



**Jamaica  
Customs  
Agency**  
*'Country Above Self'*

# Importing Personal Items

A Guide to the Importation of Personal Items.



## How do I clear personal shipment ?

Shipments valued at Cost, Insurance and Freight (CIF) of US\$5000 or less are subject to standard customs clearance procedures. The importer is responsible for engaging a clearing agent to prepare and submit the required customs documentation, including the Simplified Declaration (IMS4), to Jamaica Customs.

## Whats Required to Clear a Personal Shipment:

- Valid identification such as: Passport, National Identification Card, Jamaican Driver's License
- Taxpayer Registration Number (TRN)
- Bill of Lading or Airway Bill
- Proper Invoice
- Import Permit or License, where applicable

## Steps to Clear Personal Shipments

The **Contactless Clearance Process (CCP)** is a new initiative that has been implemented by this Agency. This process allows importers and agents to clear cargo without physically visiting the warehouses for Customs inspection and for Customs Officers to conduct inspections in a controlled, sterile and secure environment.

## How to use the Contactless Clearance Process ?

- 1 Request Contactless Clearance by emailing [ccp@jca.gov.jm](mailto:ccp@jca.gov.jm).
- 2 Pay relevant duties and charges through JCA's Mobile Application or at a Customs cashier at your clearance point.
- 3 Visit port location to collect cargo or have your freight forwarder deliver your cargo straight to you.

## Discrepancy with IMS4 Declaration

If there are discrepancies with the information entered by the clearing agent, the following steps will be taken:

- Customs officer re-routes the declaration for the corrections to be made
- Clearing agent makes the adjustments and the importer pays additional duties, if required.

## Clearing a Shipment on Someone's Behalf

When clearing a barrel for someone the following must be presented:

- Authorization letter signed and stamped by a Justice of the Peace JP
- Consignee's Taxpayer Registration Number (TRN)
- Valid passport - photocopied documents must be signed and stamped by a JP



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