07, October 2016

The below information is from the Directorate for Civil Protection (DPC), however it is not guaranteed that customs clearance will be granted. It is important that each organization applies for clearance itself, as the logistics working group in Haiti cannot submit these requests on behalf of other actors.

MINISTRY OF INTERIOR AND LOCAL AUTHORITIES

CUSTOMS PROCEDURES

To let containers get out of Customs, the holder of files/records needs to submit the following documents to the Ministry of Interior which is located in
29, Rue Duncombe (Port-au-Prince):

1- Original Bill of lading endorsed by the Civil Protection Department (DPC) or the Ministry of Interior
2- Freight certificate
3- Customs declaration made on behalf of the DPC or the Ministry of Interior.
4- Delivery Order (the importer must be the DPC or Ministry of Interior)
5- The detailed list of imported items
6- The import invoice or estimate
7- The donation certificate

Once documents and the request are compliant, the DPC or Ministry of Interior will need to follow up and make sure that they are quickly submitted to the Ministry of Finance, in order to get customs exemption and facilitate the exit of items.

NB: for drugs or medical products, the person must apply to the Ministry of Public Health.

The DPC focal point for all Customs queries regarding Humanitarian Cargo is:
Mme Marie Lita Descolines *(marielita.descolines@gmail.com / Tel. +509 3610.0788)*