

Procedure and Requirements to Apply for Access ASYCUDA

Go to www.jacustoms.gov.jm and Click on Documents & Forms

Read Policy: To read policy, click on Accessing the Customs System- External Policy Version 2.0. Thereafter, you may proceed to complete registration for access by clicking on the link: ASYCUDA World Services Registration

However, before clicking “Apply Now”, please read the requirements and you must complete **Application Signature Form** and **Access to ASYCUDA Questionnaire**

Click “Apply Now” and complete the Registration and then click submit. You will receive an automatic system reply along with an automated ticket confirming that application was successfully submitted.

The following documents must be attached/uploaded when submitting application:

- Completed Application with signed signature page
- Certificate of Incorporation (Registration of Company)
- Certified Copy of Valid Government Issued ID (Passport or Driver Licence or Electoral ID) for all persons stated in application. Copies to be certified by a J.P before uploading
- Valid Police Records for all persons listed the in application
- Two written Character References for all persons stated in application (see reference guide on registration portal)
- Valid Tax Compliance Certificate for the company
- Letter from Company confirming employment status of all persons stated in application and a request for their access to ASYCUDA (applicable where staff members only are applying for access)
- Completed Questionnaire for background Investigation
- Signed Signature Page (To be signed by primary applicant)

Application Process

- Applicant submits application to Customs Management System, ASYCUDA.
- Upon successful submission, application is received and vetted by the office of the Director of Customs House. An email will be sent to applicant regarding any discrepancies are outstanding requirements.
- Completed application is referred to the Jamaica Customs Agency’s Investigations Unit where application will be further reviewed, background investigation conducted on applicant (s), and contact made with applicant (s) for background review.
- The Investigations Unit submits completed report to the Office of the Director of Customs House
- The Director of Customs House submits report and makes recommendation to the Commissioner of Customs who will be advised of findings.
- The Director of Customs House will communicate to applicant the decision of the Commissioner in relation to approval or denial of access.
- The applicant (s) will be recommended and advised of training requirements where approval for access has been granted by the Commissioner.
- Applicant (s) will be granted appropriate access to ASYCUDA upon successful completion of training. Continued user access is contingent on the discretion of the Commissioner and the user’s adherence to the Jamaica Customs Agency’s guidelines and the requirements outlined in the policy governing access to the system.