará con las matrículas y el seguro en vigor. Los documentos para la importación del vehículo son:

1. Original del Título de Propiedad del vehículo
2. Factura de Compra
3. Original de Ficha Técnica y Tarjeta de Permiso de Circulación

Requirements for vehicles: Shipper must have owned the vehicle for at least 6 months and 1 day or 1 year and 1 day (if diplomatic vehicle) before shipping and prior obtaining Cancellation of Residence at origin. The vehicle must have the license plates and must have valid insurance (at least for the period in which the vehicle will be about to arrive in Spain).

1. Original Certificate of title for the vehicle
2. Original or at least a photocopy of purchase invoice
3. Original Technical Card & Permit for Vehicle to circulate

As per new law from the 1st of January 2012 cars and motor vehicles are IMO goods, unless the battery is disconnected and the tank is empty. Any shipment sent this way will generate extra charges not included in our rates and must be informed in advance for our approval.

Nuestros servicios contemplan la importación temporal del vehículo, siendo ya por cuenta del cliente finalizar los tramites de Matriculación, Pago de Tasas de Trafico y Cambio de Matrículas, directamente o

con la ayuda de una Gestoría Especializada. Además de realizar cualquier modificación para homologar el vehículo si fuera necesario.

Our usual assistance is offering shipper with temporary import permit while final Registration of vehicle, payment of Traffic Tax and Change of Number plates must be arranged by client directly or via specialized broker. Also any possible conversions required to meet EU Standards if needed.

Para Embarques terrestres: El Booking agente deberá aportar el T1 e Inventario.

For Road shipments: Booking agent must provide us with T1 Form and packing list.

Please ensure that all documents are neatly scanned in colour and sent by email in .pdf format. Customs will not accept illegible copies or pictures of documents.

We trust this information provides clarity on the importation process to Spain. Should you have further questions or require additional details, please feel free to contact our team.

Gil Stauffer

