

Documents needed for successful clearance of customs formalities. By submitting these documents, your move will be cleared of customs duty and VAT.

Export from Czech Republic

List of moved items including their value

You can use the document **Inventory list**, which can be found in the **Client zone** section on our website hrubymoving.cz for the creation of this list. You do not need to list the value of each item. Complete figure at the end of the list is sufficient. List current value and not purchase value

Copy of ID card or passport

With the ID card both sides need to be listed. With the passport the page with the photograph is required.

Request for the release of goods to free circulation

Letter of Authorisation for representation in customs operations

Declaration for export

Sworn affidavit

The forms of these four documents can be found in the **Client zone** on our website. All you need is to fill them out.

Export of a vehicle

Copy of canceled certificate of roadworthiness from the Czech registry

An address of residence abroad has to be listed in both large and small certificates of roadworthiness.

Vehicle value statement

The form can be found in the **Client zone** section on our website.

Import to the Czech Republic

List of moved items including their value

You can use the document **Inventory list**, which can be found in the **Client zone** section on our website hrubymoving.cz for the creation of this list. You do not need to list the value of each item. Complete figure at the end of the list is sufficient. List current value and not purchase value.

Copy of ID card or passport

With the ID card both sides need to be listed. With the passport the page with the photograph is required.

Document verifying residence in the Czech Republic

To verify your residence, use a copy of the leasehold or sale contract for the house or apartment you will be residing in in the Czech Republic. This duty does not apply to the Czech Republic citizens, who have the same address listed in their ID card, which they list in the document **Sworn affidavit**.

Copy of work permit in the Czech Republic or labor contract

This duty does not apply to the Czech Republic citizens.

Residence checkout (only for import from Switzerland)

In case you are moving from Switzerland, list your residence checkout with the copy of the document **Meldezettel**.

Verification of residence outside the Czech Republic

If you are a citizen of the Czech Republic it is your lawful duty to verify that you have resided outside the territory of the Czech Republic continuously for minimally 12 months. The usual case of how to verify this fact for example is to showcase the list of bills for the use of a phone company's service abroad, copy of the electricity bills or employer's statement.

Request for the release of goods to free circulation

Letter of Authorisation for representation in customs operations

Sworn affidavit

The forms of these three documents can be found in the **Client zone** on our website. All you need is to fill them out.

Import of a vehicle

Copy of certificate of roadworthiness in ENG

If the certificate is in a different language than English, it needs to be translated.

Vehicle value statement

The form can be found in the **Client zone** section on our website.

Copy of sale contract